

Oakland County Department of Information Technology Project Scope and Approach

Project Name: Mandates Enhancement Budget

Project ID: DB9120EB

Leadership Group: Courts/Justice Administration					
Department: Circuit Court			Division: Judicial Admin		
Project Sponsor: Court Leadership Group		Date Requested: 02/07/2018		PM Customer No. 311	
Request Type: Enhancement					
IT Team Name: Courts/Justice Administration			IT Team No: B		
Project Manager/Leader: Patti Smutzki					
Account Number:	95161	Account Description:	Vital Stats Index	Customer Name:	Courts
Grant Funded? Yes <u>No</u>			Mandate? <u>Yes</u> No		
Mandate Source: State of Michigan					

Project Goal

To establish a Courts Mandate Enhancement Budget so that hours may be utilized for Courts related development projects and application enhancements relating to mandates, to gain efficiency in the Courts business process.

Business Objective

To improve and expand all modules for Courts related to mandates from the State and/or County for the applications below.

- Elections
- Courts Explorer Application
- Case Management System
- Reporting Applications
- Other Courts related applications

Major Deliverables

- Detailed Project Plan
- Application and/or System Requirements
- Technical Design Document
- Application Code
- Implementation Plan
- User Acceptance Test Plan
- Updated Disaster Recovery Toolkit(s)

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Approach

- Request for mandates will come from Courts System Experts and submitted to OCIT for estimate
- OCIT develops estimate and returns to Courts Sponsor for approval
- Courts submits the approved request to OCIT
- Update Application Functionality
- Test Updated Application Functionality
- Update Disaster Recovery Tool Kit, if applicable
- Implement Application Functionality Changes

Research & Analysis

Gartner Research Recommendation – N/A

Benefits

No Return on Investment (RIO) Analysis needed as this is mandated.

Impact

Number of Users 400+ users

Divisions

- Circuit Court
- County Clerk
- District Courts
- Probate Court
- Prosecutor
- Public Services

Leadership Groups Courts/Justice Administration

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Risk

Business Environment Medium – Project requires some changes to existing business process.

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

Assumptions

Staffing IT Staffing: resources will be available for the hours estimated.
Other Staffing: additional staffing will be available as follows:

<u>Role:</u>	<u>Name</u>	<u>Hours per Day</u>
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Facilities

- Facilities will be available for IT staff at the IT building.

Technical

- None

Funding

- None as mandated

Other

- None

Priority

- TBD

Constraints

- None

Exclusions

- None

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PROJECT PHASE AUTHORIZATION

Phase(s): All	
Total Estimated Application Services	Hours: 200
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: Yes No	Date:
Reason:	
Project Sponsor Approval:	
Title:	Date:

PROJECT SUMMARY

Authorized Development (see above)	Hours:
Preliminary Estimated Development for Future Phases	Hours:
Grand Total Estimated Development	Hours: 200 Cost: \$ 33,000.00

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PROJECT COMPLETION AUTHORIZATION

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

Mandates EB - Size Estimate (+/- 10% to 50%)

Type	ID	Task Name	Estimated Hours	Estimate Notes
Phase	000000	<input type="checkbox"/> Mandates Enhancement Budget	200	
			200	