

Oakland County Department of Information Technology Project Scope and Approach

Project Name: OCME FCMS Enhancements

Project ID: DJ0176FE

Leadership Group: Courts				
Department: Public Services			Division: Medical Examiner	
Project Sponsor: Casimir Miarka		Date Requested:		PM Customer No. 176
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: eCommerce			IT Team No: J	
Project Manager/Leader:				
Account Number:	87202	Account Description:	Medical Exam-Cust Supp	Customer Name: Medical Examiner
Grant Funded? Yes <u>No</u>			Mandate? Yes <u>No</u>	
			Mandate Source:	

Project Goal

To implement enhancements to FCMS for additional process efficiencies so that the OCME team can further streamline the processing of ME and Non-ME cases.

Business Objective

To improve OCME staff productivity, through more efficient case file creation and approval processes, integration with the toxicology lab, and enhanced photo loading preview/reviewing.

Major Deliverables

- Detailed Project Plan
- Vendor SOW
- 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
- Training/User Manual(s)
- Application Code
- Service Level Agreement
- Disaster Recovery Toolkit
- Service Center Knowledge Documents

Oakland County Department of Information Technology Project Scope and Approach

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Approach

- Develop Detailed Project Plan
- Collaborate with vendor on contract and SOW
- Review current business process and conduct needs assessment with customer, ensuring current manual processes are refined and automated.
- 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 User Documentation, SLA, Disaster Recovery Toolkit, Service Center Knowledge Documents
- Train users on new system
- Release new system into production

Research & Analysis

Gartner Research Recommendation Research not Required

Benefits

See Return on Investment (ROI) Analysis Document

Impact

Number of Users 32

Divisions Medical Examiner

Leadership Groups Courts

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

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Risk

Business Environment Low - Little or no impact to existing business processes.

Technical Environment Low – Proven or previously implemented technologies.

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:	Casimir Miarka	As needed

Facilities

- None

Technical

- None

Funding

- IT

Other

- None

Priority

-

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

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Constraints

- None

Exclusions

- None

Oakland County Department of Information Technology Project Scope and Approach

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PROJECT PHASE AUTHORIZATION

Phase(s):	
Total Estimated Application Services	Hours: 763
Total Estimated Technical Systems	Hours: 204
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: 967	
Preliminary Estimated Development for Future Phases	Hours:	
Grand Total Estimated Development	Hours: 967	Cost: \$159,555

Oakland County Department of Information Technology Project Scope and Approach

Project Name: OCME FCMS Enhancements

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PROJECT COMPLETION AUTHORIZATION

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

OCME FCMS Enhancement - Size Estimate (+/- 10% to 50%)					
	Type	ID	Task Name	Estimated Hours	Estimate Notes
1	Phase	000000	PROJECT MANAGEMENT	260	
2	Phase	100000	DEVELOP RFP & SELECT VENDOR	68	
3	Phase	200000	DEFINE BUSINESS REQUIREMENTS	96	
4	Phase	300000	DESIGN SYSTEM ARCHITECTURE	52	
5	Phase	400000	IMPLEMENT VENDOR APPLICATION	266	
6	Phase	500000	IMPLEMENTATION PHASE	150	
7	Phase	600000	POST IMPLEMENTATION SUPPORT	75	
8					
				967	

