

# Proposal

**Administrative Assistant**  
**May 8, 2006**

**Prepared for:** Sandy Miller  
Vice President, Design

**Prepared by:** Katie Otto

## Description

The position of Administrative Assistant is proposed to free up valuable time for Sandy, Mary, Project Managers, Resource Managers, etc., in the Development department. In addition, the cost of having the Administrative Assistant perform suggested tasks will save this company approximately \$43,000 in salary costs per year.

Administrative tasks to be incurred by the new position would include project planning, creating and maintaining reports, coordinating meetings, scheduling and facilitating events, compiling survey results and assigning Communications to the company intranet and Outlook public folders.

# Job Functions

The position of Administrative Assistant for the Development area will perform the following functions:

Task(s)	Total Annual Hours
Monthly Metric Tracking	1248
Spreadsheet Maintenance/Combines	48
BS&C Reporting	240
Time & Attendance	192
Time Card Reports	1354
Project Management Report	42
Scope Repository	18
Intranet Updates	6
Track Record	12
Project Websites	48
Monthly Brown Bags	20
Quarterly Dept Mtg	20
Miscellaneous Meetings	20
Miscellaneous Administrative Duties	120
Quarterly Design Mtg	2
Commitments Mtg	24
Maintain Training Log	96
Recognitions	12
Validate Host	50
**Client Visits and Surveys	416
Communication Postings	193.5
	<b>Total Hours: 4181.50</b>

**Note:** A full-time position is 2080 hours per year. We have identified enough project hours to support at least one full-time Administrative Assistant.

\*\*Currently performed by the BA/UI employee, research reveals that if the administrative duties related to client visits and surveys (scheduling visits and administering surveys) were handled by an Administrative Assistant, it would free up the BA/UIs to conduct more visits and reach additional clients, thereby increasing revenue for the company.

# Cost Summary

Compare the current cost to the proposed cost for these tasks:

Task(s)	Current Annual Cost	Administrative Assistant Rate
Monthly Metric Tracking	\$47,998.08	\$17,996.16
Spreadsheet Maintenance/Combine	\$1,846.08	\$692.16
BS&C Reporting	\$9,230.40	\$3,460.80
Time & Attendance	\$7,384.32	\$2,768.64
Time Card Reports	\$52,074.84	\$19,524.68
Project Management Report	\$1,615.32	\$605.64
Scope Repository	\$692.28	\$259.56
Intranet Updates	\$230.76	\$86.52
Track Record	\$461.52	\$173.04
Project Websites	\$1,846.08	\$692.16
Monthly Brown Bags	\$769.20	\$288.40
Quarterly Dept Mtg	\$769.20	\$288.40
Miscellaneous Meetings	\$769.20	\$288.40
Miscellaneous Administrative Duties	\$4,615.20	\$1,730.40
Quarterly Design Mtg	\$76.92	\$28.84
Commitments Mtg	\$923.04	\$346.08
Maintain Training Log	\$3,692.16	\$1,384.32
Recognitions	\$461.52	\$173.04
Validate Host	\$1,923.00	\$721.00
Client Visits and Surveys	\$10,999.04	\$5,998.72
Communication Postings	\$5,116.14	\$2,790.27
	<b>Current Cost:</b>	<b>Administrative Assistant Cost:</b>
	<b>\$153,494.30</b>	<b>\$60,297.23</b>

**Total Savings \$93,197.07**

These numbers are representative and are to be used as an estimate for the proposed position.