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# Costing & Justifying Checklist

## Making the case

The first thing to do is identify why you want to introduce flexible working and then try to work out the cost to see if you can afford it and you want to go ahead.

At this stage you will need to get the buy-in of the decision makers in the company to the whole concept of flexible working – if they aren't behind the project it won't matter what the cost benefit report shows.

Also at this stage it's worth checking if the company has a vision for its development that helps support the case for flexible working.

Now list the potential benefits of flexible working and try to put a value to each.

Carry out a similar exercise to find what flexible working is likely to cost, although if technical solutions have not yet been devised then it should be recognised that these costs will be approximate.

Armed with the information from the above, the next step is to prepare a cost/benefit report for senior management to help them make an informed decision.

## Check List

Complete	Task
	<b>1) Get buy-in from the company's decision makers to explore flexible working</b>
	<b>2) Check the management's vision for the development of the company</b>
	<b>3) Try to identify the benefits</b>
	<b>a) Are there any indicators that the company may benefit from flexible working?</b>
	<b>b) Are there immediate reasons for moving to flexible working?</b>
	<b>c) Are there benefits to the employee that help toward the case?</b>
	<b>d) Other general reasons?</b>





	<b>e) Environmental reasons?</b>
	<b>4) With each of the above where possible put a value to the benefit expected.</b>
	<b>5) Identify what it will cost to put flexible working into practice</b>
	<b>a) Office infrastructure set-up and ongoing costs</b>
	<b>b) Flex workers management set-up and ongoing costs</b>
	<b>c) Flexible worker set-up and ongoing costs</b>
	<b>6) Prepare the cost benefit report</b>