Mr. Edward has a company of 500 employees. All the salary, increment, bonus and annual appraisal of those employees are conducting manually by several employees. Also, the company needs to do many papers works to manage the leaves and other physical resource allocations. Now Mr. Edward wants to develop an employee management system. He employs you as a system analyst of the planned information system. Your task is to -

1. Prepare the System Request of the EMS (Employee Management System)
2. Identify the fields of costs and benefits of the system
3. Assign estimated value for each of those identified fields
4. Find the ROI and BEP of EMS in 4 years (Considering the profit rate 5% per year) [please show the detail calculation of finding ROI and BEP]