

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

Project Name: Consolidate Misc. A/R and A/P Systems Project ID: DA4126AR

Leadership Group: Finance/Admin		
Department: All		Division: All
Project Sponsor: Art Holdsworth	Date Requested: 02/23/04	PM Customer No. 126
Request Type: <i>New Development</i>		
IT Team Name: Finance/Admin		IT Team No: A
Project Manager/Leader: Chithra Chakrapani		Account No: 66200
Grant Funded? No	Mandate? No	Mandate Source:

Project Goal

To replace existing standalone A/R and A/P systems in use by various departments with a consolidated, on-line system based on PeopleSoft software so that duplicate staff effort and support costs can be eliminated by October 2006.

Business Objective

To reduce duplicate staff effort and support costs for multiple, redundant software systems.

Major Deliverables

- Process maps
- Migration plan
- Implementation of the plan

Approach

- Assess and graphically document current business processes
- Identify redundant software systems
- Document current functionality requirements
- Map required processes/functionality requirements to the PeopleSoft system's functionality
- Establish a migration plan to replace redundant/manual systems with the PeopleSoft system
- Implement migration plan

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

Project Name: Consolidate Misc. A/R and A/P Systems Project ID: DA4126AR

- Follow up with departments /divisions to ensure that required functionality has been met

Benefits

Improved Service

- Centrally administer A/R, A/P to ensure accuracy and timely customer service
- More timely and accurate reporting

Product/Service

Productivity

- Reduce duplicative staff effort
- Reduce support costs for multiple, redundant software systems
- Increase end-user efficiency via automation of manual tasks and follow through efforts
- Earlier / enhanced collection of revenues
- Enhance consistency, accuracy, and timeliness of billing, collections, and payment processing
- Capture of early payment discounts

Impact

Number of Users Up to 20 divisions affected

Divisions Divisions performing billing, collections, and payment processing functions

Leadership Groups Finance/Administration

Risk

Business Environment Low - May require changes to existing business processes.

Technical Environment Low – Product will use existing PeopleSoft system

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

Project Name: Consolidate Misc. A/R and A/P Systems Project ID: DA4126AR

Assumptions

Staffing

<u>Role:</u>	<u>Name</u>	<u>% Allocation</u>
Project Sponsor:	Wm. Art Holdsworth	
Project Director:		
Project Manager:	Chithra Chakrapani	
Data Base Administrator:		
Source System Expert:		
Business Analyst:		
Programmer Analyst:		

Facilities ∃ N/A

Technical ∃ N/A

Funding ∃ PeopleSoft / Change Management Project Funding

Priority TBD

Constraints

∃ Willingness of staff to modify existing business processes

Exclusions

∃ N/A

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

Project Name: Consolidate Misc. A/R and A/P Systems Project ID: DA4126AR

PROJECT PHASE AUTHORIZATION

Phase(s): all phases (preliminary)	
Total Estimated Systems Development	Hours: 660 Cost: \$80,520.00
Total Estimated Technical Systems	Hours: 0 Cost: 0
Total Estimated DISC	Hours: Cost:
IT Systems Development Division Manager Approval:	Date:
IT Technical Systems Division Manager Approval:	Date:
IT DISC Division Manager Approval:	Date:
IT Resource Manager Approval:	Date:
IT Resource Manager Approval:	Date:
IT Resource Manager Approval:	Date:
IT Management Approval:	
Approved: Yes No	Date:
Reason:	
Project Sponsor Approval:	
Title:	Date:

PROJECT SUMMARY

Authorized (division name goes here) (see above)	Hours:	Cost:
Preliminary Estimated (division name goes here) for Future Phases	Hours: 660	Cost: \$80,520.00
Grand Total Estimated (division name goes here)	Hours: 660	Cost: \$80,520.00

Oakland County Department of Information Technology Project Scope and Approach

Project Name: Consolidate Misc. A/R and A/P Systems Project ID: DA4126AR

PROJECT COMPLETION AUTHORIZATION

Customer Acceptance of Product:	
Title:	Date:
IT Management:	
Project Completion Date:	
Project Office Review:	Date:

Niku Workbench - [Consolidate Misc A/R & A/P Systems - Size Estimate (-10% to +50%) (Read-Only)]

Type	ID	Task Name	Guideline %	Estimated Hours	Estimated Cost	Estimate Notes
Phase	000000	PROJECT MANAGEMENT		150	\$18,300.	
Phase	040000	BUSINESS SYSTEM DESIGN		251	\$30,622.	
Phase	050000	TECHNICAL DESIGN		48	\$5,855.9	
Phase	060000-0	PROGRAMMING				
Phase	070000	IMPLEMENTATION		192	\$23,424.	
Phase	080000	POST IMPLEMENTATION SUPPORT		19	\$2,318.0	
				660	\$80,519.98	