Oakland County -- OCME FCMS Enhancements

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:	45,312	45,572	45,834	46,099	46,367	46,638	275,823
Costs:							
Development Services Subtotal:	198,105	5,000	5,049	5,100	5,151	5,202	223,607
Hardware Subtotal:	0	0	0	0	0	0	0
Software Subtotal:	0	0	0	0	0	0	0
Infrastructure Subtotal	300	303	306	309	312	315	1,846
Training Subtotal:	0	0	0	0	0	0	0
Other Subtotal:	0	0	0	0	0	0	0
Annual Statistics:							
Annual Total Savings	45,312	45,572	45,834	46,099	46,367	46,638	275,823
Annual Total Costs	198,405	5,303	5,356	5,409	5,463	5,518	225,453
Annual Return on Investment	(153,093)	40,269	40,479	40,690	40,904	41,120	50,369
Annual Costs/Savings Ratio	437.86%	11.64%	11.68%	11.73%	11.78%	11.83%	
Project Cumulative Statistics:							
Cumulative Total Savings	45,312	90,884	136,718	182,818	229,185	275,823	275,823
Cumulative Total Costs	198,405	203,708	209,063	214,472	219,935	225,453	225,453
Cumulative Return on Investment	(153,093)	(112,824)	(72,345)	(31,654)	9,250	50,369	50,369
Cumulative Cost/Savings Ratio	437.86%	224.14%	152.92%	117.31%	95.96%	81.74%	81.74%
Year Positive Payback Achieved State or Federal Mandate?					Year 5		Year 5
Signatures:							
Benefits Reviewed By Project Sponsor	_____			Date:	_____		
Costs (including IT Resources) Reviewed By Information Technology Project Manager	_____			Date:	_____		

Oakland County -- OCME FCMS Enhancements

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
Integration with NMS Labs	Cost Avoidance		ANN	275	69	18,942	1.000
Update Photo Gallery	Cost Avoidance		HR	183	141	25,781	1.010
Reduction in Printing	Cost Avoidance		EA	12	32	384	1.000
Create Additional Requirement Fields for Mandatory Reporting, (i.e. Child Death Review, Domestic Violence)	Cost Avoidance		HR	5	41	205	1.010
Quick Creation of Case Number	Intangible Benefit		ANN			0	
Ability to have address verification with USPS	Intangible Benefit		ANN			0	
Misc Enhancements, i.e. moving boxes to correspond to smooth reporting	Intangible Benefit		ANN			0	
Reduction in Printing - Go Green	Intangible Benefit					0	
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Oakland County -- OCME FCMS Enhancements

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
Integration with NMS Labs	Cost Avoidance	X	X	X	X	X	X	18,942.00	18,942.00	18,942.00	18,942.00	18,942.00	18,942
Update Photo Gallery	Cost Avoidance	X	X	X	X	X	X	25,781.04	26,038.85	26,299.24	26,562.23	26,827.85	27,096
Reduction in Printing	Cost Avoidance	X	X	X	X	X	X	384.00	384.00	384.00	384.00	384.00	384
Create Additional Requirement Fields for Mandatory Reporting, (i.e. Child Death Review, Domestic Violence)	Cost Avoidance	X	X	X	X	X	X	205.00	207.05	209.12	211.21	213.32	215
Quick Creation of Case Number	Intangible Benefit												
Ability to have address verification with USPS	Intangible Benefit												
Misc Enhancements, i.e. moving boxes to correspond to smooth reporting	Intangible Benefit												
Reduction in Printing - Go Green	Intangible Benefit												

Oakland County -- OCME FCMS Enhancements

Return on Investment Analysis

Savings Summary

Benefit/Savings Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Tangible Benefit:							
<i>Tangible Benefits Subtotal:</i>							
Cost Avoidance:							
Integration with NMS Labs	18,942	18,942	18,942	18,942	18,942	18,942	113,652
Update Photo Gallery	25,781	26,039	26,299	26,562	26,828	27,096	158,605
Reduction in Printing	384	384	384	384	384	384	2,304
Create Additional Requirement Fields for Mandatory Reporting, (i.e. Child Death Review, Domestic Violence)	205	207	209	211	213	215	1,261
<i>Cost Avoidance Subtotal:</i>	45,312	45,572	45,834	46,099	46,367	46,638	275,823
Intangible Benefit:							
Quick Creation of Case Number							
Ability to have address verification with USPS							
Misc Enhancements, i.e. moving boxes to correspond to smooth reporting							
Reduction in Printing - Go Green							
Savings Total:	45,312	45,572	45,834	46,099	46,367	46,638	275,823

