

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

Project Name: Electronic Filing

Project ID: DB6212EF

Business Objective

To provide e-filing integrated with CMS, financials, and imaging systems

Major Deliverables

- A. A vendor provided full service electronic filing application.
- B. Full integration with the county CMS and DMS.
- C. Acceptance test plan and fully tested application by vendor
- D. Training and Documentation by vendor
- E. Source system consulting
- F. Project Management

Approach

Follow standard project planning methodology.

Benefits

See Return on Investment (ROI) Analysis Document

Impact

Number of Users 200

Divisions Circuit Court / Clerk's Office

Leadership Groups Courts

Risk

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

Project Name: Electronic Filing

Project ID: DB6212EF

Business Environment **Medium to high** -- project will require change to existing business processes.

Technical Environment **Medium to high** -- previously implemented technologies with new aspects and/or requirements.

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 / day</u>
Project Sponsor:	Connie Spak / John Cooperrider	1 hours / day each

Facilities

- User site locations – for meetings and system deployment.

Technical

- County-standard PC's connected through the existing County Network (LAN), operating under Windows

Funding

- BOC funding
-

Other

-
-

Priority

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

Project Name: Electronic Filing

Project ID: DB6212EF

Constraints

- To coordinate with ongoing and existing maintenance and other IT programs.
-

Exclusions

-
-

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

Project Name: Electronic Filing

Project ID: DB6212EF

PROJECT PHASE AUTHORIZATION

Phase(s):	
Total Estimated Application Services	Hours: 780 Cost: \$95,159
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 Management Approval:	
Approved: Yes No	Date:
Reason:	
Project Sponsor Approval:	
Title:	Date:

PROJECT SUMMARY

Authorized Development (see above)	Hours: 720	Cost: \$95,159
Preliminary Estimated Development for Future Phases	Hours:	Cost:
Grand Total Estimated Development	Hours:	Cost:

Oakland County Department of Information Technology Project Scope and Approach

Project Name: Electronic Filing

Project ID: DB6212EF

PROJECT COMPLETION AUTHORIZATION

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

The screenshot shows the 'Open Workbench' application window. The title bar reads 'Open Workbench - [Electronic Filing - Size Estimate (+/- 10% to 50%)]'. The main content area displays a table with the following data:

Type	ID	Task Name	Estimated Hours	Estimated Cost	Estimate Notes
3	000000	PROJECT MANAGEMENT	780	\$95,159.99	
			780	\$95,159.99	

The task 'PROJECT MANAGEMENT' is estimated to take 780 hours and cost \$95,159.99. The table also shows a summary row with the same totals.

Oakland County -- Electronic Filing
 Return on Investment Analysis
Project Summary

Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Benefits/Savings:							
Cost Avoidance Detail Subtotal:	277,899	289,015	300,575	312,598	325,102	338,106	1,843,296
Revenue from vendor	10,200	106,600	156,000	214,500	250,250	250,250	987,800
Costs:							
Development Services Subtotal:	95,160	0	0	0	0	0	95,160
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 and revenue	288,099	395,615	456,575	527,098	575,352	588,356	2,831,096
Annual Total Costs	95,160	0	0	0	0	0	95,160
Annual Return on Investment	192,939	395,615	456,575	527,098	575,352	588,356	2,735,936
Annual Costs/Savings Ratio	33.03%	0.00%	0.00%	0.00%	0.00%	0.00%	
Project Cumulative Statistics:							
Cumulative Total Savings	288,099	683,714	1,140,289	1,667,387	2,242,740	2,831,096	2,831,096
Cumulative Total Costs	95,160	95,160	95,160	95,160	95,160	95,160	95,160
Cumulative Return on Investment	192,939	588,554	1,045,129	1,572,227	2,147,580	2,735,936	2,735,936
Cumulative Cost/Savings Ratio	33.03%	13.92%	8.35%	5.71%	4.24%	3.36%	3.36%
Year Positive Payback Achieved	Year 1						Year 1
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: _____						