Task Type not equal to Milestone

For Help, press F1

start Inbox - Microsoft Out... 2005-2006 MP Reque... Niku Workbench - [Co... DA4126AR.doc - Micr... 4:02 PM

Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Benefits/Savings:							
Tangible Benefits Subtotal:	0	0	0	0	0	0	0
Cost Avoidance Subtotal:	0	0	0	0	0	0	0
<i>Annual Total Savings</i>	95,688	97,379	99,136	100,963	102,862	104,837	600,866
<i>Cumulative Total Savings</i>	95,688	193,067	292,203	393,166	496,028	600,866	600,866
Costs:							
Development Services Subtotal:	0	0	0	0	0	0	0
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
<i>Annual Costs</i>	308,371	52,851	52,851	52,851	52,851	52,851	572,627
<i>Cumulative Costs</i>	308,371	361,222	414,074	466,925	519,776	572,627	572,627
Statistics:							
Annual Return on Investment	(212,683)	44,527	46,285	48,112	50,011	51,986	28,238
Cumulative Return on Investment	(212,683)	(168,156)	(121,871)	(73,759)	(23,748)	28,238	28,238
Annual Cost/Savings Ratio	322.27%	54.27%	53.31%	52.35%	51.38%	50.41%	
Cumulative Cost/Savings Ratio	322.27%	187.10%	141.71%	118.76%	104.79%	95.30%	95.30%
Year Positive Payback Achieved						Year 6	Year 6
State or Federal Mandate?							
Signatures:							
Project Sponsor	Date: _____						
Information Technology Project Manager	Date: _____						
Technical Services Manager	Date: _____						

Benefit/Savings Description	Project Savings Category	Budget Category/Funding Source	Unit Desc	Units	Rate per Unit	Total Savings	Annual Multiplier
Report modifications/new reports/misc. programming/other requests not submitted to IT (assume 0.05 FTE savings)	Tangible Benefit		ANN	104	122	12,688	1.030
A/R: Shadow system / redundant staff time reduction achieved by centralizing A/R billing and collection activities under the PeopleSoft system and modifying current business processes (based on 2003 gap analysis)	Tangible Benefit		ANN	350	34	11,900	1.030
A/P: Shadow system / redundant staff time reduction achieved by centralizing A/P payment processing activities under the PeopleSoft system and modifying current business processes (based on 2003 gap analysis)	Tangible Benefit		ANN	150	34	5,100	1.030
Third-Party Package support costs eliminated	Tangible Benefit		ANN	1	16,000	16,000	1.050
Increased revenue from enhanced enforcement/collections activities; greater accuracy and completeness of billings; interest income from earlier collections and proactively managing payment timings/early payment discounts	Tangible Benefit		ANN	1	50,000	50,000	1.000
						0	
Total:						0	

Benefit/Savings Description	Project Savings Category	Affects Project ROI?						Potential Savings Extensions					
		Y1	Y2	Y3	Y4	Y5	Y6	Y1	Y2	Y3	Y4	Y5	Y6
Report modifications/new reports/misc. programming/other requests not submitted to IT (assume 0.05 FTE savings)	Tangible Benefit	x	x	x	x	x	x	12,688	13,069	13,461	13,865	14,280	14,709
A/R: Shadow system / redundant staff time reduction achieved by centralizing A/R billing and collection activities under the PeopleSoft system and modifying current business processes (based on 2003 gap analysis)	Tangible Benefit	x	x	x	x	x	x	11,900	12,257	12,625	13,003	13,394	13,795
A/P: Shadow system / redundant staff time reduction achieved by centralizing A/P payment processing activities under the PeopleSoft system and modifying current business processes (based on 2003 gap analysis)	Tangible Benefit	x	x	x	x	x	x	5,100	5,253	5,411	5,573	5,740	5,912
Third-Party Package support costs eliminated	Tangible Benefit	x	x	x	x	x	x	16,000	16,800	17,640	18,522	19,448	20,421
Increased revenue from enhanced enforcement/collections activities; greater accuracy and completeness of billings; interest income from earlier collections and proactively managing payment timings/early payment discounts	Tangible Benefit	x	x	x	x	x	x	50,000	50,000	50,000	50,000	50,000	50,000
Total:								95,688	97,379	99,136	100,963	102,862	104,837

Benefit/Savings Description	Project Savings Category	
Report modifications/new reports/misc. programming/other requests not submitted to IT (assume 0.05 FTE savings)	Tangible Benefit	82,071
A/R: Shadow system / redundant staff time reduction achieved by centralizing A/R billing and collection activities under the PeopleSoft system and modifying current business processes (based on 2003 gap analysis)	Tangible Benefit	76,974
A/P: Shadow system / redundant staff time reduction achieved by centralizing A/P payment processing activities under the PeopleSoft system and modifying current business processes (based on 2003 gap analysis)	Tangible Benefit	32,989
Third-Party Package support costs eliminated	Tangible Benefit	108,831
Increased revenue from enhanced enforcement/collections activities; greater accuracy and completeness of billings; interest income from earlier collections and proactively managing payment timings/early payment discounts	Tangible Benefit	300,001
		0
Total:		600,866