Oakland County -- OCME FCMS Enhancements

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		HR	967	165	159,555	1.010	x							
IT Hours - System Maintenance	Development Svcs		HR	10	165	1,650	1.010	x	x	x	x	x	x	x	
IT Hours - Customer Support	Development Svcs		HR	20	165	3,300	1.010	x	x	x	x	x	x	x	
IT Hours - Planned Maintenance	Development Svcs				165										
User Hours - New Development	Development Svcs					0									
User Hours - PTNE/OT	Development Svcs					0									
Contractor Professional Services	Development Svcs		EA	1	33,600	33,600	1.010	x							
PC System - Acquisition	Hardware				687	0									
PC System - Maintenance	Hardware				2,936	0									
Notebook - Acquisition	Hardware				1,115	0									
Notebook - Maintenance	Hardware				3,024	0									
Tablet Notebook - Acquisition	Hardware				1,421	0									
Tablet Notebook - Maintenance	Hardware				2,800	0									
Laserprinter - Acquisition	Hardware				1,432	0									
Laserprinter - Maintenance	Hardware				1,408	0									
PC Maintenance User Owned	Hardware				2,720	0									
Printer Maintenance User Owned	Hardware				1,264	0									
File Space (100GB)	Hardware		ANN		23	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									

Oakland County -- OCME FCMS Enhancements
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	
SQL Server Enterprise - Per Processor (4 cores) - Purchased Sept 2016-Aug 2017 - Includes Maintenance thru Aug 2019	Infrastructure				24,533	0								
SQL Server Enterprise - Per Processor (4 cores) - Purchased Sept 2017-Aug 2018 - Includes Maintenance thru Aug 2019	Infrastructure				20,759	0								
SQL Server Enterprise - Per Processor (4 cores) - Purchased Sept 2018-Aug 2019 - Includes Maintenance thru Aug 2019	Infrastructure				16,985	0								
SQL Server Enterprise - Maintenance, Per Processor (4 cores) - Sept 2019 and Beyond	Infrastructure				4,218	0								
SQL Server Standard - Per Processor (4 cores) - Purchased Sept 2016-Aug 2017 - Includes Maintenance thru Aug 2019	Infrastructure				6,398	0								
SQL Server Standard - Per Processor (4 cores) - Purchased Sept 2017-Aug 2018 - Includes Maintenance thru Aug 2019	Infrastructure				5,414	0								
SQL Server Standard - Per Processor (4 cores) - Purchased Sept 2018-Aug 2019 - Includes Maintenance thru Aug 2019	Infrastructure				4,429	0								
SQL Server - Standard Maintenance, Per Processor (4 cores) - Sept 2019 and Beyond	Infrastructure				1,100	0								
Websphere Basic Per Processor Single/Dual Core - Includes Year 1 Maintenance	Infrastructure				3,506	0								

Oakland County -- OCME FCMS Enhancements

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		
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									
Internet Access	Infrastructure				180	0									
Imperva Web Application Firewall (External Web Applications Only)	Infrastructure		ANN		500	0									
App Code Directories on Consolidated IIS Server (Virtual)	Infrastructure		ANN		415	0									
Database (5 GB) on Consolidated SQL Instance Server	Infrastructure		ANN		930	0									
Database Instance (125 GB DB) on Consolidated SQL Server	Infrastructure		ANN		2,395	0									
Database SQL Maint Server	Infrastructure		ANN		834	0									
Database SQL Server Physical	Infrastructure		ANN		19,158	0									
DB Maintenance (Annual Cycle \$610)	Infrastructure		ANN		610	0									
DB Maintenance (Semi-Annual Cycle \$1220)	Infrastructure		ANN		1,220	0									
DB Maintenance (Semi-Annual Cycle \$2440)	Infrastructure		ANN		2,440	0									
Dedicated Virtual Server	Infrastructure		ANN		4,150	0									
DB Instance Setup	Infrastructure				976	0									
DBA MS SQL Database Creation on Existing Instance	Infrastructure				366	0									
Extra Small - 2 Core 8GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = \$601 On Premise Physical Server = N/A	Infrastructure		ANN			0									

