

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

**Project Name: Michigan Business Tax May 1<sup>st</sup> Compliance Project    Project ID: D98711MT**

<b>Leadership Group:</b> Land			
<b>Department:</b> Treasurer/Equalization		<b>Division:</b> Administration	
<b>Project Sponsor:</b> Pat Dohany / Dave Hieber	<b>Date Requested:</b> 12/12/2007	<b>PM Customer No.</b> 71110	
<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:</b> Land Implementation Services		<b>IT Team No:</b> 9	
<b>Project Manager/Leader:</b> Marc Groder			
<b>Account Number:</b> 36600	<b>Account Description:</b> Land System Enhancements	<b>Customer Name:</b> Treasurer / Equalization	
<b>Grant Funded?</b> Yes <u>No</u>		<b>Mandate?</b> <u>Yes</u> No	
		<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, effective May 1, 2008.

**Business Objective**

Complete requirements gathering documentation to identify programming required to accommodate State Tax Commission mandated changes due on May 1, 2008.

**Major Deliverables**

- Requirements Documentation
- Detailed Project Plan
- Programming modifications required for May 1<sup>st</sup> deadline
- Necessary changes to Land Gateway

**Approach**

- Conduct Detailed Requirements Gathering sessions Review and identify State Tax Commission Bulletin No. 7, Public Act 36 Requirements
- Identify modifications to all BS&A Applications
- Validate Requirements Documentation with customers, in order to meet the May 1<sup>st</sup> deadline
- Acquire User Acceptance Sign off on Requirements for May 1<sup>st</sup> deadline

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**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 in order to adhere to the deadline of May 1<sup>st</sup>.

**Facilities**

- Facilities will be available for staff.

**Technical**

- n/a

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**Funding**

- TBD

**Other**

**Priority**

- 7

**Constraints**

- None

**Exclusions**

- None

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**PROJECT PHASE AUTHORIZATION**

<b>Phase(s): Project Management, Define Business Requirements, Programming</b>		
<b>Total Estimated Application Services</b>	<b>Hours: 632</b>	<b>Cost: \$46,363</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: 632</b>	<b>Cost: \$46,363</b>
<b>Preliminary Estimated Development for Future Phases</b>	<b>Hours:</b>	<b>Cost:</b>
<b>Grand Total Estimated Development</b>	<b>Hours: 632</b>	<b>Cost: \$46,363</b>

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**PROJECT COMPLETION AUTHORIZATION**

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