

Oakland County Department of Information Technology Project Scope and Approach

Project Name: Conference Room System Implementation

Project ID: D96141CR

Leadership Group: Land			
Department: Facilities Management Office		Division: Admin	
Project Sponsor: Steve Stanford	Date Requested: 10/03/2006	PM Customer No. 141	
Request Type:	<u><i>New Development</i></u>	<i>Enhancement</i>	<i>Customer Support</i>
Planned System Maintenance or Upgrade			
IT Team Name: Implementation Services		IT Team No: 9	
Project Manager/Leader: Jerry Cadreau			
Account Number: 21001	Account Description: FM&O	Customer Name:	FM&O
Grant Funded? Yes <u>No</u>	Mandate? Yes <u>No</u>	Mandate Source:	

Project Goal

To implement a new Conference Room Reservation System in the Oakland County Facilities Management Department so that improved conference room bookings can occur by March 2007.

Business Objective

To select a package system that meets the requirements of the Conference Room System criteria.

Major Deliverables

- System Requirements Document
- Request for Proposal (RFP) Document
- Package Selection Criteria document
- Vendor response evaluations

Approach

- Conduct review meeting for initial needs assessment to incorporate into system requirements and draft RFP.
- Distribute final RFP.
- Evaluate RFP responses
- Evaluation of build vs. buy options
- Select vendor based on RFP evaluation.

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Business Objective – Phase II

To negotiate a detailed scope of work with selected vendor, finalize the contract and determine the appropriate architecture for the software application.

Major Deliverables

- Detailed IT project plan
- Vendor Scope of work
- Architecture diagram
- Signed contract with vendor

Approach

- Draft scope of work and initial contract.
- Conduct meetings with vendor to negotiate the scope of work and contract.
- Conduct meeting with vendor to determine necessary architecture and system setup.
- Schedule tech review to confirm technical approach
- Finalize hardware costs, IT Resources and order server(s).

Business Objective – Phase III

To implement a conference room reservation system .

Major Deliverables

- System Architecture
- Server(s)
- Test system functionality
- Software setup documentation
- Training documentation
- Service Level Agreement (SLA)with vendor
- DR toolkit
- IT customer SLA
- User acceptance testing
- User acceptance sign-off document

Approach

- Build Server.
- Create deployment plan
- Install software.

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- Configure system.
- Test
- Train users
- User acceptance

Benefits

See Return on Investment (ROI) Analysis Document

Impact

Number of Users

250 Users. (Will expand to include all county meeting rooms in future phases)

Divisions

Executive's Office, Risk Management, Fiscal Services, Human Resources, Planning and Economic Development, Waste Resource Management, and Purchasing

Leadership Groups

Land

Risk

Business Environment

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

Technical Environment

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

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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:	Steve Stanford	As needed

Facilities

- All Conference Rooms at Building 41 West will utilize with this system.
- Future phases of this project could expand to include the conference rooms across the entire county campus.

Technical

- The selected solution will be a web-based application.
- Technical Architecture will be finalized after Phase I.

Funding

- Information Technology.

Other

- This Scope and Approach and associated ROI assume that a vendor provided solution will be selected. In-house development of a solution may affect the estimated hours and hardware requirements.
- All training of end users and associated documentation will be provided by FM&O.
- Technical Architecture for initial cost estimate assumes system will run on one server with no independent test or development environment.
- IT resource estimates will be revisited after vendor selection and review of system requirements.

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Priority

TBD

Constraints

N/A

Exclusions

-
-

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PROJECT PHASE AUTHORIZATION

Phase(s): All	
Total Estimated Application Services	Hours: 371 Cost: \$ 45,262
Total Estimated Technical Systems	Hours: 109 Cost: \$ 7,076
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: 480 Cost: 52,338
Preliminary Estimated Development for Future Phases	Hours: Cost:
Grand Total Estimated Development	Hours: 480 Cost: 52,338

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PROJECT COMPLETION AUTHORIZATION

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

Open Workbench - [Conference Room System Implementation - Size Estimate (+/- 10% to 50%)]

Type	ID	Task Name	Estimated Hours	Estimated Cost	Estimate Notes
Phase	000000	PROJECT MANAGEMENT	130	\$15,860.0	
Phase	030000	BUSINESS AREA REQUIREMENTS	67	\$7,198.0	
Phase	050000	TECHNICAL DESIGN	48	\$4,270.0	
Phase	070000	IMPLEMENTATION	193	\$21,106.0	
Phase	080000	POST IMPLEMENTATION SUPPORT	42	\$3,904.0	
			480	\$52,338.00	