Benefit/Savings Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Tangible Benefit:							
Fiscal Year 2002 180 hours for reports	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
Requests not submitted to IT 2002-2003	12,688	13,069	13,461	13,865	14,280	14,709	82,071
<i>Tangible Benefits Subtotal:</i>	<i>#REF!</i>	<i>#REF!</i>	<i>#REF!</i>	<i>#REF!</i>	<i>#REF!</i>	<i>#REF!</i>	<i>#REF!</i>
Cost Avoidance:							
<i>Cost Avoidance Subtotal:</i>							
Savings Total:	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!

Misc AR AP ROI.xls

Cost Description	Project Cost Category	Budget Category/Funding Source	Unit Desc	Units	Rate per Unit	Total Cost	Annual Multiplier
IT Hours - CS and New Enhancemnts	Development Svcs				122	0	
IT Hours - System Maintenance	Development Svcs				122	0	
IT Hours - Implementation	Development Svcs		HRS	660	122	80,520	1.000
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	
PeopleSoft Software - Interfaces/Set-up	Software		HRS	1,000	175	175,000	
Package Software - Maintenance	Software		ANN	0	0	0	
Business Objects Access	Software		EA	10	5,285	52,851	
Term Emulation SFTW-Acquisition	Software					0	
Term Emulation SFTW-Maintenance	Software					0	

Cost Description	Project Cost Category	Budget Category/Funding Source	Unit Desc	Units	Rate per Unit	Total Cost	Annual Multiplier
Server - Acquisition/Upgrade	Infrastructure		EA	0	0	0	
Server - Maintenance	Infrastructure		ANN	0	0	0	
Server Sftwre - Acquisition/Upgrade	Infrastructure					0	
Server Sftwre - Maintenance	Infrastructure					0	
Oracle Licenses	Infrastructure		EA	0	0	0	
Oracle Maintenance	Infrastructure		ANN	0	0	0	
VRU	Infrastructure		EA	0	0	0	
VRU Maintenance	Infrastructure		ANN	0	0	0	
Internet Access	Infrastructure				0	0	
Project Staff Training	Training					0	
User Training	Training					0	
						0	
Total:						0	
						0	
						0	
						0	

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 - CS and New Enhancemnts	Development Svcs													
IT Hours - System Maintenance	Development Svcs													
IT Hours - Implementation	Development Svcs	x						80,520						
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													
PeopleSoft Software - Interfaces/Set-up	Software	x						175,000						
Package Software - Maintenance	Software													
Business Objects Access	Software	x	x	x	x	x	x	52,851	52,851	52,851	52,851	52,851	52,851	52,851
Term Emulation SFTW-Acquisition	Software													
Term Emulation SFTW-Maintenance	Software													

Cost Description	Project Cost Category	Affects Project ROI?						Potential Cost Extensions						
		Y1	Y2	Y3	Y4	Y5	Y6	Y1	Y2	Y3	Y4	Y5	Y6	
Server - Acquisition/Upgrade	Infrastructure	x						0						
Server - Maintenance	Infrastructure		x	x	x	x	x		0	0	0	0	0	0
Server Sftwre - Acquisition/Upgrade	Infrastructure													
Server Sftwre - Maintenance	Infrastructure													
Oracle Licenses	Infrastructure	x						0						
Oracle Maintenance	Infrastructure		x	x	x	x	x		0	0	0	0	0	0
VRU	Infrastructure	x						0						
VRU Maintenance	Infrastructure		x	x	x	x	x		0	0	0	0	0	0
Internet Access	Infrastructure													
Project Staff Training	Training													
User Training	Training													
Total:								308,371	52,851	52,851	52,851	52,851	52,851	52,851

Cost Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Development Services:							
IT Hours - CS and New Enhancements							
IT Hours - System Maintenance							
IT Hours - New Development	80,520						80,520
User Hours - New Development							
Contractor Professional Services							
<i>Development Services Subtotal:</i>	80,520						80,520
Hardware:							
<i>Hardware Subtotal:</i>							
Software:							
	52,851	52,851	52,851	52,851	52,851	52,851	317,107
<i>Software Subtotal:</i>	52,851	52,851	52,851	52,851	52,851	52,851	317,107
Infrastructure:							
<i>Infrastructure Subtotal</i>							
Training:							
<i>Training Subtotal:</i>							
Other:							
<i>Other Subtotal:</i>							
Costs Total:	133,371	52,851	52,851	52,851	52,851	52,851	397,627

