

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

Project Name: Michigan Business Tax - Worksheets

Project ID: D98711MW

Leadership Group: Land			
Department: Treasurer/Equalization		Division: Administration	
Project Sponsor: Pat Dohany / Dave Hieber	Date Requested: 04/16/2008	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: 18060	Account Description: Michigan Business Tax	Customer Name:	Treasurer / Equalization
Grant Funded? Yes <u>No</u>		Mandate? Yes No	
Mandate Source: 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

Phase(s): Project Management, Define Business Requirements, Programming		
Total Estimated Application Services	Hours: 664	Cost: \$55,014
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 Management Approval:		
Approved: Yes No		Date:
Reason:		
Project Sponsor Approval:		
Title:		Date:

PROJECT SUMMARY

Authorized Development (see above)	Hours: 664	Cost: \$55,014
Preliminary Estimated Development for Future Phases	Hours:	Cost:
Grand Total Estimated Development	Hours: 664	Cost: \$55,014

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PROJECT COMPLETION AUTHORIZATION

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

The screenshot shows the 'Open Workbench' application window with a table of project phase level size estimates. The table has columns for Type, ID, Task Name, Estimate Hours, Estimate Cost, and Estimate Notes. The data is as follows:

Type	ID	Task Name	Estimate Hours	Estimate Cost	Estimate Notes
Phase	000000	PROJECT MANAGEMENT	182	\$21,812.01	
Phase	010000	DEFINE BUSINESS REQUIREMENTS	185	\$6,610.14	
Phase	020000	PROGRAMMING	217	\$18,368.08	
Phase	300000	IMPLEMENTATION	23	\$2,708.07	
Phase	400000	POST-IMPLEMENTATION	56	\$5,516.05	
			663	\$55,014.35	

The software interface includes a sidebar with various reporting and planning options such as 'Annual Replanning', 'Size Estimates', 'Customer Reporting', and 'Status Reporting'. The status bar at the bottom indicates 'For Help, press F1' and 'NUM'.