

# Oakland County Department of Information Technology Project Scope and Approach

**Project Name: Clean Slate - Restore Cases from Microfiche**

**Project ID: DB1212CM**

<b>Leadership Group: Courts Justice/Administration</b>					
<b>Department: Clerks</b>			<b>Division: County Clerks</b>		
<b>Project Sponsor: Jennifer Howden</b>		<b>Date Requested: Aug 2021</b>		<b>PM Customer No. 212</b>	
<b>Request Type: <i>New Development</i></b>					
<b>IT Team Name: Courts</b>			<b>IT Team No: B</b>		
<b>Project Manager/Leader: Beth Gleason</b>					
<b>Account Number:</b>	71800	<b>Account Description:</b>	Clerk/Reg - E-Services	<b>Customer Name:</b>	Clerk's Office
<b>Grant Funded?</b>	No (it is unclear if there are funds that we will be tapping into for this)		<b>Mandate?</b>	Yes	
			<b>Mandate Source:</b>		

## Project Goal

To facilitate quick and easy retrieval of case documents that were scanned to microfiche and stored so that they can be accessed and processed to a non-public status for set aside convictions due to the Clean Slate legislation passed in October 2020.

## Business Objective

### Major Deliverables

- Restore criminal cases from Microfiche to PDF files so the documents can be accessed by the Clerk's Office when requests for expungements are received by the Court.
- Allow for automatic processing of cases when set aside requests are received from the state. Prepare for initial volume to be high.
- Automated set asides to begin April 2023.
- Ensure access to court records is retained as appropriate.

### Approach

- Develop Detailed Project Plan
- Review business process and conduct needs assessment with customer.
- 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

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- Develop new software
- 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
- Release new software into production

**Research & Analysis**

**Gartner Research Recommendation – Not Applicable**

**Benefits**

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

**Impact**

**Number of Users** Unlimited (Public)

**Divisions** Clerk’s Office

**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:

<b><u>Role:</u></b>	<b><u>Name</u></b>	<b><u>Hours per Day</u></b>
Project Sponsor	Jennifer Howden	As Needed
Clerks Tester	TBD	As Needed

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**Facilities**

- 

**Technical**

- 

**Funding**

- 

**Other**

- 

**Priority**

- 

**Constraints**

- New development of state systems
- Additional legislation still being passed
- Governance not clearly defined
- Funding if not available through the State of Michigan

**Exclusions**

- 
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## PROJECT PHASE AUTHORIZATION

<b>Phase(s):</b> All	
<b>Total Estimated Application Services</b>	<b>Hours: 1,017</b>
<b>Total Estimated Technical Systems</b>	<b>Hours: 30</b>
<b>Total Estimated CLEMIS</b>	<b>Hours:</b>
<b>Total Estimated Internal Services</b>	<b>Hours:</b>
<b>IT Application Services Division Manager Approval:</b>	<b>Date:</b>
<b>IT Technical Systems Division Manager Approval:</b>	<b>Date:</b>
<b>IT CLEMIS Division Manager Approval:</b>	<b>Date:</b>
<b>IT Internal Services Division Manager Approval:</b>	<b>Date:</b>
<b>IT Management Approval:</b>	
Approved: <span style="margin-left: 150px;">Yes</span> <span style="margin-left: 100px;">No</span>	<b>Date:</b>
Reason:	
<b>Project Sponsor Approval:</b>	
Title:	<b>Date:</b>

## PROJECT SUMMARY

<b>Authorized Development (see above)</b>	<b>Hours:</b>
<b>Preliminary Estimated Development for Future Phases</b>	<b>Hours:</b>
<b>Grand Total Estimated Development:</b>	<b>Hours: 1,047      Cost: \$172,755</b>

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## PROJECT COMPLETION AUTHORIZATION

<b>Customer Acceptance of Product:</b>	
Title:	Date:
<b>Project Office Review:</b>	Date:

Clean Slate - Restore Cases from Microfiche - Size Estimate (+/- 10% to 50%)

1	Type	ID	Task Name	Estimated	Estimate Notes
2				Hours	
3	Phase	000000	PROJECT MANAGEMENT	243	
4	Phase	200000	DEFINE BUSINESS REQUIREMENTS	106	
5	Phase	300000	DESIGN SYSTEM ARCHITECTURE	45	
6	Phase	500000	DEVELOP APPLICATION	491	
7	Phase	600000	IMPLEMENTATION PHASE	96	
8	Phase	800000	POST IMPLEMENTATION SUPPORT	66	
9				1,047	