

Oakland County Department of Information Technology Project Scope and Approach

Project Name: Michigan Business Tax - Requirements

Project ID: D97711MB

Leadership Group: Land			
Department: Treasurer/Equalization		Division: Administration	
Project Sponsor: Pat Dohany / Dave Hieber	Date Requested: 12/12/2007	PM Customer No. 71110	
Request Type:	<i>New Development</i>	<u><i>Enhancement</i></u>	<i>Customer Support</i>
<i>Planned System Maintenance or Upgrade</i>			
IT Team Name: Land Implementation Services		IT Team No: 9	
Project Manager/Leader: Marc Groder			
Account Number: TBD	Account Description: TBD	Customer Name:	Treasurer / Equalization
Grant Funded? Yes <u>No</u>		Mandate? <u>Yes</u>	No
		Mandate Source:	

Project Goal

Perform requirements gathering, determine sizing estimates, and complete programming modifications so that Oakland County will meet the March 1st State reporting deadline for the Warrant and Settlement application as a result of the Michigan Business Tax (MBT) which replaces the Single Business Tax (SBT).

Business Objective

Perform customer interviews and requirements documentation for application changes according to the State mandate. In addition, identify and program changes needed for March 1, 2008.

March 1st compliance includes the following modifications:

- Modify the Baseline Export which created the Current Year Tax Roll
 - Create new Pre-Board Export
 - Modify Post-Board Export
- Modify Tax billing code export
- Modify Page 1 for the Assessors Warrant
- Modify Page 1 for Tax Abatement Warrant

Major Deliverables

- Sizing Estimate for remaining Life Cycle Phases
- Requirements Documentation
- Detailed Project Plan
- Programming Changes for March 1st deadline

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

Project Name: Michigan Business Tax - Requirements

Project ID: D97711MB

Approach

- Conduct Detailed Requirements Gathering sessions with Customers
- Review State of Michigan Requirements
- Identify modifications to all BS&A Applications
- Review development plan with customers, for March 1st
- Acquire User Acceptance Sign off on Requirements

Benefits

Compliance to State Requirement

Impact

Number of Users <40

Divisions 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 attached project plan. The following non-IT staff availability will be as follows: Pat Dohany and Dave Hieber will serve as project sponsors.

Facilities

- Facilities will be available for staff.

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

Project Name: Michigan Business Tax - Requirements

Project ID: D97711MB

Technical

- N/A

Funding

- TBD

Other

Priority

- TBD

Constraints

- None

Exclusions

- None

Oakland County Department of Information Technology Project Scope and Approach

Project Name: Michigan Business Tax - Requirements

Project ID: D97711MB

PROJECT PHASE AUTHORIZATION

Phase(s): Project Management, Define Business Requirements, Programming	
Total Estimated Application Services	Hours: 300 Cost: \$36,600
Total Estimated Technical Systems	Hours: Cost:
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: 300 Cost: \$36,600
Preliminary Estimated Development for Future Phases	Hours: Cost:
Grand Total Estimated Development	Hours: 300 Cost: \$36,600

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

Project Name: Michigan Business Tax - Requirements

Project ID: D97711MB

PROJECT COMPLETION AUTHORIZATION

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

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

Project Name: Michigan Business Tax - Requirements

Project ID: D97711MB

Michigan Business Tax - Requirements - Size Estimate (+/- 10% to 50%) (Read-On

Type	ID	Task Name	Estimated	Estimated
			Hours	Cost
Phase	000000	PROJECT MANAGEMENT	70	\$8,539.90
Phase	010000	DEFINE BUSINESS REQUIREMENTS	110	\$13,419.90
Phase	020000	PROGRAMMING	120	\$14,639.98
			300	\$36,599.78