

# Oakland County Department of Information Technology Project Scope and Approach

**Project Name: Training Database Conversion**

**Project ID: DH6181TR**

<b>Leadership Group: Internal Services</b>				
<b>Department: Information Technology</b>			<b>Division: Internal Services</b>	
<b>Project Sponsor: Janette McKenna</b>		<b>Date Requested: May 16, 2006</b>		<b>PM Customer No. 181</b>
<b>Request Type:</b>	<i>XX New Development</i>		<i>Enhancement</i>	<i>Customer Support</i>
	<i>Planned System Maintenance or Upgrade</i>			
<b>IT Team Name: Internal Services</b>			<b>IT Team No: H</b>	
<b>Project Manager/Leader: Lisa Oppmann</b>				
<b>Account Number:</b>	17010	<b>Account Description:</b>	Admin Division Development and Support	<b>Customer Name:</b> Information Technology
<b>Grant Funded? Yes</b>		<b>No XX</b>	<b>Mandate? Yes</b>	<b>No XX</b>
			<b>Mandate Source:</b>	

## **Project Goal**

To evaluate IT training database alternatives so that staff can register for IT training classes online by December 2007.

## **Business Objective**

Convert the existing training Access database to a platform that is easier to maintain and provides customers the ability to register for IT training classes online.

### **Major Deliverables**

- Recommended training database platform
- Updated Operational Procedures
- Updated Customer Procedures
- System configuration and set-up
- Trained Staff and Customers
- Communications and Marketing Plan

### **Approach**

- Research viable alternative platforms for the IT training class database. At a minimum, include researching the use of the PeopleSoft Training and Self-Service modules and upgrading the Access database as alternatives.
- Determine training database requirements.
- Determine evaluation criteria.
- Schedule PeopleSoft module demonstration.
- PeopleSoft GAP Analysis (functions needed but not existing in PeopleSoft).
- Recommend approach and present to Steering Committee for approval.
- Implement approach.

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**Benefits**

*See Return on Investment (ROI) Analysis Document*

**Impact**

**Number of Users**      4,000 +

**Divisions**              All Oakland County Department and Elected Official Staff and CVT staff that currently schedule IT training.

**Leadership Groups**   Internal Services

**Risk**

**Business Environment**      High – Project will dramatically change existing business processes or will negatively effect the business environment if implementation is unsuccessful.

**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:

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

**Facilities**

- None Applicable.

**Technical**

- No additional hardware and software will be required.

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**Funding**

- Information Technology.

**Other**

- None Applicable.

**Priority**

**Constraints**

- The project should not be started until Human Resources upgrades to PeopleSoft HR Version 8.9. Prior to version 8.9, the HR system does not allow the entry of non-employees in the HR system. Information Technology requires that contractors and staff from the local cities, villages, and townships (CVT) to be able to register for IT training courses.
- PeopleSoft team availability.

**Exclusions**

- None Applicable.

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## PROJECT PHASE AUTHORIZATION

<b>Phase(s): All</b>		
<b>Total Estimated Application Services</b>	<b>Hours:</b>	<b>Cost:</b>
<b>Total Estimated Technical Systems</b>	<b>Hours: 40</b>	<b>Cost: \$ 2,440</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: 785</b>	<b>Cost: \$95,770</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: 825</b>	<b>Cost: \$98,210</b>
<b>Preliminary Estimated Development for Future Phases</b>	<b>Hours:</b>	<b>Cost:</b>
<b>Grand Total Estimated Development</b>	<b>Hours: 825</b>	<b>Cost: \$98,210</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. The title bar reads 'Open Workbench - [Training Conversion to PeopleSoft - Size Estimate (+/- 10% to 50%)]'. The menu bar includes File, Edit, View, Tools, Window, and Help. The toolbar contains various icons for file operations and project management. A dropdown menu is set to '[All Resources]'. The main window displays a table with the following data:

