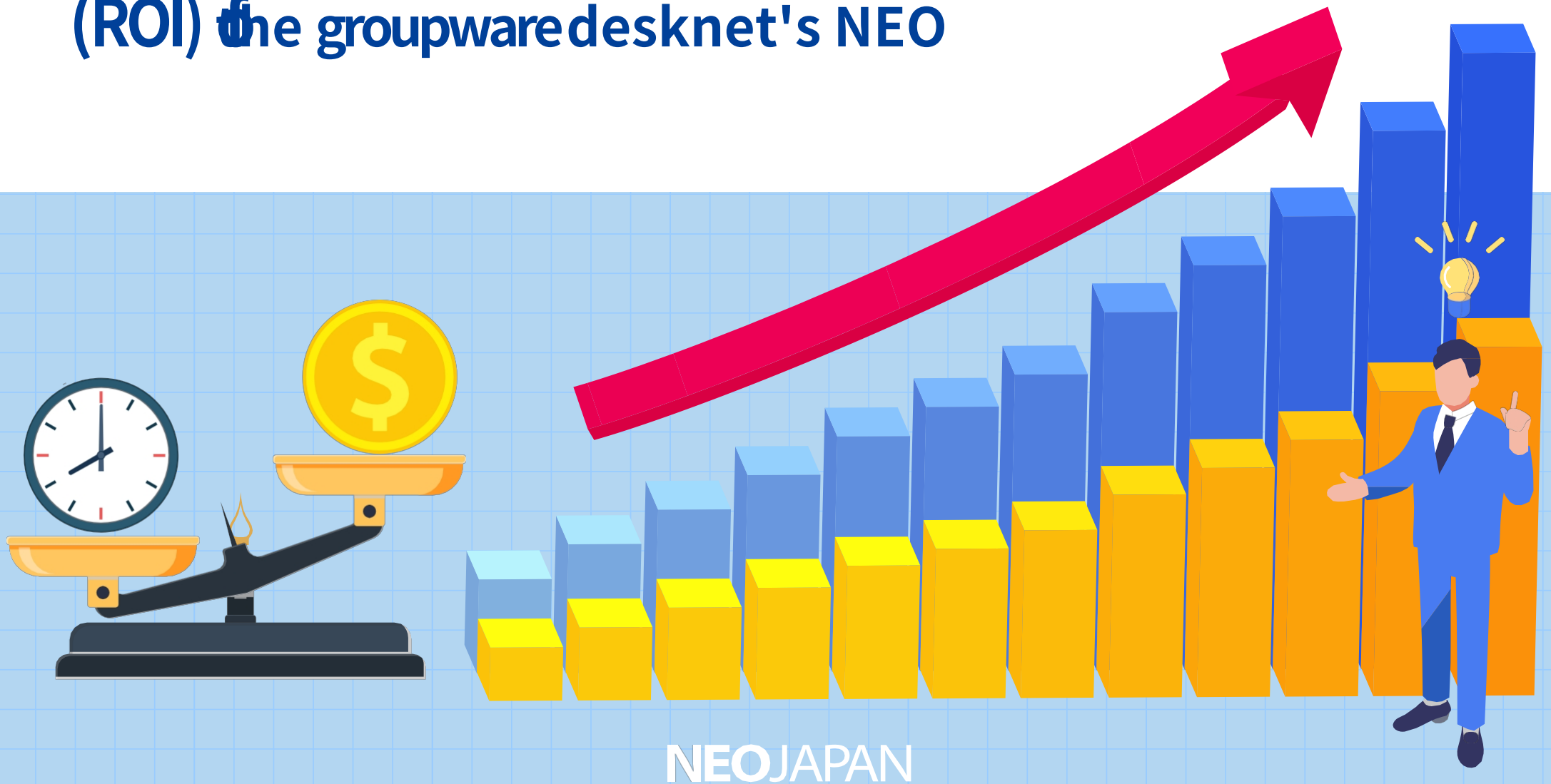


A collection of useful tips for calculating the cost-effectiveness (ROI) of the groupware desknet's NEO



For customers considering the introduction of desknet NEO groupware

As you consider introducing or switching to groupware for the purpose of improving business efficiency and promoting DX, many of you may have trouble calculating cost-effectiveness in order to gain the understanding and acceptance of your superiors and management.

