

Oakland County Department of Information Technology Project Scope and Approach

Project Name: Circuit - e-filing GAP Remediation

Project ID: DB3212EF

Leadership Group: Courts			
Department: Clerk/Register		Division: County Clerk	
Project Sponsor: Jennifer Howden	Date Requested: 3/1/22	PM Customer No. 212	
Request Type: <i>New Development</i>			
IT Team Name: Courts		IT Team No: B	
Project Manager/Leader: Beth Gleason			
Account Number: 95189	Account Description: Clerk Legal Records	Customer Name: County Clerk	
Grant Funded? No		Mandate? Yes	Mandate Source:

Project Goal

To meet the SCAO mandate to migrate to the Standard MiFile solution so that Oakland County is in compliance with the Michigan Supreme Court directives.

Business Objective

To migrate the integration layers of the 2017 MiFile pilot solution to comply with the Standard Solution per the GAP remediation identified by Oakland County, ImageSoft, and SCAO.

Major Deliverables

- Detailed Project Plan
- Application and/or System Requirements
- End User Hardware and Software Requirements Document
- Technical Design Document
- Technical Architecture Diagram
- Training Plan
- User Acceptance Test Plan
- Implementation Plan
- Application Code
- Disaster Recovery Toolkit
- Service Center Knowledge Documents

Approach

- Develop Detailed Project Plan

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- Review current business process and conduct needs assessment with customer, ensuring current manual processes are refined and automated.
- Security Reviews
- Document system requirements
- Determine and document system architecture and diagram
- Assess User Hardware and Software Requirements
- Conduct Tech Review
- Order hardware and software if needed
- Develop Implementation Plan
- Develop new system
- Develop User Acceptance Test Plan
- Test new system
- Acquire User Acceptance Sign off
- Conduct Change Control
- Develop Disaster Recovery Toolkit and Service Center Knowledge Documents
- Train users on new system
- Release new system into production

Research & Analysis

Research Recommendation

Benefits

See Return on Investment (ROI) Analysis Document

Impact

Number of Users	Standard Solution: Thousands Integration Layer: 12
Divisions	Clerk/Court
Leadership Groups	Courts

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Risk

Business Environment High - Project will dramatically change existing business processes or will negatively affect the business environment if implementation is unsuccessful.

Technical Environment High - New or non-standard technology.

Assumptions

Staffing IT Staffing: resources will be available for the hours indicated per the project plan.

Other Staffing: additional staffing will be available as follows:

<u>Role:</u>	<u>Name</u>	<u>Hours per Day</u>
Project Sponsor	Jennifer Howden	As Needed
Clerks/Courts	Heidi Walling Lisa Czyz	As Needed
SCAO	TBD	As Needed
ImageSoft	TBD	As Needed

Facilities

-
-

Technical

-
-

Funding

- Information Technology

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Other

-

Priority

Constraints

-
-

Exclusions

-
-

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PROJECT PHASE AUTHORIZATION

Phase(s): All	
Total Estimated Application Services	Hours: 1,376
Total Estimated Technical Systems	Hours: 89
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: 1,465
Preliminary Estimated Development for Future Phases	Hours:
Grand Total Estimated Development	Hours: 1,465 Cost: \$241,725

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PROJECT COMPLETION AUTHORIZATION

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

Circuit - e-filing GAP Remediation - Size Estimate (+/- 10% to 50%)

1	Type	ID	Task Name	Estimated
2				Hours
3	Phase	000000	PROJECT MANAGEMENT	757
4	Phase	200000	DEFINE BUSINESS REQUIREMENTS	57
5	Phase	300000	DESIGN SYSTEM ARCHITECTURE	68
6	Phase	500000	DEVELOP APPLICATION	455
7	Phase	900000	TRAINING AND TRANSITION PHASE	10
8	Phase	600000	IMPLEMENTATION PHASE	88
9	Phase	080000	POST IMPLEMENTATION SUPPORT	30
10				1,465