

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

**Project Name: Campaign Finance Reporting System**

**Project ID DB1213CF**

<b>Leadership Group: Courts</b>		
<b>Department: County Clerk</b>		<b>Division: Elections</b>
<b>Project Sponsor: G. William Caddell</b>	<b>Date Requested: 1/1/98</b>	<b>PM Customer No. 213</b>
<b>Request Type: <i>New Development</i></b>		
<b>IT Team Name: Courts II</b>		<b>IT Team No: I</b>
<b>Project Manager/Leader: Rick Perry</b>		
<b>Account Number: 95443</b>	<b>Account Description:</b>	<b>Customer Name: Elections Division</b>
<b>Grant Funded? No</b>	<b>Mandate? NO</b>	<b>Mandate Source:</b>

**Project Goal**

To develop a Campaign Finance Reporting System, so that the entry of candidate information, capturing of financial contributions, and the queries for candidate information can be tracked and reported by March 2005.

**Business Objective**

1. To standardize, as much as feasible, the processing of candidate information and campaign contributions for mandated election-reporting requirements.
2. To improve the speed and accuracy of candidate entry, reporting and tracking of information requests, while reducing labor costs.
3. To enhance the processing of candidate data for State and Federal Campaign Finance Reporting requirements.
4. To eliminate redundant data entry by utilizing the common database of the Candidate reporting System.
5. To implement a web based retrieval system for all campaign finance documents.

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## Major Deliverables (Business Function)

Requirements Document  
Use Case Definition  
Conceptual Model  
Prototype  
Campaign Finance Reporting System based on use cases

- Approach**
- ☐ Provide incremental business value to the Elections Division by using iterative project management techniques. A useable version of Election System is released approximately every ninety days.
  - ☐ Use project team co-location as a strategy for rapid decision-making and team interaction. Deliverables are collaboratively defined every two weeks.
  - ☐ Ensure an applicable business requirements analyst (customer) is available for the project team as necessary, and the individual has the authority to communicate binding business process decisions on behalf of the Elections Division.

## Major Deliverables (Application Architecture Components)

- Configuration Management Approach
- Backup/Recovery Approach
- Bug Tracking Approach
- Presentation Framelet
- Session/Security Management Framelet
- Log File Framelet
- OC Authentication Framelet
- File Validation Framelet.
- Resource Unavailable Framelet
- Standards Reports Framelet

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- Approach**
- ☐ Establish an application approach architecture component library promoting reuse.
  - ☐ Use iterative development to mature components as they are needed and deployed for business-driven projects.
  - ☐ Refrain from over-engineering; components should have “just enough” abstraction (or generalization) for the authorized project.

**Benefits**

***Return on***

***Investment (ROI)***

By performing a detailed Needs Analysis and Business Requirements Document, the potential to eventually build something that meets the users’ expectations and needs is maximized. Conversely, the risk of spending time and money on building software that provides no value is minimized.

**Product/Service**

**Accuracy**

The Project will eliminate the entry of candidate information from the election process to campaign finance reporting, and should result improved service by the Elections Division at reduced cost.

**Product/Service**

**Productivity**

The increased in service productivity and reduced cost are difficult to estimate at this time.

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**Impact**

**Number of Users**                      4

**Divisions**                              Elections

**Leadership Groups**                  Courts/Law Enforcement

**Risk**

**Business Environment**              medium

**Technical Environment**              medium

**Assumptions**

**Staffing**              The resources will be available for the hours indicated per the attached project plan. The following roles and % of the employees total project availability will be as follows:

<u>Role:</u>	<u>Name</u>	<u>% Allocation</u>
Project Sponsor:	G. William Caddell	
Project Director:	Ellen Halsey	
Project Manager:	Rick Perry	2 hours daily
Data Base Administrator:	TBD	
Source System Expert:	TBD	
Senior Java Architect	TBD	
Business Analyst	Kevin Kirkpatrick	5.9 hours daily
Developers	TBD	5.9 hours daily

**Facilities**              ☐              IT and customer location for meetings. Co-locate the team in a WEB

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development war room.

**Technical**    ∃    Websphere Application Studio, JAVA, HTML

**Funding**

350 hours of this project has been approved by the Board of Commissioners with Resolution #99184. Balance of the funding is from Information Technology.

**Other**        ∃        none  
                  ∃

**Priority**      10

**Constraints**

- ∃      Availability of designated Work Group personnel.
- ∃      Coordination with other ongoing activities.

**Exclusions**

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**PROJECT PHASE AUTHORIZATION**

<b>Phase(s):</b> Sizing Estimate for all phases	
<b>Total Estimated Systems Development</b>	<b>Hours: 1240    Cost: \$151,280</b>
<b>Total Estimated Technical Systems</b>	<b>Hours: 95    Cost: 11,590</b>
<b>Total Estimated DISC</b>	<b>Hours:                      Cost:</b>
<b>IT Systems Development Division Manager Approval:</b>	<b>Date:</b>
<b>IT Technical Systems Division Manager Approval:</b>	<b>Date:</b>
<b>IT DISC Division Manager Approval:</b>	<b>Date:</b>
<b>IT Resource Manager Approval:</b>	<b>Date:</b>
<b>IT Resource Manager Approval:</b>	<b>Date:</b>
<b>IT Resource Manager Approval:</b>	<b>Date:</b>
<b>IT Management Approval:</b>	
<b>Approved:</b> Yes                      No	<b>Date:</b>
<b>Reason:</b>	
<b>Project Sponsor Approval:</b>	
<b>Title:</b>	<b>Date:</b>

**PROJECT SUMMARY**

<b>Authorized</b>	<b>Hours:</b>	<b>Cost:</b>
<b>Preliminary</b>	<b>Hours: 1335</b>	<b>Cost: \$162,870</b>
<b>Grand Total</b>	<b>Hours: 1335</b>	<b>Cost: \$162,870</b>

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## PROJECT COMPLETION AUTHORIZATION

<b>Customer Acceptance of Product:</b>	
Title:	Date:
<b>IT Management:</b>	
Project Completion Date:	
<b>Project Office Review:</b>	Date:

**Niku Workbench - [Campaign Finance Reporting System - Size Estimate (-10% to +50%) (Read-Only)]**

Type	ID	Task Name	Guideline %	Estimated Hours	Estimated Cost	Estimate Notes
Phase	000000	PROJECT MANAGEMENT		265	\$32,330.	
Phase	0000001	PROJECT PLANNING AND CONTROL				
Phase	010000	INITIAL SURVEY				
Phase	020000	FEASIBILITY STUDY				
Phase	030000	BUSINESS AREA REQUIREMENTS		81	\$9,882.0	
Phase	040000	BUSINESS SYSTEM DESIGN		88	\$10,736.	
Phase	050000	TECHNICAL DESIGN		89	\$10,857.	
Phase	060000-0	PROGRAMMING		610	\$74,419.	
Phase	070000	IMPLEMENTATION		121	\$14,761.	
Phase	080000	POST IMPLEMENTATION SUPPORT		81	\$9,882.0	
				1,335	\$162,869.9	

For Help, press F1 | Task Type not equal to Milestone | NUM

**Oakland County -- <<Campaign Finance Reporting>>**

Return on Investment Analysis  
 Campaign Finance Reporting  
*Project Summary*

Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
<b>Benefits/Savings:</b>							
Tangible Benefits Subtotal	30,200	31,408	32,664	33,971	35,330	36,743	200,316
Cost Avoidance Subtotal:	0	0	0	0	0	0	0
<b>Costs:</b>							
Development Services Subtotal:	162,870	6,283	6,471	6,666	6,866	7,072	196,227
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
<b>Annual Statistics:</b>							
Annual Total Savings	30,200	31,408	32,664	33,971	35,330	36,743	200,316
Annual Total Costs	162,870	6,283	6,471	6,666	6,866	7,072	196,227
Annual Return on Investment	(132,670)	25,125	26,193	27,305	28,464	29,671	4,089
Annual Costs/Savings Ratio	539.30%	20.00%	19.81%	19.62%	19.43%	19.25%	
<b>Project Cumulative Statistics:</b>							
Cumulative Total Savings	30,200	61,608	94,272	128,243	163,573	200,316	200,316
Cumulative Total Costs	162,870	169,153	175,624	182,290	189,156	196,227	196,227
Cumulative Return on Investment	(132,670)	(107,545)	(81,352)	(54,047)	(25,583)	4,089	4,089
Cumulative Cost/Savings Ratio	539.30%	274.56%	186.29%	142.14%	115.64%	97.96%	97.96%
Year Positive Payback Achieved						Year 6	Year 6
State or Federal Mandate?							
<b>Signatures:</b>							
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

*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			1,335	122	162,870	
IT Hours - System Maintenance	Development Svcs			50	122	6,100	1.030
User Hours - New Development	Development Svcs					0	
User Hours - PTNE/OT	Development Svcs					0	
Contractor Professional Services	Development Svcs			0	100	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*

<b>Cost Description</b>	<b>Project Cost Category</b>	<b>Budget Category/Funding Source</b>	<b>Unit Desc</b>	<b>Units</b>	<b>Rate per Unit</b>	<b>Total Cost</b>	<b>Annual Multiplier</b>
Server - Maintenance	Infrastructure					0	
Server Sftwre - Acquisition/Upgrade	Infrastructure					0	
Server Sftwre - Maintenance	Infrastructure					0	
TBD	Infrastructure					0	
TBD	Infrastructure					0	
TBD	Infrastructure					0	
TBD	Infrastructure					0	
Internet Access	Infrastructure				180	0	
Project Staff Training	Training					0	
User Training	Training					0	
						0	
						0	
						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	x						162,870						
IT Hours - System Maintenance	Development Svcs		x	x	x	x	x		6,283	6,471	6,666	6,866	7,072	
User Hours - New Development	Development Svcs													
User Hours - PTNE/OT	Development Svcs													
Contractor Professional Services	Development Svcs	x						0						
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												
TBD	Infrastructure												
TBD	Infrastructure												
TBD	Infrastructure												
TBD	Infrastructure												
Internet Access	Infrastructure												
Project Staff Training	Training												
User Training	Training												

*Cost Summary*

Cost Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
<b>Development Services:</b>							
IT Hours - New Development	162,870						162,870
IT Hours - System Maintenance		6,283	6,471	6,666	6,866	7,072	33,357
User Hours - New Development							
User Hours - PTNE/OT							
Contractor Professional Services	0						
<i>Development Services Subtotal:</i>	<b>162,870</b>	<b>6,283</b>	<b>6,471</b>	<b>6,666</b>	<b>6,866</b>	<b>7,072</b>	<b>196,227</b>
<b>Hardware:</b>							
<i>Hardware Subtotal:</i>							
<b>Software:</b>							
<i>Software Subtotal:</i>							
<b>Infrastructure:</b>							
<i>Infrastructure Subtotal</i>							
<b>Training:</b>							
<i>Training Subtotal:</i>							
<b>Other:</b>							
<i>Other Subtotal:</i>							
<b>Costs Total:</b>	<b>162,870</b>	<b>6,283</b>	<b>6,471</b>	<b>6,666</b>	<b>6,866</b>	<b>7,072</b>	<b>196,227</b>

