**Project Name:** ISMTE

**Document Title:** User Guide

**Sample Only**

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**Revision number:** 1.3

**Names and Email address:**

XXXXX

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**1. Location and meaning of input parameters and input streams**

All the inputs parameters which are used in both the scenarios (one and two) are defined in the Parameters worksheet.

Following are the details of the parameters defined:

1. **Hiring Stream**: All the parameters defined within this section reflect the employees that were hired during each quarter. The negative number indicates the number of people laid off during that quarter.

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| --- | --- |
| **Parameter** | **Definition** |
| Hiring Stream Full Time | Parameter defined for full time employees that were hired or laid off in each quarter |
| Hiring Stream Part Time | Parameter defined for part time employees that were hired or laid off in each quarter |
| Hiring Stream Interns | Parameter defined for Interns that were hired or laid off in each quarter |
| Hiring Stream Consultants | Parameter defined for Consultants that were hired or laid off in each quarter |

1. **Furniture Analysis**: All the parameters defined within this section counts the number of furniture that will be used by each employee. The furniture count is based on the designation (eg Project Manager) of an employee

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| --- | --- |
| **Parameter** | **Definition** |
| Furniture Analysis Full Time | Parameter to keep count of furniture for full time employees |
| Furniture Analysis Part Time | Parameter to keep count of furniture for part time employees |
| Furniture Analysis Interns | Parameters to keep count of furniture for Interns |
| Furniture Analysis Consultants | Parameters to keep count of furniture for Consultants. |

1. **Furniture Expenses**: Parameters defined within this section reflects the furniture cost.

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| --- | --- |
| **Parameter** | **Definition** |
| Furniture Cost | Cost of all the furniture that will be used by the employees |

1. **Employee Salary**: Parameters defined within this section keeps track of the salaries for all employees. Full time employees salary are monthly based where as part time, interns and consultants are hourly based.

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| --- | --- |
| **Parameter** | **Definition** |
| Salary Full Time | Input the salary paid to all full time employees per month. |
| Salary Part Time | Input the salary paid to all part time employees per hour. |
| Salary Interns | Input the salary paid to all interns per hour. |
| Salary Consultants | Input the salary paid to all consultants per hour |

1. **Hardware Cost**: Cost, Depreciation term and interest rate for all the hardware that will be used by the employees and various servers that will be used are defined in this section,

|  |  |
| --- | --- |
| **Parameter** | **Definition** |
| PC Cost | Defines the cost of the PC used by the employees |
| Server Cost | Defined server cost that will be used to host the software. |
| PC Depreciation Term | Number of periods to deprecate the PC’s. |
| Server Depreciation Term | Number of periods to deprecate the Servers.. |
| Server Interest Rate | Interest rate used to calculate the payments on Server purchased. |
| PC Interest Rate | Interest rate used to calculate the payments on PC purchased |
| PC Periods | Defines the PC period for each employee |
| Server Periods | Defines the server period. |

1. **Software Cost:** Defines the cost of the software licensee per number of employees per software required.

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| --- | --- |
| **Parameter** | **Definition** |
| Minimum User Requirement | Defines the minimum user requirement to purchase the software. |
| Software Support Cost | This parameter defines the cost of the software per quarters. It also include the software support cost. |

1. **Customers**: Parameters defined within this section calculates the rate in which the customer is joining and leaving in each quarter.

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| --- | --- |
| **Parameter** | **Definition** |
| New Customers Growth | Keeps track of the rate in which customers will be using the software in each quarter. |
| Existing Customers Decline | Keeps track of the rate in which customers will be leaving (or not using) the software in each quarter. |

1. **Revenue**: Parameter defined within this section calculates the initial user count, the trading cost, rate in which people trade daily and the number of trading days in each quarter.

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| --- | --- |
| **Parameter** | **Definition** |
| Initial Users | This is the initial count of the customer. |
| Trading Cost | This parameter defines the trading cost by per customer per transaction. |
| No of people trade daily. | This parameter defines the way customer does trading on daily basis. It is assumed that most of the people trade during the time market opens and closes. |
| No of trading days | This parameter defines the number of trading days in each quarter. |

1. **Other Parameters** **Used**: All the other parameters that are used to calculate various other calculation in the model.

