

# Oakland County Department of Information Technology Project Scope and Approach

**Project Name: Wellness Subscription Services**

**Project ID: DA8155SS**

<b>Leadership Group: Financial/Admin</b>			
<b>Department: Human Resources</b>		<b>Division: General</b>	
<b>Project Sponsor: Nancy Scarlet</b>	<b>Date Requested: 01/22/2008</b>	<b>PM Customer No. 155</b>	
<b>Request Type: New Development</b>			
<b>IT Team Name: Finance/Admin</b>		<b>IT Team No: A</b>	
<b>Project Manager/Leader: Chithra Chakrapani</b>			
<b>Account Number: 96002</b>	<b>Account Description: Human Res. - Personnel</b>	<b>Customer Name: Human Resources</b>	
<b>Grant Funded? No</b>		<b>Mandate? No</b>	<b>Mandate Source:</b>

## **Project Goal**

To develop an email subscription service for Oakland County employees to register to receive daily and/or weekly health and fitness email reminders throughout the duration of the OakFit Wellness Program with an option to unsubscribe at any time, so that increases will be made in the number of visits to the Wellness website, the awareness of Wellness programs, and in participation rates.

## **Business Objective**

To deliver a Wellness application to meet the business requirements needs and timelines provided.

### **Major Deliverables**

- Detailed Project Plan
- Application and/or System Requirements
- Disaster Recovery Toolkit

### **Approach**

- Develop Detailed Project Plan
- Conduct needs assessment with customer
- Write system requirements
- Attend technical review Meeting
- Determine and document system architecture and diagram
- Develop prototype
- Receive user acceptance of system design
- Develop new system
- Test new system

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- Acquire User Acceptance Sign off
- Conduct Change Control
- Develop Disaster Recovery Toolkit
- Release new system into production

## **Business Objective**

Provide Oakland County employees the convenience of subscribing and receiving automatic Wellness related email notifications via Outlook and/or webmail with links to the OakFit website.

### **Major Deliverables**

Registration Page

Unsubscribe

Administrator Page

### **Approach**

- Create a registration page by asking simple questions regarding the frequency of emails preferred and email address to use.
- Allow employees to change frequency preferences.
- Allow employees to unsubscribe at any time.
- Provide Administrator access to view subscription details of applicants and to write email text and unsubscribe employees.

## **Business Objective**

Provide Wellness administrators reports that will track number of active subscribers, participation and preferred frequency of users.

### **Major Deliverables**

Administrator Reports

### **Approach**

- Work with Wellness administrators to determine reports needed.
- Develop Reports.

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**Benefits**

*See Return on Investment (ROI) Analysis Document*

**Impact**

**Number of Users**     Anticipating approximately 800 employees to participate this year.

**Divisions**             All

**Leadership Groups**   Finance/Admin

**Risk**

**Business Environment**     Low – Little or no impact to existing business processes.

**Technical Environment**     Low – Proven and Previously Implemented Technologies

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**Assumptions**

**Staffing** IT Staffing: resources will be available for the hours indicated per the 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:	Nancy Scarlet	As needed
Planning Team Members	Kari Schmalzel Dawn Smith	As needed

**Facilities**

- 

**Technical**

- 

**Funding**

- Information technology Funding

**Other**

- 

**Priority**

**Constraints**

- 
- 

**Exclusions**

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**PROJECT PHASE AUTHORIZATION**

<b>Phase(s): All Phases</b>		
<b>Total Estimated Application Services</b>	<b>Hours: 617</b>	<b>Cost: \$75,274</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 Management Approval:</b>		
Approved:            Yes            No		Date:
Reason:		
<b>Project Sponsor Approval:</b>		
Title:		Date:

**PROJECT SUMMARY**

<b>Authorized Development (see above)</b>	<b>Hours:</b>	<b>Cost:</b>
<b>Preliminary Estimated Development for Future Phases</b>	<b>Hours: 617</b>	<b>Cost: \$75,274</b>
<b>Grand Total Estimated Development</b>	<b>Hours: 617</b>	<b>Cost: \$75,274</b>

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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 size estimates. The table has columns for Type, ID, Task Name, Estimated Hours, Estimated Cost, and Estimate Notes. The data is as follows:

Type	ID	Task Name	Estimated Hours	Estimated Cost	Estimate Notes
Phase	000000	PROJECT MANAGEMENT	139	\$16,958.	
Phase	030000	BUSINESS AREA REQUIREMENTS	48	\$5,856.0	
Phase	040000	BUSINESS SYSTEM DESIGN	29	\$3,538.0	
Phase	050000	TECHNICAL DESIGN	19	\$2,318.0	
Phase	060000	PROGRAMMING	344	\$41,968.	
Phase	070000	IMPLEMENTATION	19	\$2,318.0	
Phase	080000	POST IMPLEMENTATION SUPPORT	19	\$2,318.0	
			617	\$75,274.00	

The software interface includes a menu bar (File, Edit, View, Tools, Window, Help), a toolbar, and a sidebar with various project management tools like 'Size Estimates', 'Master Planning', and 'Customer Reporting'. The task type is set to 'All Resources'.

