Business Case

Proposal Name:	Conversion of four existing Tech Writer contractors to CT Employees	**Executive:**	■■■■■■■■
Business Area:	■■■■ IT Strategy, Methods, and New Technology	**Business Unit Contact:**	Dalton Hooper
Business Unit Requestor:	Dalton Hooper, IT Documentation Manager	**Business Area Finance Rep:**	■■■■■

Business Need:

Currently, the IT Documentation Team is the central repository for all Technical Writers in ■■■ IT. The IT Documentation Team supplies Technical Writers to AD project teams on an as-requested basis. The IT Documentation Team has a zero base budget and is expected to charge labor hours to the capital projects to which the Technical Writers are assigned. When a Technical Writer is not performing work that can be charged to a capital project, their labor expense must be absorbed by the administrative expense budget allocated to the IT Documentation Manager. Currently, an average 10% of their total labor hours are non-productive hours directly attributable to temporary downturns in workload.

■■■ IT capital projects are often started up, shut down, or paused without advance warning to the IT Documentation Manager, leaving an unassigned resource draining the expense budget. If the resource is a contractor (usually the case), it is generally unwise to terminate the contract as an immediate reaction to the downturn in workload. Typically, new work requests will be made within 1-2 weeks and the contractor can be assigned to a new capital project. Since interviewing, hiring, and training a replacement contractor typically takes up to three months, it usually pays to wait a while before deciding to terminate a contract.

The business need is for a means to establish a dynamic work_force_ to coincide with the eb and flow of a dynamic work_load_.

Proposal Concept:
This proposal leverages a unique opportunity in the current demographics of the IT Documentation Team. Four of the current seven Contractors are recent graduates of the Technical Writing program at UCF (class of 2004). They have proven to be quite valuable and exhibit a passion for excellence and learning.

By converting these specific four contractors to Casual Temporary (CT) status employees, the company can realize a reduction in labor cost plus better position the IT Documentation Team to deal with dynamic resource needs. The CT employee positions do not require headcount. The four contractors have been fully informed of the pros and cons of this conversion and have all expressed a desire to make the change.

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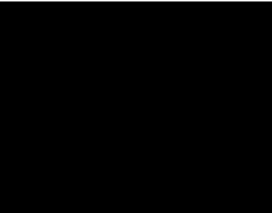
High Level Benefits:

- No cost to convert
- No headcounts are required for CT employees
- Immediate and ongoing reduction in labor costs (approx $70K total savings per year)

	Currently pay for 2000 hrs but receive 1800 hrs of productive work (2000 actual hours - 10% non-productive time (expense))	Proposed pay for 1800 hrs to receive 1800 hrs of productive work (1800 actual hours + 0% non-productive time (expense))	Savings
███████	$39.17/hr x 2000 hrs = **$78,340.00**	$28.00/hr x 1800 hrs = **$50,400.00**	**$27,940.00**
███████	$25.02/hr x 2000 hrs = **$50,040.00**	$20.00/hr x 1800 hrs = **$36,000.00**	**$14,040.00**
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Total	**$228,460.00**	**$158,400.00**	**$70,060.00**

- No expense is incurred when CT employees are not working
- No obligation to provide work or pay during times of diminished workload
- No maximum or minimum number of annual work hours required
- Maximum number of weekly hours only applies to 22 out of 52 weeks annually (max. 25 hours in a week)
- No maximum number of weekly hours for 30 out of 52 weeks annually (can exceed 25 hours in a week)
- No minimum number of hours required (can be zero hours in a week for unlimited weeks)
- No benefits given to CT employees
- Contractor "9 month rule" is no longer applicable (no retraining inefficiency)
- Company retains proven, trained, up-to-speed talent

Date Submitted:	02/22/2005		