

# Oakland County Department of Information Technology Project Scope and Approach

**Project Name: Michigan Indigent Defense Commission Phase I**      **Project ID:DB0312MI**

<b>Leadership Group: Courts/Justice Administration</b>			
<b>Department: Circuit Court/Reimbursement</b>		<b>Division: Court Business</b>	
<b>Project Sponsor: Chris Bujak</b>	<b>Date Requested: 07/23/2019</b>	<b>312</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: Patti Smutzki</b>			
<b>Account Number:</b>	<b>Account Description:</b>	<b>Customer Name:</b>	<b>Circuit Court/County Executives</b>
<b>Grant Funded? Yes</b>	<b>Mandate? Yes</b>	<b>Mandate Source: State</b>	

## **Project Goal**

To modify existing court systems so that Oakland County is working toward compliance with MIDC requirements as mandated.

## **Business Objective**

The main objective for this project is to create business requirements and technical design and to begin modifying attorney appointment and payments systems to accommodate the Michigan Indigent Defense Commission (MiDC) requirements as stated in M.C.L. §780.989(6), §780.999. The MIDC will publish reports of any data collected and analyzed pursuant to M.C.L. §780.989(1)(f) and M.C.L. §780.993(1).

This will include changes to the following systems, reports and forms:

- Update legacy attorney appointment database including the addition of category 1 and 2 assignments
- Update legacy attorney voucher database
- Merge appointment and voucher databases to ensure data integrity
- Modify reimbursement attorney voucher database view
- Create new form for attorney voucher requests
- Develop reports as required by MIDC standards

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**Major Deliverables**

- Detailed Project Plan
- Application and/or System Requirements
- Technical Design Document
- Technical Architecture Diagram

**Approach**

- Develop Detailed Project Plan
- 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

**Research & Analysis**

**Gartner Research Recommendation**

N/A

**Impact**

<b>Number of Users</b>	31
<b>Divisions</b>	Business Courts/Reimbursement/Case Management Office
<b>Leadership Groups</b>	Courts/Justice Administration

**Risk**

<b>Business Environment</b>	HIGH - Project will dramatically change existing business processes or will negatively affect the business environment if implementation is unsuccessful.
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<b>Technical Environment</b>	LOW - Proven and previously implemented technologies.
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**Assumptions**

**Staffing**      IT Staffing: resources will be available for the hours indicated within the 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:	Chris Bujak	As Needed
Court Appt Specialist:		As Needed
Court Business Supervisor:	Cindy Lingle	As Needed

**Facilities**

- 

**Technical**

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**Funding**

- Miscellaneous Resolution #19071

**Priority**

- TBD

**Constraints**

- Funding available for this phase must be used by fiscal year end September 30<sup>th</sup> 2019.
- Finalized MIDC standards, data definitions, and reporting requirements are still being refined.

**Exclusions**

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**PROJECT PHASE AUTHORIZATION**

<b>Phase(s): Project Management, Business Requirements, System Architecture, Development</b>	
<b>Total Estimated Application Services</b>	<b>Hours: 482</b>
<b>Total Estimated Technical Systems</b>	<b>Hours: 18</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:                      Yes                      No	<b>Date:</b>
Reason:	
<b>Project Sponsor Approval:</b>	
Title:	<b>Date:</b>

**PROJECT SUMMARY**

<b>Authorized Development (see above)</b>	<b>Hours: 500</b>	
<b>Preliminary Estimated Development for Future Phases</b>	<b>Hours:</b>	
<b>Grand Total Estimated Development</b>	<b>Hours: 500</b>	<b>Cost: \$82,500</b>

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**PROJECT COMPLETION AUTHORIZATION**

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

**Michigan Indigent Defense Commission (Courts) - Size Estimate (+/- 10% to 50%)**

Type	ID	Task Name	Estimated
			Hours
<b>3</b>	<b>000000</b>	<b>PROJECT MANAGEMENT</b>	<b>175</b>
Phase	200000	DEFINE BUSINESS REQUIREMENTS	140
Phase	300000	DESIGN SYSTEM ARCHITECTURE	75
Phase	500000	DEVELOP APPLICATION	110
			500