

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

Project Name: Juvenile Court SOS Abstract Mandate

Project ID:DB5343AB

Leadership Group: Courts			
Department: Circuit Court		Division: Family Division/Juvenile Traffic	
Project Sponsor: John Cooperrider	Date Requested: 06/30/05	PM Customer No. 354	
Request Type: <i>Enhancement</i>			
IT Team Name: Courts		IT Team No: B	
Project Manager/Leader: Shiva Bachu			
Account Number: 95187	Account Description: CTS FD Admin Family Supp	Customer Name:	Family Division
Grant Funded? No	Mandate? Yes		
	Mandate Source:SCAO/Sec of State (SOS)/MSP		

Project Goal

To enhance the current Mainframe system so that Juvenile Court will be in compliance with SOS's requirements by October 1, 2005.

Business Objective

- 1) To electronically submit abstracts to the Michigan Secretary of State (SOS) for purpose of reporting adjudication & disposition information relating to Juvenile Court petitions & tickets, including end of the year alcohol audit.

- 2) To insure that Oakland County increase its compliance of timely reporting requirements for abstracting information to SOS on Juvenile petitions & tickets. Ultimate goal would be 100% compliance, however, due to changes in requirement, initial goal for compliance would be in the 60-70% range, a significant increase from the 37% Oakland County achieved in 2004.*)

 (*Current guidelines require reporting within 14 days of adjudication and/or disposition; beginning October 1, 2005, the requirement changes to be within 5 days.)

- 3) To eliminate the task of Juvenile Intake staff manually typing an abstract after adjudication and/or disposition for every applicable petition or ticket.

Major Deliverables

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Modify/add data field(s) to the Juvenile mainframe to accommodate information required on the SOS abstract form (copy of routine abstract & year-end audit abstract attached)

Develop a method of identifying, extracting, & electronically submitting appropriate data from the Juvenile mainframe that fits the requirements for reporting to Michigan SOS .

Develop a method of electronically “tagging” the mainframe to indicate an abstract was sent for a specific offense. (Note: There could be multiple offenses on a ticket/petition.)

Modify existing reports/Develop new reports that list petitions/tickets with abstracts sent or need to be sent.

Approach

- Follow standard Project Management Office Model
- Expand the files to capture the required data
- Create New screen to capture the data
- Design and code the new program to identify the tickets and petitions which can be abstractable
- Implement the programs and support it

Benefits

Staff time spent on typing abstracts will be eliminated or greatly reduced. Currently the Traffic Clerk spends approximately 300 annual hours typing routine abstracts, at \$25.54 per hour or \$7,662; plus approximately 100 hours researching & typing the end-of-the-year audit abstracts, at \$25.54 per hour or \$2,554. ***Automating the transmittal of abstracts to the SOS will generate a cost savings in employee time of approximately \$10,216 annually.***

Impact

Number of Users 2-4 data entry users, Traffic Clerk(s) & Intake Clerk(s)

Divisions Family Division, Juvenile Court, Intake/Traffic Unit

Leadership Groups Courts

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Risk

Business Environment **High** project will dramatically change existing business processes or will negatively effect the business environment if implementation is unsuccessful.

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

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	TBD
Project Manager:	Shiva Bachu	TBD
Data Base Administrator:		
Source System Expert:		
Business Analyst:		
Programmer/Analyst:		

Facilities

Circuit Court, Juvenile Traffic Unit\Delinquent Unit & I.T. Dept

Technical

-
-

Funding

- IT

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Other

-
-

Priority

Constraints

-
-

Exclusions

-
-

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PROJECT PHASE AUTHORIZATION

Phase(s): ALL		
Total Estimated Application Services	Hours: 552	Cost: \$67,344.00
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: 552	Cost: \$67,344.00
Preliminary Estimated Development for Future Phases	Hours:	Cost:
Grand Total Estimated Development	Hours: 552	Cost: \$67,344.00

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PROJECT COMPLETION AUTHORIZATION

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

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Niku Workbench - [Juvenile Court SOS Abstract Mandate - Size Estimates - Phase Level]

File Edit View Tools Window Help

[All Resources]

Type	ID	Task Name	Hours	Estimate	Estimate	Estimate
Phase	000000	PROJECT MANAGEMENT	148	\$18,056.00		
Phase	030000	BUSINESS AREA REQUIREMENTS	15	\$1,830.00		
Phase	040000	BUSINESS SYSTEM DESIGN	15	\$1,830.00		
Phase	050000	TECHNICAL DESIGN	30	\$3,660.00		
Phase	060000-0	PROGRAMMING	299	\$36,478.00		
Phase	070000	IMPLEMENTATION	15	\$1,830.00		
Phase	080000	POST IMPLEMENTATION SUPPORT	30	\$3,660.00		
			552	\$67,344.00		

For Help, press F1

Start | Niku :: Project... | SESSION1 - E... | 3 Microsoft ... | SESSION1 - E... | PCJ | district_court... | juvenile_court... | Niku Workbe... | 10:00 AM