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 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:	0	0	0	0	0	0	0
Cost Avoidance Subtotal:	0	0	0	0	0	0	0
<b>Costs:</b>							
Development Services Subtotal:	75,274	2,440	2,440	2,440	2,440	2,440	87,474
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	0	0	0	0	0	0	0
Annual Total Costs	75,274	2,440	2,440	2,440	2,440	2,440	87,474
Annual Return on Investment	(75,274)	(2,440)	(2,440)	(2,440)	(2,440)	(2,440)	(87,474)
Annual Costs/Savings Ratio	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Project Cumulative Statistics:</b>							
Cumulative Total Savings	0	0	0	0	0	0	0
Cumulative Total Costs	75,274	77,714	80,154	82,594	85,034	87,474	87,474
Cumulative Return on Investment	(75,274)	(77,714)	(80,154)	(82,594)	(85,034)	(87,474)	(87,474)
Cumulative Cost/Savings Ratio	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Year Positive Payback Achieved							NO PAYBACK
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: _____						

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 Return on Investment Analysis  
 Savings Detail

<b>Benefit/Savings Description</b>	<b>Project Savings Category</b>	<b>Budget Category/Funding Source</b>	<b>Unit Desc</b>	<b>Units</b>	<b>Rate per Unit</b>	<b>Total Savings</b>	<b>Annual Multiplier</b>
Eliminate need to keep manual lists of employees requesting to be included on group emails	Cost Avoidance	Human Resource - 96000	HR	0	26	0	1.040
Anticipate increased hits to OakFit website disseminating more info into the hands of employees	Cost Avoidance	Human Resource - 96000				0	
Advertise frequent activities to increase participation in health and fitness events	Cost Avoidance	Human Resource - 96000				0	
Anticipate increased participation which could potentially reduce health care costs	Cost Avoidance	Human Resource - 96000				0	
One time development costs but can be used repeatly with minimal support	Cost Avoidance	Human Resource - 96000				0	

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 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
Eliminate need to keep manual lists of employees requesting to be included on group emails	Cost Avoidance	X	X	X	X	X	X	0	0	0	0	0	0
Anticipate increased hits to OakFit website disseminating more info into the hands of employees	Cost Avoidance												
Advertise frequent activities to increase participation in health and fitness events	Cost Avoidance												
Anticipate increased participation which could potentially reduce health care costs	Cost Avoidance												
One time development costs but can be used repeatly with minimal support	Cost Avoidance												

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 Savings Detail

<b>Benefit/Savings Description</b>	<b>Project Savings Category</b>	<b>Savings Categories</b>	<b>Unit Desc Entries</b>			
Eliminate need to keep manual lists of employees requesting to be included on group emails	Cost Avoidance	Tangible Benefit	ANN			
Anticipate increased hits to OakFit website disseminating more info into the hands of employees	Cost Avoidance	Cost Avoidance	EA			
Advertise frequent activities to increase participation in health and fitness events	Cost Avoidance		HR			
Anticipate increased participation which could potentially reduce health care costs	Cost Avoidance					
One time development costs but can be used repeatly with minimal support	Cost Avoidance					



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

<b>Cost Description</b>	<b>Project Cost Category</b>	<b>Budget Category/Funding Source</b>	<b>Unit Desc</b>	<b>Units</b>	<b>Rate per Unit</b>	<b>Total Cost</b>	<b>Annual Multiplier</b>
IT Hours - New Development	Development Svcs	96002 - Human Res. - Personnel	HR	617	122	75,274	
IT Hours - System Maintenance	Development Svcs	96002 - Human Res. - Personnel	ANN	20	122	2,440	
User Hours - New Development	Development Svcs	96002 - Human Res. - Personnel				0	
User Hours - PTNE/OT	Development Svcs	96002 - Human Res. - Personnel				0	
Contractor Professional Services	Development Svcs	96002 - Human Res. - Personnel				0	

**Oakland County**  
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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						75,274						
IT Hours - System Maintenance	Development Svcs		X	X	X	X	X		2,440	2,440	2,440	2,440	2,440	
User Hours - New Development	Development Svcs													
User Hours - PTNE/OT	Development Svcs													
Contractor Professional Services	Development Svcs													

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 Cost Detail

<b>Cost Description</b>	<b>Project Cost Category</b>	<b>Cost Categories</b>	<b>Unit Desc Entries</b>				
IT Hours - New Development	Development Svcs	Development Svcs	ANN				
IT Hours - System Maintenance	Development Svcs	Hardware	EA				
User Hours - New Development	Development Svcs	Software	HR				
User Hours - PTNE/OT	Development Svcs	Infrastructure					
Contractor Professional Services	Development Svcs	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
<b>Development Services:</b>							
IT Hours - New Development	75,274						75,274
IT Hours - System Maintenance		2,440	2,440	2,440	2,440	2,440	12,200
User Hours - New Development							
User Hours - PTNE/OT							
Contractor Professional Services							
<i>Development Services Subtotal:</i>	<b>75,274</b>	<b>2,440</b>	<b>2,440</b>	<b>2,440</b>	<b>2,440</b>	<b>2,440</b>	<b>87,474</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>							
<b>Costs Total:</b>	<b>75,274</b>	<b>2,440</b>	<b>2,440</b>	<b>2,440</b>	<b>2,440</b>	<b>2,440</b>	<b>87,474</b>

