

Oakland County Department of Information Technology Project Scope and Approach

Project Name: Probate Adoptions

Project ID:

Leadership Group: Courts			
Department: Probate Court & Circuit Court		Division: Family Division & Estates/Mental Health	
Project Sponsor: John Cooperrider	Date Requested: 10/8/04	PM Customer No.	
Request Type: <i>New Development</i>			
IT Team Name:		IT Team No:	
Project Manager/Leader:			
Account Number:	Account Description:	Customer Name:	
Grant Funded?	No	Mandate?	No
		Mandate Source:	

Project Goal

To replace both, the current mainframe case management system for Probate Estates and Mental Health and the paradox database system for Adoptions, with the State of Michigan's Trial Court System (TCS) application.

Business Objective

- To have in place an improved technology for processing Adoptions and Probate/Mental Health records, in order to comply with on-going changes in mandates.
- To have in place an improved technology that is more comprehensive and efficient in order for staff to better serve the needs of the Court and the public.
- To have in place an improved technology that provides an automated way for Adoptions and Probate Estates/Mental Health to generate accurate and timely statistical reports for submission to SCAO.

Major Deliverables

- Determine business changes for adoptions and Probate Court and the need for procedural changes.
- Provide complete Adoptions and Probate Court records systems, to adequately meet their needs for data capture, storage & reporting purposes.
- Perform data conversion from the mainframe and Paradox system to the new TCS System.
- Implement change from the current application to the TCS System.

Approach

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Benefits

See Return on Investment (ROI) Analysis Document

Intangible

- Eliminate steps in the current procedure thereby allowing staff to serve the public in a more timely matter.

Product/Service Accuracy

- Reduce/eliminate errors in reports/statistics by statistics being extracted directly from the system, rather than manually researching and compiling.
- Provides more structural coding for interested parties, dockets, and scheduling, thereby insuring more accurate and consistent data entry.

Product/Services Productivity

- Eliminate the process of manually obtaining data from multiple sources for State reporting. This presently can take 2-3 days for staff in researching and documenting information each quarter.

Impact

Number of Users	-Family Division-Adoptions (6-8 staff), Probate Court Estates Staff (approximately 60 – 80 data entry users, with an additional 100+ read only users) -Business Office Staff (5 data entry users)
Divisions	-Family Division, Probate Estates/Mental Health -Circuit Court Business – Data Technology
Leadership Groups	Courts/Law Enforcements

Risk

Business Environment High –Project will negatively effect the business environment if

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implementation is unsuccessful.

Technical Environment

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:	John Cooperrider	As Needed
Project Manager:	Rick Perry	
Data Base Administrator:		
Source System Expert:		
Business Analyst:		
Programmer/Analyst:		

Facilities

-
-

Technical

-
-

Funding

-
-

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Other

-
-

Priority

Constraints

-
-

Exclusions

-
-

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PROJECT PHASE AUTHORIZATION

Phase(s):		
Total Estimated Systems Development	Hours:	Cost:
Total Estimated Technical Systems	Hours:	Cost:
Total Estimated DISC	Hours:	Cost:
Total Estimated CLEMIS	Hours:	Cost:
IT Systems Development Division Manager Approval:	Date:	
IT Technical Systems Division Manager Approval:	Date:	
IT DISC Division Manager Approval:	Date:	
IT CLEMIS 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:	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:

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:	329,090	70,750	72,880	75,060	77,310	79,630	704,720
Cost Avoidance Subtotal:	13,000	13,000	13,000	13,000	13,000	13,000	78,000
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:	86,700	89,301	91,980	94,740	97,851	100,509	561,081
Annual Statistics:							
Annual Total Savings	342,090	83,750	85,880	88,060	90,310	92,630	782,720
Annual Total Costs	86,700	89,301	91,980	94,740	97,851	100,509	561,081
Annual Return on Investment	255,390	(5,551)	(6,100)	(6,680)	(7,541)	(7,879)	221,639
Annual Costs/Savings Ratio	25.34%	106.63%	107.10%	107.59%	108.35%	108.51%	
Project Cumulative Statistics:							
Cumulative Total Savings	342,090	425,840	511,720	599,780	690,090	782,720	782,720
Cumulative Total Costs	86,700	176,001	267,981	362,721	460,572	561,081	561,081
Cumulative Return on Investment	255,390	249,839	243,739	237,059	229,518	221,639	221,639
Cumulative Cost/Savings Ratio	25.34%	41.33%	52.37%	60.48%	66.74%	71.68%	71.68%
Year Positive Payback Achieved	Year 1						Year 1
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: _____						