Oakland County -- Electronic Filing
Return on Investment Analysis
Savings Detail

Benefit/Savings Description	Project Savings Category	Budget Category/Funding Source	Unit Desc	Units	Rate per Unit	Total Savings	Annual Multiplier
Clerk's office						0	
1. Less time required for electronic document intake. Savings per day \$267 for 8 Circuit Court Records Specialist x 247 working days in a year. Savings allows workload to be redistributed.	Cost Avoidance		ANN	247	267.00	65,949	1.040
2. Reduces time spent preparing, scanning, and filing documents. 3 Office Assistant I salary reduced by 30%. Savings allows workload to be redistributed.	Cost Avoidance		ANN	3	9,759.00	29,277	1.040
3. Reduces time spent locating, pulling, and refiling files for court hearings. Savings per judge \$475 x 10 judges for a year. Savings allows workload to be redistributed.	Cost Avoidance		ANN	10	475.00	4,750	1.040
4. Reduces the amount of ribbons required for document processing	Cost Avoidance		EA	7	103.00	721	1.040
5. Reduces the amount of labels required for document processing	Cost Avoidance		EA	38	44.00	1,672	1.040
						0	
						0	
						0	
						0	
						0	
						0	
Judges, judicial staff, and court staff						0	
						0	
1.Reduction in time spent filing and retrieving paper documents and files.	Cost Avoidance		ANN	156	20.00	3,120	1.040
2. Hyperlink use to improve access to statutes, exhibits, court rules and etc.	Cost Avoidance		ANN	858	33.00	28,314	1.040
3. Efficiency gained by cut/paste of electronic text in opinions and orders.	Cost Avoidance		ANN	286	33.00	9,438	1.040

Oakland County -- Electronic Filing
 Return on Investment Analysis
Savings Detail

Benefit/Savings Description	Project Savings Category	Budget Category/Funding Source	Unit Desc	Units	Rate per Unit	Total Savings	Annual Multiplier
4. Efficiency gained through use of electronic notes attached to pleadings and files.	Cost Avoidance		ANN	260	20.00	5,200	1.040
5. Efficiencies gained through the use of electronic workflow through the life of the case.	Cost Avoidance		ANN	1,690	20.00	33,800	1.040
6. Reduction in traffic (couriers, attorneys, etc.) and face-to-face interaction with judicial and court staff -- resulting in increased efficiency due to less interruptions.	Cost Avoidance		ANN	2,860	20.00	57,200	1.040
7. Reduced mailing envelope and postage costs.	Cost Avoidance		ANN	103,940	0.37	38,458	1.040
						0	
						0	
						0	
						0	
						0	
						0	
						0	

Oakland County -- Electronic Filing
Return on Investment Analysis
Savings Detail

Benefit/Savings Description	Project Savings Category	Affects Project ROI?						Potential Savings Extensions					
		Y1	Y2	Y3	Y4	Y5	Y6	Y1	Y2	Y3	Y4	Y5	Y6
Clerk's office													
1. Less time required for electronic document intake. Savings per day \$267 for 8 Circuit Court Records Specialist x 247 working days in a year. Savings allows workload to be redistributed.	Cost Avoidance	x	x	x	x	x	x	65,949	68,587	71,330	74,184	77,151	80,237
2. Reduces time spent preparing, scanning, and filing documents. 3 Office Assistant I salary reduced by 30%. Savings allows workload to be redistributed.	Cost Avoidance	x	x	x	x	x	x	29,277	30,448	31,666	32,933	34,250	35,620
3. Reduces time spent locating, pulling, and refiling files for court hearings. Savings per judge \$475 x 10 judges for a year. Savings allows workload to be redistributed.	Cost Avoidance	x	x	x	x	x	x	4,750	4,940	5,138	5,343	5,557	5,779
4. Reduces the amount of ribbons required for document processing	Cost Avoidance	x	x	x	x	x	x	721	750	780	811	843	877
5. Reduces the amount of labels required for document processing	Cost Avoidance	x	x	x	x	x	x	1,672	1,739	1,808	1,881	1,956	2,034
Judges, judicial staff, and court staff													
1.Reduction in time spent filing and retrieving paper documents and files.	Cost Avoidance	x	x	x	x	x	x	3,120	3,245	3,375	3,510	3,650	3,796
2. Hyperlink use to improve access to statutes, exhibits, court rules and etc.	Cost Avoidance	x	x	x	x	x	x	28,314	29,447	30,624	31,849	33,123	34,448
3. Efficiency gained by cut/paste of electronic text in opinions and orders.	Cost Avoidance	x	x	x	x	x	x	9,438	9,816	10,208	10,616	11,041	11,483

