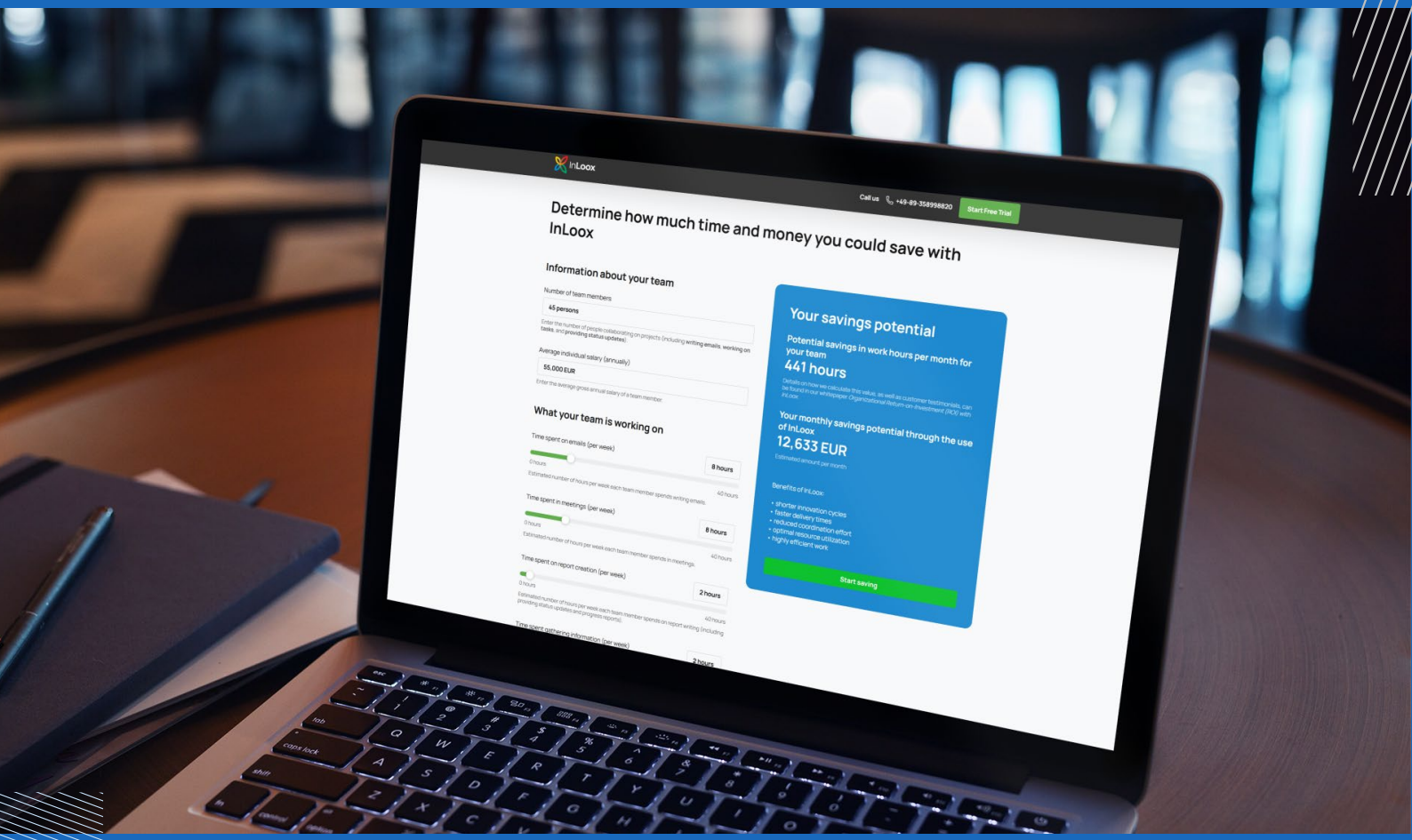
How to Save Real Money with Project Management Software

Including ROI calculator to determine your exact savings potential



What you'll learn in this whitepaper

Inefficient communication, unnecessary meetings, and scattered information cost companies valuable time—and therefore money—every single day. This whitepaper shows how project management software can eliminate these time wasters and make your projects more efficient.

Using real-world examples and the exclusive **InLoox ROI calculator**, you'll discover your individual savings potential—in both time and money.

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Introduction

Why this whitepaper is worth your time

Efficient project management is more than just good planning – it's a key competitive advantage. Companies that streamline their internal processes not only increase productivity, but also significantly reduce costs.
But did you know that inefficient workflows cost companies millions every year?

