

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

Project Name: Salary Forecast Program Enhancements

Project ID: DA7126SF

Leadership Group: Finance/Admin			
Department: Management and Budget		Division: Fiscal Services	
Project Sponsor: Art Holdsworth	Date Requested: July 10, 2007	PM Customer No. 126	
Request Type:	<i>New Development</i>	<u>Enhancement</u>	<i>Customer Support</i>
	<i>Planned System Maintenance or Upgrade</i>		
IT Team Name: Finance/Admin		IT Team No: A	
Project Manager/Leader: Chithra Chakrapani			
Account Number: 44023	Account Description: FS-System Enhancements	Customer Name:	Fiscal Services
Grant Funded? Yes	No	Mandate? Yes	No
		Mandate Source:	

Project Goal

To evaluate and re-write the existing Salary and Fringe Benefit Forecast program so that improved accuracy in forecasting salaries and fringe benefits for future budget periods can be achieved, and known deficiencies with the current salary forecast program can be corrected.

Business Objective

To include "Blue Cross Illustrative Rates" in forecasting fringe benefits.

Major Deliverables

- A more accurate Salary and Fringe Benefit forecast report

Approach

- Modify Salary and Fringe Benefit forecasting program to include Blue Cross Illustrative rates from the Benefit module rather than Parameter input
- Evaluate how the default benefit package for 'vacant' positions is calculated currently and update accordingly.

Business Objective

Correct known problems with the current Salary and Fringe Benefit forecast program.

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Major Deliverables

- Accurate processing of 'Merit Date' function in the existing Salary and Fringe Benefit Forecast program for incrementing employees to the next pay level for a given time span.
- Accurate reporting of "Life and Accidental Death and Dismemberment" (L/ADD).
- Documentation of how under-filled/over-filled positions are currently calculated and recommendation of changes if necessary.
- Decision on whether HR combo-codes or Payroll speed type should be used for populating the salary forecast.
- Accurate accounting of Part-Time-Non-Eligible positions for salary forecast

Approach

- Review the 'Merit Date' function in the existing Salary and Fringe Benefit Forecast program to ensure it is working correctly for incrementing employees to the next pay level for a given time span. Review the calculation of "Life and Accidental Death and Dismemberment" (L/ADD).
- Evaluate the logic associated with the use of the 'under-fill/over-fill' flags; determine if under-filled/over-filled or multi-filled positions are being properly calculated and determine if changes are necessary.
- Review the HR combo-codes where employees are defaulted and budgeted as opposed to Payroll speed type codes where positions are currently being charged; determine which codes should be used for populating the salary forecast.
- Evaluate the calculation of Part-Time-Non-Eligible positions for correct amount of hours. The majority of these positions are '1000-hour' positions, however the Sheriff's Department has '1600-hour' positions which are not being properly calculated.

Business Objective

Make modifications to the existing Salary and Fringe Benefit Forecast program.

Major Deliverables

- Modified screen to input Bargaining Units and a variable percentage for use in calculating salaries and fringes.
- A 'freeze-file' to allow costing of potential departmental reorganizations.
- Provision for incrementing salary steps for future years position budgeting, i.e. based on merit dates calculate Sheriff salaries for the next five years.

Approach

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- Create a field on the input screen to select Bargaining Units and enter a variable percentage for use in calculating salaries and fringes
- Provide for a 'freeze-file' capability to allow costing of potential departmental reorganizations.

Benefits

See Return on Investment (ROI) Analysis Document

Impact

Number of Users

10

Divisions

Fiscal Services - Budget

Leadership Groups

Finance/Admin

Risk

- **Business Environment** **Low** – Little or no impact to existing Business Process
- **Technical Environment** **Low** - proven and previously implemented technologies

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:

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

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Facilities

- N/A

Technical

- N/A

Funding

-

Other

-

Priority

Constraints

-

Exclusions

- New requirements will not be part of this project
-

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Project Scope and Approach**

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PROJECT PHASE AUTHORIZATION

Phase(s):	
Total Estimated Application Services	Hours: 506 Cost: \$61,732
Total Estimated Technical Systems	Hours: Cost:
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:	Cost:
Preliminary Estimated Development for Future Phases	Hours: 506	Cost: \$61,732
Grand Total Estimated Development	Hours: 506	Cost: \$61,732

Oakland County Department of Information Technology Project Scope and Approach

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PROJECT COMPLETION AUTHORIZATION

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

The screenshot shows the 'Open Workbench' application window. The title bar reads 'Open Workbench - [Salary Forecast Program Enhancements - Size Estimate (+/- 10% to 50%)]'. The main window displays a table with the following data:

Type	ID	Task Name	Estimated Hours	Estimated Cost	Estimate Notes
Phase	000000	PROJECT MANAGEMENT	114	\$13,908.	
Phase	060000	PROGRAMMING	374	\$45,628.	
Phase	070000	IMPLEMENTATION PHASE	12	\$1,464.0	
Phase	080000	POST IMPLEMENTATION PHASE	6	\$732.00	
			506	\$61,732.00	

The left sidebar contains a 'Favorites' section with 'Size Estimates' selected. Below it are icons for 'Size Estimate - Scope Change Management', 'Size Estimate (+/- 10% to 50%)', and 'Size Estimates - Tech Resource Hours/\$'. A list of project management tasks is visible at the bottom of the sidebar, including Master Planning, Customer Reporting, Status Reporting, Closed Project, Variance Reporting, Scope Change, Enhancement Budget, Assurance & Compliance, Weekly Analysis, Weekly Tracking, Project Approval Packet, Mini Project Approval, and Project Renegotiation.

