



This tool helps HR teams track and communicate the business value and return on investment of HR technology implementations across multiple dimensions.

Part 1: Financial Metrics Tracker

METRIC CATEGORY	BASELINE	TARGET	CURRENT	SAVINGS/ GAINS	STATUS
Direct Cost Savings					
License costs					
Staff time					
Paper/materials					
Productivity Gains					
Process time					
Error reduction					
Automation gains					

Part 2: Operational Metrics

PROCESS AREA	KEY METRIC	BEFORE	GOAL	CURRENT	TREND (↑↓→)
Recruitment	Time to hire				
Onboarding	Completion rate				
Training	Participation				
HR Service	Response time				

Part 3: User Adoption & Satisfaction

USER GROUP	ADOPTION RATE	SATISFACTION SCORE 1-5		Y FEEDBACK
HR Team Managers Employees Admins Part 4: Strategi	c Value Indicators			
BUSINESS OBJECTIV	E SUCCESS METRIC	TARGET	CURRENT	IMPACT RATING H/M/L
Talent Quality Employee Experience HR Effectiveness Business Agility Part 5: ROI Cale				
Initial Investment:		Annual Cost:		
\$		\$		
\$ Benefits Direct Savings:		\$ Productivity	Gains:	
Benefits			Gains:	
Benefits Direct Savings:		Productivity	Gains:	
Benefits Direct Savings:		Productivity	Gains:	
Benefits Direct Savings: \$ Strategic Value:		Productivity		

ualitative Benefits Summary
1.
2.
3.
ext Actions
ased on current metrics:
iority Improvements:
1.
2.
3.
uccess Stories to Communicate:
1.
2.
3.

Review & Distribution

Report Period	Next Review
DISTRIBUT	ION LIST:
Executive Sponsor	HR Leadership
Finance Team	IT Leadership
Prepared by	Date
Organizat	ion Name