The good news: Organizations that rely on digital solutions for project and task management save valuable time and money – thanks to structured communication, automated processes, and optimized workflows.

This whitepaper will show you how to unlock your full savings potential with modern project management software. You'll also get exclusive access to our ROI calculator to determine your individual savings in euros..

How much time and money is hidden in your projects? These savings are possible:



less time spent on mails



shorter meetings



faster reporting



less waiting time

Time wasters in everyday work – and what they really cost

Emails & Manual communication:

- According to Microsoft's Work Trend Index (2023) employees spend **57% of their working time** replying to emails, chatting, or attending meetings.

Meetings without a clear agenda:

- A Harvard Business Review study reports that executives spend an average of **23 hours per week** in meetings.
- An Atlassian study (2024) shows that **71% of meetings are unproductive** and often require follow-ups. Additionally, **80% of respondents** feel their meetings are not effective.

Waiting for feedback & Searching for information:

- According to StepStone (2024), full-time employees lose **8.7 hours per week** due to unnecessary coordination, delays, and inefficient processes.
- A study by McKinsey Global Institute (2012) found that employees spend an average of **19% of their time** searching for internal information or trying to locate the right colleague.
- A study of the University of Vienna (2024) revealed that **65% of participants multitask during virtual meetings**, which negatively impacts meeting quality.



What this means for a 10-person team:

- 228 hours per week spent on emails, chats & meetings
- 76 hours per week spent searching for information

That adds up to:

13,680 lost hours per year
Cost: €547,200 per year (based on Ø 40 €/hour)*

*This estimate is based on data from Microsoft's Work Trend Index (2023) and a study by the McKinsey Global Institute (2012), as referenced above..

Conclusion

Every hour you save adds up to real financial value -
and this is exactly where project management software proves its worth.

What is InLoox?

The smart project management solution for companies

InLoox is a modern project management platform that helps teams and organizations **plan, manage, and execute their projects more efficiently**..



Why the Outlook integration is a real advantage

InLoox integrates seamlessly with Microsoft Outlook and uses familiar tools like **emails and the calendar** for project management.
This unique connection increases user adoption, as teams can work directly within their everyday environment.

InLoox by the numbers

InLoox is trusted by **over 6,000 customers** across various industries in **more than 60 countries** – backed by over **20 years of experience** in the project management software market.

Benefits of using InLoox

More time for what really matters:
With a central information hub, clear responsibilities, and transparent workflows, InLoox reduces coordination efforts and speeds up decision-making.

ROI in project management – What you need to know

What is Return on Investment (ROI), and why is it important?

The **Return on Investment (ROI)** is a key financial metric that indicates the **profitability of an investment**. Also known as **return on capital** or **return on invested capital**, it represents the **percentage ratio between the invested capital and the profit generated**.

Companies use ROI to evaluate whether their investments during a fiscal year have contributed positively to business success – and whether it's worthwhile to continue or even expand those investments.
At the same time, ROI also reveals when investments have not paid off and have resulted in losses.

ROI as a key factor in investment decisions

The **Return on Investment (ROI)** not only indicates whether an investment has been profitable, but also shows its **impact on long-term business success**. It provides valuable guidance for key strategic questions:

- **Profitability assessment – Has the investment at least paid for itself?**
- **Growth analysis** – Does the investment contribute to business development?
- **Future decisions** – Should the initiative be continued, expanded, or discontinued?

Key benefits of ROI at a glance

Simple Calculation & Clear Interpretability

Based on existing company figures, ROI delivers a clear percentage value – easy to calculate, quick to interpret, and highly useful for decision-making.

Comparability of Investments

Whether it's software, innovation projects, or machinery – ROI enables an objective comparison of similar investments over the same time period.

Flexible Application

ROI can be calculated on a company-wide level, but also for specific departments or individual initiatives such as ROMI (Return on Marketing Investment) or ROAS (Return on Advertising Spend).

Competitive Advantage Through Higher Efficiency

A positive ROI shows that an investment increases productivity, reduces costs, and strengthens competitiveness. Companies with high-return investments can scale faster and position themselves more successfully in the market.

How is ROI calculated?

General ROI calculation

The **Return on Investment (ROI)** indicates how profitable an investment is.
It is calculated using the following basic formula:

$$\left(\frac{\text{Profit}}{\text{Total Capital}}\right) \times 100 = \text{ROI in percent}$$

Example:
A company generates **€20 million in profit** with a **total capital of €180 million**. The calculation is as follows:

$$\left(\frac{20.000.000}{180.000.000}\right) \times 100 = 11\%$$

This means the company achieves an **11% return on every euro invested**.

