

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

**Project Name: Probate Case Age**

**Project ID: DB4344CA**

<b>Leadership Group: Courts</b>			
<b>Department: Probate Court</b>		<b>Division: Probate Estates</b>	
<b>Project Sponsor: John Cooperrider</b>	<b>Date Requested: 4/9/04</b>	<b>PM Customer No.</b>	
<b>Request Type:</b>	<i>New Development</i>	<i>Enhancement</i>	
	<i>Maintenance</i>	<i>Customer Support</i>	
<b>IT Team Name: Courts</b>		<b>IT Team No: B</b>	
<b>Project Manager/Leader: Mary Gaisert</b>			
<b>Account Number:</b>	<b>Account Description:</b>	<b>Customer Name:</b>	
<b>Grant Funded?</b>	<b>No</b>	<b>Mandate?</b>	<b>Yes</b>
		<b>Mandate Source: State Court Admin Office (SCAO)</b>	

**Project Goal**

- 1) To modify the current Probate court mainframe system, so that Oakland County is able to report mandated statistics to the State Court Administrative Office, (SCAO), by January 1, 2005.
- 2) To modify the current Probate court mainframe system so that Oakland County is in compliance with Michigan State court rules regarding case age at disposition, (regarding contested matters) and pending case age, by January 1, 2005.

**Business Objective**

- 1)
  - a) Comply with mandated changes in Michigan court rules.
  - b) Obtain adequate screens/fields to capture required data for mandated reporting.
  - c) Increase accuracy of statistics reported to SCAO.
  - d) Eliminate significant staff time performing manual counts on a multitude of reports.
- 2)
  - a) Comply with mandated changes in Michigan court rules.

**Major Deliverables**

Make changes to the Probate mainframe, possibly the fiduciary screen and calendar screen, and/or including adding additional screens and new data fields.

**Approach**

- Add a new record type for Petitions/Motions to the Probate Master file
- Add a new file to store action codes
- Code and test 2 new screens – one to capture Petition/Motion information and one to capture action codes (later used for validation)
- Change calendar screen to create Petition/Motion data
- Change 4 existing screens to allow navigation to the Petition/Motion screen

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- Code and test program to report Case Aging data
- Change 10 existing batch programs to handle new Petition/Motion record type

**Benefits**

***Return on***

***Investment (ROI)***    N/A (State mandate)

***Revenue/***

***Cost Recovery***

***Intangible***

**Improved Service**

**Product/Service**

**Accuracy**

**Product/Service**

**Productivity**

**Impact**

**Number of Users**                    -Family Division, Probate Court Estates Staff (approximately 35 – 40 data entry users, with an additional 200+ read only users)

-Business Office Staff (5 data entry users)

**Divisions**                            -Probate Estates

-Business Office

**Leadership Groups**

**Risk**

**Business Environment**            Medium – project will require some changes to existing business

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processes

**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:

<b><u>Role:</u></b>	<b><u>Name</u></b>	<b><u>Hours per Day</u></b>
Project Sponsor:	John Cooperrider	
Project Manager:	Mary Gaissert	
Data Base Administrator:		
Source System Expert:		
Business Analyst:		
Programmer/Analyst:		

**Facilities**

- 
- 

**Technical**

- 
- 

**Funding**

- 
- 

**Other**

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**Priority**

**Constraints**

- If implementation is unsuccessful, Court will not be in compliance with State mandate.
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**Exclusions**

- 
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## PROJECT PHASE AUTHORIZATION

<b>Phase(s):</b>		
<b>Total Estimated Systems Development</b>	<b>Hours: 2,100</b>	<b>Cost: 256,200</b>
<b>Total Estimated Technical Systems</b>	<b>Hours:</b>	<b>Cost:</b>
<b>Total Estimated DISC</b>	<b>Hours:</b>	<b>Cost:</b>
<b>Total Estimated CLEMIS</b>	<b>Hours:</b>	<b>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 CLEMIS 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 Resource Manager Approval:</b>	<b>Date:</b>	
<b>IT Resource Manager Approval:</b>	<b>Date:</b>	
<b>IT Management Approval:</b>		
Approved:                      Yes                      No	<b>Date:</b>	
Reason:		
<b>Project Sponsor Approval:</b>		
Title:	<b>Date:</b>	

## PROJECT SUMMARY

<b>Authorized Development (see above)</b>	<b>Hours: 2,100</b>	<b>Cost: \$256,200</b>
<b>Preliminary Estimated Development for Future Phases</b>	<b>Hours:</b>	<b>Cost:</b>
<b>Grand Total Estimated Development</b>	<b>Hours: 2,100</b>	<b>Cost: \$256,200</b>

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## PROJECT COMPLETION AUTHORIZATION

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

**Niku Workbench - [Probate Case Aging - Size Estimate (-10% to +50%) (Read-Only)]**

File Edit View Tools Window Help

[All Resources]

Type	ID	Task Name	Guideline %	Estimated Hours	Estimated Cost	Estimate Notes
Phase	000000	PROJECT MANAGEMENT		525	\$64,050.	
Phase	030000	BUSINESS AREA REQUIREMENTS		20	\$2,440.0	
Phase	040000	BUSINESS SYSTEM DESIGN		20	\$2,440.0	
Phase	050000	TECHNICAL DESIGN		20	\$2,440.0	
Phase	060000-0	PROGRAMMING		1,475	\$179,950	
Phase	070000	IMPLEMENTATION		20	\$2,440.0	
Phase	080000	POST IMPLEMENTATION SUPPORT		20	\$2,440.0	
				2,100	\$256,200.0	

Task Type not equal to Milestone

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