

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

**Project Name: Michigan Business Tax - Apportionment**

**Project ID: D98711MA**

<b>Leadership Group: Land</b>			
<b>Department: Treasurer/Equalization</b>		<b>Division: Administration</b>	
<b>Project Sponsor: Pat Dohany / Dave Hieber</b>	<b>Date Requested: 04/16/2008</b>	<b>PM Customer No. 71110</b>	
<b>Request Type:</b>	<i>New Development</i>	<u><i>Enhancement</i></u>	<i>Customer Support</i>
<i>Planned System Maintenance or Upgrade</i>			
<b>IT Team Name: Land Implementation Services</b>		<b>IT Team No: 9</b>	
<b>Project Manager/Leader: Marc Groder</b>			
<b>Account Number:</b> 18060	<b>Account Description:</b> Michigan Business Tax	<b>Customer Name:</b> Treasurer / Equalization	
<b>Grant Funded? Yes</b> <u><b>No</b></u>		<b>Mandate? Yes</b> <b>No</b>	
<b>Mandate Source:</b> State Tax Commission Bulletin No. 7, Public Act 36			

**Project Goal**

Modify the Warrant & Settlement application, so that it will accommodate changes resulting from the new Michigan Business Tax State requirement.

**Business Objective**

Complete requirements gathering documentation and programming necessary to accommodate the State Tax Commission mandated changes.

**Major Deliverables**

- Detailed Project Plan
- Application and/or System Requirements
- User Acceptance Test Plan
- Implementation Plan
- Application Code
- Service Level Agreement
- Updated Disaster Recovery Toolkit

**Approach**

- Develop Detailed Project Plan
- Conduct Detailed Requirements Gathering sessions Review and identify State Tax Commission Bulletin No. 7, Public Act 36 Requirements
- Document changes needed for October, and those due in November.

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- Develop Implementation Plan
- Develop User Acceptance Test Plan
- Application Testing
- Identify any modifications to BS&A Applications
- Acquire User Acceptance Sign off
- Release updated system into production

**Benefits**

*Compliance to State Requirement*

**Impact**

**Number of Users** <40

**Divisions** Treasurer's Office, Equalization, and IT Application Services

**Leadership Groups** Land

**Risk**

**Business Environment** Low - Little or no impact to existing business process.

**Technical Environment** Low - Proven and previously implemented technologies.

**Assumptions**

**Staffing**

IT Resources will be available for the hours indicated per the detailed project plan. Non-IT staff will be available.

**Facilities**

- Facilities will be available for staff.

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**Technical**

- n/a

**Funding**

- Delinquent Tax Revolving Fund

**Other**

**Priority**

- TBD

**Constraints**

- None

**Exclusions**

- None

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**PROJECT PHASE AUTHORIZATION**

<b>Phase(s): Project Management, Define Business Requirements, Programming, Implementation, and Post-Implementation</b>		
<b>Total Estimated Application Services</b>	<b>Hours: 793</b>	<b>Cost: \$62,104</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		<b>Date:</b>
Reason:		
<b>Project Sponsor Approval:</b>		
Title:		<b>Date:</b>

**PROJECT SUMMARY**

<b>Authorized Development (see above)</b>	<b>Hours: 793</b>	<b>Cost: \$62,104</b>
<b>Preliminary Estimated Development for Future Phases</b>	<b>Hours:</b>	<b>Cost:</b>
<b>Grand Total Estimated Development</b>	<b>Hours: 793</b>	<b>Cost: \$62,104</b>

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**PROJECT COMPLETION AUTHORIZATION**

<b>Customer Acceptance of Product:</b>	
Title:	Date:
<b>Project Office Review:</b>	Date:

Michigan Business Tax - Apportionment - Size Estimate (+/- 10% to 50%)

Type	ID	Task Name	Estimated Hours	Estimated Cost	Estimate Notes
Phase	000000	PROJECT MANAGEMENT	200	\$23,104.00	
Phase	010000	DEFINE BUSINESS REQUIREMENTS	250	\$7,731.83	
Phase	020000	PROGRAMMING	284	\$25,119.82	
Phase	300000	IMPLEMENTATION	27	\$3,195.91	
Phase	400000	POST-IMPLEMENTATION	32	\$2,951.99	
			793	\$62,103.55	