



SharePoint for Collaboration  
Master Class led by Michael Sampson  
Cost Savings and ROI from SharePoint



Information Worker Solutions  
Custom Development Solutions



## Roadmap to Success – Group

During the one day master class on SharePoint for Collaboration Michael Sampson took the group through a simple exercise to demonstrate how SharePoint could significantly decrease the time and effort involved in a document approval process.

The output and findings from that session are detailed below. The results are impressive – taking a simple process of authoring a document, distributing it for review and managing the feedback the use of SharePoint improves productivity as follows:-

- 53% faster process
- 83% reduction in versions and copies

### Output and Findings

#### Approach 1 – Write document, attach to email and distribute for review

Actor	Ver 1	Ver 1#	Ver 2	Ver 2#	Ver 3	Ver 3#	Ver 4	Ver 4#
Sally (author)	30	1	120	1	90	1	30	1
Bill (R1)	15	5	15	5	10	5	0	1
Jim (R2)	15	5	15	5	10	5	0	1
Owen (R3)	15	5	15	5	10	5	0	1
Lucy (R4)	15	5	15	5	0	3	0	1
Sandy (R5)	0	3	15	5	0	3	0	1
<b>Total</b>	<b>60</b>	<b>24</b>	<b>195</b>	<b>26</b>	<b>120</b>	<b>22</b>	<b>30</b>	<b>6</b>

**Total time taken:** 405 minutes/6.8 hours

**Total copies:** 78

## Approach 2 – Write document, manage review through SharePoint

Actor	Ver 1	Ver 1#	Ver 2	Ver 2#	Ver 3	Ver 3#	Ver 4	Ver 4#
Sally (author)	30	1	60	1	45	1		
Bill (R1)	15	1	12	1	0			
Jim (R2)	12	1	15	1	0			
Owen (R3)	8	1	8	1	0			
Lucy (R4)	8	1	0	1	0			
Sandy (R5)	0	1	8	1	0			
<b>Total</b>	<b>43</b>	<b>6</b>	<b>103</b>	<b>6</b>	<b>45</b>	<b>1</b>		

**Total time taken:** 191 minutes/3.2 hours

**Total copies:** 13

### Analysis of Impact

Productivity Improvement Factor 53% faster delivery

Reduction in Copies 83% reduction in the number of copies