ROI calculation of project management software

While calculating the ROI of an entire company is relatively straightforward, evaluating the ROI of a single investment – such as project management software – is more complex.

The following applies:

$$\left(\frac{\text{Profit generated by the software}}{\text{Software investment costs}}\right) \times 100$$

The ROI of a **single project** can usually be calculated quite accurately by comparing the profit generated with the project costs.

However, for software used across the entire organization, it's often more difficult to determine exact values. In such cases, **savings through increased efficiency, time saving, or reduced error rates** must be estimated.

💡 **Solution**: The interactive **InLoox ROI calculator** handles this calculation for you – based on real company data and practical experience.

Your individual savings potential – The interactive ROI calculator

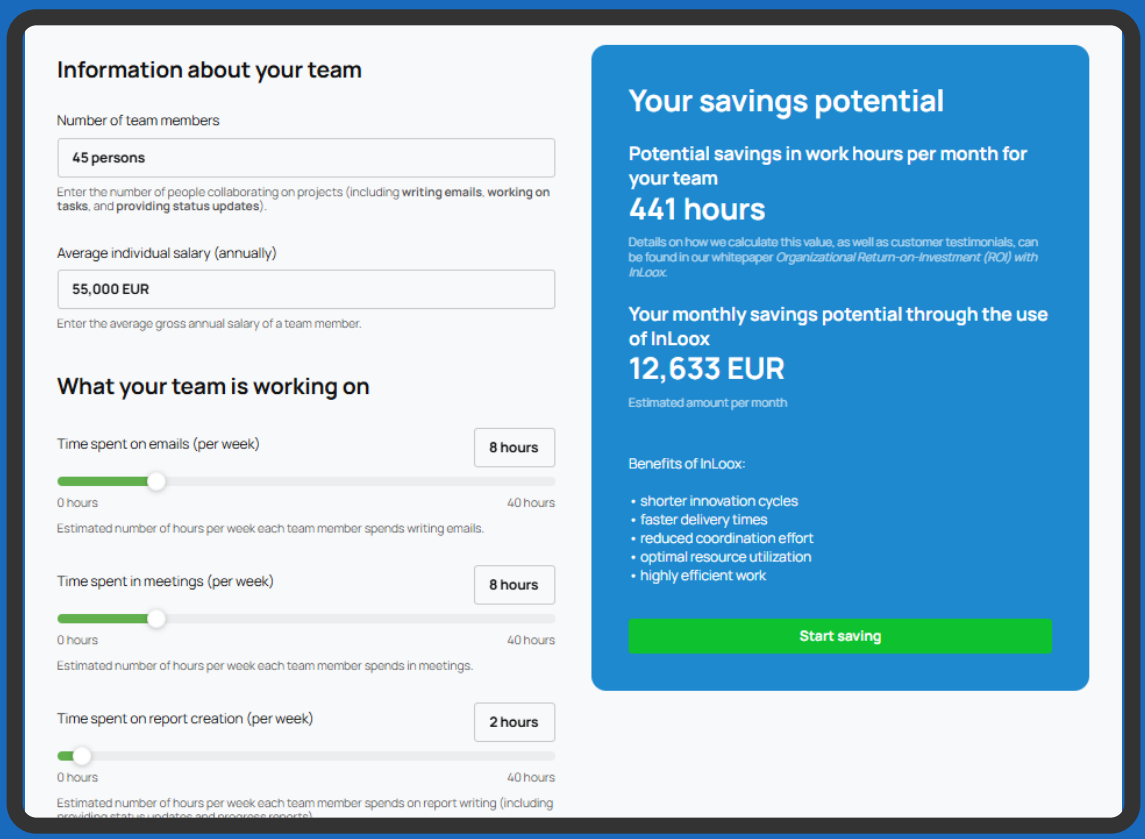
The **InLoox ROI Calculator** helps you determine your **personal savings potential** through the use of project management software – calculated in euros and fully customizable using interactive sliders.

The following criteria are factored into the calculation:

- **Team size & average gross annual salary** as the basis for calculating personnel costs per hour
- **Time spent per week on various activities:**
  - Emails & Communication
  - Meetings
  - Report creation
  - Searching for information
  - Waiting for feedback

👉 Calculate your personal savings in € now

https://www.inloox.com/resources/inloox-roi-calculator/



How companies boost their ROI with InLoox – Real-world examples

Many organizations struggle with inefficient processes: **too many emails, unproductive meetings, slow reporting, and scattered information** result in unnecessary costs and lost time. But with the right tool, these challenges can be overcome – and your ROI can improve significantly. **We'll show you how**.

