

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

Project Name: BOC Codify Resolutions and Proclamations

Project ID: DJ3511RP

Leadership Group: Finance/Admin					
Department: Board of Commissioners			Division: BOC		
Project Sponsor: Patti Dib		Date Requested: 2/14/2022		PM Customer No. 511	
Request Type: <u>New Development X</u> Enhancement Customer Support Planned System Maintenance or Upgrade					
IT Team Name: eCommerce			IT Team No: J		
Project Manager/Leader: TBD					
Account Number:	91404	Account Description:	BOC – CUSTOMER SUPPT	Customer Name:	Board of Commissioners
Grant Funded?		Yes <u>No</u>	Mandate? Yes <u>No</u> Mandate Source: n/a		

Project Goal

To implement a solution to improve the searching and locating of Board of Commissioners (BOC) documentation documents (i.e. ordinances, resolutions, and proclamations), so that BOC staff can more quickly respond to internal and external requests for information and the public can more efficiently access both current and historical Board of Commissioners documents.

Business Objective

To implement a system that will provide for current and future organization, codification, and easy searchability of BOC documentation, including the documentation currently stored on Oakland County network drives as well as documentation processed through CivicClerk.

Major Deliverables

- Request for Proposal
- 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
- Training/User Manual(s)
- Software Implementation
- Service Level Agreement
- Application Code
- Service Level Agreement
- Disaster Recovery Toolkit

Oakland County Department of Information Technology Project Scope and Approach

Project Name: BOC Codify Resolutions and Proclamations

Project ID: DJ3511RP

- Service Center Knowledge Documents

Approach

- Develop Detailed Project Plan
- Review current business process and conduct needs assessment with customer, ensuring current manual processes are refined and automated
- Collaborate with vendor on contract and SOW
- Assist and review vendor with finalizing technical design
- Identify and configure vendor application enhancements
- 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

Research Recommendation - TBD

Benefits

See Return on Investment (ROI) Analysis Document

Impact

Number of Users	100+ (Oakland County Board of Commissioners and staff, Departments, and the Public)
Divisions	Board of Commissioners
Leadership Groups	Finance/Admin

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

Project Name: BOC Codify Resolutions and Proclamations

Project ID: DJ3511RP

Risk

Business Environment MED – Project requires some changes to existing business processes

Technical Environment MED – Previously implemented technologies with new aspects and/or new enhancements

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:	Patti Dib	As Needed

Facilities

- None
-

Technical

- None
-

Funding

- IT

Other

- Allow Adobe PDF interfacing and document management

Priority

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

Project Name: BOC Codify Resolutions and Proclamations

Project ID: DJ3511RP

Constraints

- None
-

Exclusions

- None
-

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

Project Name: BOC Codify Resolutions and Proclamations

Project ID: DJ3511RP

PROJECT PHASE AUTHORIZATION

Phase(s): All	
Total Estimated Application Services	Hours: 1,406
Total Estimated Technical Systems	Hours: 127
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: 1,533
Previously Authorized Development	Hours:
Preliminary Estimated Development for Future Phases	Hours:
Grand Total Estimated Development	Hours: 1,533 Cost: \$252,945

Oakland County Department of Information Technology Project Scope and Approach

Project Name: BOC Codify Resolutions and Proclamations

Project ID: DJ3511RP

PROJECT COMPLETION AUTHORIZATION

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

BOC Codify Resolutions and Proclamations - Size Estimate (+/- 10% to 50%)

1	Type	ID	Task Name	Estimated	Estimate Notes
2				Hours	
3	Phase	000000	PROJECT MANAGEMENT	438	
4	Phase	100000	DEVELOP RFP & SELECT VENDOR	209	
5	Phase	200000	DEFINE BUSINESS REQUIREMENTS	90	
6	Phase	300000	DESIGN SYSTEM ARCHITECTURE	121	
7	Phase	400000	IMPLEMENT VENDOR APPLICATION	447	
8	Phase	500000	IMPLEMENTATION PHASE	165	
9	Phase	600000	POST IMPLEMENTATION SUPPORT	63	
10				1,533	

Oakland County -- BOC Codify Resolutions and Proclamations

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:	0	0	0	0	0	0	0
Costs:							
Development Services Subtotal:	253,695	16,500	16,500	16,500	16,500	16,500	336,195
Hardware Subtotal:	0	0	0	0	0	0	0
Software Subtotal:	1,500	750	750	750	750	750	5,250
Infrastructure Subtotal:	0	0	0	0	0	0	0
Training Subtotal:	0	0	0	0	0	0	0
Other Subtotal:	0	0	0	0	0	0	0
Annual Statistics:							
Annual Total Savings	0	0	0	0	0	0	0
Annual Total Costs	255,195	17,250	17,250	17,250	17,250	17,250	341,445
Annual Return on Investment	(255,195)	(17,250)	(17,250)	(17,250)	(17,250)	(17,250)	(341,445)
Annual Costs/Savings Ratio	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Project Cumulative Statistics:							
Cumulative Total Savings	0	0	0	0	0	0	0
Cumulative Total Costs	255,195	272,445	289,695	306,945	324,195	341,445	341,445
Cumulative Return on Investment	(255,195)	(272,445)	(289,695)	(306,945)	(324,195)	(341,445)	(341,445)
Cumulative Cost/Savings Ratio	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Year Positive Payback Achieved							NO PAYBACK
State or Federal Mandate?							
Signatures:							
Benefits Reviewed By Project Sponsor	_____			Date:	_____		
Costs (including IT Resources) Reviewed By Information Technology Project Manager	_____			Date:	_____		

