

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

Project Name: County Clerk Web Site

Project ID:

Leadership Group: Courts			
Department: Clerk/Register		Division: Administration	
Project Sponsor: Jennifer Rowden	Date Requested: 10/13/2009	PM Customer No. 211	
Request Type:	<i>New Development</i> <input checked="" type="checkbox"/>	<i>Enhancement</i>	<i>Customer Support</i>
	<i>Planned System Maintenance or Upgrade</i>		
IT Team Name: eGovernment Program Services		IT Team No: E	
Project Manager/Leader: Salina Washington			
Account Number:	Account Description:	Customer Name:	Clerk/Register
Grant Funded? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Mandate? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Mandate Source:	

Project Goal

To develop a more extensive website for the Oakland County Clerk’s Office and the Elections Division to promote public awareness of the different online applications and other important information our department offers.

Business Objective

To redesign the Clerk/Register website, including the Clerk/Register and Elections Division homepages, in order to display the multiple online applications and other viable information in a professional, more user friendly manner. This site will be accessible via OakGov.com and will include custom graphics, navigation, content, and other elements.

Major Deliverables

- Detailed project plan
- Edit/alter individual pages for each division and certain units with information on their operations/services
- Develop new home pages for the Clerk/Register and Elections Division.
- Graphics and images
- Other pertinent information to provide greater transparency
- Add other applications to the website, including but not limited to online chat ability.
- Training

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Approach

- Initial planning and kick-off
- Site map and navigation detail
- Content inventory and modification of current TeamSite pages
- Template/Graphics set-up
- Training and support

Benefits

See Return on Investment (ROI) Analysis Document

Impact

Number of Users: All

Divisions: All

Leadership Groups: Courts

Risk

Business Environment: Low - Little or no impact to existing business processes.

Technical Environment: Low – Little or no impact to existing business processes.

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Assumptions

- Clerk/Register will provide all content for the development of the Web site.
- Content for the external web site will be developed in TeamSite.

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:	Jennifer Rowden	As Needed

Facilities

- N/A

Technical

-

Funding

-

Other

-

Priority

Constraints

- Approval by Leadership Group

Exclusions

- N/A

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PROJECT PHASE AUTHORIZATION

Phase(s): Project Management, Internal Web Site – Design, Build, Train & Implement, External Web Site – Design, Build, Train & Implement, Request Form, and Post Implementation Support		
Total Estimated Application Services	Hours:	Cost:
Total Estimated Technical Systems	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 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:	Cost:
Preliminary Estimated Development for Future Phases	Hours:	Cost:
Grand Total Estimated Development	Hours:	Cost:

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PROJECT COMPLETION AUTHORIZATION

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