

Oakland County Department of Information Technology Project Scope and Approach

Project Name: Prosecutor Information Management System

Project ID:

Leadership Group: CLEMIS		
Department: Prosecutor's Office		Division: Warrants Division
Project Sponsor: Dave Gorcyca	Date Requested: 09/30/2006	PM Customer No.
Request Type:	<i>New Development XX</i>	<i>Enhancement</i>
	<i>Planned System Maintenance or Upgrade</i>	
IT Team Name:	IT Team No:	
Project Manager/Leader: Lt. Kim G. Rossman		
Account Number:	Account Description:	Customer Name:
Grant Funded? Yes	No XX	Mandate? Yes XX No
		Mandate Source:

Project Goal

To replace the existing Prosecutor's Information Management system with an application offering greater functionality and ease of use. The system will be completed and installed at the Oakland County Prosecutor's office by September 30th, 2006

Business Objective

To provide a replacement data submission system to the Oakland County Prosecutor's Office in order for them to electronically submit charge information to the Michigan State Police. To leverage the existing CLEMIS PictureLink imaging system as a means of facilitating the data entry segment of this application.

Major Deliverables

- To create a web enabled data entry screen for the Oakland County Prosecutor's office that adheres to the State guidelines for electronic data submission.
- To ensure that the Prosecutor charge data being sent to the State Police adheres to the CJIS Security guidelines
- To ensure that Prosecutor data being submitted to the State's LEIN system via this interface is accepted by the State.
- To create transaction based reports for the Prosecutor's office advising them of the transactions that have been accepted by the State Police.
- To train select members of the Prosecutor's staff in the proper operation of this interface.

Approach

- Dynamic Imaging the County's mugshot vendor, will create a web screen specifically designed for Prosecutor data entry.
- The web screen will use the existing Dynamic Imaging Image and Interface server in order to package Prosecutor charge transactions.

Oakland County Department of Information Technology Project Scope and Approach

Project Name: Prosecutor Information Management System

Project ID:

- Core Technology is the County's existing vendor for the processing of LEIN transactions. As such, Dynamic Imaging will work with representatives from Core Technology in order to submit the packaged charge data to their secure transmission system for relay to the State Police.
- Dynamic Imaging will be responsible for submitting accurate data packages to the Core system.
- Core will be responsible for submitting the charge package to the State Police and supplying Dynamic Imaging with the appropriate responses from the State's system.
- Dynamic Imaging will be responsible for displaying the State's response back to the Prosecutor's staff.
- Dynamic Imaging will be responsible for creating an audit trail of the transactions sent to the State.
- Dynamic Imaging will be responsible for creating an archive of the responses received from the State's LEIN system.
- Oakland County CLEMIS will provide personnel as required to facilitate the design, testing and delivery of the application to the Prosecutor's office.
- The Oakland County Prosecutor's office will provide staff to assist in testing the application as required.

Benefits

- By electronically submitting charge data, Prosecutor staff time is saved over a manual submission process.

Revenue / Cost Recovery

- The electronic submission of Prosecutor charge data is mandated by the State CJIS Policy Council no later than September 30th 2006.

Intangible Improved Service

- By electronically submitting charge information to the State Police that information immediately becomes available to all law enforcement in the State of Michigan. A process which used to take weeks or months is now accomplished in seconds.

Product / Service Accuracy

- By using the existing Mugshot / Live Scan system as an interface to the charge submission process, the Prosecutor's office can be certain that the charge data being submitted to the State Police is associated with the correct individual.
- If the arrest data has yet to be submitted to the State Police by the law enforcement agency, the Prosecutor's office will be alerted to that fact prior to attempting to submit the charge information.

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

Project Name: Prosecutor Information Management System

Project ID:

Product / Service Productivity

- Demographic information regarding the arrested individual will be directly imported into the charge submission application. Doing so, will reduce the amount of data entry required to electronically submit the charge information to the State Police.

Impact

Number of Users

- Approximately 12 staff members of the Oakland County Prosecutor's Office.

Divisions

- Prosecutor's Office

Leadership Groups

- CLEMIS Leadership Group

Risk

Business Environment - Medium

Technical Environment - Medium

Assumptions

Staffing IT Staffing: resources will be available for the hours indicated per the attached project plan.

Other Staffing: additional staffing will be available as follows:

<u>Role:</u>	<u>Name</u>	<u>Hours per Day</u>
Project Sponsor:	David Gorcyca	As needed
Project Manager	Lt. Kim G. Rossman	5.7 hrs. per day
Database Administrator	Gary Whitlock	3 hrs. per day

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

Project Name: Prosecutor Information Management System

Project ID:

Technical Network Analyst	Sharon Gerweck	3 hrs. per day
CLEMIS Support Staff	David Knesek	3 hrs. per day

Facilities

- Both vendors, Dynamic Imaging and Core Technology will require access to the computer room.
- Both vendors must have remote access to their respective systems.
- A training area to conduct end user training must be available in the I.T. building.
- Existing workstations and server will be used for this project.

Technical

- Additional data fields will need to be added to the existing PictureLink database
- Security will need to be enabled on both the State's and the County's end in order to facilitate the transmission of charge data to the State Police.
- The interface between the two vendors will need to be developed.

Funding

- Funding will come from the CLEMIS budget

Priority

-

Constraints

- Successful completion of this project will necessitate that the State Police not amend the specifications for electronic submission of Prosecutor charge data.
- Successful completion of this project will require the cooperation of the State Department of Information Technology.
- In order to successfully complete this project both vendors will need to cooperate in order to develop the interface

Exclusions

- The web based interface is being designed solely for use by the Oakland County Prosecutor's office.

Oakland County Department of Information Technology Project Scope and Approach

Project Name: Prosecutor Information Management System

Project ID:

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:
Grand Total Estimated Development	Hours:	Cost:

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

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PROJECT COMPLETION AUTHORIZATION

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