

# Oakland County Department of Information Technology Project Scope and Approach

**Project Name: Oak Reports**

**Project ID: DB4311WR**

<b>Leadership Group: Courts</b>			
<b>Departments All Courts, Clerks, Prosecuting Attorney</b>		<b>Division: SD&amp;S</b>	
<b>Project Sponsor: Kevin Oeffner</b>	<b>Date Requested: 5/1/04</b>	<b>PM Customer No. 311</b>	
Request Type: <i>New Development</i>			
<b>IT Team Name: Courts</b>		<b>IT Team No: B</b>	
<b>Project Manager/Leader: Deb Nolen</b>			
<b>Account Number:</b> 90601	<b>Account Description:</b> JIMS Project	<b>Customer Name:</b>	Split Account
<b>Grant Funded? Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>	<b>Mandate?</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>		<b>Mandate Source:</b>

## Project Goal

1) To develop a WEB application to present a majority of The Mainframe Courts Management System (Circuit, Family, Probate, District, and Prosecutors) batch reports. This will replace the daily, weekly, monthly, and yearly printing and manual distribution of Mainframe batch reports by June, 2005.

## Business Objective

- To increase staff productivity by making information more readily available
- To automate the report distribution process

### **Major Deliverables**

- Scope and Approach Document
- Return on Investment Document
- Requirements Document
- Design Specification
- Archive Procedure
- Project Management
- An FTP process to move files from mainframe print queue to a temp storage area.
- A program to convert the ASCII print files to PDF format.
- A WEB application with security, report presentation, and report maintenance.

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

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**Approach**

- Follow the Standard Project Management Office Model
- Develop and receive approval of the Requirements Document
- Design, Code, and Test system
- Install application
- Provide post implementation support.

**Benefits**

*ROI will be developed.*

**Impact**

**Number of Users**                      All Case Management System Users

**Divisions**                              Circuit, Family, Probate, District Courts.  
Clerk's office  
Prosecuting Attorney's Office

**Leadership Groups**                  Courts

**Risk**

**Business Environment**              Medium – New approach to Reporting

**Technical Environment**              Low COBOL – Current Operating Environment  
High WEB/PDF New county technology

**Assumptions**

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

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**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:	Kevin Oeffner	As Needed
Project Manager:	Debra Nolen	2.5 hrs/day
Source System Expert:	Deb Nolen	1.0 hrs/day
Customer System Expert:	Prosecutors	As Needed
	Clerks	As Needed
	Circuit Court	As Needed
	Probate Court	As Needed
	Juvenile Court	As Needed
	District Court	As Needed
Web Content Manager:	Chris Papandria	8.0 hrs/day
	Caijian Pan	2.8 hrs/day
Web Presentation Designer:	Tom Nahas	8.0 hrs/day
Web Application Developer:	Vijay Vettiyamkunnath	4.9 hrs/day
	Venkat Shanmugam	8 hrs/day
Web System Administrator:	Ronnie Cao	2.8 hrs/day
Network Services:	Harshika Patel	2.8 hrs/day
	Darrell Kirby	2.8 hrs/day
Database Administrator:	Marina Lupyan	1.4hrs/day
Programmer/Analyst:	Loren Roberts	3.5 hrs/day
	Kevin Kirkpatrick	5.9 hrs/day
	Shiva Bachu	4.2 hrs/day

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

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**Facilities**

- Develop at IT SDS Division
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**Technical**

- COBOL
- Oracle
- WEBSPHERE
- Netegrity
- Portal
- PDF Format
- FTP

**Funding**

JIIMS Data Warehouse Funding

**Other**

- 
- 

**Priority**

5

**Constraints**

- Will require approval of the Networking Division
- Is there a requirement for new hardware, particularly Disk Space?
- Will ROI be met?
- Estimate includes approximately 600 reports
- Very high level estimates and will need revision upon completion of Requirements document.
- The initial implementation is an intra-net solution

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

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**Exclusions**

- Some special reports will continue to be printed on mainframe printer.
- The contents of the existing reports will remain unchanged.

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## PROJECT PHASE AUTHORIZATION

Phase(s): Project Management, Tasks with an end date prior or equal to 12/31/04		
Total Estimated Systems Development	Hours: 794	Cost: \$87,362.90
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: 794	Cost: \$87,362.90
Preliminary Estimated Development for Future Phases	Hours: 1,666	Cost: \$169,131.45
<b>Grand Total Estimated Development</b>	<b>Hours: 2,460</b>	<b>Cost: \$256,494.35</b>

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

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**PROJECT COMPLETION AUTHORIZATION**

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

**Oakland County -- OAK REPORTS**  
Return on Investment Analysis

*Project Summary*

Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
<b>Benefits/Savings:</b>							
Tangible Benefits Subtotal:	61,654	63,504	65,409	67,371	69,392	71,474	398,803
Cost Avoidance Subtotal:	0	0	0	0	0	0	0
<b>Costs:</b>							
Development Services Subtotal:	261,393	0	0	0	0	0	261,393
Hardware Subtotal:	8,000	0	0	0	0	0	8,000
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	61,654	63,504	65,409	67,371	69,392	71,474	398,803
Annual Total Costs	269,393	0	0	0	0	0	269,393
Annual Return on Investment	(207,739)	63,504	65,409	67,371	69,392	71,474	129,410
Annual Costs/Savings Ratio	436.94%	0.00%	0.00%	0.00%	0.00%	0.00%	
<b>Project Cumulative Statistics:</b>							
Cumulative Total Savings	61,654	125,158	190,566	257,937	327,329	398,803	398,803
Cumulative Total Costs	269,393	269,393	269,393	269,393	269,393	269,393	269,393
Cumulative Return on Investment	(207,739)	(144,235)	(78,827)	(11,456)	57,936	129,410	129,410
Cumulative Cost/Savings Ratio	436.94%	215.24%	141.36%	104.44%	82.30%	67.55%	67.55%
Year Positive Payback Achieved					Year 5		Year 5
State or Federal Mandate?							
<b>Signatures:</b>							
Project Sponsor	Date: _____						
Information Technology Project Manager	Date: _____						
Technical Services Manager	Date: _____						







## Oakland County -- OAK REPORTS

## 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	205,490	205,490	1.030
IT Hours - Technical Systems	Development Svcs			90	49	4,410	1.030
IT Hours - DBA	Development Svcs			80	122	9,760	1.030
User Hours - PTNE/OT	Development Svcs					0	
Contractor Professional Services	Development Svcs			1	41,733	41,733	1.030
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			1	8,000	8,000	1.030

**Oakland County -- OAK REPORTS**  
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	

## Oakland County -- OAK REPORTS

## 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						205,490					
IT Hours - Technical Systems	Development Svcs	x						4,410					
IT Hours - DBA	Development Svcs	x						9,760					
User Hours - PTNE/OT	Development Svcs												
Contractor Professional Services	Development Svcs	x						41,733					
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	x						8,000					

**Oakland County -- OAK REPORTS**  
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												

**Oakland County -- OAK REPORTS**  
Return on Investment Analysis

*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	205,490						205,490
IT Hours - Technical Systems	4,410						4,410
IT Hours - DBA	9,760						9,760
User Hours - PTNE/OT							
Contractor Professional Services	41,733						41,733
<i>Development Services Subtotal:</i>	<b>261,393</b>						<b>261,393</b>
<b>Hardware:</b>							
Server - Acquisition/Upgrade	8,000						8,000
<i>Hardware Subtotal:</i>	<b>8,000</b>						<b>8,000</b>
<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>269,393</b>						<b>269,393</b>

