

1. Cost-savings projections

This does vary based on organization. Some organizations will have to spend money to migrate to MS Online, and some will be able to switch using existing IT staff. Also, many organizations receive some free software or hardware which will need to be taken into consideration. We cannot project how many organizations will switch to MS Online, but we can project the average savings for the average not-for-profit. [attach slides]

Small NFP (5-30 staff)

- \$1,200 migration cost (if NPower assists them with migration)
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- \$2,148 savings each year thereafter

- In year 4, savings would be \$9,048 due to previously necessary systems upgrades, server maintenance, etc that is not required with MS Online.

Medium NFP (30-100 staff)

- \$4,050 migration cost (if NPower assists them with migration)
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- 2,711 savings each year thereafter

- In year 4, savings would be \$13,711 due to previously necessary systems upgrades, server maintenance, etc that are not required with MS Online.

Large NFP (100+ staff)

- 13,250 migration cost. (if NPower assists them with migration) However, because most organizations of this size have IT staff, they most likely will not need NPower assistance in migration.

- 6,732 in savings each year thereafter

- In year 4, savings would be \$32,632 due to previously necessary systems upgrades, server maintenance, etc that is not required with MS Online.

Case study: [attach slide]

- Savings in year 1: \$16,300

- Savings in years 2 and 3: \$6,600

- Total savings for 3 years \$19,900

2. Brief membership on MS Online

On Wednesday March 3rd, HSC informed members of the Budget Advocacy Committee about MS Online, and informed them that we would be sending them an email about MS

Online and dates for trainings that we would like them to forward to their membership.
Participants:

Anthony, Andrea	Day Care Council
Altman, Richard	JCCA
Brown, Rebecca	NYCETC
Goldman, Fatima	FPWA
Ho, Wayne	CACF
Houghton, Ted	SHNNY
O, Cao	AAF
Parque, Cris	HSU
Purcell, James	COFCCA
Rapfogel, William	Met Council
Ruskay, John	UJA
Saperia, Phillip	CBHA
Siebel, Robert	CCBQ
Soloway, Ronald	UJA
Sullivan, Msgr. Kevin	Archdiocese of NY
Carter, Gary	LSA Family Health Service
Molnar, Christine	Safe Space
Dumont, Ralph	LESFU
Rautenberg, Ellen	PHS
Shack, Fred	Urban Pathways

On Wednesday March 10th HSC informed the Board of Directors about MS Online and alerted them to an email that would give them dates for MS Online training sessions.

HSC sent out an email to our members on 3/19 with information about MS Online and the upcoming training sessions [Attached]

3. Initial Assessment Participants

HSC worked with NPower and Microsoft to create a pilot group of 12 HSC members of varying sizes to fill out technology assessments and come to an MS Online training hosted by Microsoft. The purpose of the pilot was to assess not-for-profit technology needs, get feedback on MS Online trainings, and to have organizations pilot MS Online. The following 9 organizations completed the technology assessment, and Urban Pathways has switched to MS Online.

Heights and Hills
Met Council
Homeless Services United
JASA
Urban Pathways
Hudson Guild
Palladia
Selfhelp Community Services
Comunilife

NPower is following up with these groups about their assessments and providing them more information about switching to MS Online.

4. Schedule

Large organizations (staff of over 100)	April 8th 4-5pm
Medium organizations (staff of 30-100)	April 15th 4-5pm
Small organizations (less than 30 staff)	April 22nd 4-5pm

At the sessions, participants will be given dates of follow-up webinars they can participate in to get more detailed information about MS Online, how it works, the features, and migration steps. Participants who attend the live sessions that are ready to switch or have more questions but do not wish to participate in a webinar will be in contact with NPower representatives who can answer their questions and give them detailed information about the migration process and how NPower can assist them.

In May, we will expand our publicity of MS Online beyond HSC membership by asking our coalition/federation members to forward emails about MS Online trainings. We are asking our coalition/federation members to participate in the live informational sessions, and we will be speaking with them about the importance of MS Online as a cost-saving measure so that they can pass that information on to their membership. The trainings will consist of webinars, and depending on feedback from the live sessions conducted in April, we may do another live informational session. The trainings for non-HSC members will begin at the beginning of June.