

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

Project Name: Reimb Billing Programs Enhancement

Project ID: DA4127RP

Leadership Group: Finance/Admin		
Department: Management & Budget		Division: Reimbursement
Project Sponsor: L. VanPelt	Date Requested: 10/12/04	PM Customer No. 127
Request Type: <i>Enhancement</i>		
IT Team Name: Finance/Admin		IT Team No: A
Project Manager/Leader: Chithra Chakrapani		Account No: 95470
Grant Funded?	No	Mandate? No
Mandate Source:		

Project Goal

To modify calendar billing cycles and to add new billing cycles so that customer billing process can be improved by January 2005

Business Objective

To improve the billing process by January 2005

Major Deliverables

- A set of seven billing related programs modified
- Modified Request memo
- Modified QA documentation
- Modified JCL

Approach

- Analyze existing programs to determine the extent of changes required
- Apply the changes and test all seven programs
- Modify JCL and QA documentation
- Move programs to production

Benefits

- ✓ ***Improved collection***

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Product/Service

Productivity

Impact

Number of Users 37, excluding IT staff

Divisions Reimbursement Division

Leadership Groups Finance/Administration

Risk

Business Environment Medium – May require changes to existing business processes.

Technical Environment Low– Proven and previously implemented Technology

Assumptions

Staffing

<u>Role:</u>	<u>Name</u>	<u>% Allocation</u>
Project Sponsor:	L. Vanpelt	
Project Director:	Linda Spiekerman-Harvey	
Project Manager:	Chithra Chakrapani	
Data Base Administrator:		
Source System Expert:		
Business Analyst:	Judi Lockart	
Programmer Analyst:	Bill Shurkey	

Facilities ☐ N/A

Technical ☐ N/A

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Funding ∃ Management & Budget and Information Technology

Priority TBD

Constraints

∃ Resources are available for the hours specified

Exclusions

∃ N/A

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PROJECT PHASE AUTHORIZATION

Phase(s): all phases		
Total Estimated Systems Development	Hours: 260	Cost: \$31,720
Total Estimated Technical Systems (DB)	Hours:	Cost:
(NS)	Hours:	Cost:
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:	Cost:
Grand Total Estimated (division name goes here)	Hours:	Cost:

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PROJECT COMPLETION AUTHORIZATION

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