

COST/BENEFIT ANALYSIS FORMAT

Investment in a new initiative requires a cost/benefit analysis. Providing sufficient and accurate information is critical to strategic decisions being made and priorities being set.

Each request for funding for new initiatives must submit the following:

- I. Executive Summary
- II. Cost/revenues Estimation
 - a. Cost/revenues determination methodology
 - b. Detailed cost/revenue estimation
 - i. For upcoming fiscal year
 - ii. For five years
 - iii. Describe breakeven point
- III. Non-financial benefits
 - a. Enhanced educational opportunity
 - b. Retention
 - c. Quality of learning experience
 - d. Other
- IV. Conclusion
 - a. Summary of how initiative benefits ASU

The attached financial template must be completed for each initiative and submitted with the Cost/Benefit Analysis. Submission of new initiatives will be done during the budget process and deadlines will be determined based upon the overall budget schedule. Submissions after the published deadline will not be considered for the upcoming budget and must be resubmitted during the next regular budget schedule.

The author of the request may be asked to present his/her initiative to the Vice Presidents and/or the President.