Oakland County
Department of Information Technology
Project Scope and Approach

Project Name: Courts Record and Email Changes   **Project ID:**

Leadership Group: Courts/Justice Administration	
Department: Circuit Court	**Division: Case Management**
Project Sponsor: Chris Bujak **Date Requested: 4/10/2022**	**PM Customer No.**
Request Type: *New Development*	
IT Team Name: Courts	**IT Team No: B**
Project Manager/Leader: TBD	
Account Number: **Account Description:**	**Customer Name:**
Grant Funded? No	**Mandate?** No **Mandate Source:**

Project Goal

To document potential approaches, risks, and effort needed to identify court records and communications and allow mail and data handling rules to be specifically applied to courts data and communications.

Business Objective

The Circuit and Probate Court are part of the Judicial Branch of government, as such, the care, retention, and access to their records is under separate governance than many other county divisions which fall under the Executive Branch. The court seeks to apply rules specifically to court records which may be stored in the custody of the Oakland County IT Dept or its systems. The court recognizes there are many approaches to doing this and this project seeks to identify the options and effort involved, understanding that an additional project will be needed to implement a selected strategy.

Major Deliverables

- **Ability to apply court specific email rules:** The court would like to have specific retention, routing, inspection, and access rules for its email
- **Email domain for court staff that identify them as a .gov entity.**
-     **Ability to designate specific policies in MS 365 environment –** The court would like to identify specific policies related to data classification, retention, and access.
- **Institute MDM for courts data:** Need to be able to deploy mobile devices already enrolled in MDM with no need to create Apple ID for user and ability for the court to push apps and updates.
- **Transparency to court on record access-** Need ability for court to review who has access to and/or has accessed court records stored in a system managed by OCIT or its contractors.

Project Name: Courts Record and Email Changes   **Project ID:**

Approach

Research & Analysis

Research Recommendation

Not applicable

Benefits

See Return on Investment (ROI) Analysis Document

Impact

Number of Users

- Court Staff = approximately 450 users

Divisions

- Oakland Circuit Court
    - o Family Division
    - o Criminal Division
    - o Civil Division
    - o Friend of the Court

Leadership Groups

- Courts

Risk

Business Environment   MEDIUM – Project will require some changes to existing business

processes.

Technical Environment   MEDIUM - Previously implemented technologies with new aspects

and/or new requirements.

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Assumptions

Staffing   IT Staffing: resources will be available for the hours indicated per the attached

project plan.

Other Staffing: additional staffing will be available as follows:

Role:	Name	Hours per Day
Project Sponsor	Chris Bujak	As Needed

Facilities

-
-

Technical

-
-

Funding

-

Other

-

Priority

Constraints

-
-

Exclusions

-
-

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Project Name: Courts Record and Email Changes   **Project ID:**

PROJECT PHASE AUTHORIZATION

Phase(s):		
Total Estimated Application Services	**Hours:**	
Total Estimated Technical Systems	**Hours:**	
Total Estimated CLEMIS	**Hours:**	
Total Estimated Internal Services	**Hours:**	
IT Application Services Division Manager Approval:		**Date:**
IT Technical Systems 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:**	
Preliminary Estimated Development for Future Phases	**Hours:**	
Grand Total Estimated Development	**Hours:**	**Cost:**

Project Name: Courts Record and Email Changes   **Project ID:**

PROJECT COMPLETION AUTHORIZATION

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

Oakland County -- Courts Record and Email Changes

As Of: 07/20/2022

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:	3,280	3,411	3,548	3,690	3,837	3,991	21,756
Costs:							
Development Services Subtotal:	0	0	0	0	0	0	0
Hardware Subtotal:	0	0	0	0	0	0	0
Software Subtotal:	0	0	0	0	0	0	0
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	3,280	3,411	3,548	3,690	3,837	3,991	21,756
Annual Total Costs	0	0	0	0	0	0	0
Annual Return on Investment	3,280	3,411	3,548	3,690	3,837	3,991	21,756
Annual Costs/Savings Ratio	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Project Cumulative Statistics:							
Cumulative Total Savings	3,280	6,691	10,239	13,928	17,766	21,756	21,756
Cumulative Total Costs	0	0	0	0	0	0	0
Cumulative Return on Investment	3,280	6,691	10,239	13,928	17,766	21,756	21,756
Cumulative Cost/Savings Ratio	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Year Positive Payback Achieved							NO PAYBACK
State or Federal Mandate?							
Signatures:							
Benefits Reviewed By Project Sponsor	Date:						
Costs (including IT Resources) Reviewed By Information Technology Project Manager	Date:						

