

# Oakland County Department of Information Technology Project Scope and Approach

**Project Name: Electronic Praeipce**

**Project ID:**

<b>Leadership Group: Courts</b>		
<b>Department: Circuit Court</b>		<b>Division: Business</b>
<b>Project Sponsor: Kevin Oeffner</b>	<b>Date Requested: 3/20/06</b>	<b>PM Customer No.</b>
<b>Request Type:</b>	<b><i>New Development</i></b>	<b><i>Enhancement</i></b>
	<b><i>Planned System Maintenance or Upgrade</i></b>	
<b>IT Team Name: Rick Perry</b>		<b>IT Team No:</b>
<b>Project Manager/Leader:</b>		
<b>Account Number:</b>	<b>Account Description:</b>	<b>Customer Name:</b>
<b>Grant Funded? Yes</b>	<b>No</b>	<b>Mandate? Yes</b>
		<b>No</b>
	<b>Mandate Source:</b>	

## Project Goal

To implement a web based praecipce application so that efficiency in the Caseflow Office is improved and the level of service provided to Oakland County citizens is increased by eliminating the 800 paper praecipces currently filed weekly to schedule motions in Circuit Court by TBD.

## Business Objective

Develop an interactive web form that would allow a user to enter a motion date, a Judge, motion title, indicate attempt to contact other parties (certification checkbox), a case number, filer's name, role, and phone number to eliminate the manual process now used by staff.

### **Major Deliverables**

- 1) Interactive web page added to [www.oakgov.com](http://www.oakgov.com) that would allow users to enter between seven and ten fields of data. Web page would have validation rule that all fields must be completed prior to submitting and that requested date is a Wed. The data must then be stored. Similar technology is used now on the web site for event registration. A disclaimer is needed to indicate cut off time for updates.
- 2) Preferred that using Mainframe (JCSTU and JCCD screen), a process runs to validate judge of record, availability and notify user if unavailable. The user should have the ability to override the warning. This is not required but is preferred to obtain maximum benefit and reduce time spent rescheduling events.
- 3) Development of a nightly routine that takes the stored data entered on webpage during the previous 24 hour period and uses it to update the Mainframe (similar to manual entry now used on JCMO). Job doesnt need to run on Friday or Saturday but will need to coordinate with Legal News weekly

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

**Project Name: Electronic Praeipce**

**Project ID:**

- notice.
- 4) Development of a report (either in digital or hard copy) that lists all web praecipce records received broken down by Judge.
  - 5) Develop an error report for those cases scheduled in advance, that judge's time off has been updated subsequently on JCSTU.

**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** -9 Staff members in CMO, 23 Judges and staff, County Clerk staff, Oakland County Citizens, users of Oakland County services

**Divisions** – Circuit Court, County Clerk

**Leadership Groups** - Courts

**Risk**

**Business Environment** – LOW

**Technical Environment**      LOW

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

**Project Name: Electronic Praeipce**

**Project ID:**

**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:

<b><u>Role:</u></b>	<b><u>Name</u></b>	<b><u>Hours per Day</u></b>
---------------------	--------------------	-----------------------------

Project Sponsor:

**Facilities**

- 
- 

**Technical**

- 
- 

**Funding**

- Undetermined
- 

**Other**

- Assumes that there will be no spin offs and the Court will update the LAO.
- Assumes that JCSTU delete functionality is added.
- 
- 

**Priority - Low**

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

**Project Name: Electronic Praeipce**

**Project ID:**

---

**Constraints**

- 
- 

**Exclusions**

- 
-

# Oakland County Department of Information Technology Project Scope and Approach

**Project Name: Electronic Praeipce**

**Project ID:**

## PROJECT PHASE AUTHORIZATION

<b>Phase(s):</b>		
<b>Total Estimated Application Services</b>	<b>Hours:</b>	<b>Cost:</b>
<b>Total Estimated Technical Systems</b>	<b>Hours:</b>	<b>Cost:</b>
<b>Total Estimated eGovernment Services</b>	<b>Hours:</b>	<b>Cost:</b>
<b>Total Estimated CLEMIS</b>	<b>Hours:</b>	<b>Cost:</b>
<b>Total Estimated Internal Services</b>	<b>Hours:</b>	<b>Cost:</b>
<b>IT Application Services Division Manager Approval:</b>		<b>Date:</b>
<b>IT Technical Systems Division Manager Approval:</b>		<b>Date:</b>
<b>IT eGovernment Services Division Manager Approval:</b>		<b>Date:</b>
<b>IT CLEMIS Division Manager Approval:</b>		<b>Date:</b>
<b>IT Internal Services 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:</b>	<b>Cost:</b>
<b>Preliminary Estimated Development for Future Phases</b>	<b>Hours:</b>	<b>Cost:</b>

