

Cost Benefit Analysis Template

Completed by, & Date

Project Title

Project#

Estimated Start/End Dates

Finance Project Code

Budget Allocation 0

* including VAT, excluding internal staff cost. Supplementary IT resource to be recorded once the project goes into Delivery.

Notes

1. Populate cells shaded in yellow, including years 2-5. Add extra rows if required.
2. Figures should be entered here excluding VAT and inflation. Budget allocation will, however, include VAT and in all correspondence it should be made clear if ex or inc VAT figures are being used
3. Numbers given should be the most realistic, ie. neither worst or best case, though there should be some assessment of probability.
4. Also use the comments box to provide further information such as any foreign exchange implications, particular inflation assumptions etc..
5. Give brief details under Notes/Description.
6. BENEFITS SECTION: This would include savings on existing systems, staff savings, increased income generation, energy savings etc. Completion of indicative savings will become a requirement at the business plan stage of project approval in the future where part of the onus would be on the sponsor as part of their business plan to identify the savings outside of ITS. Please enter as much information as you have available now so that identification of savings can be followed up if necessary.

Cells set up to calculate automatically but can be over-written if appropriate

COSTS	Notes/Description	Unit cost	Quantity		Year					5 Year Total	
			Yr 1	Yr 2 to 5	1	2	3	4	5		
Hardware	Eg Servers	0	1		0	0	0	0	0	0	0
	Desktops/laptops	0	1		0	0	0	0	0	0	0
	Printers/scanners/fax				0	0	0	0	0	0	0
	Network/comms devices				0	0	0	0	0	0	0
						0	0	0	0	0	0
Software	Eg Systems software	0	1		0	0	0	0	0	0	0
	Application package software				0	0	0	0	0	0	0
					0	0	0	0	0	0	0
					0	0	0	0	0	0	0
					0	0	0	0	0	0	0
Support & Maintenance	Eg Hardware support/maintenance	0	1		0	0	0	0	0	0	0
	Software support/maintenance				0	0	0	0	0	0	0
					0	0	0	0	0	0	0
					0	0	0	0	0	0	0
					0	0	0	0	0	0	0
External Implementation/ Consultancy	Eg contract/consultancy staff	0	1		0	0	0	0	0	0	0
	Outsourced service contracts				0	0	0	0	0	0	0
					0	0	0	0	0	0	0
Training & Other Costs		0	1		0	0	0	0	0	0	0
					0	0	0	0	0	0	0
					0	0	0	0	0	0	0
					0	0	0	0	0	0	0
Infrastructure costs	Eg Occupancy charges				0	0	0	0	0	0	0
	Buildings/physical infrastructure				0	0	0	0	0	0	0
					0	0	0	0	0	0	0
Staff (average daily cost including on-costs - may need to review)											
IT Staff:											
Project Manager		0			0	0	0	0	0	0	0
Technical Architect		0			0	0	0	0	0	0	0
Technical Developer		0			0	0	0	0	0	0	0
Specialist Consultant		0			0	0	0	0	0	0	0

Departmental Staff:				0	0	0	0	0	0
Lead User				0	0	0	0	0	0
Other Users				0	0	0	0	0	0
External staff supplementing internal resource - to be completed at Delivery stage if appropriate									
				0	0	0	0	0	0
				0	0	0	0	0	0
Totals				0	0	0	0	0	0

BENEFITS	Notes/Description (see Note 6 above & provide information if figures are not available)	Unit cost	Quantity		Year					5 Year Total
			Yr 1	Yr 2 to 5	1	2	3	4	5	
	Eg Increased revenues				0	0	0	0	0	0
	Cost reduction/avoidance				0	0	0	0	0	0
	Productivity improvement				0	0	0	0	0	0
					0	0	0	0	0	0
					0	0	0	0	0	0
Totals					0	0	0	0	0	0

Net Impact on Cashflow excluding VAT & Internal Staff Resource	0	0	0	0	0	0
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Other comments, eg best/worst case probabilities, information on inflation assumptions, timing of purchase, foreign exchange implications etc.

For Finance Use:							
VAT assumption: 20%		1.200	1.200	1.200	1.200	1.200	
Inflation assumptions (tbc): Non-Staff 2.5%			1.025	1.051	1.077	1.104	
Staff 3%			1.030	1.061	1.093	1.126	
Calculation for Budget & IT Resource allocation (incl VAT & inflation)							
Non-Staff Costs	0	0	0	0	0	0	
IT Staff Resource	0	0	0	0	0	0	
Departmental Staff Resource	0	0	0	0	0	0	
Total TCO	0	0	0	0	0	0	
Capital Cost		Depreciated from: _____					
Capital/Revenue analysis and impact on I/E over 5 years		11/12	12/13	13/14	14/15	15/16	Total
Depreciation							0
Revenue Costs excluding Internal Staff - Central IT budget							0
Impact of Benefits on IT Revenue budget							0
		0	0	0	0	0	0
This section to be developed as required.							