



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

**Project Name: PSFT ePerformance Implementation**

**Project ID: DA6154EP**

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- Release product to customer

**Benefits**

*See Return on Investment (ROI) Analysis Document*

**Impact**

**Number of Users**

3,700 full-time eligible employees only

**Divisions**

All County Divisions

**Leadership Groups**

Finance/Administration

**Risk**

**Business Environment**

Medium – Project requires some change in Business Process

**Technical Environment**

Medium – Previously implemented technologies, new requirements

**Assumptions**

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

Other Staffing: additional staffing will be available as follows:

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

**Facilities**

- 
-

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**Technical**

- 
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**Funding**

- Information Technology
- 

**Other**

- 
- 

**Priority**

**Constraints**

- 
- 

**Exclusions**

- 
-

# Oakland County Department of Information Technology Project Scope and Approach

**Project Name: PSFT ePerformance Implementation**

**Project ID: DA6154EP**

## PROJECT PHASE AUTHORIZATION

<b>Phase(s): All Phases Preliminary Estimate</b>		
<b>Total Estimated Application Services</b>	<b>Hours: 311</b>	<b>Cost: \$37,942.00</b>
<b>Total Estimated Technical Systems</b>	<b>Hours:</b>	<b>Cost:</b>
<b>Total Estimated eGovernment Services</b>	<b>Hours:</b>	<b>Cost:</b>
<b>Total Estimated CLEMIS</b>	<b>Hours:</b>	<b>Cost:</b>
<b>Total Estimated Internal Services</b>	<b>Hours:</b>	<b>Cost:</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: 311</b>	<b>Cost: \$37,942.00</b>
<b>Preliminary Estimated Development for Future Phases</b>	<b>Hours:</b>	<b>Cost:</b>
<b>Grand Total Estimated Development</b>	<b>Hours: 311</b>	<b>Cost: \$37,942.00</b>

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**Project Name: PSFT ePerformance Implementation**

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## PROJECT COMPLETION AUTHORIZATION

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

The screenshot shows the 'Open Workbench' application window with a table of project phases and their estimated hours and costs. The table is titled 'Size Estimate (+/- 10% to 50%)' and includes a 'Scope Change' row at the bottom.

Type	ID	Task Name	Estimated Hours	Estimated Cost	Estimate Notes
Phase	000000	PROJECT MANAGEMENT	70	\$8,540.00	
Phase	010000	INITIAL SURVEY			
Phase	030000	BUSINESS AREA REQUIREMENTS	24	\$2,928.00	
Phase	040000	BUSINESS SYSTEM DESIGN	24	\$2,928.00	
Phase	050000	TECHNICAL DESIGN	111	\$13,542.00	
Phase	060000	PROGRAMMING	48	\$5,856.00	
Phase	070000	IMPLEMENTATION	10	\$1,220.00	
Phase	080000	POST IMPLEMENTATION SUPPORT	24	\$2,928.00	
Scope Change			311	\$37,942.00	