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

**Project Name: Electronic Praeipce**

**Project ID:**

<b>Grand Total Estimated Development</b>	<b>Hours:</b>	<b>Cost:</b>
--	---------------	--------------

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

**Project Name: Electronic Praeipce**

**Project ID:**

**PROJECT COMPLETION AUTHORIZATION**

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

**Oakland County --  
Electronic Praecept  
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:	0	0	0	0	0	0	0
Cost Avoidance Subtotal:	58,626	60,838	63,270	65,800	68,431	71,168	388,133
<b>Costs:</b>							
Development Services Subtotal:	49,405	0	0	0	0	0	49,405
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
<b>Annual Statistics:</b>							
Annual Total Savings	58,626	60,838	63,270	65,800	68,431	71,168	388,133
Annual Total Costs	49,405	0	0	0	0	0	49,405
Annual Return on Investment	9,221	60,838	63,270	65,800	68,431	71,168	338,728
Annual Costs/Savings Ratio	84.27%	0.00%	0.00%	0.00%	0.00%	0.00%	
<b>Project Cumulative Statistics:</b>							
Cumulative Total Savings	58,626	119,464	182,734	248,534	316,965	388,133	388,133
Cumulative Total Costs	49,405	49,405	49,405	49,405	49,405	49,405	49,405
Cumulative Return on Investment	9,221	70,059	133,329	199,129	267,560	338,728	338,728
Cumulative Cost/Savings Ratio	84.27%	41.36%	27.04%	19.88%	15.59%	12.73%	12.73%
Year Positive Payback Achieved	Year 1						Year 1
State or Federal Mandate?							
<b>Signatures:</b>							
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 Praecipe**  
Return on Investment Analysis  
**Savings Detail**

<b>Benefit/Savings Description</b>	<b>Project Savings Category</b>	<b>Budget Category/Funding Source</b>	<b>Unit Desc</b>	<b>Units</b>	<b>Rate per Unit</b>	<b>Total Savings</b>	<b>Annual Multiplier</b>
Eliminate manual entry of approximately 800 praecipes per week done by level 7 staff	Cost Avoidance	3010301/121150	HR	780	30.00	23,400	1.040
Additional time spent sorting by student	Cost Avoidance	3010301/121150	HR	52	8.00	416	1.040
Cost of scanning wand for staff	Cost Avoidance	3010301/121150	Ea	1	150.00	150	0.150
Time spent by Judicial Clerks sorting and copying Praecipes 1 hour per week minimum X 23	Cost Avoidance	3010101/121100	HR	1,196	29	34,660	1.040

**Oakland County --  
Electronic Praecipe**  
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
Eliminate manual entry of approximately 800 praecipis per week done by level 7 staff	Cost Avoidance	x	x	x	x	x	x	23,400	24,336	25,309	26,322	27,375	28,470
Additional time spent sorting by student	Cost Avoidance	x	x	x	x	x	x	416	433	450	468	487	506
Cost of scanning wand for staff	Cost Avoidance	x	x	x	x	x	x	150	23	23	23	23	23
Time spent by Judicial Clerks sorting and copying Praecipis 1 hour per week minimum X 23	Cost Avoidance	x	x	x	x	x	x	34,660	36,046	37,488	38,988	40,547	42,169



**Oakland County --  
Electronic Praecept  
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	\$47,453	47,453	1.000
IT Hours - Maintenance	Development Svcs					0	
IT Hours - Tech	Development Svcs			16	122	1,952	1.000
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	

**Oakland County --  
Electronic Praecept  
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>
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	
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 --  
Electronic Praecept  
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						47,453						
IT Hours - Maintenance	Development Svcs													
IT Hours - Tech	Development Svcs	x						1,952						
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													

**Oakland County --  
Electronic Praeipse  
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
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												
TBD	Infrastructure												
TBD	Infrastructure												
Internet Access	Infrastructure												
Project Staff Training	Training												
User Training	Training												

**Oakland County --  
Electronic Praecept  
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	47,453						47,453
IT Hours - Tech New Development	1,952						1,952
IT Hours - Maintenance							
User Hours - New Development							
User Hours - PTNE/OT							
Contractor Professional Services							
<i>Development Services Subtotal:</i>	<b>49,405</b>						<b>49,405</b>
<b>Hardware:</b>							
<i>Hardware Subtotal:</i>							
<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>49,405</b>						<b>49,405</b>