Type	ID	Task Name	Estimated Hours	Estimated Cost	Estimate Notes
Phase	000000	PROJECT MANAGEMENT	185	\$22,570.	
Phase	040000	BUSINESS SYSTEM DESIGN	140	\$17,079.	
Phase	050000	TECHNICAL DESIGN	55	\$6,709.9	
Phase	060000-0	PROGRAMMING	180	\$20,740.	
Phase	070000	IMPLEMENTATION	170	\$19,520.	
Phase	080000	POST IMPLEMENTATION SUPPORT	95	\$11,590.	
			825	\$98,209.96	

On the left side, there is a 'Favorites' pane 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 vertical list of project management tasks is visible, including Master Planning, Customer Reporting, Status Reporting, Closed Project, Variance Reporting, Scope Change, Mini Project Approval, Project Renegotiation, Enhancement Budget, Assurance & Compliance, Weekly Analysis, Weekly Tracking, and Project Approval Packet. At the bottom, a status bar shows 'For Help, press F1', 'Task Type not equal to Milesto', and 'NUM'. The Windows taskbar at the very bottom shows the Start button and several open applications: 'Inbox - Microsoft Outlook', 'Clarity :: Project Properties...', '2006-07 Master Plan Proj...', and 'Open Workbench - [...]' with a system clock showing 12:00 PM.

**Oakland County -- Training Database Conversion**

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:	38,640	38,640	38,640	38,640	38,640	38,640	231,840
<b>Costs:</b>							
Development Services Subtotal:	103,830	1,220	1,220	1,220	1,220	1,220	109,930
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:	1,296	0	0	0	0	0	1,296
Other Subtotal:	0	0	0	0	0	0	0
<b>Annual Statistics:</b>							
Annual Total Savings	38,640	38,640	38,640	38,640	38,640	38,640	231,840
Annual Total Costs	105,126	1,220	1,220	1,220	1,220	1,220	111,226
Annual Return on Investment	(66,486)	37,420	37,420	37,420	37,420	37,420	120,614
Annual Costs/Savings Ratio	272.07%	3.16%	3.16%	3.16%	3.16%	3.16%	
<b>Project Cumulative Statistics:</b>							
Cumulative Total Savings	38,640	77,280	115,920	154,560	193,200	231,840	231,840
Cumulative Total Costs	105,126	106,346	107,566	108,786	110,006	111,226	111,226
Cumulative Return on Investment	(66,486)	(29,066)	8,354	45,774	83,194	120,614	120,614
Cumulative Cost/Savings Ratio	272.07%	137.61%	92.79%	70.38%	56.94%	47.98%	47.98%
Year Positive Payback Achieved			Year 3				Year 3
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 -- Training Database Conversion**  
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	Affects Project ROI?						Potential Cost Extensions										
								Y1	Y2	Y3	Y4	Y5	Y6	Y1	Y2	Y3	Y4	Y5	Y6					
IT Hours - New Development	Development Svcs	Information Technology	ANN	1	98,210	98,210		x						98,210										
IT Hours - System Maintenance	Development Svcs	Information Technology	HR	10	122	1,220			x	x	x	x	x			1,220	1,220	1,220	1,220	1,220	1,220			
IT Hours - NS New Development	Development Svcs	Information Technology	HR	20	41	820		x						820										
User Hours - PTNE/OT	Development Svcs					0																		
Contractor Professional Services	Development Svcs	Information Technology	HR	24	200	4,800		x						4,800										
Project Staff Training	Training	Information Technology	HR	12	108	1,296		x						1,296										

**Oakland County -- Training Database Conversion**  
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	98,210						98,210
IT Hours - System Maintenance		1,220	1,220	1,220	1,220	1,220	6,100
IT Hours - NS New Development	820						820
User Hours - PTNE/OT							
Contractor Professional Services	4,800						4,800
<i>Development Services Subtotal:</i>	<b>103,830</b>	<b>1,220</b>	<b>1,220</b>	<b>1,220</b>	<b>1,220</b>	<b>1,220</b>	<b>109,930</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>							
Project Staff Training	1,296						1,296
<i>Training Subtotal:</i>	<b>1,296</b>						<b>1,296</b>
<b>Other:</b>							
<i>Other Subtotal:</i>							
<b>Costs Total:</b>	<b>105,126</b>	<b>1,220</b>	<b>1,220</b>	<b>1,220</b>	<b>1,220</b>	<b>1,220</b>	<b>111,226</b>

