

# Workshop Business Value Worksheet

Reference Chapter 12 in  
*Requirements by Collaboration* by Ellen Gottesdiener, Addison-Wesley, 2002.

Workshop Business Results	
Project Name	_____
Project Sponsor	_____
Workshop Sponsor	_____
Workshop Date(s)	_____
Workshop Duration	_____
Planning Team	_____
Productivity Savings: Cost benefits and savings are incurred through the use of proven requirements workshop methods, planning, and skilled facilitation. One way to measure these savings is to calculate the number of hours of work saved.	
a. Hours spent preparing for and participating in requirements workshop(s) (per person)	_____
b. Estimated hours for alternative requirements gathering methods* (per person)	_____
c. Hours of work saved (per person) (b- a)	_____
d. Number of people involved	_____
e. Total hours of work saved (c x d)	_____
f. Average hourly rate (\$___)	_____
g. Total savings (e x f)	_____
Name of sponsor completing worksheet	_____
Signature _____	Date _____
Facilitator(s) _____	
Signature _____	Date _____
<i>*Alternative methods include interviews, surveys, help desk reports, standard meetings, individual review of requirements materials, user observation, and prototypes (prepared outside workshops)</i>	