For Help, press F1 | Task Type not equal to Milestone | NUM

Oakland County -- Conference Room System Implementation
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:	15,912	16,389	16,881	17,387	17,909	18,446	102,925
Costs:							
Development Services Subtotal:	47,353	0	0	0	0	0	47,353
Hardware Subtotal:	5,500	0	0	0	0	0	5,500
Software Subtotal:	25,000	0	0	0	0	0	25,000
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	15,912	16,389	16,881	17,387	17,909	18,446	102,925
Annual Total Costs	77,853	0	0	0	0	0	77,853
Annual Return on Investment	(61,941)	16,389	16,881	17,387	17,909	18,446	25,072
Annual Costs/Savings Ratio	489.27%	0.00%	0.00%	0.00%	0.00%	0.00%	
Project Cumulative Statistics:							
Cumulative Total Savings	15,912	32,301	49,182	66,570	84,479	102,925	102,925
Cumulative Total Costs	77,853	77,853	77,853	77,853	77,853	77,853	77,853
Cumulative Return on Investment	(61,941)	(45,552)	(28,671)	(11,283)	6,626	25,072	25,072
Cumulative Cost/Savings Ratio	489.27%	241.02%	158.29%	116.95%	92.16%	75.64%	75.64%
Year Positive Payback Achieved					Year 5		Year 5
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	Affects Project ROI?						
								Y1	Y2	Y3	Y4	Y5	Y6	
IT Hours - New Development	Development Svcs		HR	371	122	45,262	1.030	x						
IT Hours - Technical Services			HR	58	122	7,076	1.030	x						
IT Hours - Technical Services	Technical Svcs		HR	51	41	2,091	1.030	x						
User Hours - New Development	Development Svcs		HR			0								
User Hours - PTNE/OT	Development Svcs					0								
Contractor Professional Services	Development Svcs					0								
PC System - Acquisition	Hardware					0								
PC System - Maintenance	Hardware					0								
Notebook - Acquisition	Hardware					0								
Bar Code Printer Hardware	Hardware					0								
Server Hardware	Hardware		EA	1	5,500	5,500		x						
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								
	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		EA	1	25,000	25,000	1.030	x						
Package Software - Maintenance	Software					0								
Business Objects Access	Software					0								
Term Emulation SFTW-Acquisition	Software					0								
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								
Internet Access	Infrastructure				180	0								
Project Staff Training	Training					0								
User Training	Training					0								

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Cost Detail

Cost Description	Project Cost Category	Potential Cost Extensions					
		Y1	Y2	Y3	Y4	Y5	Y6
IT Hours - New Development	Development Svcs	45,262					
IT Hours - Technical Services							
IT Hours - Technical Services	Technical Svcs	2,091					
User Hours - New Development	Development Svcs						
User Hours - PTNE/OT	Development Svcs						
Contractor Professional Services	Development Svcs						
PC System - Acquisition	Hardware						
PC System - Maintenance	Hardware						
Notebook - Acquisition	Hardware						
Bar Code Printer Hardware	Hardware						
Server Hardware	Hardware	5,500					
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						
	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	25,000					
Package Software - Maintenance	Software						
Business Objects Access	Software						
Term Emulation SFTW-Acquisition	Software						
Term Emulation SFTW-Maintenance	Software						
Server - Acquisition/Upgrade	Infrastructure						
Server - Maintenance	Infrastructure						
Server Sftwre - Acquisition/Upgrade	Infrastructure						
Server Sftwre - Maintenance	Infrastructure						
Internet Access	Infrastructure						
Project Staff Training	Training						
User Training	Training						

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Cost Summary

Cost Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Development Services:							
IT Hours - New Development	45,262						45,262
IT Hours - Technical Services	2,091						2,091
User Hours - New Development							
Package Software - Acquisition							
Contractor Professional Services							
<i>Development Services Subtotal:</i>	47,353						47,353
Hardware:							
Server Hardware	5,500						5,500
<i>Hardware Subtotal:</i>	5,500						5,500
Software:							
Application	25,000						25,000
Software Maintenance							
SQL Enterprise Server							
<i>Software Subtotal:</i>	25,000						25,000
Infrastructure:							
<i>Infrastructure Subtotal</i>							
Training:							
Training							
<i>Training Subtotal:</i>							
Other:							
<i>Other Subtotal:</i>							
Costs Total:	77,853						77,853