Oakland County -- Courts Record and Email Changes

Return on Investment Analysis

Savings Detail

Benefit/Savings Description	Project Savings Category	Budget Category/Funding Source	Unit Desc	Units	Rate per Unit	Total Savings	Annual Multiplier
Identify courts as a government entity in email	Intangible Benefit		ANN				1.040
Improve record integrity confidence	Intangible Benefit		ANN				1.040
Easily identify Judicial Branch records	Intangible Benefit		ANN				1.040
Institute court specific record retention policies	Intangible Benefit		ANN				1.040
Reduce need to manually modify HTML template to produce desired results	Cost Avoidance		EA	40	82.00	3,280	1.040
Decrease time spent by IT staff reviewing quarentine emails from court	Intangible Benefit		ANN	0	0.00	0	1.040
			ANN				1.040
			ANN				1.040
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	

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Return on Investment Analysis

Savings Detail

Benefit/Savings Description	Project Savings Category	Affects Project ROI?						Potential Savings Extensions					
		Y1	Y2	Y3	Y4	Y5	Y6	Y1	Y2	Y3	Y4	Y5	Y6
Identify courts as a government entity in email	Intangible Benefit												
Improve record integrity confidence	Intangible Benefit												
Easily identify Judicial Branch records	Intangible Benefit												
Institute court specific record retention policies	Intangible Benefit												
Reduce need to manually modify HTML template to produce desired results	Cost Avoidance	x	x	x	x	x	x	3,280.00	3,411.20	3,547.65	3,689.55	3,837.14	3,991
Decrease time spent by IT staff reviewing quarantine emails from court	Intangible Benefit	x	x	x	x	x	x	0.00	0.00	0.00	0.00	0.00	0

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Return on Investment Analysis

Savings Summary

Benefit/Savings Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Tangible Benefit:							0
Tangible Benefits Subtotal:							
Cost Avoidance:							
Reduce need to manually modify HTML template to produce desired results	3,280	3,411	3,548	3,690	3,837	3,991	21,756
Cost Avoidance Subtotal:	3,280	3,411	3,548	3,690	3,837	3,991	21,756
Intangible Benefit:							
Identify courts as a government entity in email							
Improve record integrity confidence							
Easily identify Judicial Branch records							
Institute court specific record retention policies							
Decrease time spent by IT staff reviewing quarantine emails from court							
Savings Total:	*3,280*	*3,411*	*3,548*	*3,690*	*3,837*	*3,991*	*21,756*

Oakland County -- Courts Record and Email Changes

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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					0							
IT Hours - System Maintenance	Development Svcs				122	0							
IT Hours - Customer Support	Development Svcs				122	0							
IT Hours - Planned Maintenance	Development Svcs				122	0							
User Hours - New Development	Development Svcs					0							
User Hours - PTNE/OT	Development Svcs					0							
Contractor Professional Services	Development Svcs					0							
PC System - Acquisition	Hardware				814	0							
PC System - Maintenance	Hardware				2,304	0							
Notebook - Acquisition	Hardware				1,223	0							
Notebook - Maintenance	Hardware				2,372	0							
Tablet Notebook - Acquisition	Hardware				2,012	0							
Tablet Notebook - Maintenance	Hardware					0							
Laserprinter - Acquisition	Hardware				1,432	0							
Laserprinter - Maintenance	Hardware				1,104	0							
Image Workstations - Acquisition	Hardware					0							
Image Workstations - Maintenance	Hardware				3,496	0							
PC Maintenance User Owned	Hardware				2,304	0							
Printer Maintenance User Owned	Hardware				1,072	0							
Package Software - Acquisition	Software					0							
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				8,000	0							
Server - Maintenance	Infrastructure				360	0							
Server Sftwre - Acquisition/Upgrade	Infrastructure				335	0							
Server Sftwre - Maintenance	Infrastructure					0							
Server Rack Mount	Infrastructure				400	0							
Oracle Enterprise Per Processor - Includes Year 1 Maintenance	Infrastructure				21,372	0							
Oracle Enterprise Per Processor - Year 2 and Beyond	Infrastructure				3,432	0							