This document provides tips for calculating cost-effectiveness for in-house proposals for the groupware desknet's NEO (DESKNET'S NEO).

<u>letter (of alphabet)</u>		
What is Groupware Cost-Effective	-----	1
Costs that can be reduced by introducing groupware ①.	Schedule - Equipment Reservations ----	2
Costs that can be reduced by introducing groupware (2)	Workflow -----	3
Costs that can be reduced by introducing groupware (3)	Portal-Information --- portal-information	4
Costs that can be reduced by introducing groupware (4)	Document Management - Webmail -----	5
Running costs that should not be overlooked: -----		6
Summary -----		7

What is the cost-effectiveness of groupware?

In general, (ROI) is calculated by the following formula

$$(ROI = \text{interest (profit)} / \text{(investment) (amount)} \times (10) (0) (\%))$$

What are the benefits of implementing groupware?

The benefits gained by implementing desknet's NEO include reductions in "direct costs" and "indirect costs."

Direct cost savings

It is a cost that can be directly reduced in quantity and thereby reduced. Specifically, it refers to costs such as raw materials, supplies, transportation, and communication costs.

Indirect cost savings

It refers to costs that can be reduced by eliminating inefficiencies that occur in indirect operations and other areas, thereby reducing work hours.

To calculate the amount of indirect cost savings

For costs that can be reduced directly, it may be easy to calculate a specific amount. However, it is difficult to calculate a specific amount for indirect costs that can be reduced.

So let's ask ourselves, "If we can reduce the number of hours of wasted work per month, does the benefit outweigh the cost?" If we can reduce the amount of wasted time per employee by more than the cost of desknet's NEO, we can say that it is cost effective.

Please use this information to calculate how much time you can save by implementing desknet's NEO.

Costs that can be reduced by introducing groupware ①.

Schedule and Equipment Reservations

By sharing the action schedules of all employees with the desknet's NEO schedule, you can visualize the daily action schedules and activities of your members. This eliminates the time and effort required to coordinate meeting schedules and to confirm the whereabouts of absent members, This can reduce wasted cost and time, including the time and effort of leaving message notes.

Direct cost savings

- ☒ Paper and printing costs for conference room and company car reservation sheets

month

yen
- ☒ Cost of maintaining a whiteboard, including schedule of actions

month

yen
- ☒ Paper and printing costs for posting internal schedules on bulletin boards

month

yen
- ☒ Transportation expenses for returning to the office for internal reporting and communication

month

yen



Indirect cost savings

Meetings - wasted time when coordinating meetings

- ☒ Time required to confirm available dates for participants

Frequency

Hours

Number of people

Time required

counter for games, rounds, etc.

minute

man
- ☒ Time required to check availability and reserve meeting rooms

Frequency

Hours

Number of people

Time required

counter for games, rounds, etc.

minute

man
- ☒ Time required to check availability of company vehicles and to make reservations

Frequency

Hours

Number of people

Time required

counter for games, rounds, etc.

minute

man
- ☒ Time required to inform participants of the meeting schedule

Frequency

Hours

Number of people

Time required

counter for games, rounds, etc.

minute

man
- ☒

×

×

=

☒ Time to share agenda and materials with participants

Frequency

Hours

Number of people

Time required

counter for games, rounds, etc.

minute

man

☒ Time required to confirm the content of the minutes to the participants

Frequency

Hours

Number of people

Time required

counter for games, rounds, etc.

minute

man

Costs that can be reduced by introducing groupware ①.