Time Spent on Emails & Communication

Challenge

Teams often spend too much time coordinating project-related information via email.

Solution using InLoox

With centralized project communication and automated notifications, InLoox significantly reduces email traffic.

Result

No more email ping-pong, fewer follow-up questions, and greater transparency for everyone involved.

> Coordination efforts have decreased. Internal emails have been significantly reduced thanks to InLoox.
>
> Elmar Plüntsch, CEO,
> Rügenwalder Spezialitäten

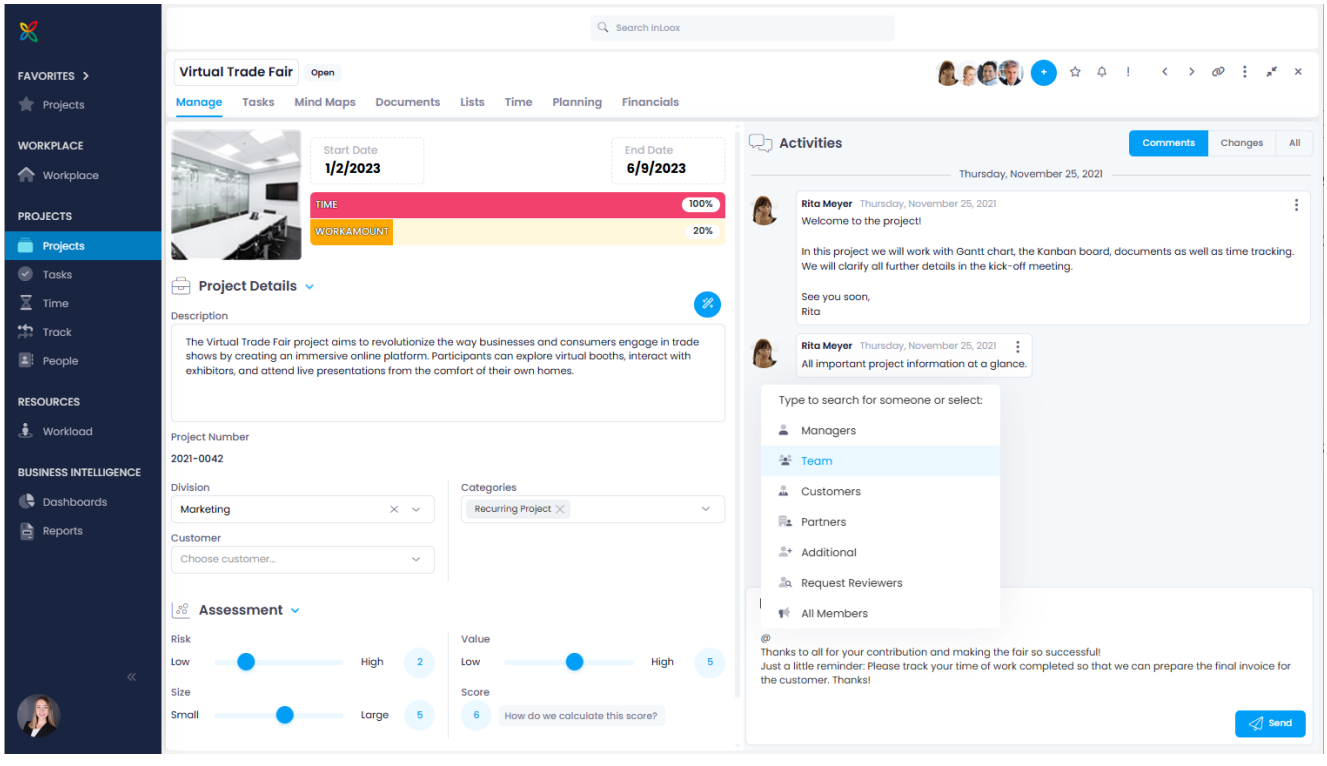


Fig.: Central communication in the project, e.g. through comments and tagging of users

More Efficient Meetings & Clearer Processes

Challenge

Unclear responsibilities lead to unnecessary coordination and frequent meetings.

Solution using InLoox

With clear task assignments, automatic status updates, and centralized project information, InLoox significantly reduces the need for coordination.

Result

Teams work more independently, and meetings can be more focused—or avoided altogether.

