

# Oakland County Department of Information Technology Project Scope and Approach

**Project Name: Reimb State mandated Late Penalty Collection**

**Project ID: DA6127PE**

<b>Leadership Group: Finance/Admin</b>			
<b>Department: Management &amp; Budget</b>		<b>Division: Reimbursement</b>	
<b>Project Sponsor: Linda Spiekerman-Harvey</b>	<b>Date Requested: 01/17/2006</b>	<b>PM Customer No. 127</b>	
<b>Request Type:</b>	<u><b>New Development</b></u>	<i>Enhancement</i>	<i>Customer Support</i>
	<i>Planned System Maintenance or Upgrade</i>		
<b>IT Team Name: Finance/Admin</b>		<b>IT Team No: A</b>	
<b>Project Manager/Leader: Chithra Chakrapani</b>			
<b>Account Number:</b> 95469	<b>Account Description:</b> Reimbursement Division	<b>Customer Name:</b>	Reimbursement
<b>Grant Funded?</b> Yes    No	<b>Mandate?</b> <u>Yes</u> No	<b>Mandate Source: MCL600.4803</b>	

## Project Goal

To develop programs to calculate penalty on any FC or FH account which has not been paid within 56 days after the amount is due so that Reimbursement Division can comply with the State mandated requirement by July 2006.

## Business Objective

To develop programs to calculate penalty on amount that has not been paid within 56 days after the amount is due.

### **Major Deliverables**

- Penalty calculated based on the guidelines provided by the state
- Report of list of accounts to be assessed a penalty

### **Approach**

- Analyze and design a solution
- Create a program to calculate penalty amount and update system files
- Develop and test a program to list the accounts to be assessed a penalty
- Modify on-line programs to accommodate the new process
- Evaluate the process with customer
- Develop QA documentation
- Implement the penalty calculation process and reports

## Benefits

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Department of Information Technology  
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**Impact**

**Number of Users**

5 people (Staff in the Reimbursement Division)

**Divisions**

Reimbursement

**Leadership Groups**

Finance/Admin leadership group

**Risk**

**Business Environment**      Medium – Project requires some changes to existing business process

**Technical Environment**      Low – Proven and previously implemented technology

**Assumptions**

**Staffing**

IT Staffing:      IT Resources will be available for the hours indicated per the attached project plan.

**Facilities**

- N/A

**Technical**

- N/A

**Funding**

- 

**Priority**

- 

**Constraints**

**Exclusions**

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## PROJECT PHASE AUTHORIZATION

<b>Phase(s):</b> all (preliminary estimate)		
<b>Total Estimated Application Services</b>	<b>Hours: 284</b>	<b>Cost: \$34,648.00</b>
<b>Total Estimated Technical Systems</b>	<b>Hours: 0</b>	<b>Cost: 0</b>
<b>Total Estimated eGovernment Services</b>	<b>Hours: 0</b>	<b>Cost: 0</b>
<b>Total Estimated CLEMIS</b>	<b>Hours: 0</b>	<b>Cost: 0</b>
<b>Total Estimated Internal Services</b>	<b>Hours: 0</b>	<b>Cost: 0</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>
<b>Grand Total Estimated Development</b>	<b>Hours: 0</b>	<b>Cost: 0</b>

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## PROJECT COMPLETION AUTHORIZATION

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

Type	ID	Task Name	Estimated Hours	Estimated Cost	Estimate Notes
Phase	000000	REMP - PROJECT MANAGEMENT	44	\$5,368.00	
Phase	060000-0	PROGRAMMING	230	\$28,060.00	
Phase	070000	IMPLEMENTATION	10	\$1,220.00	
			284	\$34,648.00	