PROJECT COST/BENEFIT ANALYSIS

Project Name:	JA WILL VERSION	
Prepared by:	TAULTHE FULLY FUNCTIONAL	
Date (MM/DD/YYYY):	THIS TEMPLATE, PLEASE VISION	
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- To create links to referenced documents (e.g., Link_To_...) use Insert → Hyperlink on your toolbar.
- Check the Tools/Options/Screen Tips checkbox to activate Online Help. Mouseover 🛄 to see text.

Provide a brief overview, background and definition for the project. Explain the issue or opportunity that is driving this project.	Link_To_Project Charter
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2. Discussion of Alternatives

For each of the topics listed below, discuss the project ground rules and assumptions:

Do Nothing

Current Process (Describe the existing, as-is model):

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Impact of doing nothing:

Alternative #1 - Goals and Concepts:

Goals (What is unique about what this alternative approach will attempt to accomplish?):

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Functional Concept (What will the product or service do?):

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Technical Concept (How will the product or service work?):

2. Discussion o	of Alternatives
For each of the topi	cs listed below, discuss the project ground rules and assumptions:
Project/Progran	n Management Concept (How will the project/program be managed.?):
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Acquisition Stra	ategy:
	MWW_CVR-IT_COM
High-Level Sche alternative	edule 🛄 (insert rows as needed): Provide high level milestones for this project
Date: (MM/DD/YYYY)	Milestone (or Link_To_Project_Milestone_Schedule):
	CANDIE
Alternative #2 - Go	oals and Concepts:
Goals (What is uniq	ue about what this alternative approach will attempt to accomplish?):
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Functional Conc	cept (What will the product or service do?):
Technical Conce	ept (How will the product or service work?):
	CAMPLE
Project/Progran	n Management Concept (How will the project/program be managed.?):
	FUNCTIONAL VERO
Acquisition Stra	ategy:
	OF THIS TENT CUR IT COM
High-Level Sche alternative	edule 🚇 (insert rows as needed): Provide high level milestones for this project
Date: (MM/DD/YYYY)	Milestone (or Link_To_Project_Milestone_Schedule):
	SAMPLE
Alternative #3 - Go	oals and Concepts:
Goals (What is uniq	ue about what this alternative approach will attempt to accomplish?):
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Functional Cond	cept (What will the product or service do?):

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2. Discussion of Alternatives			
For each of the top	ics listed below, discuss the project ground rules and assumptions:		
Technical Conc	ept (How will the product or service work?):		
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Project/Progra	m Management Concept (How will the project/program be managed.?):		
	WWW_CVR-IT.COM		
Acquisition Str	ategy:		
High-Level Sch alternative	edule 📖 (insert rows as needed): Provide high level milestones for this project		
Date: (MM/DD/YYYY)	Milestone (or Link_To_Project_Milestone_Schedule):		
	FUNCTIONAL VENCE		
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3. Life-Cycle Costs and Benefits

For each alternative, including "do nothing", discuss the costs and benefits of the product or service according to its life-cycle:

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Life-Cycle Cost Summary : Over the expected lifetime of the product or service in question, add the maintenance, enhancement, training/staffing and one-time costs (in dollars, euros, etc.) to initial project costs to get a Life-Cycle Cost Summary.

Do Nothing	
Lifetime Maintenance and Operation Costs	HIS TEMPLATE, PLEASE VISIT
Lifetime Enhancement Costs	WWW.CVR-IT.COM
Training and Staffing Costs	
Anticipated One-Time Costs (e.g. upgrades or expansions)	SAMPLE
Total Lifetime Cost	WITTONAL VERSION
Disadvantages (Why might this be a bad idea?)	N THE FULLY FUNCTIONAL
Tangible Benefits (express in dollars, euros, etc.)	WWW.CVR-IT.COM