> Thanks to InLoox, about 70% of project tasks are completed without the need for follow-up.
>
> Zoran Raic, Head of Development and Design, Mayer & Cie. GmbH & Co. KG

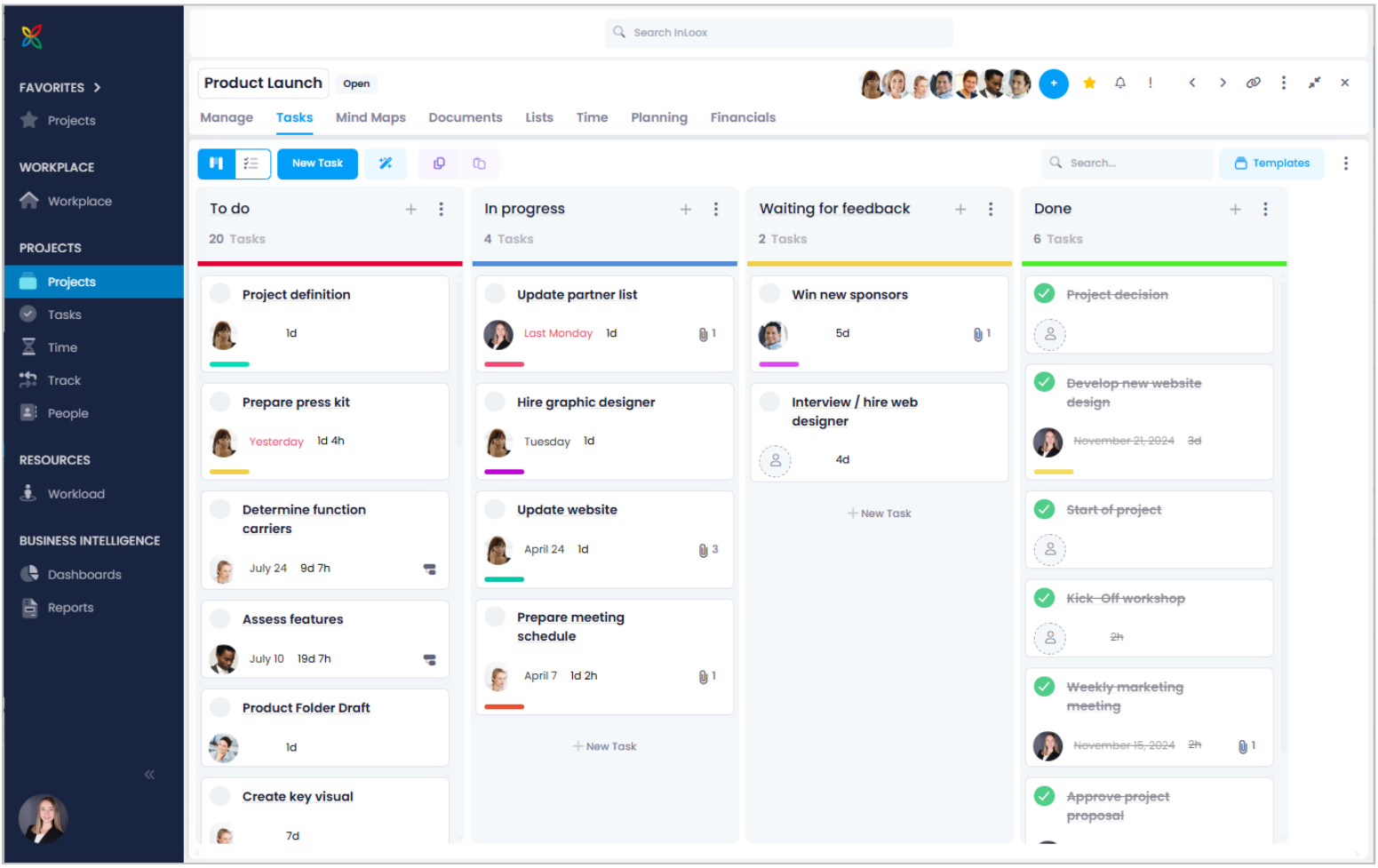


Fig.: Clear overview in the Kanban board – tasks, responsibilities, and status always visible at a glance

Faster Reporting & Time Tracking

Challenge

Manual reporting and time tracking are time-consuming and often lead to inaccuracies.

Solution using InLoox

Integrated time tracking via stopwatch, tracking Outlook calendar events, one-click project reports, and clear dashboards replace error-prone Excel sheets.

Result

Less administrative effort, more accuracy, and more time for productive work.

