

Report Date: 11 Feb 2014

**Summary Report for Individual Task
805A-36B-4005
Perform a Cost Benefit Analysis
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: You are a cost analyst in a Division G8 and you have access to general office supplies, an internet connected computer/ printer, and the Cost Benefit Analysis Guide and historical cost data.

CBA Guide Link

<http://asafm.army.mil/Documents/OfficeDocuments/CostEconomics/guidances/cba-gd.pdf> This task should not be trained in MOPP.

Standard: Perform an accurate Cost Benefit analysis using the required template and provide a brief to the Commander that gives courses of action for his decision.

Special Condition: None

Safety Level: Low

MOPP: Never

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Develop a problem statement, define the objective, and the scope.
 - a. Problem Statement.
 - b. Objectives.
 - c. Scope.
2. Formulate Assumptions and identify constraints.
 - a. Formulate Assumptions.
 - b. Identify Constraints.
3. Document Current State (the Status Quo).
 - a. Define the Status Quo Alternative.
 - b. Document the Status Quo Alternative.
4. Define Alternatives with Cost Estimates.
 - a. Define Alternatives.
 - b. The Cost Analysis Process.
 - (1) Cost Analysis Preparation.
 - (2) Ground Rules and Assumptions (GR&A).
 - (3) Data Collection and Analysis.
 - (4) Work Breakdown Structure (WBS).
 - (5) Cost Estimate.
 - (6) Accuracy/Time/ Purpose/ Amount.
 - c. Data Sources.
 - d. Cost Strategy.
 - e. Organizing Cost Data.
5. Identify Quantifiable and Non-Quantifiable Benefits.
 - a. Benefits Analysis Overview.
 - b. Types of Benefits.

(1) Quantifiable Benefits.

(2) Non-Quantifiable Benefits.

c. Military Benefits (MBA).

d. Identify, Estimate, and Evaluate Benefits.

e. Identifying Benefits.

f. Benefit Categories.

g. Estimating Quantifiable Benefits.

h. Evaluating Non-Quantifiable Benefits.

i. Types of Quantifiable and Non-Quantifiable Benefits.

6. Define Alternative Selection Criteria.

a. Quantitative Methods.

b. Non-Quantitative Methods.

7. Compare Alternatives.

a. Compare costs and Benefits.

b. Alternative Comparison Decision Matrix.

c. Define Trade-Offs and Billpayers.

d. Describe 2nd and 3rd order effects (Cause and Effect).

e. Perform Sensitivity and Risk Assessment.

(1) Sensitivity Analysis.

(2) Risk Assessment.

8. Report Results and Recommendations.

a. Documenting the CBA.

b. Briefing the Results of the CBA Using the Template.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Developed the Problem Statement, Defined the Objective and the Scope.			
2. Formulated Assumptions and Identified Constraints.			
3. Documented the Current State (Status Quo).			
4. Defined Alternatives with Cost Estimates.			
5. Identified Quantifiable and Non-Quantifiable Benefits.			
6. Defined Alternative Selection Criteria.			
7. Compared Alternatives.			
8. Reported Results and Recommendations.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	CBAG-V3.10	U.S. Army Cost Benefit Analysis Guide 3rd Edition	Yes	Yes

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert of ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None