Project Investment Cost Worksheet

Technology Investment Requirement Assessment

Project investment costs are the development and implementation costs required to make an IT project fully operational. Project investment costs include:

- All purchases, lease or finance costs
- Hardware, software, networking, and telecommunications equipment
- Installation, training, personal and purchased services
- Internal agency resources
- All applicable taxes
- UW staff time, with its associated dollar value including benefits load, irrespective of how that staff time is funded

Investment costs do not include ongoing expenses for operations and maintenance, which can be determined using the ongoing operations cost worksheet. If salary rates are not known, use current salaries and benefits estimate rate.

Table 1: Investment Salaries and Wages

		Estimated Hours								
		Year 1	Year 1	Year 2	Year 2	Year 3	Year 3	Year <i>n</i>	Year <i>n</i>	
		Low	High	Low	High	Low	High	Low	High	
Category	Resources									
UW department	Planning									
staff	Business project mgt.									
	Requirements									
	Design									
	System selection									
	Testing									
	Documentation									
	Communication									
	Training									
	Implementation									
	Other									
Oversight staff	Steering committee									
	User group									
	Other									
Subtotal UW de	partment + oversight staffing hours									
OIM and UW	Refine estimate, project									
Technology staff	agreement									
	Technical project management									
	Software development, testing, and implementation									
	Systems support									
Subtotal OIM and UW Technology staffing hours										
TOTAL staffing	hours (add both subtotals)									

- 1. Convert the Grand Total of the $\boldsymbol{\textbf{High}}$ estimate columns from hours to dollars.
- 2. Enter the result in the Salaries and Wages rown of Table 2 on this worksheet.

Table 2: Project Investment Costs

	Year 1	Year 2	Year 3	Year <i>n</i>	
External costs and expenses (also called	Hardware				
	Software				
lyondorc	Personal service contracts (consultants, training, and so forth)				
	Quality assurance by external consultant				
	Other purchased service contracts				
	Travel expenses (including registrations, memberships)				
	All other goods and services				
Internal costs and expenses	Salaries and Wages. Enter grand totals from the High estimate columns of Table 1 of this worksheet for each year.				
	Employee benefits				
	Campus services charges (for example, telecommunications, printing/publications, room rentals, training)				
Other costs and expenses	Specify				
Yearly Totals					

Grand Total

Add all **Yearly Totals** to get the total Project Investment Costs

Need help? Contact <u>UW-IT Compliance Assurance & Major Procurements</u>.