

# University Marketing - Project and Time Tracking Proposal

## Problem:

University Marketing has multiple systems that do not meet all our needs.

## Solution:

Function Fox is a web-based program that not only does what our current systems do, but more. Function Fox's in-house option is a fully integrated solution to project and time tracking. This product will save us time and improve efficiency.



## University Marketing's Department Needs:

	<b>Current Solution</b>	<b>Proposed Solution</b>
Time sheet tracking	Harvest	Function Fox
Variable rates	Harvest	Function Fox
Expense allocation and tracking	Harvest	Function Fox
Invoicing	Harvest	Function Fox
Project request form	Website	Function Fox
Way to track jobs	Trello	Function Fox
Export job list	Excel spreadsheet	Function Fox
Task assignment	Trello	Function Fox
Project reports by client, project, and status	N/A	Function Fox
Estimate, quotes and budgets	N/A	Function Fox
Personal calendars	Outlook	Function Fox
Group and project calendars	N/A	Function Fox
Address book of clients	N/A	Function Fox
Vendor management and P. O.s	N/A	Function Fox
Email reminders	Trello	Function Fox
Project blog	N/A	Function Fox
File storage	Dropbox / Outlook	Function Fox
	<b>Total # of Systems</b>	<b>1 System</b>
	<b>End cost</b>	<b>\$160.00/mn</b>

## Conclusions:

Function Fox is a needed improvement to work efficiently. It will help us to do our current jobs and expand our ability to track and analysis additional data. While this option is more expensive, it is more efficient and will pay for itself in time saved. We estimate that this change would save each of us a hour a week, that's 16 hours a month. If this time was billed at our rate of \$25/hr that would an extra \$400 a month.