

**Oakland County
Department of Information Technology
Project Scope and Approach**

Project Name: Video Arraignment Program Management

Project ID: D42431P1

Leadership Group: CLEMIS				
Department:		Division: CLEMIS		
Project Sponsor: Bob Daddow	Date Requested: July, 25, 2002		PM Customer No. 431	
Request Type: <u><i>New Development</i></u> <i>Enhancement</i> <i>Customer Support</i> <i>Planned System Maintenance or Upgrade</i>				
IT Team Name: CLEMIS		IT Team No: 4		
Project Manager/Leader: Charlie Covetz				
Account Number: 75700	Account Description:	Fac Mgmt – Video Arraignment	Customer Name:	Sheriff's Office
Grant Funded? <u>Yes</u>	No	Mandate?	Yes	No
		Mandate Source:		

Project Goal

To co-ordinate the Video Arraignment program so that efficient management of the project can be achieved by October 2005.

Business Objective

Coordinate the work of Technical resources. Manage resources and Project deliverables. Improve customer satisfaction and improve project control. Provide technical expertise and system training for the Police Departments and the Courts.

Major Deliverables

- Project tracking/replanning
- Scope management
- Status report
- Video Arraignment System Training for 5 Police Departments, 1 City Jail, and

Approach

- Perform weekly project tracking/replanning
- Manage scope increase/decrease
- Plan and attend status meetings
- Coordinate/assist with user training

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Benefits

See Return on Investment (ROI) Analysis Document

Not Applicable at program level.

Impact

Number of Users 600 + Police Officers
 13 Courts

Divisions Sheriff's Department, County Jail, City Jail, Village and Township Police
 Departments, Prosecutors, Circuit Courts and District Courts

Leadership Groups CLEMIS, Courts

Risk

Business Environment Medium – Project requires some changes to existing business.

Technical Environment High – New or non-standard technology.

Assumptions

Staffing Resources will be available for the hours indicated per the attached project plan.

The following roles and resources' availability will be as follows:

<u>Role:</u>	<u>Name</u>	<u>Hours per Day</u>
Project Sponsor:	Bob Dadow	
Project Manager:	Charlie Covetz	
Data Base Administrator:		
Source System Expert:		
Business Analyst:		
Programmer/Analyst:	Charlie Covetz	5.0
	Robert Pence	2.0
	Cynthia Peterson	8.0

Facilities

- Police Departments

Oakland County Department of Information Technology Project Scope and Approach

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- Sheriff's Department
- County Jail
- Community Corrections
- Circuit Court
- District Court
- County IT Building

Technical

- County IT Staff

Funding

- County Bonds
- COPS MORE Grant

Other

-

Priority

02C

Constraints

- Only tasks that come under the Project management Phase will be covered under this project

Exclusions

Oakland County Department of Information Technology Project Scope and Approach

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PROJECT PHASE AUTHORIZATION

Phase(s): Project Management and Installation		
Total Estimated Application Services	Hours:	Cost:
Total Estimated Technical Systems	Hours:	Cost:
Total Estimated eGovernment Services	Hours:	Cost:
Total Estimated CLEMIS	Hours: 937	Cost: \$84,268
Total Estimated Internal Services	Hours:	Cost:
IT Application Services Division Manager Approval:	Date:	
IT Technical Systems Division Manager Approval:	Date:	
IT eGovernment Services Division Manager Approval:	Date:	
IT CLEMIS Division Manager Approval:	Date:	
IT Internal Services Division Manager Approval:	Date:	
IT Resource Manager Approval:	Date:	
IT Resource Manager Approval:	Date:	
IT Resource Manager Approval:	Date:	
IT Resource Manager Approval:	Date:	
IT Resource Manager Approval:	Date:	
IT Management Approval:		
Approved: Yes No	Date:	
Reason:		
Project Sponsor Approval:		
Title:	Date:	

PROJECT SUMMARY

Authorized Development (see above)	Hours: 937	Cost: \$84,268
Preliminary Estimated Development for Future Phases	Hours:	Cost:
Grand Total Estimated Development	Hours: 937	Cost: \$84,268

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PROJECT COMPLETION AUTHORIZATION

Customer Acceptance of Product:	
Title:	Date:
Project Office Review:	Date: