

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

Project Name: Candidate Management System

Project ID: DB6213CM

Leadership Group: Courts		
Department: County Clerk		Division: Election
Project Sponsor: Ruth Johnson	Date Requested: 8/31/05	PM Customer No. 213
<i>Request Type:</i> New Development		
IT Team Name: Courts		IT Team No: B
Project Manager/Leader: Rick Perry		
Account Number: 95443	Account Description:	Customer Name: Elections
Grant Funded? No	Mandate? No	

Project Goal To develop a candidate management system, so that the entry of all candidate information can be captured and store to allow effective management reporting and campaign financial information to be available on the internet by July 2006.

Business Objective

1. Allow the processing of all candidate information and campaign contributions.
2. Improve candidate data entry, reporting, and tracking of information.
3. Reduce labor costs
4. Enhance the processing of candidate for all required state Campaign Finance reporting.
5. Eliminate all redundant data entry with the ES and S Election System.
6. Implement an internet based campaign finance report retrieval system.
7. Allow citizens to submit Campaign Finance Reports via the internet.
8. Allow workflow within the elections division.

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Major Deliverables

Business Requirements Document
System Design Specification
New custom web application
Implementation and post-implementation support

Approach

Follow Standard Project Management methodology

Benefits

See Return on Investment (ROI) Analysis Document

Impact

Number of Users 10 County Employees 100 citizens

Divisions Election

Leadership Groups Courts

Risk

Business Environment

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:

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<u>Role:</u>	<u>Name</u>	<u>Hours per Day</u>
Project Sponsor:	Ruth Johnson	TBD
Project Manager:	Rick Perry	TBD
Data Base Administrator:	TBD	
Source System Expert:	TBD	
Business Analyst:	TBD	
Programmer/Analyst:	TBD	

Facilities

- User site locations for meetings
- IT building for system development

Technical

- County standard PC's connected via the existing County LAN. Citizens via the internet.

Funding

- TBD
-

Other

-
-

Priority

Constraints

-

Exclusions

Oakland County Department of Information Technology Project Scope and Approach

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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:
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:	Cost:
Preliminary Estimated Development for Future Phases	Hours:	Cost:

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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 -- <<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
Benefits/Savings:							
Tangible Benefits Subtotal	17,800	18,334	18,884	19,451	20,034	20,635	115,138
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	17,800	18,334	18,884	19,451	20,034	20,635	115,138
Annual Total Costs	0	0	0	0	0	0	0
Annual Return on Investment	17,800	18,334	18,884	19,451	20,034	20,635	115,138
Annual Costs/Savings Ratio	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Project Cumulative Statistics:							
Cumulative Total Savings	17,800	36,134	55,018	74,469	94,503	115,138	115,138
Cumulative Total Costs	0	0	0	0	0	0	0
Cumulative Return on Investment	17,800	36,134	55,018	74,469	94,503	115,138	115,138
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: _____						

Candidate Management System
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	122	0	
IT Hours - System Maintenance	Development Svcs			0	122	0	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	

Candidate Management System
Return on Investment Analysis

January 6, 2006

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	
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	

Candidate Management System
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						0					
IT Hours - System Maintenance	Development Svcs		x	x	x	x	x		0	0	0	0	0
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												

Candidate Management System
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												

Candidate Management System
Return on Investment Analysis

Cost Detail

Cost Description	Project Cost Category						
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						

Candidate Management System
Return on Investment Analysis

Cost Detail

Cost Description	Project Cost Category						
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						

Candidate Management System
Return on Investment Analysis

Cost Detail

Cost Description	Project Cost Category	Cost Categories	Unit Desc Entries
IT Hours - New Development	Development Svcs	Development Svcs	ANN
IT Hours - System Maintenance	Development Svcs	Hardware	EA
User Hours - New Development	Development Svcs	Software	HR
User Hours - PTNE/OT	Development Svcs	Infrastructure	
Contractor Professional Services	Development Svcs	Tralning	
PC System - Acquisition	Hardware	Other	
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		

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Return on Investment Analysis

Cost Detail

Cost Description	Project Cost Category	Cost Categories		Unit Desc Entries
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				
Development Services:											
IT Hours - New Development	0										
IT Hours - System Maintenance		0	0	0	0	0					
User Hours - New Development											
User Hours - PTNE/OT											
Contractor Professional Services	0										
<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:											
<i>Other Subtotal:</i>											
Costs Total:											