Oakland County -- BOC Codify Resolutions and Proclamations

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
Codify BOC documentation	Intangible Benefit		ANN			0	
Allow upload of draft documents	Intangible Benefit		ANN			0	
Provide improved searchability for the BOC staff and the public	Intangible Benefit		ANN			0	
Documents will be accessible from the BOC's website	Intangible Benefit		ANN			0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	

Oakland County -- BOC Codify Resolutions and Proclamations

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
Codify BOC documentation	Intangible Benefit												
Allow upload of draft documents	Intangible Benefit												
Provide improved searchability for the BOC staff and the public	Intangible Benefit												
Documents will be accessible from the BOC's website	Intangible Benefit												

Oakland County -- BOC Codify Resolutions and Proclamations

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:							
<i>Cost Avoidance Subtotal:</i>							
Intangible Benefit:							
Codify BOC documentation							
Allow upload of draft documents							
Provide improved searchability for the BOC staff and the public							
Documents will be accessible from the BOC's website							
Savings Total:							

Oakland County -- BOC Codify Resolutions and Proclamations

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	1,533	165	252,945		x							
IT Hours - System Maintenance	Development Svcs		ANN	20	165	3,300			x	x	x	x	x	x	
IT Hours - Customer Support	Development Svcs		ANN	80	165	13,200			x	x	x	x	x	x	
IT Hours - Planned Maintenance	Development Svcs				165	0									
User Hours - New Development	Development Svcs					0									
User Hours - PTNE/OT	Development Svcs					0									
Contractor Professional Services	Development Svcs		EA	1	750	750		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		EA	1	750	750		x							
Package Software - Maintenance	Software		ANN	1	750	750		x	x	x	x	x	x	x	
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 Software Purchase - Per Processor (4 Cores) - Requires Annual Support Below	Infrastructure				42,280	0									
Oracle Enterprise Software Support - Per Processor (4 Cores)	Infrastructure				9,293	0	1.030								

Oakland County -- BOC Codify Resolutions and Proclamations
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 Software Purchase - Per Processor (4 cores) - Purchased Sept 2019-Aug 2020 - Includes Support thru Aug 2022	Infrastructure				16,985	0									
SQL Server Enterprise Software Purchase - Per Processor (4 cores) - Purchased Sept 2020-Aug 2021 - Includes Support thru Aug 2022	Infrastructure				12,724	0									
SQL Server Enterprise Software Purchase - Per Processor (4 cores) - Purchased Sept 2021-Aug 2022 - Includes Support thru Aug 2022	Infrastructure				8,463	0									
SQL Server Enterprise - Support, Per Processor (4 cores) - Sept 2022 and Beyond	Infrastructure				4,261	0									
SQL Server Standard Software Purchase - Per Processor (4 cores) - Purchased Sept 2019-Aug 2020 - Includes Support thru Aug 2022	Infrastructure				4,429	0									
SQL Server Standard Software Purchase - Per Processor (4 cores) - Purchased Sept 2020-Aug 2021 - Includes Support thru Aug 2022	Infrastructure				3,317	0									
SQL Server Standard Software Purchase - Per Processor (4 cores) - Purchased Sept 2021-Aug 2022 - Includes Support thru Aug 2022	Infrastructure				2,205	0									
SQL Server - Standard Support, Per Processor (4 cores) - Sept 2022 and Beyond	Infrastructure				1,112	0									
Websphere Basic Per Processor Single/Dual Core - Includes Year 1 Maintenance	Infrastructure				3,506	0									

Oakland County -- BOC Codify Resolutions and Proclamations

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									
Dedicated Virtual Server	Infrastructure		ANN		4,150	0									
Extra Small - 2 Core 8GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = \$601 On Premise Physical Server = N/A	Infrastructure		ANN			0									
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									

Oakland County -- BOC Codify Resolutions and Proclamations
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		
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 -- BOC Codify Resolutions and Proclamations
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	252,945.00					
IT Hours - System Maintenance	Development Svcs		3,300.00	3,300.00	3,300.00	3,300.00	3,300.00
IT Hours - Customer Support	Development Svcs		13,200.00	13,200.00	13,200.00	13,200.00	13,200.00
IT Hours - Planned Maintenance	Development Svcs						
User Hours - New Development	Development Svcs						
User Hours - PTNE/OT	Development Svcs						
Contractor Professional Services	Development Svcs	750.00					
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	750.00					
Package Software - Maintenance	Software	750.00	750.00	750.00	750.00	750.00	750.00
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 Software Purchase - Per Processor (4 Cores) - Requires Annual Support Below	Infrastructure						
Oracle Enterprise Software Support - Per Processor (4 Cores)	Infrastructure						

Oakland County -- BOC Codify Resolutions and Proclamations
Return on Investment Analysis

Cost Detail

Cost Description	Project Cost Category	Potential Cost Extensions					
		Y1	Y2	Y3	Y4	Y5	Y6
SQL Server Enterprise Software Purchase - Per Processor (4 cores) - Purchased Sept 2019-Aug 2020 - Includes Support thru Aug 2022	Infrastructure						
SQL Server Enterprise Software Purchase - Per Processor (4 cores) - Purchased Sept 2020-Aug 2021 - Includes Support thru Aug 2022	Infrastructure						
SQL Server Enterprise Software Purchase - Per Processor (4 cores) - Purchased Sept 2021-Aug 2022 - Includes Support thru Aug 2022	Infrastructure						
SQL Server Enterprise - Support, Per Processor (4 cores) - Sept 2022 and Beyond	Infrastructure						
SQL Server Standard Software Purchase - Per Processor (4 cores) - Purchased Sept 2019-Aug 2020 - Includes Support thru Aug 2022	Infrastructure						
SQL Server Standard Software Purchase - Per Processor (4 cores) - Purchased Sept 2020-Aug 2021 - Includes Support thru Aug 2022	Infrastructure						
SQL Server Standard Software Purchase - