Cost analysis template

It's essential to have a clear grasp of the potential costs before you implement new technology, from the initial software to training and management costs. Print and fill in the below table or create your own spreadsheet using it as a guide.

Non-recurring costs	Year 1	Year 2	Year 3	Total
Software				£
Infrastructure				£
Other equipment				£
Planning				£
Project organisation or support				£
Management				£
Transition costs				£
Employee training				£
Add your own				£
Add your own				£
Add your own				£
Add your own				£

Total non-recurring costs	£	£	£	£

Recurring costs	Year 1	Year 2	Year 3	Total
Software upgrades				£
Customer service support				£
Dedicated staff costs				£
Training new employees				£
Add your own				£
Add your own				£
Add your own				£

Total recurring costs	£	£	£	£

Total costs	£	£	£	£