



# 1. Making the Value Case

## Estimating Total Cost of Ownership:Worksheet

Budget Category	Description or cost drivers	Initial cost Year 0	Estimated Year 1	Estimated Year 2	Estimated Year 3	Estimated Year 4
<b>Governance</b>						
	Meeting space					
	Meeting materials					
	Travel					
	Stipends					
	Facilitators					
<b>Management</b>						
	Legal review					
	Policy review					
	MOU development					
	Budget approval					
	Acquisition approval					
	Contract development					
	Stakeholder communication efforts					
	System selection process					
<b>Additional Staff</b>	Additional or reassigned staff					
	<i>Project manager</i>					
	<i>IT Operations staff</i>					
	<i>Clinical Data Analyst</i>					
	<i>Applications Analyst</i>					
	<i>Other IT staff</i>					
	<i>Informaticist</i>					
<b>Development</b>						
	Interfaces					
	Standards					
	Localization needs					
	Requirements development					
	Consultants					
	Additional modules					
	User created modules					
	Other coded datasets					
	Approval process					
	Migration of legacy applications					



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Implementation/Deployment						
	Training					
	Help desk					
	Project management					
	Overtime pay					
	Consultants					
	Legacy data conversion costs					
	Evaluation/approval					
	On-site deployment or SaaS					
Operations/Maintenance						
	Network WAN					
	Hosting services					
	Network software					
	Network help desk and support					
	Network maintenance					
	Data and communication services					
	Equipment replacement plan					
	Service level agreements					
	Turnover planning					
	Refresher training					
	Telecomm fees					
	IP fees					
	Software license					
	Software maintenance					
Facilities						
	Computer room renovation					
	Security					
	Offsite backup					
	Supplies and materials					
	Indirect costs					
	Furniture					
	Temporary space					
	Cable installation					



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Equipment						
	Uninterruptable power supplies					
	Routers and switches					
	Equipment updates					
	Printers					
	Scanners					
	Batteries					
	Devices for users, (laptops, PC, etc.)					
	Printers					
	Other hardware					
	Production server					
	Testing server					
	Storage space					
<b>Total Cost</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>System Five-Year Total Cost of Ownership</b>		<b>0</b>				
	* A customizable on-line tool for comparing the costs of hosting software within your agency with a Software-as-a-Service (SaaS) provider can be found at <a href="http://www.softwareadvice.com/tco/">http://www.softwareadvice.com/tco/</a>					