

Oakland County Department of Information Technology Project Scope and Approach

Project Name: QOL Web Site

Project ID: DE7187QL

Leadership Group: IT Steering Committee			
Department: Information Technology		Division: eGovernment	
Project Sponsor: Stephen Huber	Date Requested: 6/14/2007	PM Customer No. 187	
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: Greg Kwasnik			
Account Number: 30004	Account Description: IT – eGovernment	Customer Name:	eGovernment
Grant Funded? Yes <u>No</u>	Mandate? Yes <u>No</u>	Mandate Source:	

Project Goal

To provide the Business Roundtable Quality of Life Committee a new web site so that people from around the world can access Oakland County quality of life statistics and information.

Business Objective

The new Business Roundtable Quality of Life Committee web site will provide people from around the world access to Oakland County's quality of life statistics and information. The web site will focus on the business person or citizen that wants to research the quality of life in Oakland County and its communities.

Major Deliverables

- Project Plan and Return on Investment
- Risk and Issue Logs
- Communication Plan
- Current and Future State Documentation
- Requirements Documentation
- Web Site Design Documentation
- Web Site Screen Prototypes
- Completed Quality of Life Web Site
- Policies and Procedures
- Training and Support Plan
- Marketing and Promotion Plan

Approach

- Create a Communication Plan for the Project
- Gather and Document Web Site Requirements
- Develop Current and Future State Documentation
- Design, Prototype and Create Web Site

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Develop Marketing and Promotion Plan
Develop Training and Support Plan
Develop and Document Policies and Procedures
Conduct User and Technical Training
Launch QOL Web Site
Implement Marketing and Promotion Plan

Benefits

See Return on Investment (ROI) Analysis Document

Intangible

Upon its implementation, Oakland County will have a Quality of Life web site that:

- Represents the technological leadership of the County.
- Promotes the Quality of Life of Oakland County.
- Provides improved service and increased access to county information.
- Offers a single source for Oakland County Quality of Life statistics and information.

Impact

Number of Users Unlimited: All public internet users

Divisions All

Leadership Groups All

Risk

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

Technical Environment Medium previously implemented technologies with new aspects and/or new requirements.

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:

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<u>Role:</u>	<u>Name</u>	<u>Hours per Day</u>
Project Sponsor:	Stephen Huber	As needed

Facilities

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

Technical

- The web site will be hosted on Oakland County servers and managed using the existing content management system (Interwoven TeamSite). Economic Development - Marketing and Communication department will be the content managers and will be responsible for maintaining the Quality of Life web site.

Funding

- The eGovernment Program budget will be used for the creation of the QOL Web Site.

Other

- Final copy of content will be provided by the Economic Development - Marketing and Communication department or come from existing Oakland County sources.
- The web site may be provided with its own domain name.

Priority

- TBD

Constraints

- Availability of Quality of Life Committee personnel.
- Availability of project funding.
- Coordination with other ongoing activities with the County.

Exclusions

- An interactive Quality of Life database with reporting is out of scope for this project.
- Advertising of any kind will not be allowed on the web site.
- eGovernment will not be responsible for editing copy/content.

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PROJECT PHASE AUTHORIZATION

Phase(s): PM, Business Area Requirements, Request for Proposal, Negotiate Contract		
Total Estimated Application Services	Hours:	Cost:
Total Estimated Technical Systems	Hours:	Cost:
Total Estimated eGovernment Services	Hours:	Cost:
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 Management Approval:		
Approved: Yes No		Date:
Reason:		
Project Sponsor Approval:		
Title:		Date:

PROJECT SUMMARY

Authorized Development (see above)	Hours:	Cost:
Preliminary Estimated Development for Future Phases	Hours:	Cost:
Grand Total Estimated Development	Hours:	Cost:

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PROJECT COMPLETION AUTHORIZATION

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

Oakland County -- Business Roundtable Quality of Life Web Site
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:	0	0	0	0	0	0	0
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	0	0	0	0	0	0	0
Annual Return on Investment							0
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	0	0	0	0	0	0	0
Cumulative Return on Investment							
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: _____						

Oakland County -- Business Roundtable Quality of Life Web Site
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Cost 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							
User Hours - New Development							
User Hours - PTNE/OT							
Contractor Professional Services							
<i>Development Services Subtotal:</i>							
Hardware:							
<i>Hardware Subtotal:</i>							
Software:							
<i>Software Subtotal:</i>							
Infrastructure:							
<i>Infrastructure Subtotal</i>							
Training:							
<i>Training Subtotal:</i>							
Other:							
Domain Name Registration							
<i>Other Subtotal:</i>							
Costs Total:							