Schedule and Equipment Reservations

Indirect cost savings

Person in charge away from the office - wasted time incurred in dealing with the absence of the person

in charge



Time it takes to confirm the current schedule of the person in charge

$$\begin{array}{c} \text{Frequency} \\ \text{minute} \end{array} \times \begin{array}{c} \text{Hours} \\ \text{man} \end{array} \times \begin{array}{c} \text{Number of people} \\ \text{minute} \end{array} = \begin{array}{c} \text{Time required} \end{array}$$



Time required to create a message

memo

$$\begin{array}{c} \text{Frequency} \\ \text{counter for games, rounds, etc.} \end{array} \times \begin{array}{c} \text{Hours} \\ \text{man} \end{array} \times \begin{array}{c} \text{Number of people} \\ \text{minute} \end{array} = \begin{array}{c} \text{Time taken} \end{array}$$



Time required to post a message memo to the desk of the person in charge

$$\begin{array}{c} \text{Frequency} \\ \text{counter for games, rounds, etc.} \end{array} \times \begin{array}{c} \text{Hours} \\ \text{man} \end{array} \times \begin{array}{c} \text{Number of people} \\ \text{minute} \end{array} = \begin{array}{c} \text{Time required} \end{array}$$



Time required to communicate the contents of the message memo to the person in charge

$$\begin{array}{c} \text{Frequency} \\ \text{counter for games, rounds, etc.} \end{array} \times \begin{array}{c} \text{Hours} \\ \text{man} \end{array} \times \begin{array}{c} \text{Number of people} \\ \text{minute} \end{array} = \begin{array}{c} \text{Time required} \end{array}$$

Wasted time incurred to track activity and usage

Time required to report the day's and future work to your supervisor



$$\begin{array}{c} \text{Frequency} \\ \text{counter for games, rounds, etc.} \end{array} \times \begin{array}{c} \text{Hours} \\ \text{man} \end{array} \times \begin{array}{c} \text{Number of people} \\ \text{minute} \end{array} = \begin{array}{c} \text{Time required} \end{array}$$



Time required to report to subordinates the day's and future work schedule

$$\begin{array}{c} \text{Frequency} \\ \text{counter for games, rounds, etc.} \end{array} \times \begin{array}{c} \text{Hours} \\ \text{man} \end{array} \times \begin{array}{c} \text{No. of people} \\ \text{minute} \end{array} = \begin{array}{c} \text{Time required} \end{array}$$

In addition to the contents introduced here, by utilizing the meeting room - company car reservation data accumulated in desknet's NEO,
the actual usage of meeting rooms and the calculation of meeting room usage time for each department,
Excess company vehicles can be identified, and this can also lead to the reduction and optimization of equipment costs.

Costs that can be reduced by introducing groupware (2)

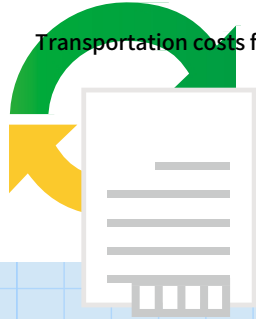
workflow

By replacing the internal approval and application flow conducted by paper or e-mail attachments with the workflow of desknet's NEO, the direct costs of paper and printing can be reduced,

This eliminates the time wasted in hand-delivering paper and transcribing application details.

Direct cost savings

- ☒ Paper and printing costs for approval and printing of application forms (number of application forms submitted)
-
- month
- yen
- ☒ Cost of purchasing commercially available approval and application forms
-
- month
- yen
- ☒ Cost of purchasing files to store approval and application forms
-
- month
- yen
- ☒ Maintenance costs for cabinets and other space to store approval and application forms
-
- month
- yen



Transportation costs for returning to the office for approval procedures

month

yen

Indirect cost savings

Time wasted by the applicant in drafting the application

☒ Time taken to find the desired approval/application form

Frequency

Hours

Number of people

Time required

counter for games, rounds, etc.

×

×

minute

=

☒ Time required to print approval and application forms

Frequency

Hours

Number of people

Time required

counter for games, rounds, etc.

×

×

minute

=

☒ Time required to fill out and sign the request for approval and application details

Frequency

Hours

Number of people

Time required

counter for games, rounds, etc.

×

×

minute

=

☒ Time required to circulate a request for approval or application to the next approver

Frequency

Hours

Number of people

Time required

counter for games, rounds, etc.

×

×

minute

=

☒ Time required to search for and follow up on backlogged approvals and applications

Frequency

Hours

Number of people

Time required

counter for games, rounds, etc.

×

×

minute

=

Costs that can be reduced by introducing groupware (2)

workflow

Indirect cost savings

Approval by the approver - wasted time when decisions are made

✓ Time required to stamp approval/application forms

$$\begin{array}{ccccccc} \text{Frequency} & & \text{Hours} & & \text{Number of people} & & \text{Time required} \\ \square & \times & \square & \times & \square & = & \square \\ \text{counter for games, rounds, etc.} & & & & \text{minute} & & \text{man} \end{array}$$

✓ Time required to circulate a request for approval or application to the next approver

$$\begin{array}{ccccccc} \text{Frequency} & & \text{Hours} & & \text{Number of people} & & \text{Time required} \\ \square & \times & \square & \times & \square & = & \square \\ \text{counter for games, rounds, etc.} & & & & \text{minute} & & \text{man} \end{array}$$

✓ Time required to return to the office for approval procedures

$$\begin{array}{ccccccc} \text{Frequency} & & \text{Hours} & & \text{Number of people} & & \text{Time required} \\ \square & \times & \square & \times & \square & = & \square \\ \text{counter for games, rounds, etc.} & & & & \text{minute} & & \text{man} \end{array}$$



Time wasted by staff in receiving and processing applications

✓ Time required for rework due to incomplete requests for approval or application details

$$\begin{array}{ccccccc} \text{Frequency} & & \text{Hours} & & \text{Number of people} & & \text{Time required} \\ \square & \times & \square & \times & \square & = & \square \\ \text{counter for games, rounds, etc.} & & & & \text{minute} & & \text{man} \end{array}$$

✓ Time required to convert approval requests and applications into data (e.g., posting to ledgers)

$$\begin{array}{ccccccc} \text{Frequency} & & \text{Hours} & & \text{Number of people} & & \text{Time required} \\ \square & \times & \square & \times & \square & = & \square \\ \text{counter for games, rounds, etc.} & & & & \text{minute} & & \text{man} \end{array}$$

✓ Time required to file for approval/application

$$\begin{array}{ccccccc} \text{Frequency} & & \text{Hours} & & \text{Number of people} & & \text{Time required} \\ \square & \times & \square & \times & \square & = & \square \\ \text{counter for games, rounds, etc.} & & & & \text{minute} & & \text{man} \end{array}$$

✓ Time required to search for approval requests and applications that have not reached the person in charge

$$\begin{array}{ccccccc} \text{Frequency} & & \text{Hours} & & \text{Number of people} & & \text{Time required} \\ \square & \times & \square & \times & \square & = & \square \\ \text{counter for games, rounds, etc.} & & & & \text{minute} & & \text{man} \end{array}$$

✓ Time taken to search for past approvals/applications

$$\begin{array}{ccccccc} \text{Frequency} & & \text{Hours} & & \text{Number of people} & & \text{Time required} \\ \square & \times & \square & \times & \square & = & \square \\ \text{counter for games, rounds, etc.} & & & & \text{minute} & & \text{man} \end{array}$$

✓ Time required to dispose of approval/application forms that have exceeded their retention period

$$\begin{array}{ccccccc} \text{Frequency} & & \text{Hours} & & \text{Number of people} & & \text{Time required} \\ \square & \times & \square & \times & \square & = & \square \\ \text{counter for games, rounds, etc.} & & & & \text{minute} & & \text{man} \end{array}$$

Costs that can be reduced by introducing groupware (3)

Portal Information

portal

By sharing various business information scattered throughout the company and links to internal systems through the desknet's NEO portal, employees can reduce the amount of time they waste trying to find information.

Information

By replacing internal notifications and announcements made by e-mail or bulletin boards with information from desknet's NEO, unnecessary costs and time incurred in sending and checking information can be reduced.

