

Oakland County Department of Information Technology Project Scope and Approach

Project Name: Health - Flu Clinic

Project ID:D96162FC

Leadership Group: Governmental Services			
Department: Human Services		Division: Health	
Project Sponsor: George Miller	Date Requested: 06/28/06	PM Customer No.9	
Request Type: New Development			
IT Team Name: Governmental Services		IT Team No: 9	
Project Manager/Leader: Janet Brinker			
Account Number: 80900	Account Description: CRI Grant	Customer Name:	Health Division
Grant Funded? Yes	Mandate? No	Mandate Source:	

Project Goal

To allow Oakland County residents to pre-register through the Oakland County website for the upcoming flu clinics so they can be directed to the nearest clinic and given the opportunity to obtain their shot before the clinic opens to the public on October 21st, 2006 by November 2nd, 2006.

Business Objective

Provide a web application for Oakland County residents to pre-register for the upcoming flu clinics by paying for their shot(s) via credit card or planned billing of Medicare and/or Medicaid.

Major Deliverables

Registration Page
Credit Card Processing
Printing of Consent form

Approach

- Create a registration page by asking required client information for the consent form including Medicare and Medicaid information, if applicable.
- Direct the pre-registered client to the nearest flu clinic location based on the entered zip code.

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Business Objective

Modify the existing Flu Clinic Access database to accommodate the pre-registration data above which will be used on site at each flu clinic location.

Major Deliverables

Access database table changes
Modifications to client information form
Search for pre-registered clients

Approach

- Provide the Health Division access to view pre-registered client information, re-print consent forms and display registration totals for each flu clinic location during the pre-registration period.
- After pre-registration has closed, allow Health Division staff to modify information for those clients that have pre-registered for the clinic.
- Allow Health Division staff to enter new clients that attend the flu clinics which have not pre-registered with the ability to print consent forms.

Business Objective

Prepare an electronic file to be sent to the State vendor with all client information including Medicare and Medicaid information for them to bill the appropriate insurance.

Major Deliverables

HTML file

Approach

- Build file for all clients who have attend the flu clinic locations and will have Medicaid and/or Medicare billed.

Business Objective

Provide hardware and technical support at each flu clinic site on October 21, 2006.

Approach

- Setup Access Database on all laptop machines for each flu clinic site.

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- Delivery and removal of laptops and printers to each flu clinic site.
- On-site technical support at each flu clinic site.
- Consolidate all laptop versions of the Flu Clinic database.

Benefits

Intangible

Improved Service	Customer service is transformed by enabling customers with direct access to pertinent information. (A reduction in the proportional number of non-automated daily customer “interactions” is a measure of success.)
Product/Service Accuracy	Incremental gains are anticipated through the likelihood that process steps consistently executed. (A reduction in the number of occurrences of rework is a measure of success.)
Product/Service Productivity	Productivity is realized by the elimination of complexity. (A reduction in the number of process steps is a measure of success.)

Impact

Number of Internal Users	Approximately 25 users
Divisions	Oakland County Health Division
Leadership Groups	Governmental Services

Risk

Business Environment	Medium– Project will require some changes 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 attached project plan. Other Staffing: additional staffing will be available as follows:

<u>Role:</u>	<u>Name</u>	
Project Sponsor:	George Miller	Quarterly
Program Director:	Sue Johnston	Bi-Weekly or as needed
Planning Team Members:	Rochelle Meacham	Bi-Weekly or as needed
	Deb Thuesen	
	Ami Hadden	
	Barb Puckett	

Facilities

- IT

Technical

- Integrate the .Net development, integration, test and production infrastructures and implement associated processes.
- SQL Server
- Microsoft Access

Funding

- CRI Grant

Other

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Priority

Constraints

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Exclusions

- The Health Division will load the map of all flu clinic locations thru team site. IT will not be creating an interactive ArcIMS site.
- The Health Division will be promoting the flu clinic locations and registration thru the Health Division website and other media.

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PROJECT PHASE AUTHORIZATION

Phase(s): PROJECT MANAGEMENT, ONLINE REGISTRATION DEVELOPMENT, ONLINE REGISTRATION APPLICATION TESTING, ONLINE REGISTRATION IMPLEMENTATION PHASE, ACCESS DB DEVELOPMENT PHASE, ACCESS DB APPLICATION TESTING PHASE, ACCESS DB IMPLEMENTATION PHASE, POST IMPLEMENTATION PHASE			
Total Estimated Application Services	Hours:	683	Cost: \$77,991
Total Estimated Technical Systems	Hours:	138	Cost: \$2,903
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: 821	Cost: \$80,894
Preliminary Estimated Development for Future Phases	Hours:	Cost:

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Grand Total Estimated Development	Hours: 821	Cost: \$80,894
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PROJECT COMPLETION AUTHORIZATION

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