

Oakland County Department of Information Technology Project Scope and Approach

Project Name: FOC Security Audit Remediation

Project ID: DB4314SA

Leadership Group: Courts Justice Administration			
Department: Circuit Court		Division: Friend of the Court	
Project Sponsor: Suzanne Hollyer/David Williams	Date Requested: 02/08/2022	PM Customer No. 314	
Request Type: <i>New Development</i>			
IT Team Name: Courts		IT Team No: B	
Project Manager/Leader: Dawn Everly			
Account Number: 97000	Account Description: FOC/PA Mandate Audit	Customer Name:	FOC / Prosecutors
Grant Funded?	<u>No</u>	Mandate?	<u>Yes</u>
		Mandate Source: State of Michigan DHHS	

Project Goal

To coordinate remedial action that may be required as the result of a mandatory security audit of current FOC and Prosecutor systems so that Oakland County meets the minimum requirements set forth by the State of Michigan and included in the IV-D Memorandum 2017-011 issued by the Department of Health and Human Services.

Business Objective

Compliance with the State of Michigan Department of Health and Human Services:

- 2017-011E1, Independent Security Audit Guidance
- 2017-011E2, OCS Analysis of the OCSE Security Agreement Controls
- IRS Publication 1075 Section 9

Major Deliverables

- Leverage state contracted vendor for determining remediation plan
- Security Audit results from the Vendor on the following applications and systems with regards to FOC and PA
 - Applications:
 - Laserfiche
 - OakReports
 - Mainframe
 - Oakdocs
 - Imaging System
 - Hotkey Retrieval
 - FOC eForms
 - Other Technology:
 - PC's and Network
 - I Drive (File Share Server - Prosecuting Attorney and FOC Folders)
 - Access Databases and Excel Spreadsheets
- Provide Corrective Action Plan to the State of Michigan as needed

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Business Objective

Approach

- Ensure state vendor provides detailed audit report and recommendations
- Determine if internal scanning and remediation is needed
- Review corrective action plan provided to the State of Michigan
 - Determine need for modifications to current InfoSec protocols and report back to the State of Michigan if a corrective action plan is required.

Research & Analysis

National Institute of Standards and Technology (NIST)/Internal Revenue Service (IRS) Recommendations

- NIST Special Publications 800-53 (Privacy and Security Controls for Federal Information Systems).
- NIST Special Publications 800-53A (Assessing Privacy and Security Controls for Federal Information Systems).
- Publication 1075, Tax Information Security Guidelines for Federal, State, and Local Agencies and Entities.
- IRS Safeguards Program website.

Benefits

- To comply with IRS FTI Security Requirements
- To enhance Oakland County's security posture

Impact

Number of Users	145
Divisions	Friend of the Court Prosecutors Office
Leadership Groups	Courts

Risk

Business Environment	Low - Little or no impact to existing business processes.
Technical Environment	Low - Proven and previously implemented technologies.

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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:

<u>Role:</u>	<u>Name</u>	<u>Hours per Day</u>
Project Sponsor:	Suzanne Hollyer	As needed
Project Sponsor	David Williams	As needed

Funding

- Information Technology

Other

-

Priority

Constraints

-

Exclusions

- This project will focus on systems and controls regarding IV-D data for FOC and the Prosecutor's office.

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PROJECT PHASE AUTHORIZATION

Phase(s): All	
Total Estimated Application Services	Hours: 200
Total Estimated Technical Systems	Hours: 50
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: 250	
Previously Authorized Development	Hours:	
Preliminary Estimated Development for Future Phases	Hours:	
Grand Total Estimated Development	Hours: 250	Cost: \$41,250

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PROJECT COMPLETION AUTHORIZATION

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

FOC Security Audit Remediation - Size Estimate (+/- 10% to 50%)

1	Type	ID	Task Name	Estimated	Estimate Notes
2				Hours	
3	Phase	000000	FOC Security Audit Remediation	250	
4				250	