

Project Name Very Rough Cost Benefit Analysis
 Required or optional? Optional
 Number of points 2
 Due 1 week before next session

Roughly Estimated Benefits

	One time	Ongoing (12 months)	Notes
Time (hours)			
\$ (saved or earned)			
Employee satisfaction (% +/-)			
Customer satisfaction (% +/-)			

Roughly Estimated Costs

	One time	Ongoing (12 months)	Notes
Time (hours)			
\$ (invested or spent)			

Roughly Estimated Impact (benefit - cost)

	One time	Ongoing (12 months)	Notes
Time in hours			
\$			
Employee satisfaction (%)			
Customer satisfaction (%)			

To earn your points:

- 1. Send your notes to Michael in an attachment to an email**
- 2. Do this by 1 week before the next session (but today is not too early)**