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3. Life-Cycle Costs a	nd Benefits
For each alternative, including according to its life-cycle:	g "do nothing", discuss the costs and benefits of the product or service
Intangible Benefits (List)	FUNCTIONAL VERSION
Alternative #1	
Highest Likely Project Cost	HIS TEMPLATE COM
Lifetime Maintenance and Operation Costs	MMM*CAM-LL-
Lifetime Enhancement Costs	
Training and Staffing Costs	CAMPLE
Anticipated One-Time Costs (e.g. upgrades or expansions)	JAWF FUNCTIONAL VERSION
Total Lifetime Cost	TEMPLATE, PLEASE VISITE
Disadvantages (Why might this be a bad idea?)	WWW.CVR-IT.COM
Tangible Benefits (express in dollars, euros, etc.)	
Intangible Benefits (List)	CANDIE
Return on Investment (ROI) (Financial Gain/Cost) OR Total Cost Savings	JAWF FUNCTIONAL VERSION
Alternative #2	
Highest Likely Project Cost	HIS TEM CUR-IT.COM
Lifetime Maintenance and Operation Costs	MMM*Court
Lifetime Enhancement Costs	
Training and Staffing Costs	CAMPLE
Anticipated One-Time Costs (e.g. upgrades or expansions)	THE FULLY FUNCTIONAL VERSION
Total Lifetime Cost	TEMPLATE, PLEASE TEMPLATE, PLEASE
Disadvantages (Why might this be a bad idea?)	WWW.CVR-IT.COM

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3.	Life-Cvcle	Costs and Benefits

For each alternative, including "do nothing", discuss the costs and benefits of the product or service according to its life-cycle:

according to its me-cycle.	
Tangible Benefits (express in dollars, euros, etc.)	N THE FULLY FUNCTIONAL VERSION
Intangible Benefits (List)	WWW.CVR-IT.COM
Return on Investment (ROI) (Financial Gain/Cost) OR Total Cost Savings	WWWLCHA
Alternative #3	·
Highest Likely Project Cost	CAMPLE
Lifetime Maintenance and Operation Costs	A WE FUNCTIONAL VERSION
Lifetime Enhancement Costs	TEMPLATE, PLEASE VISIT
Training and Staffing Costs	WWW_CVR-IT_COM
Anticipated One-Time Costs (e.g. upgrades or expansions)	
Total Lifetime Cost	
Disadvantages (Why might this be a bad idea?)	SAMPLE VERSION
Tangible Benefits (express in dollars, euros, etc.)	N THE FULLY FUNCTIONAL
Intangible Benefits (List)	WANN_CVR-IT_COW
Return on Investment (ROI) (Financial Gain/Cost) OR Total Cost Savings	
	C DI F

4. Risk Analysis

List significant risks to each Alternative that could have a negative impact on ROI or Cost Savings. Add more rows as needed.
Consider using the Risk Evaluation Tools available on the http://www.cvr-it.com/website

Alternative #1

4. Risk Analysis		
Risk Description	Impact on ROI	Plan to control risk
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The second	THE FULLY FU	NUTION VISIT
Alternative #2		
Risk Description	Impact on ROI	Plan to control risk
	WITTER	
Alternative #3		
Risk Description	Impact on ROI	Plan to control risk
	2 A MIL	VERSION
	THE FULLY FU	NETIONAL
To OBIAN	Line .	THEASE VISIT

5. Cost/Benefit Analysis

Given anticipated costs, benefits and the known risks, which of the alternatives presented above provides the best choice?

Alternative	Rank	Reason
Do Nothing		CAMPLE
1		SAWL WERSION
2		FURLY FUNCTIONAL TEL
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	0	F THIS TEMPLE TO T COM

6. Project Cost/Benefit Analysis / Signatures				
Project Name:				
Project Manager:		E		
I have reviewed the information	contained in this Project Cost/Be	nefit Analysis and agree:		
Name	Title	Signature	Date	
			(MM/DD/YYYY)	
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OF	THIS TEMPLATE, T	COM	(MM/DD/YYYY)	

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6. Project Cost/Benefit Analysis / Signatures

The signatures above indicate an understanding of the purpose and content of this document by those signing it. By signing this document, they agree to this as the formal Project Cost/Benefit Analysis document.

