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| --- | --- | --- | --- | --- | --- | --- |
| **Cost/Benefit Analysis** | | | | | | |
| Write Company Name Here - Write Company Location Here - Contact No - 111-222-3333 - [www.yourwebsitehere.com](http://www.yourwebsitehere.com) | | | | | | |
| **Given anticipated costs, benefits and known risks, which of the alternatives presented above provides the best choice?** | | | | | | |
| **Alternative** | **Rank** | **Reason** (*Provide reason(s) for selection/ranking.)* | | | | |
| Do Nothing |  |  | | | | |
| 1 |  |  | | | | |
| 2 |  |  | | | | |
| 3 |  |  | | | | |
|  | | | | | | |
| **Project Cost/Benefit Analysis/Signatures** | | | | | | |
| **Project Name** | | |  | | | |
| **Project Sponsor** | | |  | | | |
| ***Reviewed by:*** | | | | | | |
| **Name** | | | **Title** | | **Signature** | **Date**  **(MM/DD/YYYY)** |
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| **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.** | | | | | | |
| **Alternative #3 – As in Alternative #1 above** | | | | | | |
| **Highest Likely Project Cost** | | | |  | | |
| **Lifetime Maintenance and Operation Costs** | | | |  | | |
| **Lifetime Enhancement Costs** | | | |  | | |
| **Training and Staffing Costs** | | | |  | | |
| **Anticipated One-Time Costs (e.g., upgrades or expansions)** | | | |  | | |
| **Total Lifetime Cost** | | | |  | | |
| **Disadvantages (Why might this be a bad idea?)** | | | |  | | |
| **Tangible Benefits**  **(Express in Dollars)** | | | |  | | |
| **Intangible Benefits (List)** | | | |  | | |
| **Return on Investment (ROI) (Financial Gain/Cost) OR Total Cost Savings** | | | |  | | |