Direct cost savings

Paper and printing costs for printing rulebooks and manuals



month
yen

Paper and printing costs for posting notices and announcements on bulletin boards



month
yen

Maintenance costs for company-wide and departmental intranet sites (system consolidation)



month
yen

Indirect cost savings

Time it takes employees to find business information



Time spent on checking the storage location of internal documents such as rulebooks

$$\begin{array}{c} \text{Frequency} \\ \text{counter for games, rounds, etc.} \end{array} \times \begin{array}{c} \text{Hours} \\ \text{minute} \end{array} \times \begin{array}{c} \text{Number of people} \\ \text{man} \end{array} = \begin{array}{c} \text{Time required} \\ \text{man} \end{array}$$



Time it takes to find the desired document in a cabinet or file

$$\begin{array}{c} \text{Frequency} \\ \text{counter for games, rounds, etc.} \end{array} \times \begin{array}{c} \text{Hours} \\ \text{minute} \end{array} \times \begin{array}{c} \text{Number of people} \\ \text{man} \end{array} = \begin{array}{c} \text{Time required} \\ \text{man} \end{array}$$



Time spent checking notices and announcements posted on bulletin boards

$$\begin{array}{c} \text{Frequency} \\ \text{counter for games, rounds, etc.} \end{array} \times \begin{array}{c} \text{Hours} \\ \text{minute} \end{array} \times \begin{array}{c} \text{Number of people} \\ \text{man} \end{array} = \begin{array}{c} \text{Time required} \\ \text{man} \end{array}$$



Time taken to get items known at departmental meetings, etc.

$$\begin{array}{c} \text{Frequency} \\ \text{counter for games, rounds, etc.} \end{array} \times \begin{array}{c} \text{Hours} \\ \text{minute} \end{array} \times \begin{array}{c} \text{Number of people} \\ \text{man} \end{array} = \begin{array}{c} \text{Time required} \\ \text{man} \end{array}$$



Time spent checking emailed notices and announcements

$$\begin{array}{c} \text{Frequency} \\ \text{counter for games, rounds, etc.} \end{array} \times \begin{array}{c} \text{Hours} \\ \text{minute} \end{array} \times \begin{array}{c} \text{Number of people} \\ \text{man} \end{array} = \begin{array}{c} \text{Time required} \\ \text{man} \end{array}$$



Time taken to make inquiries via email or extension

$$\begin{array}{c} \text{Frequency} \\ \text{counter for games, rounds, etc.} \end{array} \times \begin{array}{c} \text{Hours} \\ \text{minute} \end{array} \times \begin{array}{c} \text{Number of people} \\ \text{man} \end{array} = \begin{array}{c} \text{Time required} \\ \text{man} \end{array}$$



Time it takes to find a way to access internal systems

$$\begin{array}{c} \text{Frequency} \\ \text{counter for games, rounds, etc.} \end{array} \times \begin{array}{c} \text{Hours} \\ \text{minute} \end{array} \times \begin{array}{c} \text{Number of people} \\ \text{man} \end{array} = \begin{array}{c} \text{Time required} \\ \text{man} \end{array}$$

Indirect cost savings

Time taken to communicate business information to employees

☒

Time required to print internal documents such as rulebooks

Frequency

counter for games, rounds, etc.

Hours

Number of people

Time required

×

×

minute

=

man

☒

Time spent filing internal documents and storing them in cabinets

Frequency

counter for games, rounds, etc.

Hours

Number of people

Time required

×

×

minute

=

man

☒

Time taken to distribute documents to each residence and location

Frequency

counter for games, rounds, etc.

Hours

Number of people

Time required

×

×

minute

=

man

☒

Time required to post notices and announcements on bulletin boards

Frequency

counter for games, rounds, etc.

Hours

Number of people

Time required

×

×

minute

=

man

☒

Time taken to distribute notices and announcements by email

Frequency

counter for games, rounds, etc.

Hours

Number of people

Time required

×

×

minute

=

man

☒

counter for games, rounds, etc.

minute

man

×

×

=

Time to respond to email and extension inquiries

☒

Frequency

counter for games, rounds, etc.

