



Return on Investment Analysis

Introduction

Organizations are able to pay for their HATS investment in as little as 5.2 weeks, making the investment in an on-site facilitated session an effective way to start a task management improvement plan. Typical time savings identified during the first use of HATS in a company quickly equal and surpass the initial investment.

The Savings

Very conservatively speaking, a department of six employees and one supervisor may identify seemingly small tasks that can be modified or eliminated, without impacting processes negatively, yet providing cost and time savings.

Identified Tasks / Savings per Week Possible	Time Saved	Employee Pay / Hour	Total Saved / Week
1) Three reports generated weekly are not needed, but is still printed and distributed because "it has always been done that way."	3 hour / week	\$12.50	\$37.50
2) Eliminate tasks performed that are not priority and don't fit the goals of the company today.	4 hours OT / week	\$18.75 (OT)	\$75.00
3) Identify tasks that can be automated, saving manual time for creation, yet maintaining a quality control step.	90 minutes / day for group or 7.5 hours / week	\$12.50	\$93.75
4) Identify a duplication of tasks across four people; consolidate tasks.	15 minutes / day / person or 5 hours / week	\$12.50	\$62.50
Total Savings / Week			\$268.75

The end results: 19.5 hours of productivity gained for other activities across the four employees
 \$268.75 per week of wages spent on non-productive activities, not including benefits



The Expense

Assuming that an organization chooses to purchase an On-site Facilitation Session to see how the HATS activity can benefit them, the expenses could be as follows:

Expense	Price
HATS On-site Facilitation Session (1 session)	\$995
Department's Employee Time for Session (4 hours @ \$12.50/hour x 6 people) (4 hours @ \$25.00/hour x 1 person)	\$400
Total HATS Investment	\$1,395

The Return on Investment

Given the above scenario, an organization would receive a **full return on their HATS investment in 5.2 weeks** from the date of the first session taking place.

Organizations can shorten the time needed to get their full Return on Investment (ROI) with any of the following:

- A) Run multiple sessions throughout the organization in departments that are in more need of task management or workload distribution improvements.
- B) Identify significant improvements and changes that save several hours of the employees' time, equating to larger savings.
- C) Redirect low-priority task effort to tasks that will increase sales, improve customer service, or improve efficiencies even further.

Summary

Every department in every organization can improve their task distribution and workload balance, even if only slightly, to best meet the larger goals and needs of the organization. These small, incremental changes equate to a substantial amount of money over the course of only a few months.

By identifying these small changes with HATS, the initial investment in the HATS Facilitation Session is quickly recuperated.

