# 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: _____