Oakland County -- Electronic Filing
 Return on Investment Analysis
Savings Detail

Benefit/Savings Description	Project Savings Category	Affects Project ROI?						Potential Savings Extensions					
		Y1	Y2	Y3	Y4	Y5	Y6	Y1	Y2	Y3	Y4	Y5	Y6
4. Efficiency gained through use of electronic notes attached to pleadings and files.	Cost Avoidance	x	x	x	x	x	x	5,200	5,408	5,624	5,849	6,083	6,327
5. Efficiencies gained through the use of electronic workflow through the life of the case.	Cost Avoidance	x	x	x	x	x	x	33,800	35,152	36,558	38,020	39,541	41,123
6. Reduction in traffic (couriers, attorneys, etc.) and face-to-face interaction with judicial and court staff -- resulting in increased efficiency due to less interruptions.	Cost Avoidance	x	x	x	x	x	x	57,200	59,488	61,868	64,342	66,916	69,593
7. Reduced mailing envelope and postage costs.	Cost Avoidance	x	x	x	x	x	x	38,458	39,996	41,596	43,260	44,990	46,790

Oakland County -- Electronic Filing

Return on Investment Analysis

Savings Summary

Benefit/Savings Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Cost avoidance							
Clerk's office							
1. Less time required for electronic document intake. Savings per day \$267 for 8 Circuit Court Records Specialist x 247 working days in a year. Savings allows workload to be redistributed.	65,949	68,587	71,330	74,184	77,151	80,237	437,438
2. Reduces time spent preparing, scanning, and filing documents. 3 Office Assistant I salary reduced by 30%. Savings allows workload to be redistributed.	29,277	30,448	31,666	32,933	34,250	35,620	194,194
3. Reduces time spent locating, pulling, and refiling files for court hearings. Savings per judge \$475 x 10 judges for a year. Savings allows workload to be redistributed.	4,750	4,940	5,138	5,343	5,557	5,779	31,507
4. Reduces the amount of ribbons required for document processing	721	750	780	811	843	877	4,782
5. Reduces the amount of labels required for document processing	1,672	1,739	1,808	1,881	1,956	2,034	11,090
Judges, judicial staff, and court staff							
0							
1.Reduction in time spent filing and retrieving paper documents and files.	3,120	3,245	3,375	3,510	3,650	3,796	20,695
2. Hyperlink use to improve access to statutes, exhibits, court rules and etc.	28,314	29,447	30,624	31,849	33,123	34,448	187,806
3. Efficiency gained by cut/paste of electronic text in opinions and orders.	9,438	9,816	10,208	10,616	11,041	11,483	62,602
4. Efficiency gained through use of electronic notes attached to pleadings and files.	5,200	5,408	5,624	5,849	6,083	6,327	34,491
5. Efficiencies gained through the use of electronic workflow through the life of the case.	33,800	35,152	36,558	38,020	39,541	41,123	224,195
6. Reduction in traffic (couriers, attorneys, etc.) and face-to-face interaction with judicial and court staff - resulting in increased efficiency due to less interruptions.	57,200	59,488	61,868	64,342	66,916	69,593	379,406
7. Reduced mailing envelope and postage costs.	38,458	39,996	41,596	43,260	44,990	46,790	255,090

