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Cost-Benefit Analysis Template

What is Cost-Benefit Analysis Template?

A Cost-Benefit Analysis (CBA) Template is a structured tool utilized by Enterprise Solution Architects and Architecture Project Managers to evaluate the economic viability of a proposed project or initiative within the context of enterprise architecture frameworks like TOGAF. This template typically includes predefined sections for outlining project costs, such as initial investments, operational expenses, and potential risks, alongside the anticipated benefits, which may encompass increased efficiency, revenue growth, or strategic alignment. By systematically quantifying and comparing these costs and benefits, the template aids decision-makers in assessing whether the investment aligns with business objectives, justifies the expenditure, and ultimately supports informed strategic planning and resource allocation within an enterprise. Best practices in CBA underscore the importance of a thorough analysis, stakeholder engagement, and alignment with overall architectural governance to ensure that projects deliver maximum value.

template

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AI Prompt: Cost-Benefit Analysis Template

As a passionate Application Lifecycle Management (ALM) advocate and expert in TOGAF, imagine you are a [transformation leader] tasked with introducing a [Cost-Benefit Analysis Template] to your organization. Your request is to create an easy-to-use template that helps stakeholders evaluate the financial implications of prospective projects while considering risks and benefits. For example, include sections for identifying costs, projecting revenue, and summarizing intangible benefits like improved customer satisfaction. Ensure the template allows for flexibility, enabling adjustments based on project-specific metrics. Ultimately, the output should be a user-friendly, [dynamic Excel document] that encourages collaboration among cross-functional teams, enhancing decision-making and fostering a culture of strategic evaluation. To add engagement, consider integrating visuals or infographics that illustrate potential outcomes based on different scenarios.

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Cost-Benefit Analysis Template

Project Overview

- **Project Name:**
- **Project Description:**
- **Prepared By:**
- **Date:**
- **Version:**

Objectives

- **Objective 1:**
- **Objective 2:**
- **Objective 3:**

Stakeholders

- **Stakeholder 1:**
- **Stakeholder 2:**
- **Stakeholder 3:**

Costs

1. Direct Costs

- **Hardware Costs:**
- **Software Costs:**
- **Personnel Costs:**
- **Training Costs:**
- **Other Costs:**

2. Indirect Costs

- **Operational Costs:**
- **Maintenance Costs:**
- **Lost Productivity Costs:**

Total Costs

- **Total Costs:**

Benefits

1. Tangible Benefits

- **Increased Revenue:**
- **Cost Savings:**
- **Efficiency Gains:**
- **Other Tangible Benefits:**

2. Intangible Benefits

- **Improved Customer Satisfaction:**
- **Enhanced Brand Reputation:**
- **Employee Morale Boost:**
- **Other Intangible Benefits:**

Total Benefits

- **Total Benefits:**

Cost-Benefit Ratio

- **Cost-Benefit Ratio Calculation:**
- **Interpretation:**

Risk Assessment

1. Risks

- **Risk 1:**
- **Risk 2:**
- **Risk 3:**

2. Mitigation Strategies

- **Mitigation for Risk 1:**
- **Mitigation for Risk 2:**
- **Mitigation for Risk 3:**

Conclusion

- **Recommendation:**
- **Final Thoughts:**



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