

Oakland County Department of Information Technology Project Scope and Approach

Project Name: Record Retention File Import

Project ID: DA7138FI

Leadership Group: Finance/Admin			
Department: Central Services		Division: Support Services	
Project Sponsor: Todd Birkle	Date Requested: 06/25/06	PM Customer No. 138	
Request Type:	<u><i>New Development</i></u>	<i>Enhancement</i>	<i>Customer Support</i>
	<i>Planned System Maintenance or Upgrade</i>		
IT Team Name: Land Management		IT Team No: A	
Project Manager/Leader: Gerald Cadreau			
Account Number:	Account Description:	Rec-New Development	Customer Name: Central Services-Support Services
Grant Funded? Yes <u>No</u>	Mandate? Yes <u>No</u>	Mandate Source:	

Project Goal

To implement a system that imports Court records into the new Record Retention System (OmniRIM) in the Oakland County Department of Central Services so that labor efficiencies can be increased , by April 2007.

Business Objective

To create an environment that allows scheduled imports of Court Record information into the OmniRIM database.

Major Deliverables

- Request for proposal document
- Package selection Criteria document
- List of Finalists
- Selected Software
- Detail Project plan to Implement the software
- New Records Management System

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Approach

- Review current system and conduct needs assessment with customer
- Determine import process
- Determine if existing courts record system should be converted to OmniRIM
- Write system requirements
- Determine system architecture
- Develop new system
- Test new system
- Train users on new system
- Release new system into production

Benefits

See Return on Investment (ROI) Analysis Document

Impact

Number of Users

10=20 Users

Divisions

Department of Central Services

Leadership Groups

Finance/Admin

Risk

Business Environment

Medium Project will require some changes to existing business processes. Previously implemented technologies with new aspects and/or new requirements.

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Technical Environment

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

Assumptions

Staffing IT staffing: IT Resources will be available for the hours indicated per the attached project plan. Other staffing: Additional staffing will be available as follows:

<u>Role:</u>	<u>Name</u>	<u>Hours per Day</u>
Project Sponsor:		As Needed

Facilities

Information Technology Meeting Rooms will be available as needed.

Technical

The existing Courts Record system will need to have an automated export process to the current OmniRIM database.

Funding

-

Other

-

Priority

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Constraints

N/A

Exclusions

-
-

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PROJECT PHASE AUTHORIZATION

Phase(s): PM, Business/Technical, Implementation & Post Implementation Support	
Total Estimated Application Services	Hours: 128 Cost: \$ 15,616
Total Estimated Technical Systems	Hours: 22 Cost: \$ 976
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 Resource Manager Approval:	Date:
IT Resource 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 Development (see above)	Hours: 150 Cost: 16,592
Previously Authorized Development	Hours: Cost: \$
Grand Total Estimated Development	Hours: 150 Cost: 16,592

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PROJECT COMPLETION AUTHORIZATION

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

Open Workbench - [Records Retention File Import - Size Estimate (+/- 10% to 50%)]

File Edit View Tools Window Help

[All Resources]

Type	ID	Task Name	Estimated Hours	Estimated Cost	Estimate Notes
Phase	000000	PROJECT MANAGEMENT	90	\$10,980.00	
Phase	040000	BUSINESS SYSTEM DESIGN	23	\$2,074.00	
Phase	050000	TECHNICAL DESIGN	7	\$366.00	
Phase	070000	IMPLEMENTATION	14	\$1,464.00	
Phase	080000	POST IMPLEMENTATION SUPPORT	16	\$1,708.00	
			150	\$16,592.00	

For Help, press F1

Task Type not equal to Milestone

NUM

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Return on Investment Analysis

Project Summary

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:	24,840	25,585	26,353	27,143	27,958	28,796	160,675
Costs:							
Development Services Subtotal:	27,601	0	0	0	0	0	27,601
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
Annual Statistics:							
Annual Total Savings	24,840	25,585	26,353	27,143	27,958	28,796	160,675
Annual Total Costs	27,601	0	0	0	0	0	27,601
Annual Return on Investment	(2,761)	25,585	26,353	27,143	27,958	28,796	133,074
Annual Costs/Savings Ratio	111.12%	0.00%	0.00%	0.00%	0.00%	0.00%	
Project Cumulative Statistics:							
Cumulative Total Savings	24,840	50,425	76,778	103,921	131,879	160,675	160,675
Cumulative Total Costs	27,601	27,601	27,601	27,601	27,601	27,601	27,601
Cumulative Return on Investment	(2,761)	22,824	49,177	76,320	104,278	133,074	133,074
Cumulative Cost/Savings Ratio	111.12%	54.74%	35.95%	26.56%	20.93%	17.18%	17.18%
Year Positive Payback Achieved		Year 2					Year 2
State or Federal Mandate?							
Signatures:							
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: _____						

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Return on Investment Analysis

Cost Detail

Cost Description	Project Cost Category	Budget Category/Funding Source	Unit Desc	Units	Rate per Unit	Total Cost	Annual Multiplier
IT Hours - New Development	Development Svcs		HR	149	122	18,178	1.000
IT Hours - Tech Hours	Development Svcs		HR	1	123	123	1.000
IT Hours - Tech Hours	Development Svcs		HR			0	1.000
User Hours - PTNE/OT	Development Svcs					0	
Contractor Professional Services	Development Svcs		HR	22	150	3,300	1.000
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 Detail

Cost Description	Project Cost Category	Budget Category/Funding Source	Unit Desc	Units	Rate per Unit	Total Cost	Annual Multiplier
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		HR	40	150	6,000	1.000
User Training	Training					0	
						0	
						0	
						0	
						0	
						0	

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Cost Detail

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						18,178						
IT Hours - Tech Hours	Development Svcs	X						123						
IT Hours - Tech Hours	Development Svcs													
User Hours - PTNE/OT	Development Svcs													
Contractor Professional Services	Development Svcs	X						3,300						
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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Return on Investment Analysis

Cost Detail

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	X						6,000					
User Training	Training												

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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
Development Services:							
IT Hours - New Development	18,178						18,178
IT Hours - Tech Hours	123						123
IT Hours - Tech Hours							
User Hours - PTNE/OT							
Contractor Professional Services	3,300						3,300
Project Staff Training	6,000						6,000
<i>Development Services Subtotal:</i>	27,601						27,601
Hardware:							
<i>Hardware Subtotal:</i>							
Software:							
<i>Software Subtotal:</i>							
Infrastructure:							
<i>Infrastructure Subtotal</i>							
Training:							
<i>Training Subtotal:</i>							
Other:							
<i>Other Subtotal:</i>							

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Cost Summary

Cost Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Costs Total:	<i>27,601</i>						<i>27,601</i>

