

Oakland County Department of Information Technology Project Scope and Approach

Project Name: Electronic Filing Enhancements

Project ID: DB7211EE

Leadership Group: Courts			
Department: County Clerk / ROD		Division: County Clerk - admin	
Project Sponsor: Connie Spak	Date Requested: 9/18/2007	PM Customer No. 211	
<i>Request Type:</i> New Development			
IT Team Name: Courts		IT Team No: B	
Project Manager/Leader: Rick Perry			
Account Number: 72500	Account Description: County Clerk - admin	Customer Name:	Clerk - Admin
Grant Funded?	No	Mandate?	No
		Mandate Source:	

Project Goal

To continue implementation of an Electronic Document Management System (EDMS) application which includes electronic filing of cases documents so that the efficiency of the court process is increased.

Business Objective

To add a feature to the WIZNET interface which will allow financial transactions from e-filed cases to be maintained and sent to PeopleSoft.

Major Deliverables

Business Rules for updating Financials for e-filed cases.

When the Clerk's Office accepts a document in WIZNET, the system needs to send - via a web service - the filing code*, \$ filing fee, and receipt date to a .net program at OC.

*Filing code still needs to be identified by users.

A .net program writes the filing code, \$ filing fee, receipt date, and an incremental receipt number to a table for a given day. The receipt number, receipt date, and \$ Amount are also written – near real time - to the mainframe in the proper case number.

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Once a day the clerk' office runs a web based program using the table of transactions which does the following:

Starts a new table (It could switch back and forth between two tables zeroing out the after a correct run).

It will use business formulas to break down each transaction in the table to the proper PeopleSoft accounts.

The \$ amounts are totaled by proper PeopleSoft accounts.

Upon completion there is a review process and edit for the clerk to verify or correct the data.

Upon acceptance the totals by PeopleSoft account number are sent to PeopleSoft.

A report of the process is completed.

Approach

Follow PMO standards and processes

Design System Changes

Code Changes

Test changes

Deploy to production

Benefits

See Return on Investment (ROI) Analysis Document

Impact

Number of Users 12 internal users

Divisions **Clerk and Circuit Court**

Leadership Groups Courts / Justice Administration

Risk

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

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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 per Day</u>
Project Sponsor:	Connie Spak / John Cooperrider	1 hour / 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 **IT**

Other

-
-

Priority

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Constraints

-
-

Exclusions

-
-

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PROJECT PHASE AUTHORIZATION

Phase(s): Project Management, Design and Development, Implementation and Post Implementation		
Total Estimated Application Services	Hours: 385	Cost: \$46,970
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: 385	Cost: \$46,970
Preliminary Estimated Development for Future Phases	Hours:	Cost:
Grand Total Estimated Development	Hours: 385	Cost: \$46,970

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PROJECT COMPLETION AUTHORIZATION

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

	Type	ID	Task Name	Estimated Hours	Estimated Cost
	Phase	000000	▣ PROJECT MANAGEMENT PHASE	106	\$12,932.
	Phase	100000	▣ DESIGN & DEVELOPMENT PHASE	239	\$29,157.
	Phase	200000	▣ IMPLEMENTATION & POST IMPLEMENTATIO	40	\$4,880.0
				385	\$46,969.99

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Return on Investment Analysis

Project Summary

Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Benefits/Savings:							
Tangible Benefits Subtotal:							0
Cost Avoidance Subtotal:	23,531	24,472	25,451	26,469	27,528	28,629	156,080
Costs:							
Development Services Subtotal:	46,970	0	0	0	0	0	46,970
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	23,531	24,472	25,451	26,469	27,528	28,629	156,080
Annual Total Costs	46,970	0	0	0	0	0	46,970
Annual Return on Investment	(23,439)	24,472	25,451	26,469	27,528	28,629	109,110
Annual Costs/Savings Ratio	199.61%	0.00%	0.00%	0.00%	0.00%	0.00%	
Project Cumulative Statistics:							
Cumulative Total Savings	23,531	48,003	73,454	99,923	127,451	156,080	156,080
Cumulative Total Costs	46,970	46,970	46,970	46,970	46,970	46,970	46,970
Cumulative Return on Investment	(23,439)	1,033	26,484	52,953	80,481	109,110	109,110
Cumulative Cost/Savings Ratio	199.61%	97.85%	63.94%	47.01%	36.85%	30.09%	30.09%
Year Positive Payback Achieved		Year 2					Year 2
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: _____						

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Savings Detail

Benefit/Savings Description	Project Savings Category	Budget Category/Funding Source	Unit Desc	Units	Rate per Unit	Total Savings	Annual Multiplier
#1. Fee processing 4 Judges for 1 year	Cost Avoidance		ANN	1	22,499	22,499	1.040
#2. Reduced error rate for auditing purposes	Cost Avoidance		ANN	1	1,032	1,032	1.040
#3. Streamlining financial transactions to reduce error rate is also an Intangible Benefit						0	
						0	
						0	

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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
#1. Fee processing 4 Judges for 1 year	Cost Avoidance	x	x	x	x	x	x	22,499	23,399	24,335	25,308	26,321	27,373
#2. Reduced error rate for auditing purposes	Cost Avoidance	x	x	x	x	x	x	1,032	1,073	1,116	1,161	1,207	1,256
#3. Streamlining financial transactions to reduce error rate is also an Intangible Benefit													

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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			385	122	46,970	
IT Hours - System Maintenance	Development Svcs				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	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	

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Cost Detail

Cost Description	Project Cost Category	Budget Category/Funding Source	Unit Desc	Units	Rate per Unit	Total Cost	Annual Multiplier
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	
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	

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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						46,970						
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													

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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
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												
TBD	Infrastructure												
TBD	Infrastructure												
Internet Access	Infrastructure												
Project Staff Training	Training												
User Training	Training												

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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	46,970						46,970
IT Hours - System Maintenance							
User Hours - New Development							
User Hours - PTNE/OT							
Contractor Professional Services							
<i>Development Services Subtotal:</i>	46,970						46,970
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:	46,970						46,970