Return on Investment Analysis

Savings Summary

Benefit/Savings Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Tangible Benefit:							
IT staff savings for planned Probate Estates Customer Support for FY2005	18,300	18,850	19,420	20,000	20,600	21,220	118,390
IT staff savings for planned Probate Estates Maintenance for FY2005	27,700	28,530	29,380	30,260	31,170	32,100	179,140
IT staff savings for planned new Adoption Maintenance for FY2005	18,300	18,850	19,420	20,000	20,600	21,220	118,390
IT staff savings for developing reports related to the SCAO mandate of caseload management reporting requirements, including case age at disposition and pending case age.	250,000	0	0	0	0	0	250,000
Adoptions staff savings in preparing statistics to report to SCAO	4,390	4,520	4,660	4,800	4,940	5,090	28,400
IT staff savings in Phase II Operational Improvements	10,400						10,400
<i>Tangible Benefits Subtotal:</i>	329,090	70,750	72,880	75,060	77,310	79,630	704,720
Cost Avoidance:							
Future mandates for changes in reporting	10,000	10,000	10,000	10,000	10,000	10,000	60,000
Downtime and program problems with Paradox	3,000	3,000	3,000	3,000	3,000	3,000	18,000
<i>Cost Avoidance Subtotal:</i>	13,000	13,000	13,000	13,000	13,000	13,000	78,000
Savings Total:	342,090	83,750	85,880	88,060	90,310	92,630	782,720

Return on Investment Analysis

Cost Detail

Cost Description	Project Cost Category	Budget Category/Funding Source	Unit Desc	Units	Rate per Unit	Total Cost	Annual Multiplier
IT Hours - New Development	Development Svcs					0	
IT Hours - System Maintenance	Development Svcs				122	0	
User Hours - New Development	Development Svcs					0	
User Hours - PTNE/OT	Development Svcs					0	
Contractor Professional Services	Development Svcs					0	
PC System - Acquisition	Hardware					0	
PC System - Maintenance	Hardware				2,304	0	
Notebook - Acquisition	Hardware					0	
Notebook - Maintenance	Hardware				2,372	0	
Mini Notebook - Acquisition	Hardware					0	
Mini Notebook - Maintenance	Hardware				2,196	0	
Laserprinter 1 - Acquisition	Hardware					0	
Laserprinter 1 - Maintenance	Hardware				1,104	0	
Laserprinter 2 - Acquisition	Hardware					0	
Laserprinter 2 - Maintenance	Hardware				1,208	0	
Laserprinter 3 - Acquisition	Hardware					0	
Laserprinter 3 - Maintenance	Hardware				1,860	0	
Image Workstations - Acquisition	Hardware					0	
Image Workstations - Maintenance	Hardware				3,496	0	
Terminals - Acquisition	Hardware					0	
Terminals - Maintenance	Hardware				644	0	
PRTR w/TERM ID - Acquisition	Hardware					0	
PRTR w/TERM ID - Maintenance	Hardware				1,072	0	
PRTR w/o TERM ID - Acquisition	Hardware					0	
PRTR w/o TERM ID - Maintenance	Hardware				1,072	0	
PC Maintenance User Owned	Hardware				2,304	0	
Printer Maintenance User Owned	Hardware				1,072	0	
Package Software - Acquisition	Software					0	
Package Software - Maintenance	Software					0	
Business Objects Access	Software					0	
Term Emulation SFTW-Acquisition	Software					0	
Term Emulation SFTW-Maintenance	Software					0	
Server - Acquisition/Upgrade	Infrastructure					0	

