

Oakland County Department of Information Technology Project Scope and Approach

Project Name: Redact PII Data on Probate Court Filings

Project ID: DB2341RP

Leadership Group: Courts Justice/Administration					
Department: Probate Court			Division: Probate Court		
Project Sponsor: Chris Bujak		Date Requested: April 2022		PM Customer No. 341	
Request Type: <i>New Development</i>					
IT Team Name: Courts			IT Team No: B		
Project Manager/Leader: Dawn Everly					
Account Number:	95093	Account Description:	Probate Court Admin	Customer Name:	Probate Court
Grant Funded?		No	Mandate?		Yes
			Mandate Source: State of Michigan (SCAO)		

Project Goal

To redact personal identifying information (PII) in probate court filings in accordance with Michigan Court Rules MCR 1.109 and MCR 8.119 so that the courts division will be compliant with the amendments.

Business Objective

Major Deliverables

- Leverage Laserfiche redaction tool that was rolled out for Circuit Court/Clerk for the Probate Court. Solution should provide for manual redaction of PII in court document repository system. The court has a legal requirement to remove this data and to provide the public a way to view and order copies. The Probate Court is currently unable to comply.
- Provide a solution for manual redacting court documents
- All Probate clerks to redact documents as needed according to Michigan Court Rules (MCR) 1.109 and MCR 8.119.
- Allow for processing of redacted and unredacted documents in the court's workflow.

Approach

- Determine best approach to deploy Laserfiche manual redaction for Probate court
- Develop Detailed Project Plan
- Review business process and conduct needs assessment with customer.
- Security Reviews
- Document requirements
- Develop Implementation Plan
- Develop new software
- Develop User Acceptance Test Plan

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- Test changes
- Acquire User Acceptance Sign off
- Conduct Change Control
- Develop Disaster Recovery Toolkit and Service Center Knowledge Documents
- Release new software into production

Research & Analysis

Research Recommendation – Not Applicable

Benefits

See Return on Investment (ROI) Analysis Document – Not Applicable on Mandates

Impact

Number of Users 40 Probate Staff, Unlimited (Public)
Divisions Probate Court
Leadership Groups Courts

Risk

Business Environment **High** – Project will dramatically change existing business processes or will negatively impact the business environment if implementation is unsuccessful.

Technical Environment **Medium** - Previously implemented technologies with new aspects and/or new requirements.

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	Chris Bujak	As needed

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Facilities

-

Technical

-

Funding

- Information Technology

Other

-

Priority

-

Constraints

-

Exclusions

-

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PROJECT PHASE AUTHORIZATION

Phase(s): All	
Total Estimated Application Services	Hours: 201
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: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Reason:	
Project Sponsor Approval:	
Title:	Date:

PROJECT SUMMARY

Authorized Development (see above)	Hours: 201	
Preliminary Estimated Development for Future Phases	Hours:	
Grand Total Estimated Development	Hours: 201	Cost: \$33,165
Costs from Laserfiche Vendor	Hours: 125	Cost: \$28,125

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PROJECT COMPLETION AUTHORIZATION

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

Oakland County IT Effort:

Redact PII Data on Probate Court Filings - Size Estimate (+/- 10% to 50%)

1	Type	ID	Task Name	Estimated	Estimate Notes
2				Hours	
3	Phase	000000	PROJECT MANAGEMENT	78	
4	Phase	200000	DEFINE BUSINESS REQUIREMENTS	40	
5	Phase	300000	DESIGN SYSTEM ARCHITECTURE		
6	Phase	500000	DEVELOP VENDOR APPLICATION	32	
7	Phase	600000	IMPLEMENTATION PHASE	22	
8	Phase	800000	POST IMPLEMENTATION SUPPORT	29	
9				201	

Laserfiche Vendor Hours

Phase	Description	Hourly Rate	Est. Hours	Est. Cost
1	Requirements Gathering	\$225.00	15	\$3,375.00
2	Probate PII Redaction Process – Manual	\$225.00	30	\$6,750.00
3	Training, Knowledge Transfer, and Documentation	\$225.00	15	\$3,375.00
4	User Acceptance Testing	\$225.00	30	\$6,750.00
5	Go-Live and Post-Production Support	\$225.00	20	\$4,500.00
PM	Project Management	\$225.00	15	\$3,375.00
Total			125	\$28,125.00