Hours

Number of people

Time required

×

×

minute

=

man

☒

Time required for lectures on company rules and regulations at the time of hiring and assignment

Frequency

counter for games, rounds, etc.

Hours

Number of people

Time required

×

×

minute

=

man

☒

Time required for kitting deployed PCs

Frequency

counter for games, rounds, etc.

Hours

Number of people

Time required

×

×

minute

=

man



Costs that can be reduced by introducing groupware (4)

Document management and webmail

Document Management

By centrally managing company documents that are stored on individual PCs and printed and distributed on paper with desknet's NEO's document management, printing and storage costs can be reduced, as well as the time wasted in finding information.

Direct cost savings

Paper and printing costs for printing business documents (number of application forms submitted)



month suf
fix

Purchase of files to store business documents



month for
Yen na

Maintenance costs for cabinets and other space to store business documents



month me
yen s
of

Maintenance costs for departmental file servers (system consolidation)



month or
yen ds,
ar
m
ou
r,
m
usi



Indirect cost savings

Time it takes to find business documents in cabinets and files

Frequency × Hours × Number of people = Time required
counter for games, rounds, etc. minute man

Time it takes to find the desired file on the file server

Frequency × Hours × Number of people = Time required
counter for games, rounds, etc. minute man

Time spent checking notices and announcements posted on bulletin boards

Frequency × Hours × Number of people = Time required
counter for games, rounds, etc. minute man

Time required to print business documents

Frequency × Hours × Number of people = Time required
time Minutes Person

Time spent filing business documents and storing them in cabinets

Frequency × Hours × Number of people = Time required
counter for games, rounds, etc. minute man

Time required to inventory and dispose of unnecessary documents

Frequency × Hours × Number of people = Time required
counter for games, rounds, etc. minute man

Costs that can be reduced by introducing groupware (3)

Document management and webmail

Webmail

By migrating e-mail data stored in client PCs to desknet's NEO's WebMail, you can reduce a lot of wasted time incurred in e-mail operations.

Direct cost savings

Transportation costs for returning to the office to respond to e-mails



month

yen

Indirect cost savings

☒ Time it takes to return to the office to respond to emails

Frequency	Hours	Number of people	Time required
counter for games, rounds, etc.		minute	man
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

☒ Time required for kitting deployed PCs

Frequency	Hours	Number of people	Time required
counter for games, rounds, etc.		minute	man
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

☒ Time required to migrate email data when replacing a deployed PC

Frequency	Hours	Number of people	Time required
counter for games, rounds, etc.		minute	man
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

☒ Time required to build a replacement environment when a deployed PC fails

Frequency	Hours	Number of people	Time required
counter for games, rounds, etc.		minute	man
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

In addition to the features introduced so far,
desknet 's NEO offers many features to help reduce costs.



user list

Employee directories and extension lists can be replaced with digital management.



confirmation of someone's safety

It can replace your company's emergency contact network and contact list.