The Windows taskbar at the bottom shows the Start button and several open applications: 'Clarity :: Project Properti...', 'My Documents', 'Open Workbench - [S...', 'DA7126SF.doc - Microso...', and 'Microsoft Excel - DA7126...'. The system clock shows 3:00 PM.

Oakland County Salary Forecast Program Enhancements

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:	2,243,500	2,355,675	2,473,459	2,597,132	2,726,988	2,863,338	15,260,091
Cost Avoidance Subtotal:	38,400	0	0	0	0	0	38,400
Costs:							
Development Services Subtotal:	71,911	0	0	0	0	0	71,911
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	2,281,900	2,355,675	2,473,459	2,597,132	2,726,988	2,863,338	15,298,491
Annual Total Costs	71,911	0	0	0	0	0	71,911
Annual Return on Investment	2,209,989	2,355,675	2,473,459	2,597,132	2,726,988	2,863,338	15,226,580
Annual Costs/Savings Ratio	3.15%	0.00%	0.00%	0.00%	0.00%	0.00%	
Project Cumulative Statistics:							
Cumulative Total Savings	2,281,900	4,637,575	7,111,034	9,708,165	12,435,154	15,298,491	15,298,491
Cumulative Total Costs	71,911	71,911	71,911	71,911	71,911	71,911	71,911
Cumulative Return on Investment	2,209,989	4,565,664	7,039,123	9,636,254	12,363,243	15,226,580	15,226,580
Cumulative Cost/Savings Ratio	3.15%	1.55%	1.01%	0.74%	0.58%	0.47%	0.47%
Year Positive Payback Achieved	Year 1						Year 1
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: _____						

Oakland County Salary Forecast Program Enhancements

Return on Investment Analysis
Savings Detail

Benefit/Savings Description	Project Savings Category	Budget Category/Funding Source	Unit Desc	Units	Rate per Unit	Total Savings	Annual Multiplier
Increased accuracy of Fringe Benefit Forecast (Estimated 1/4% increase in GFGP accuracy based on 2008 County Executive Recommended Budget), and based on recent disclosure on 2nd Quarter forecast regarding deficiency in Sheriff Dept Budget relative to inaccurate budgeting of fringe benefits/cost avoidance	Tangible Benefit	44023 FS-System Enhancements	EA	1	2,243,500	2,243,500	1.050
						0	
						0	
						0	
						0	
Cost avoidance of not having to hire another implementer to complete the HR portion of OutlookSoft	Cost Avoidance		EA	1	38,400	38,400	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	

Oakland County Salary Forecast Program Enhancements

Return on Investment Analysis
Savings Detail

Benefit/Savings Description	Project Savings Category	Budget Category/Funding Source	Unit Desc	Units	Rate per Unit	Total Savings	Annual Multiplier
						0	
						0	
						0	
						0	
						0	
						0	

Oakland County Salary Forecast Program Enhancements

Return on Investment Analysis
Savings Detail

Benefit/Savings Description	Project Savings Category	Affects Project ROI?						Potential Savings Extensions					
		Y1	Y2	Y3	Y4	Y5	Y6	Y1	Y2	Y3	Y4	Y5	Y6
Increased accuracy of Fringe Benefit Forecast (Estimated 1/4% increase in GFGP accuracy based on 2008 County Executive Recommended Budget), and based on recent disclosure on 2nd Quarter forecast regarding deficiency in Sheriff Dept Budget relative to inaccurate budgeting of fringe benefits/cost avoidance	Tangible Benefit	x	x	x	x	x	x	2,243,500	2,355,675	2,473,459	2,597,132	2,726,988	2,863,338
Cost avoidance of not having to hire another implementer to complete the HR porition of OutlookSoft	Cost Avoidance	x						38,400					

Oakland County Salary Forecast Program Enhancements

Return on Investment Analysis

Savings Detail

Benefit/Savings Description	Project Savings Category	Affects Project ROI?						Potential Savings Extensions						
		Y1	Y2	Y3	Y4	Y5	Y6	Y1	Y2	Y3	Y4	Y5	Y6	

Oakland County Salary Forecast Program Enhancements

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	155	122	18,910	
IT Hours - System Maintenance	Development Svcs		HR	0	122	0	
User Hours - New Development	Development Svcs					0	
User Hours - PTNE/OT	Development Svcs					0	
Contractor Professional Services	Development Svcs		HR	351	151	53,001	
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	

Oakland County Salary Forecast Program Enhancements

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
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	

Oakland County Salary Forecast Program Enhancements

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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						18,910						
IT Hours - System Maintenance	Development Svcs													
User Hours - New Development	Development Svcs													
User Hours - PTNE/OT	Development Svcs													
Contractor Professional Services	Development Svcs	X						53,001						
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													

Oakland County Salary Forecast Program Enhancements

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												
User Training	Training												

Oakland County Salary Forecast Program Enhancements
 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	18,910						18,910
IT Hours - System Maintenance							
User Hours - New Development							
User Hours - PTNE/OT							
Contractor Professional Services	53,001						53,001
<i>Development Services Subtotal:</i>	71,911						71,911
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>							
Costs Total:	71,911						71,911