Return on Investment Analysis

Cost Detail

Cost Description	Project Cost Category	Budget Category/Funding Source	Unit Desc	Units	Rate per Unit	Total Cost	Annual Multiplier
Server - Maintenance	Infrastructure					0	
Server Sftwre - Acquisition/Upgrade	Infrastructure					0	
Server Sftwre - Maintenance	Infrastructure					0	
JIS Hosting Costs	Infrastructure					0	
TBD	Infrastructure					0	
TBD	Infrastructure					0	
TBD	Infrastructure					0	
Internet Access	Infrastructure					0	
Project Staff Training	Training					0	
User Training	Training					0	
State TCS support costs				1	56,700	56,700	1.030
State AS 400 costs				1	30,000	30,000	1.030
						0	
						0	
						0	

Return on Investment Analysis

Cost Detail

Cost Description	Project Cost Category	Affects Project ROI?						Potential Cost Extensions					
		Y1	Y2	Y3	Y4	Y5	Y6	Y1	Y2	Y3	Y4	Y5	Y6
IT Hours - New Development	Development Svcs												
IT Hours - System Maintenance	Development Svcs												
User Hours - New Development	Development Svcs												
User Hours - PTNE/OT	Development Svcs												
Contractor Professional Services	Development Svcs												
PC System - Acquisition	Hardware												
PC System - Maintenance	Hardware												
Notebook - Acquisition	Hardware												
Notebook - Maintenance	Hardware												
Mini Notebook - Acquisition	Hardware												
Mini Notebook - Maintenance	Hardware												
Laserprinter 1 - Acquisition	Hardware												
Laserprinter 1 - Maintenance	Hardware												
Laserprinter 2 - Acquisition	Hardware												
Laserprinter 2 - Maintenance	Hardware												
Laserprinter 3 - Acquisition	Hardware												
Laserprinter 3 - Maintenance	Hardware												
Image Workstations - Acquisition	Hardware												
Image Workstations - Maintenance	Hardware												
Terminals - Acquisition	Hardware												
Terminals - Maintenance	Hardware												
PRTR w/TERM ID - Acquisition	Hardware												
PRTR w/TERM ID - Maintenance	Hardware												
PRTR w/o TERM ID - Acquisition	Hardware												
PRTR w/o TERM ID - Maintenance	Hardware												
PC Maintenance User Owned	Hardware												
Printer Maintenance User Owned	Hardware												
Package Software - Acquisition	Software												
Package Software - Maintenance	Software												
Business Objects Access	Software												
Term Emulation SFTW-Acquisition	Software												
Term Emulation SFTW-Maintenance	Software												
Server - Acquisition/Upgrade	Infrastructure												

Return on Investment Analysis

Cost Detail

Cost Description	Project Cost Category	Affects Project ROI?						Potential Cost Extensions					
		Y1	Y2	Y3	Y4	Y5	Y6	Y1	Y2	Y3	Y4	Y5	Y6
Server - Maintenance	Infrastructure												
Server Sftwre - Acquisition/Upgrade	Infrastructure												
Server Sftwre - Maintenance	Infrastructure												
JIS Hosting Costs	Infrastructure												
TBD	Infrastructure												
TBD	Infrastructure												
TBD	Infrastructure												
Internet Access	Infrastructure												
Project Staff Training	Training												
User Training	Training												
State TCS support costs		x	x	x	x	x	x	56,700	58,401	60,153	61,958	63,816	65,731
State AS 400 costs		x	x	x	x	x	x	30,000	30,900	31,827	32,782	33,765	34,778

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:							
	86,700	89,301	91,980	94,740	97,851	100,509	561,081
<i>Other Subtotal:</i>	86,700	89,301	91,980	94,740	97,851	100,509	561,081
Costs Total:	86,700	89,301	91,980	94,740	97,851	100,509	561,081