Oakland County -- OCME FCMS Enhancements
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		
Small - 4 Core 16GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = \$951 On Premise Physical Server = \$9,288	Infrastructure		ANN			0									
Medium - 8 Core 32GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = \$1,702 On Premise Physical Server = \$9,751	Infrastructure		ANN			0									
Large - 16 Core 64GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = \$3,167 On Premise Physical Server = \$10,446	Infrastructure		ANN			0									
Extra Large - 40 Core 160GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = \$7,564 On Premise Physical Server = \$12,906	Infrastructure		ANN			0									

Oakland County -- OCME FCMS Enhancements

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	159,555.00					
IT Hours - System Maintenance	Development Svcs	1,650.00	1,666.50	1,683.17	1,700.00	1,717.00	1,734.17
IT Hours - Customer Support	Development Svcs	3,300.00	3,333.00	3,366.33	3,399.99	3,433.99	3,468.33
IT Hours - Planned Maintenance	Development Svcs						
User Hours - New Development	Development Svcs						
User Hours - PTNE/OT	Development Svcs						
Contractor Professional Services	Development Svcs	33,600.00					
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						
PC Maintenance User Owned	Hardware						
Printer Maintenance User Owned	Hardware						
File Space (100GB)	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						

Oakland County -- OCME FCMS Enhancements
Return on Investment Analysis

Cost Detail

Cost Description	Project Cost Category	Potential Cost Extensions					
		Y1	Y2	Y3	Y4	Y5	Y6
SQL Server Enterprise - Per Processor (4 cores) - Purchased Sept 2016-Aug 2017 - Includes Maintenance thru Aug 2019	Infrastructure						
SQL Server Enterprise - Per Processor (4 cores) - Purchased Sept 2017-Aug 2018 - Includes Maintenance thru Aug 2019	Infrastructure						
SQL Server Enterprise - Per Processor (4 cores) - Purchased Sept 2018-Aug 2019 - Includes Maintenance thru Aug 2019	Infrastructure						
SQL Server Enterprise - Maintenance, Per Processor (4 cores) - Sept 2019 and Beyond	Infrastructure						
SQL Server Standard - Per Processor (4 cores) - Purchased Sept 2016-Aug 2017 - Includes Maintenance thru Aug 2019	Infrastructure						
SQL Server Standard - Per Processor (4 cores) - Purchased Sept 2017-Aug 2018 - Includes Maintenance thru Aug 2019	Infrastructure						
SQL Server Standard - Per Processor (4 cores) - Purchased Sept 2018-Aug 2019 - Includes Maintenance thru Aug 2019	Infrastructure						
SQL Server - Standard Maintenance, Per Processor (4 cores) - Sept 2019 and Beyond	Infrastructure						
Websphere Basic Per Processor Single/Dual Core - Includes Year 1 Maintenance	Infrastructure						

Oakland County -- OCME FCMS Enhancements

Return on Investment Analysis

Cost Detail

Cost Description	Project Cost Category	Potential Cost Extensions					
		Y1	Y2	Y3	Y4	Y5	Y6
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						
Internet Access	Infrastructure						
Imperva Web Application Firewall (External Web Applications Only)	Infrastructure						
App Code Directories on Consolidated IIS Server (Virtual)	Infrastructure						
Database (5 GB) on Consolidated SQL Instance Server	Infrastructure						
Database Instance (125 GB DB) on Consolidated SQL Server	Infrastructure						
Database SQL Maint Server	Infrastructure						
Database SQL Server Physical	Infrastructure						
DB Maintenance (Annual Cycle \$610)	Infrastructure						
DB Maintenance (Semi-Annual Cycle \$1220)	Infrastructure						
DB Maintenance (Semi-Annual Cycle \$2440)	Infrastructure						
Dedicated Virtual Server	Infrastructure						
DB Instance Setup	Infrastructure						
DBA MS SQL Database Creation on Existing Instance	Infrastructure						
Extra Small - 2 Core 8GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = \$601 On Premise Physical Server = N/A	Infrastructure						