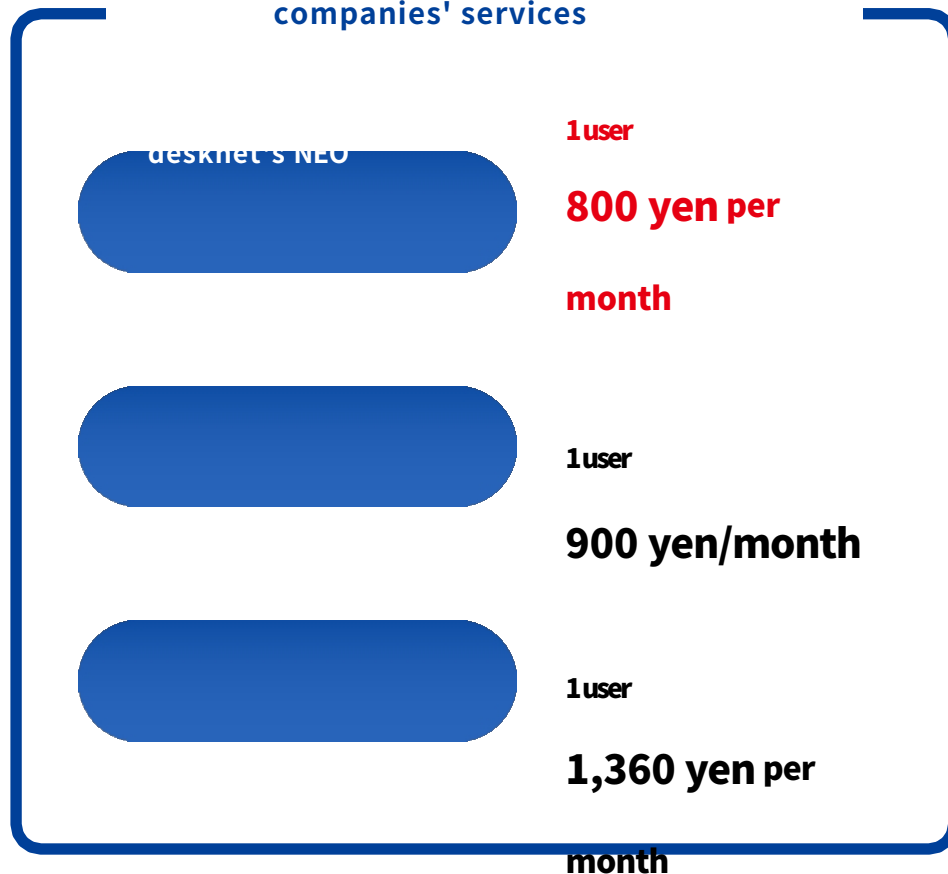
Please calculate the direct and indirect cost savings from the functions you actually plan to utilize.

Running costs that should not be overlooked

When calculating the cost-effectiveness of groupware, attention should also be paid to the cost of the service itself. If the customer is switching from another product or service, the difference between the cost of maintaining the current product or service and the cost of providing the new product or service can be considered a benefit to the company.

Another key feature of desknet's NEO is that it has by far the lowest running costs compared to other products and services.

Comparison of running costs between desknet's NEO and other companies' services



Many of desknet's NEO users,

A major reason for introducing the system was its high cost performance.

The decisive factor was the cost of the system, which even takes into account the long-term control of running costs. The product's performance. The company has a long track record of sales and deliveries, and its products are continually evolving.

Meiji Rubber & Chemicals Co.

We have been using desknet's NEO since 2016. The paperless system alone has saved us 100 million yen a year and is now an indispensable tool for our bank.

The Hokuriku Bank, Ltd.

We are always conscious of "superior functionality at a lower cost," but there is no point in introducing a product if it is not effective. The fact that we were able to evaluate the results of the product through a wealth of case studies was also helpful in our decision.

Kobe City Hall, Hyogo
Prefecture

This low running cost,

This will be a major factor in calculating cost-effectiveness.

summary

Sofar, we have introduced the costs that can be reduced by introducing desknet's NEO. In addition to costs (expenses) that can be reduced directly, indirect costs (time) that can be reduced by eliminating various hassles and waiting times are also benefits that can be gained from the introduction of desknet's NEO.

When proposing the introduction of a new system to your supervisor or management, you can make an effective presentation by quantitatively showing the ROI based on these cost savings.

Please use the contents of this document to calculate the cost-effectiveness of desknet's NEO and make a successful in-house proposal!



If you are having trouble implementing groupware, please contact
US.

Free 30-day trial

Try all the features of desknet's NEO for free.
<https://www.desknets.com/go/trial/>

Online Introduction Consultation

Our professional staff will address any concerns or worries you may
have about implementation.
<https://mk.desknets.com/consultation>

Online Seminar

Seminars on various topics are held from time to time.
<https://www.desknets.com/go/seminar/>

NEOJAPAN

Developed by

NeoJapan Corporation (TSE Prime/Code 3921)

Head Office 045-640-5906 Osaka 06-4560-5900 Nagoya 052-856-3310

Fukuoka 092-419-7277

E-mail : neo@desknets.com

Product website : <https://www.desknets.com/>