

Return on Investment (ROI) Analysis Document

1. Executive Summary

This ROI analysis evaluates the financial return of [Project/Initiative Name]. The purpose is to assist stakeholders in making an informed decision based on projected costs, anticipated benefits, and calculated return on investment.

2. Project Overview

Project Name: [Enter Project Name]

Prepared by: [Preparer Name]

Date: [DD/MM/YYYY]

Description: [Brief project summary]

3. Cost Analysis

Cost Item	Description	Amount (\$)
Initial Investment	Hardware, software, setup	[Enter Amount]
Ongoing Costs	Maintenance, support	[Enter Amount]
Training	Staff training expenses	[Enter Amount]
Other	Miscellaneous project costs	[Enter Amount]
Total Costs		[Total]

4. Benefit Analysis

Benefit Item	Description	Estimated Value (\$)
Cost Savings	Reduction in operational expenses	[Enter Value]
Revenue Increase	Additional income from project	[Enter Value]
Productivity Gains	Labor/time efficiency	[Enter Value]
Other Benefits	Intangible or qualitative benefits	[Enter Value]
Total Benefits		[Total]

5. ROI Calculation

ROI Formula:

$ROI = (Total\ Benefits - Total\ Costs) / Total\ Costs - 100\%$

Total Costs: [Enter Value]

Total Benefits: [Enter Value]

Calculated ROI: [Enter ROI %]

6. Conclusions & Recommendations

[Summarize the findings, provide recommendation, and suggest next steps based on ROI analysis.]

Important Notes

- ROI analysis is based on estimated costs and benefits which may change over time.
- Intangible benefits and risks should be carefully considered alongside quantitative results.
- Review and update ROI calculations periodically as project progresses.
- Use realistic and justified assumptions for all financial projections.