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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
MS SQL Server Standard Per Processor - Includes Year 1 Maintenance	Infrastructure				4,725	0							
MS SQL Server Standard Per Processor - Year 2 and Beyond	Infrastructure				946	0							
MS SQL Server Enterprise Per Processor - Includes Year 1 Maintenance	Infrastructure				19,693	0							
MS SQL Server Enterprise Per Processor - Year 2 and Beyond	Infrastructure				3,939	0							
Websphere Basic Per Processor Single/Dual Core - Includes Year 1 Maintenance	Infrastructure				3,506	0							
Websphere Basic Per Processor Single/Dual Core - Year 2 and Beyond	Infrastructure				701	0							
Websphere ND Per Processor Single/Dual Core - Includes Year 1 Maintenance	Infrastructure				13,180	0							
Websphere ND Per Processor Single/Dual Core - Year 2 and Beyond	Infrastructure				2,635	0							
SSL Certificate	Infrastructure				845	0							
TBD	Infrastructure					0							
TBD	Infrastructure					0							
TBD	Infrastructure					0							
TBD	Infrastructure					0							
Internet Access	Infrastructure				180	0							
Project Staff Training	Training					0							
User Training	Training					0							

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Return on Investment Analysis

Cost Detail

Cost Description	Project Cost Category	Potential Cost Extensions					
		Y1	Y2	Y3	Y4	Y5	Y6
IT Hours - New Development	Development Svcs						
IT Hours - System Maintenance	Development Svcs						
IT Hours - Customer Support	Development Svcs						
IT Hours - Planned Maintenance	Development Svcs						
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						
Notebook - Maintenance	Hardware						
Tablet Notebook - Acquisition	Hardware						
Tablet Notebook - Maintenance	Hardware						
Laserprinter - Acquisition	Hardware						
Laserprinter - Maintenance	Hardware						
Image Workstations - Acquisition	Hardware						
Image Workstations - Maintenance	Hardware						
PC Maintenance User Owned	Hardware						
Printer Maintenance User Owned	Hardware						
Package Software - Acquisition	Software						
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						
Server Rack Mount	Infrastructure						
Oracle Enterprise Per Processor - Includes Year 1 Maintenance	Infrastructure						
Oracle Enterprise Per Processor - Year 2 and Beyond	Infrastructure						

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Cost Detail

Cost Description	Project Cost Category	Potential Cost Extensions					
		Y1	Y2	Y3	Y4	Y5	Y6
MS SQL Server Standard Per Processor - Includes Year 1 Maintenance	Infrastructure						
MS SQL Server Standard Per Processor - Year 2 and Beyond	Infrastructure						
MS SQL Server Enterprise Per Processor - Includes Year 1 Maintenance	Infrastructure						
MS SQL Server Enterprise Per Processor - Year 2 and Beyond	Infrastructure						
Websphere Basic Per Processor Single/Dual Core - Includes Year 1 Maintenance	Infrastructure						
Websphere Basic Per Processor Single/Dual Core - Year 2 and Beyond	Infrastructure						
Websphere ND Per Processor Single/Dual Core - Includes Year 1 Maintenance	Infrastructure						
Websphere ND Per Processor Single/Dual Core - Year 2 and Beyond	Infrastructure						
SSL Certificate	Infrastructure						
TBD	Infrastructure						
TBD	Infrastructure						
TBD	Infrastructure						
TBD	Infrastructure						
Internet Access	Infrastructure						
Project Staff Training	Training						
User Training	Training						

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Return on Investment Analysis

Cost Summary

	Cost Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Development Services:								
	IT Hours - New Development							
	IT Hours - System Maintenance							
	IT Hours - Customer Support							
	IT Hours - Planned Maintenance							
	User Hours - New Development							
	User Hours - PTNE/OT							
	Contractor Professional Services							
	Development Services Subtotal:							
Hardware:								
	Hardware Subtotal:							
Software:								
	Software Subtotal:							
Infrastructure:								
	Infrastructure Subtotal							
Training:								
	Training Subtotal:							
Other:								
	Other Subtotal:							
Costs Total:								

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Assumptions

Date	Assumption Description