**Oakland County**  
**PSFT ePerformance Implementation**  
 Return on Investment Analysis  
*Project Summary*

Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
<b>Benefits/Savings:</b>							
Tangible Benefits Subtotal:	205,920	210,038	214,239	218,524	222,894	227,352	1,298,968
Cost Avoidance Subtotal:	0	0	0	0	0	0	0
<b>Costs:</b>							
Development Services Subtotal:	37,942	0	0	0	0	0	37,942
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
<b>Annual Statistics:</b>							
Annual Total Savings	205,920	210,038	214,239	218,524	222,894	227,352	1,298,968
Annual Total Costs	37,942	0	0	0	0	0	37,942
Annual Return on Investment	167,978	210,038	214,239	218,524	222,894	227,352	1,261,026
Annual Costs/Savings Ratio	18.43%	0.00%	0.00%	0.00%	0.00%	0.00%	
<b>Project Cumulative Statistics:</b>							
Cumulative Total Savings	205,920	415,958	630,198	848,722	1,071,616	1,298,968	1,298,968
Cumulative Total Costs	37,942	37,942	37,942	37,942	37,942	37,942	37,942
Cumulative Return on Investment	167,978	378,016	592,256	810,780	1,033,674	1,261,026	1,261,026
Cumulative Cost/Savings Ratio	18.43%	9.12%	6.02%	4.47%	3.54%	2.92%	2.92%
Year Positive Payback Achieved	Year 1						Year 1
State or Federal Mandate?							
<b>Signatures:</b>							
Benefits Reviewed By Project Sponsor	Date: _____						
Costs (including IT Resources) Reviewed By Information Technology Project Manager	Date: _____						
Costs (including IT Resources) Reviewed By Technical Services Manager	Date: _____						

**Oakland County**  
**PSFT ePerformance Implementation**  
 Return on Investment Analysis

Benefit/Savings Description	Project Savings Category	<i>Savings Detail</i>			Rate per Unit	Total Savings	Annual Multiplier
		Budget Category/Funding Source	Unit Desc	Units			
Staff time (Dept Emp Records and HR Rec Clks) reallocation due to efficiency enhancements via online performance evaluation forms and automatic notification alerts. Eliminate paper evaluation forms.	Tangible Benefit		HR	3,120	23	71,760	1.020
Time savings due to workflow which allows the evaluation to move from supervisor to supervisor to manager to employee and to HR for final approval.	Tangible Benefit		HR	3,120	43	134,160	1.020
Managers and supervisors can access reports that show performance review summary status, reports of missing documents, and online graphs of review rating distributions of defined groups of employees. These tools will benefit the County by driving business results by lining individual goals to business goals.	Intangible Benefit						
						0	
Reassign support staff to other tasks						0	
						0	

**Oakland County**  
**PSFT ePerformance Implementation**  
 Return on Investment Analysis

Benefit/Savings Description	Project Savings Category	Affects Project ROI						Potential Savings Extensions					
		Y1	Y2	Y3	Y4	Y5	Y6	Y1	Y2	Y3	Y4	Y5	Y6
Staff time (Dept Emp Records and HR Rec Clks) reallocation due to efficiency enhancements via online performance evaluation forms and automatic notification alerts. Eliminate paper evaluation forms.	Tangible Benefit	X	X	X	X	X	X	71,760	73,195	74,659	76,152	77,675	79,229
Time savings due to workflow which allows the evaluation to move from supervisor to supervisor to manager to employee and to HR for final approval.	Tangible Benefit	x	x	x	x	x	x	134,160	136,843	139,580	142,372	145,219	148,123
Managers and supervisors can access reports that show performance review summary status, reports of missing documents, and online graphs of review rating distributions of defined groups of employees. These tools will benefit the County by driving business results by lining individual goals to business goals.	Intangible Benefit												
Reassign support staff to other tasks													

**Oakland County**  
**PSFT ePerformance Implementation**  
 Return on Investment Analysis

Benefit/Savings Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
<b>Tangible Benefit:</b>							
Staff time (Dept Emp Records and HR Rec Clks) reallocation due to efficiency enhancements via online performance evaluation forms and automatic notification alerts. Eliminate paper evaluation forms.	71,760	73,195	74,659	76,152	77,675	79,229	452,671
Time savings due to workflow which allows the evaluation to move from supervisor to supervisor to manager to employee and to HR for final approval.	134,160	136,843	139,580	142,372	145,219	148,123	846,298
Managers and supervisors can access reports that show performance review summary status, reports of missing documents, and online graphs of review rating distributions of defined groups of employees. These tools will benefit the County by driving business results by lining individual goals to business goals.							
Reassign support staff to other tasks							
<i>Tangible Benefits Subtotal:</i>	<b>205,920</b>	<b>210,038</b>	<b>214,239</b>	<b>218,524</b>	<b>222,894</b>	<b>227,352</b>	<b>1,298,968</b>
<b>Cost Avoidance:</b>							

