

Oakland County Department of Information Technology Project Scope and Approach

Project Name: eLearning System

Project ID: D97162EL

Leadership Group: Finance/Admin			
Department: Health & Human Services		Division: Health Division	
Project Sponsor: George Miller	Date Requested: 10/18/07	PM Customer No. 162	
Request Type:	<i><u>New Development</u></i>	<i>Enhancement</i>	<i>Customer Support</i>
	<i>Planned System Maintenance or Upgrade</i>		
IT Team Name: Land Implementation Services		IT Team No: 9	
Project Manager/Leader: Janet Brinker			
Account Number: 80310	Account Description: Health-Bioterrorism Unit	Customer Name:	Health
Grant Funded? <u>Yes</u> No	Mandate? Yes <u>No</u>		
Health – Bioterrorism Unit Grant 277		Mandate Source:	

Project Goal

To implement the Trivantis interactive training suite of products for Health and Human Services so that employees and volunteers can be effectively trained.

Business Objective 1:

To implement Lectora ProSuite, Lectora Integrator and Course Mill software on designated IT hardware.

Major Deliverables

- Detailed project plan to implement the above software
- Vendor Scope of Work
- Architecture diagram
- Implement Trivantis software
- Disaster Recovery Toolkit
- IT Customer Service Level Agreement
- Service Center Knowledge Documentation
- User acceptance testing
- User acceptance sign-off document

Approach

- Prepare scope of work and contract with Trivantis
- Conduct meetings with vendor to negotiate the scope of work
- Conduct meeting with vendor to determine necessary architecture and system set up
- Schedule tech review to confirm technical approach
- Finalize hardware costs and IT resources

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- Configure servers
- Install application

Benefits

Health – Bioterrorism Unit Grant 277

Impact

Number of Users 450

Divisions Oakland County Health Division & volunteers

Leadership Groups Finance/Admin

Risk

Business Environment Medium – Project will require some changes to existing business processes.

Technical Environment Medium - Previously implemented technologies with new aspects and/or new requirements.

Assumptions

Staffing

- IT Resources will be available for the hours indicated on detailed project plan.

Facilities

- Facilities will be available for IT staff at the IT building.

Technical

- Application will be installed and maintained on IT equipment.
-

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Funding

- Health – Bioterrorism Unit Grant 277

Other

-

Priority

TBD

Constraints

-
-

Exclusions

-

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PROJECT PHASE AUTHORIZATION

Phase(s): All	
Total Estimated Application Services	Hours: 304 Cost: \$37,087
Total Estimated Technical Systems	Hours: 22 Cost: \$ 1,952
Total Estimated eGovernment Services	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 eGovernment Services 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: 326	Cost: \$39,039
Preliminary Estimated Development for Future Phases	Hours:	Cost:
Grand Total Estimated Development	Hours: 326	Cost: \$39,039

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PROJECT COMPLETION AUTHORIZATION

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

ng System - Size Estimate (+/- 10% to 50%)

low Help

[All Resources]

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eLearning System - Size Estimate (+/- 10% to 50%)

Type	ID	Task Name	Estimated Hours	Estimated Cost	Estimate Notes
Phase	000000	PROJECT MANAGEMENT	70	\$8,539.99	
Phase	030000	DEFINE BUSINESS REQUIREMENTS	59	\$7,198.00	
Phase	050000	TECHNICAL DESIGN	48	\$5,367.99	
Phase	060000	SYSTEM IMPLEMENTATION	124	\$14,883.97	
Phase	070000	POST-IMPLEMENTATION SUPPORT	25	\$3,050.00	
			326	\$39,039.95	