



# PROPOSAL KIT SAMPLE

## SAMPLE PROJECT MANAGEMENT PACK DOCUMENT

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Project Management Pack is an extensive library of material used to help manage your projects from start to finish.

Project Management Pack also includes the Records Management Toolkit for developing a detailed records management program.



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Records Management Return On Investment Calculator						
	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Project Development	\$24,000.00					\$24,000.00
Records Inventory and Discovery	\$14,000.00					\$14,000.00
File Plan and Classification	\$13,000.00					\$13,000.00
Develop Policies and Procedures	\$9,000.00					\$9,000.00
Training	\$11,000.00					\$11,000.00
Change Management	\$5,000.00	\$4,000.00	\$4,000.00			\$13,000.00
Communication	\$3,000.00	\$2,000.00	\$2,000.00			\$7,000.00
Consulting	\$7,000.00					\$7,000.00
Implementation of ECM	\$32,000.00					\$32,000.00
Hardware	\$8,000.00					\$8,000.00
Software	\$5,000.00					\$5,000.00
Technical Support	\$9,000.00	\$9,000.00	\$9,000.00			\$27,000.00
Administration	\$24,000.00	\$14,000.00	\$14,000.00			\$52,000.00
RM Full-Time Employee	\$40,000.00	\$45,000.00	\$47,000.00			\$132,000.00
Running Costs (including licences)	\$16,000.00	\$19,200.00	\$23,040.00			\$58,240.00
Migrations						\$0.00
Total:	\$220,000.00	\$93,200.00	\$99,040.00	\$0.00	\$0.00	\$412,240.00
Licensing						\$0.00
Employee Productivity	\$45,000.00	\$70,000.00	\$100,000.00			\$215,000.00
Storage	\$7,000.00	\$9,000.00	\$11,000.00			\$27,000.00
Litigation and Audit Control	\$20,000.00	\$20,000.00	\$20,000.00			\$60,000.00
Business Process Automation	\$89,000.00	\$113,000.00	\$120,000.00			\$322,000.00
						\$0.00
Total:	\$161,000.00	\$212,000.00	\$251,000.00	\$0.00	\$0.00	\$624,000.00
Net	-\$59,000.00	\$118,800.00	\$151,960.00	\$0.00	\$0.00	\$211,760.00
Ratio	-0.27	1.27	1.53	#DIV/0!	#DIV/0!	0.51
ROI	-26.82%	127.47%	153.43%	#DIV/0!	#DIV/0!	51.37%

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