> Time tracking for projects has gone down from 4–5 hours to just about 20 minutes.
>
> Lars Reifegerste, Senior SAM Consultant, Bechtle-Comsoft GmbH

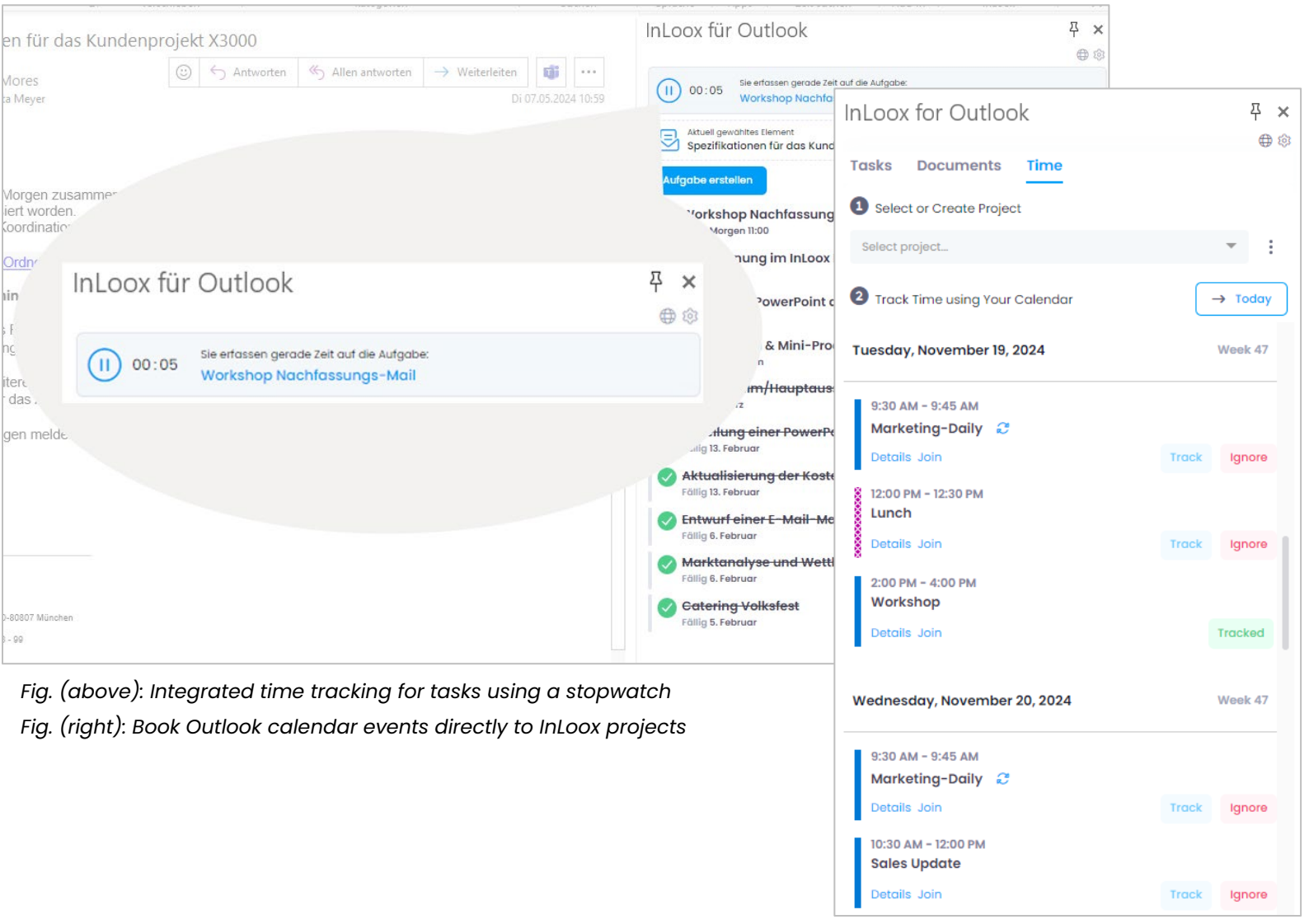


Fig. (above): Integrated time tracking for tasks using a stopwatch
Fig. (right): Book Outlook calendar events directly to InLoox projects

Scalability & Resource Efficiency

Challenge

Growing project demands often require additional staff or lead to overworked teams.

Solution using InLoox

With clear project structures, intelligent Gantt planning, and optimized resource management, InLoox enables companies to handle more projects with the same team size.

Result

Improved resource utilization, lower personnel costs, and greater scalability.

> Without InLoox, Brückner Architekten would need 10 additional employees to handle the same project volume.
>
> Laurent Brückner, CEO, Brückner Architekten

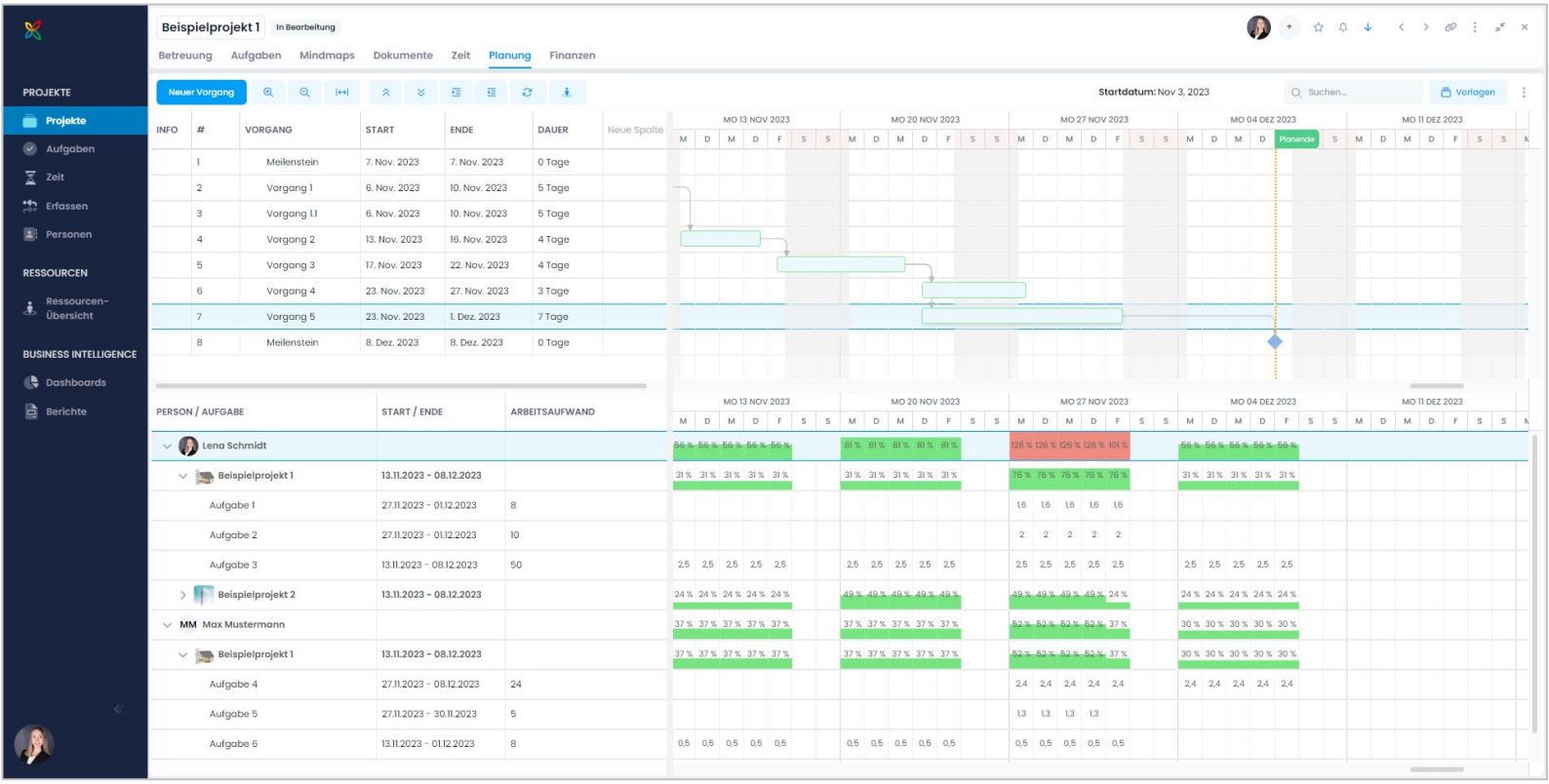


Fig.: Gantt project plan with integrated resource utilization – identify bottlenecks and available capacities at any time

Less Time Spent Searching for Information

Challenge

Project-related information, tasks, and responsibilities are often scattered across emails, Excel sheets, or folders. This leads to time-consuming searches and unnecessary follow-up questions.

Solution using InLoox

All project data is stored centrally in one place. The integrated search and filter functions make it easy to find the information you need—instantly.

Result

No more lengthy searches – information is available with just a few clicks, saving time and improving workflow.

> Thanks to InLoox, I save about two hours a week that I used to spend gathering information.
>
> Arthur Zerr, Head of Development,
> Christ Electronic Systems GmbH

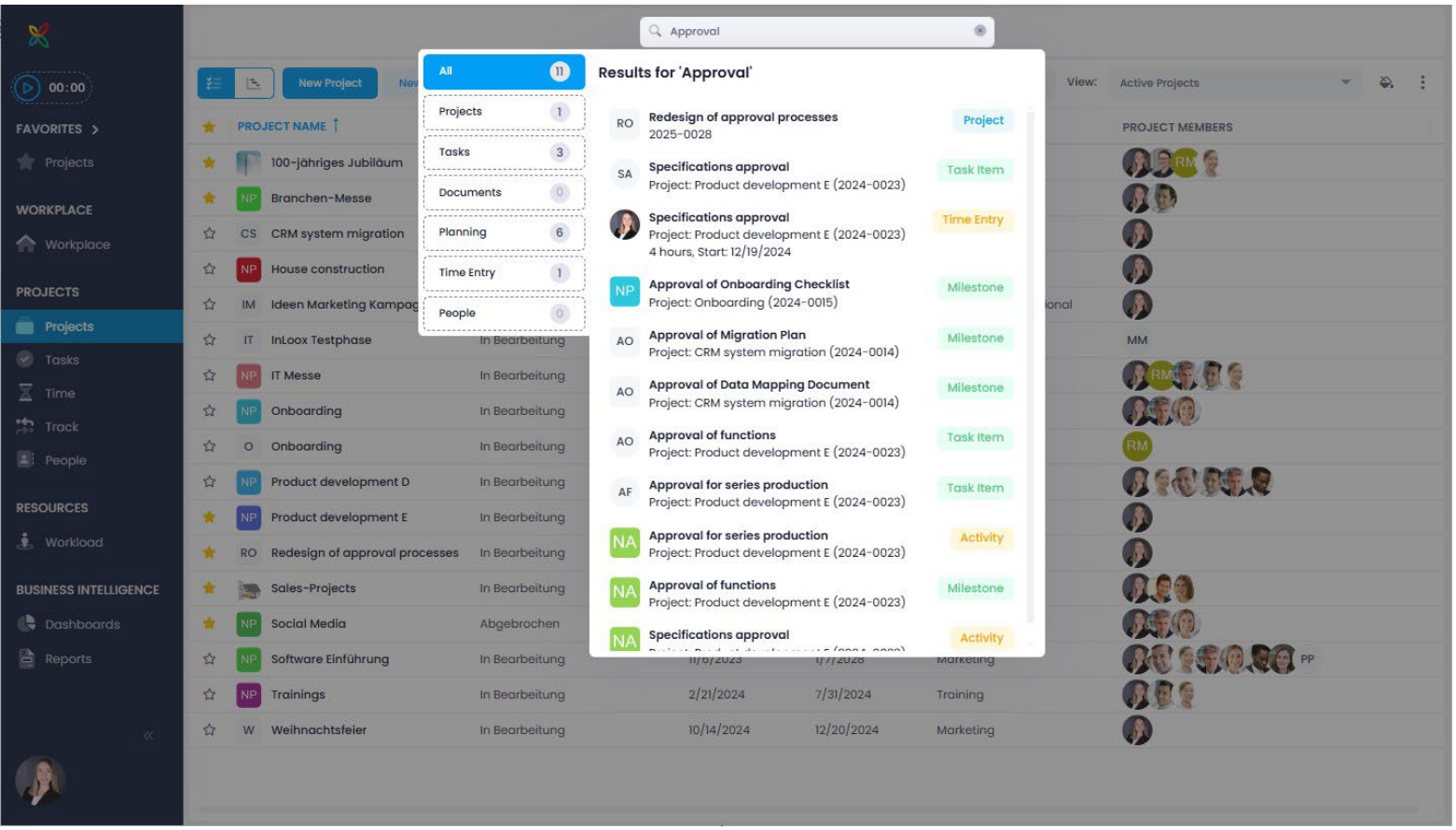


Fig.: Central data base with global search – project data, documents, and tasks always at your fingertips

Your next steps to save time and money

InLoox offers far more than the features you've seen in this whitepaper. As a flexible solution for **task, project, and portfolio management**, InLoox supports teams and departments of all sizes—and adapts to your specific requirements.

Start your free trial today and discover how InLoox can streamline your processes, eliminate time-wasters, and sustainably improve collaboration in your projects.

- ✓ **30-day free trial** – No obligations, full access to all features.
- ✓ **Personal consultation & live demo** – Get a tailored walkthrough and ask your questions directly.
- ✓ **Free personal support** – Our support team is always here for you—via ticket or phone.
- ✓ **Seamless integration** – With numerous interfaces, InLoox fits perfectly into your existing IT environment.

Ready to move forward? We'll support you all the way.

👉 **Get started with InLoox: Start your free trial**

InLoox

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