

Oakland County Department of Information Technology Project Scope and Approach

Project Name: Portal Infrastructure Upgrade Assessment

Project ID: DE7188PA

Leadership Group: IT Steering Committee			
Department: Information Technology		Division: eGovernment	
Project Sponsor: Ed Poisson	Date Requested: 8/18/2006	PM Customer No. 188	
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: eGov Program Services		IT Team No: E	
Project Manager/Leader: Jim Taylor			
Account Number: 30004	Account Description: IT - eGovernment	Customer Name:	IT - eGovernment
Grant Funded? Yes <u>No</u>	Mandate? Yes <u>No</u>	Mandate Source:	

Project Goal

To conduct an assessment of alternatives for upgrading the OakSource portal so that the portal will provide seamless integration with critical Microsoft and Web-based business applications, thereby improving communication and collaboration capabilities throughout the County by October 2006.

Business Objectives

Evaluate OakSource upgrade options and alternatives, provide upgrade recommendation, and detail cost reduction strategy for present and future upgrades.

Major Deliverables

- Analysis of upgrade options including ROI for each alternative
- Recommendation with supporting justification
- Project Plan and Return on Investment

Approach

- Gather and document upgraded OakSource system requirements and features
- Evaluate solution alternatives based on requirements
- Conduct cost/benefit analysis of alternatives
- Score alternative solutions
- Detail recommended solution with supporting justification
- Modify Portal Upgrade ROI projections and documentation
- Revise Project Plan based on recommendations

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Benefits

See Return on Investment (ROI) Analysis Document

This assessment will assist management in making informed business and financial decisions regarding the present and future upgrade of the OakSource Portal.

Impact

Number of Users All Oakland County Employees and possible agencies (approx 4,500 users).

Divisions ALL

Leadership Groups ALL

Risk

Business Environment **Low** little or no impact to existing business processes.

Technical Environment **Low** proven and previously implemented technologies.

Assumptions

Staffing IT Staffing: resources will be available for the hours indicated per the attached project plan.

Other Staffing: additional staffing will be available as follows:

<u>Role:</u>	<u>Name</u>	<u>Hours per Day</u>
Project Sponsor:	Ed Poisson	TBD
Project Manager:	Jim Taylor	TBD
Project Lead:	TBD	TBD
Administrator:	TBD	TBD

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Facilities

- Current work areas will be used to support the staff required to implement this project.

Technical

- None

Funding

- Services: eGovernment program services allocation.

Other

- None

Priority - To be determined

Constraints

- None

Exclusions

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PROJECT PHASE AUTHORIZATION

Phase(s):			
Total Estimated Application Services	Hours:	Cost:	
Total Estimated Technical Systems	Hours:	Cost:	
Total Estimated eGovernment Services	Hours:	Cost:	\$23,790
Total Estimated CLEMIS	Hours:	Cost:	
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:	195	Cost:	\$ 23,790
Preliminary Estimated Development for Future Phases	Hours:		Cost:	
Grand Total Estimated Development	Hours:	195	Cost:	\$23,790

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PROJECT COMPLETION AUTHORIZATION

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

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The screenshot shows the 'Open Workbench' application window. The title bar reads 'Open Workbench - [Portal Infrastructure Upgrade Assessment - Size Estimate (+/- 10% to 50%)]'. The main window contains a table with the following data:

Type	ID	Task Name	Estimated Hours	Estimated Cost	Estimate Notes
Phase	000000	PROJECT MANAGEMENT	65	\$7,930.0	
Phase	0000001	PROJECT PLANNING AND CONTROL	10	\$1,220.0	
Phase	030000	BUSINESS AREA REQUIREMENTS	120	\$14,640.	
			195	\$23,790.00	

The left sidebar contains a 'Favorites' section with 'Size Estimates' selected. Below it are icons for 'Size Estimate (+/- 10% to 50%)' and 'Size Estimates - Tech Resource Hours/\$'. A list of project management tasks is visible, including Master Planning, Customer Reporting, Status Reporting, Closed Project, Variance Reporting, Scope Change, Mini Project Approval, Project Renegotiation, Enhancement Budget, Assurance & Compliance, Weekly Analysis, Weekly Tracking, Project Approval Packet, Planning, Executing, Controlling, and Filters & Sorts.

The status bar at the bottom shows 'For Help, press F1', 'Task Type not equal to Milestone', and 'NUM'. The Windows taskbar at the very bottom shows the Start button, 'Portal Upgrade', 'Clarity :: Project Properti...', 'Open Workbench - [P...', and the system clock '9:40 AM'.

Oakland County -- Portal Infrastructure Upgrade Assessment
Return on Investment Analysis

Project Summary

Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Benefits/Savings:							
Tangible Benefits Subtotal:	0	0	0	0	0	0	0
Cost Avoidance Subtotal:	0	0	0	0	0	0	0
Costs:							
Development Services Subtotal:	23,790	0	0	0	0	0	23,790
Hardware Subtotal:	0	0	0	0	0	0	0
Software Subtotal:	0	0	0	0	0	0	0
Infrastructure Subtotal:	0	0	0	0	0	0	0
Training Subtotal:	0	0	0	0	0	0	0
Other Subtotal:	0	0	0	0	0	0	0
Annual Statistics:							
Annual Total Savings	0	0	0	0	0	0	0
Annual Total Costs	23,790	0	0	0	0	0	23,790
Annual Return on Investment	(23,790)						(23,790)
Annual Costs/Savings Ratio	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Project Cumulative Statistics:							
Cumulative Total Savings	0	0	0	0	0	0	0
Cumulative Total Costs	23,790	23,790	23,790	23,790	23,790	23,790	23,790
Cumulative Return on Investment	(23,790)	(23,790)	(23,790)	(23,790)	(23,790)	(23,790)	(23,790)
Cumulative Cost/Savings Ratio	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Year Positive Payback Achieved							NO PAYBACK
State or Federal Mandate?							
Signatures:							
Benefits Reviewed By Project Sponsor	Date: _____						
Costs (including IT Resources) Reviewed By Information Technology Project Manager	Date: _____						
Costs (including IT Resources) Reviewed By Technical Services Manager	Date: _____						

Project Summary

Cost Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Development Services:							
IT Hours - New Development							
IT Hours - System Maintenance							
IT Hours - Tech Services SA							
IT Hours - Tech Services SA Maint							
IT Hours - eGovernment	23,790						23,790
User Hours - New Development							
User Hours - PTNE/OT							
Contractor Professional Services							
<i>Development Services Subtotal:</i>	23,790						23,790
Hardware:							
<i>Hardware Subtotal:</i>							
Software:							
Server Sftwre - Acquisition/Upgrade							
Server - Maintenance							
<i>Software Subtotal:</i>							
Infrastructure:							
Server - Acquisition/Upgrade							
Server - Maintenance							
<i>Infrastructure Subtotal</i>							
Training:							
<i>Training Subtotal:</i>							
Other:							
<i>Other Subtotal:</i>							
Costs Total:	23,790						23,790

