**[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11874&utm_source=template-word&utm_medium=content&utm_campaign=Blank+Cost+Benefit+Analysis-word-11874&lpa=Blank+Cost+Benefit+Analysis+word+11874)COST BENEFIT ANALYSIS**

|  |
| --- |
| PROPOSED PROJECT |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COSTS** | **CAPITAL  COSTS** | **OTHER COSTS** | **ANNUAL REVENUE COSTS** | **ANNUAL CAPITAL**  **COSTS** |
| one-time large purchases | recurring  expenses |
| Home Office Infrastructure Setup |  |  |  |  |
| Server |  |  |  |  |
| Server Maintenance |  |  |  |  |
| Software |  |  |  |  |
| Training |  |  |  |  |
| Remote Support |  |  |  |  |
| Headsets |  |  |  |  |
| Laptops |  |  |  |  |
| Home Office Furniture |  |  |  |  |
|  |  |  |  |  |
| **TOTAL COSTS** |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **BENEFITS** | **CAPITAL SAVINGS** | **OTHER**  **SAVINGS** | **ANNUAL**  **BENEFIT**  **SAVINGS** |
| Increased Staff Retention |  |  |  |
| Rent Savings |  |  |  |
| Utility Savings |  |  |  |
| Food Services Savings |  |  |  |
| Office Equipment Savings |  |  |  |
| Tax Savings |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL SAVINGS** |  |  |  |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |