

# EMPLOYEE IT COST SAVINGS SUGGESTION

## Identification

Employee Name:

Date:

Position/Title

Agency/Department

## Description

Please state the nature of your suggestion, including how it decreases costs to the state:

## Current Costs

Please explain the current costs to support the software/hardware. Please attach a completed cost benefits analysis (CBA) or complete, to the best of your knowledge, the estimates below for labor, software, hardware and other resources.

Labor:

Hardware:

Software:

Professional Services:

Other:

Total Cost of Current System:

## Future Costs

Please explain the future costs to implement and support the proposed software/hardware. Please attach a completed CBA or complete, to the best of your knowledge, the estimates below for labor, software, hardware and other

resources.

Labor:

Hardware:

Software:

Professional Services:

Other:

Total Cost of Future System:

## Planning

Please outline the steps needed and the individuals/departments that must be involved to accomplish the suggestion set forth above.

1.

2.

3.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_