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| --- | --- |
| **Parameter** | **Definition** |
| Quarterly | Parameter to define the number of months in each quarter. |
| No Of Hours per month | Parameter to define the total number of hours in a month. Used by the employees who are working hourly (eg Interns) |
| Rent | Rent cost paid quarterly for the office space. |
| Utilities | Utilities cost paid quarterly for the office space. |
| Phone | Phone cost paid quarterly for the office space. |
| Books | New books purchase by employees every quarter. |
| Misc | All the Miscellaneous (eg travelling etc) expense by employees |
| Driving Employee | Parameter defined for the percentage of employee who drives to work. |
| Parking Cost | Parking cost for the employee who drive to work and use company parking facility. |

**2. Location and meaning of outputs**

All the outputs for both the models are located in the output worksheet. Below are the details of all the output parameters that were defined.

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| --- | --- |
| **Output** | **Definition** |
| Total Infrastructure Cost | Calculates the total cost that was spend on furniture, utilities, rent, parking etc. The calculation for the infrastructure cost is done in Infrastructure worksheet and some in Expense worksheet. The presentation part is done in the Cost Analysis worksheet. |
| Total Salary Cost | Calculate the total cost that was paid as a salary for FT employees, PT employees, Interns & Consultants. All the calculation for Salary cost is done in Salary worksheet. The presentation is done in the Cost Analysis worksheet. |
| Total Hardware Cost | Calculate the total spending that was done on PC’s that will be used by the employees and also calculates the server cost. All the calculation for the leasing the hardware is done in the Hardware Cost worksheet. The presentation is done in the Cost Analysis worksheet. |
| Total Software Cost | Calculate the total spending that was done on different software that was purchased. All the calculation for the software is done in the Software Cost worksheet. The presentation is done in the Cost Analysis worksheet. |
| Total Cost | Calculates the total spending that was done on infrastructure, salary, software and hardware. |
| Growth in customer | Calculates the customer growth (in percentage) in each quarter. It calculates it using the new customer growth and the existing customer who are not using the software anymore. |
| Cum Customer Count | Calculates the number of customer in each quarter. The calculation is done in the Revenue worksheet and the presentation is done in the cost analysis worksheet. |
| No of Customer trading quarterly | Calculates the number of customer trading every quarter. It uses the Customer count with the rate in which customer trades every quarter. All the calculations are done in Revenue worksheet and the presentation is done in Cost Analysis worksheet. |
| Revenue generated each quarter | Calculates the Revenue that is getting generated in each quarter. |
| Net Revenue | Calculate the net revenue gain in each quarter. It uses the total cost and the total revenue for each quarter. |

**3. Guide to visual cues and naming conventions**

All the parameter or the calculation in the both the scenario are color coded. Below are the details of the color’s that are used in each scenario:

|  |  |
| --- | --- |
| **Parameter** | **Definition** |
| Green | All the inputs that can be updated are defined in green color. |
| Purple | Input Parameter or input stream that can be change for multiple scenario. |
| Brown | Used to reference to the input value |
| Light Blue | Used to denote a calculation field. |
| Yellow | Used to denote the final calculation for that sheet |
| Grey | All the headings used in both the scenario are defined in grey color. |

**4. Step-by-step use of the model**

Step 1 – Copying the model

Before making any changes, copy the existing model with a new scenario name and all the new changes or updates should be done to that model.

Step 2 – Input Parameters (or Input Streams)

All the input parameters or input stream that can be change in the model are defined in the purple color. Other parameter defined in green colors which are also the input data or input stream can be modified if required.

Step 3 – Changing the Values

Changing the consultant salary (per hour) defined as a “SalaryConsultants” in the Parameters worksheet will effect the Total Cost.

Change the Customer growth and decline streams defined as “NewCustomersGrowth” and “ExistingCustomersDecline” in the parameters will effect the Revenue. If Customer growth is more then the customer decline then the revenue getting generated will be more. But if the value is less which means more people have stop using the software then the Revenue getting generated will be less.

Changing the trading cost defined as “TradingCost” in the parameters spreadsheet will also effect the Revenue. If the trading cost is less then the Revenue getting generated will be less compared to the revenue getting generated if the trading cost is more.

Step 4 – Changing other value

Changing the hiring stream count defined as “HiringStreamFT”, “HiringStreamPT”, “HiringStreamInterns” & “HiringStreamConsultants” in the parameters spreadsheet will effect infrastructure cost, salary cost, hardware cost & software cost. Any of this will then effect the total cost.