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 Return on Investment Analysis

Benefit/Savings Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
<i>Cost Avoidance Subtotal:</i>							
<b>Savings Total:</b>	<b>205,920</b>	<b>210,038</b>	<b>214,239</b>	<b>218,524</b>	<b>222,894</b>	<b>227,352</b>	<b>1,298,968</b>

**Oakland County**  
**PSFT ePerformance Implementation**  
Return on Investment Analysis

Cost Description	Project Cost Category	<i>Cost Detail</i>			Rate per Unit	Total Cost	Annual Multiplier
		Budget Category/Funding Source	Unit Desc	Units			
IT Hours - New Development	Development Svcs			311	122	37,942	
IT Hours - System Maintenance	Development Svcs			0	122	0	
User Hours - New Development	Development Svcs					0	
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	
Package Software - Acquisition	Software					0	
Package Software - Maintenance	Software					0	
Business Objects Access	Software					0	
Term Emulation SFTW-Acquisition	Software					0	

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Cost Description	Project Cost Category	<i>Cost Detail</i>			Rate per Unit	Total Cost	Annual Multiplier
		Budget Category/Funding Source	Unit Desc	Units			
Term Emulation SFTW-Maintenance	Software					0	
Server - Acquisition/Upgrade	Infrastructure					0	
Server - Maintenance	Infrastructure					0	
Server Sftwre - Acquisition/Upgrade	Infrastructure					0	
Server Sftwre - Maintenance	Infrastructure					0	
TBD	Infrastructure					0	
TBD	Infrastructure					0	
TBD	Infrastructure					0	
TBD	Infrastructure					0	
Internet Access	Infrastructure				180	0	
Project Staff Training	Training					0	
User Training	Training					0	
						0	
						0	
						0	
						0	
						0	

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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 - New Development	Development Svcs	X						37,942						
IT Hours - System Maintenance	Development Svcs													
User Hours - New Development	Development Svcs													
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													
Package Software - Acquisition	Software													
Package Software - Maintenance	Software													
Business Objects Access	Software													
Term Emulation SFTW-Acquisition	Software													

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Cost Description	Project Cost Category	Affects Project ROI?						Potential Cost Extensions					
		Y1	Y2	Y3	Y4	Y5	Y6	Y1	Y2	Y3	Y4	Y5	Y6
Term Emulation SFTW-Maintenance	Software												
Server - Acquisition/Upgrade	Infrastructure												
Server - Maintenance	Infrastructure												
Server Sftwre - Acquisition/Upgrade	Infrastructure												
Server Sftwre - Maintenance	Infrastructure												
TBD	Infrastructure												
TBD	Infrastructure												
TBD	Infrastructure												
TBD	Infrastructure												
Internet Access	Infrastructure												
Project Staff Training	Training												
User Training	Training												

**Oakland County**  
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 Return on Investment Analysis  
*Cost Summary*

Cost Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
<b>Development Services:</b>							
IT Hours - New Development	37,942						37,942
IT Hours - System Maintenance							
User Hours - New Development							
User Hours - PTNE/OT							
Contractor Professional Services							
<i>Development Services Subtotal:</i>	<b>37,942</b>						<b>37,942</b>
<b>Hardware:</b>							
<i>Hardware Subtotal:</i>							
<b>Software:</b>							
<i>Software Subtotal:</i>							
<b>Infrastructure:</b>							
<i>Infrastructure Subtotal</i>							
<b>Training:</b>							
<i>Training Subtotal:</i>							
<b>Other:</b>							
<i>Other Subtotal:</i>							

**Oakland County**  
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 Return on Investment Analysis  
*Cost Summary*

Cost Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
<b>Costs Total:</b>	<b>37,942</b>						<b>37,942</b>

