

Three Checklists

Annual benefits

Annual costs

Investment costs

Benefits Checklist

- Average hourly salary of the target audience in savings
- Average burdened salary of the target audience (including benefits and facilities costs)
- Time savings
- Materials savings
- Facilities savings
- Savings on capital equipment
- Recruitment savings
- Turnover savings (cost to replace workers)
- Savings from not training new employees (if turnover is reduced)
- Increased sales
- Decreased inventory
- Other

Annual Costs Checklist

- ❑ Increased management time to administer new process
- ❑ Time to comply and complete new process
- ❑ Increased management and employee collaboration time and associated cost
- ❑ Rental and licensing fees associated with software and equipment supporting the new initiative
- ❑ Increased travel required to support the new initiative
- ❑ Lost opportunities due to displacing select current activities with new initiative

Investment Checklist

- Training development
- Trainer/facilitator
- Web hosting
- Programming
- Duplicating materials
- Binders
- Supplies
- Facilities
- Meals
- Travel for trainer/facilitator
- Travel for participants
- Time (labor costs) for participants
- Lost opportunity or replacement labor for participants
- Other