Oakland County -- OCME FCMS Enhancements
Return on Investment Analysis

Cost Detail

Cost Description	Project Cost Category	Potential Cost Extensions					
		Y1	Y2	Y3	Y4	Y5	Y6
Small - 4 Core 16GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = \$951 On Premise Physical Server = \$9,288	Infrastructure						
Medium - 8 Core 32GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = \$1,702 On Premise Physical Server = \$9,751	Infrastructure						
Large - 16 Core 64GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = \$3,167 On Premise Physical Server = \$10,446	Infrastructure						
Extra Large - 40 Core 160GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = \$7,564 On Premise Physical Server = \$12,906	Infrastructure						

Oakland County -- OCME FCMS Enhancements

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	159,555						159,555
IT Hours - System Maintenance	1,650	1,667	1,683	1,700	1,717	1,734	10,151
IT Hours - Customer Support	3,300	3,333	3,366	3,400	3,434	3,468	20,302
IT Hours - Planned Maintenance	0						
User Hours - New Development							
User Hours - PTNE/OT							
Contractor Professional Services	33,600						33,600
<i>Development Services Subtotal:</i>	198,105	5,000	5,049	5,100	5,151	5,202	223,607
Hardware:							
<i>Hardware Subtotal:</i>							
Software:							
<i>Software Subtotal:</i>							
Infrastructure:							
AWS S3 bucket storage	300	303	306	309	312	315	1,846
<i>Infrastructure Subtotal</i>	300	303	306	309	312	315	1,846
Training:							
<i>Training Subtotal:</i>							
Other:							

Oakland County -- OCME FCMS Enhancements

Return on Investment Analysis

Cost Summary

Cost Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
<i>Other Subtotal:</i>							
Costs Total:	198,405	5,303	5,356	5,409	5,463	5,518	225,453

Oakland County -- OCME FCMS Enhancements

Return on Investment Analysis

Assumptions

Date	Assumption Description
18-Feb-20	Integration for direct download of lab results would eliminate the need for toxicologist to manually enter the information into they system. This will also ensure the accuracy of the data that is imported. It will average 15 minutes per case to manually enter the information. Average 1100 autopsies per year. $1100 \times 15 \text{ minutes} = 16500 \text{ minutes}$ or 275 hours. Forensic Toxicologist hourly wage with benefits = $\$68.88 \times 275 \text{ hours} = \$18,944$
18-Feb-20	Currently the system requires the person viewing photos to download them before they can view them into a gallery. If the system allowed for viewing photos in a gallery the individual can save time by not having to download the photos. $(1100 \text{ cases} \times 10 \text{ minutes}) / 60 = 183$ hours. Doctors avg hourly rate is 140.80 = \$25,620
18-Feb-20	Need ability to track cases for required monthly meetings. Adding this criteria to the search will allow the cases to be readily pulled from a report rather than manually searching for a case. Currently takes about 30 minutes to prepare report adding the special fields will reduce this to 5 minutes per month. 5 hours saved x \$41.64 for MEO Assistant = \$208.00
18-Jun-20	All requirements have been properly captured and provided to the vendor for the cost estimate.
18-Jun-20	Vendor professional services costs will not increase in 2021
08-Jul-20	Cost of AWS S3 environment for FCMS backup of closed files as staging for Laserfiche is \$25/mo. x 12 month = \$300 (yr. 1)