

Oakland County Department of Information Technology Project Scope and Approach

Project Name:

Project ID:

Leadership Group: Courts/Justice Administration		
Department: Circuit Court		Division: Civil/Criminal
Project Sponsor:	Date Requested:	PM Customer No.
Request Type:	<i>New Development</i> Enhancement <i>Customer Support</i> <i>Planned System Maintenance or Upgrade</i>	
IT Team Name: Courts		IT Team No:
Project Manager/Leader: Rick Perry		
Account Number:	Account Description:	Customer Name:
Grant Funded? Yes <input type="radio"/> No <input checked="" type="radio"/>	Mandate? Yes <input type="radio"/> No <input checked="" type="radio"/>	Mandate Source:

Project Goal

To enhance EDMS to include markup ability on documents and advanced navigation, whereby augmenting the use of electronic documents.

Business Objective

Reduce time spent by Judges and their staff navigating to current note functionality, both electronic and paper. Update functionality in EDMS to allow for annotations, including highlighting, bookmarks and searchability, within electronic documents.

Major Deliverables

- Determine project plan
- Create functionality to affix annotations and “sticky notes” to EDMS
- Add bookmarks to the documents in EDMS
- Add Searchability functionality to documents in EDMS
- Create location on to save changes
- Allow users to access notes from multiple locations, based on login

Approach

Participate in Analysis

Participate in Design

Participate in Implementation & Testing

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

Project Name: _____

Project ID: _____

Benefits

See Return on Investment (ROI) Analysis Document

Impact

Number of Users Circuit Court Judge and staff – approximately 100
 Court Administration/Case Management – approximately 10
 Friend of the Court - approximately 70

Divisions Circuit Court
 Information Technology

Leadership Groups

 Courts/Justice Administration

Risk

Business Environment Medium

Technical Environment Medium

Assumptions

Staffing IT Staffing: to be determined
 Other Staffing: additional staffing will be available as follows:

<u>Role:</u>	<u>Name</u>	<u>Hours per Day</u>
Project Sponsor:		As needed

Facilities

- Develop at IT
-

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

Project Name: _____

Project ID: _____

Technical

-
-

Funding

- IT
-

Other

-
-

Priority

Constraints

-
-

Exclusions

-
-

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

Project Name: _____

Project ID: _____

PROJECT PHASE AUTHORIZATION

Phase(s):		
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:

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

Project Name: _____

Project ID: _____

PROJECT COMPLETION AUTHORIZATION

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