Oakland County -- Electronic Filing

Return on Investment Analysis

Savings Summary

Benefit/Savings Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
<i>Cost Avoidance Detail Subtotal:</i>	277,899	289,015	300,575	312,598	325,102	338,106	1,843,296
Revenue from vender:							
<i>Revenue from vendor</i>	10,200	106,600	156,000	214,500	250,250	250,250	987,800
Savings + revenue Total:	288,099	395,615	456,575	527,098	575,352	588,356	2,831,096

Oakland County -- Electronic Filing
 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	Affects Pr		
								Y1	Y2	Y3
IT Hours - New Development	Development Svcs		HR	780	122	95,160	1.000	x		
IT Hours - System Maintenance	Development Svcs			0	122	0				
User Hours - New Development	Development Svcs					0				
User Hours - PTNE/OT	Development Svcs					0				
Contractor Professional Services	Development Svcs					0				
PC System - Acquisition	Hardware					0				
PC System - Maintenance	Hardware					2,304				
Notebook - Acquisition	Hardware					0				
Notebook - Maintenance	Hardware					2,372				
Mini Notebook - Acquisition	Hardware					0				
Mini Notebook - Maintenance	Hardware					2,196				
Laserprinter 1 - Acquisition	Hardware					0				
Laserprinter 1 - Maintenance	Hardware					1,104				
Laserprinter 2 - Acquisition	Hardware					0				
Laserprinter 2 - Maintenance	Hardware					1,208				
Laserprinter 3 - Acquisition	Hardware					0				
Laserprinter 3 - Maintenance	Hardware					1,860				
Image Workstations - Acquisition	Hardware					0				
Image Workstations - Maintenance	Hardware					3,496				
Terminals - Acquisition	Hardware					0				
Terminals - Maintenance	Hardware					644				
PRTR w/TERM ID - Acquisition	Hardware					0				
PRTR w/TERM ID - Maintenance	Hardware					1,072				
PRTR w/o TERM ID - Acquisition	Hardware					0				
PRTR w/o TERM ID - Maintenance	Hardware					1,072				
PC Maintenance User Owned	Hardware					2,304				
Printer Maintenance User Owned	Hardware					1,072				
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				
Server - Maintenance	Infrastructure					0				
Server Sftwre - Acquisition/Upgrade	Infrastructure					0				
Server Sftwre - Maintenance	Infrastructure					0				
TBD	Infrastructure					0				
TBD	Infrastructure					0				

Oakland County -- Electronic Filing
 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	Affects Pr		
								Y1	Y2	Y3
TBD	Infrastructure					0				
TBD	Infrastructure					0				
Internet Access	Infrastructure				0	0				
Project Staff Training	Training					0				
User Training	Training					0				
						0				
						0				
						0				
						0				

Oakland County -- Electronic Filing
Return on Investment Analysis
Cost Detail

Cost Description	Project Cost Category	Project ROI?			Potential Cost Extensions					
		Y4	Y5	Y6	Y1	Y2	Y3	Y4	Y5	Y6
IT Hours - New Development	Development Svcs				95,160					
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									
Server - Maintenance	Infrastructure									
Server Sftwre - Acquisition/Upgrade	Infrastructure									
Server Sftwre - Maintenance	Infrastructure									
TBD	Infrastructure									
TBD	Infrastructure									

Oakland County -- Electronic Filing

Return on Investment Analysis

Cost Detail

Cost Description	Project Cost Category	Project ROI?			Potential Cost Extensions					
		Y4	Y5	Y6	Y1	Y2	Y3	Y4	Y5	Y6
TBD	Infrastructure									
TBD	Infrastructure									
Internet Access	Infrastructure									
Project Staff Training	Training									
User Training	Training									

Oakland County -- Electronic Filing
 Return on Investment Analysis
Cost Summary

Cost Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Development Services:							
IT Hours - New Development	95,160						95,160
IT Hours - System Maintenance							
User Hours - New Development							
User Hours - PTNE/OT							
Contractor Professional Services							
<i>Development Services Subtotal:</i>	95,160						95,160
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:	95,160						95,160

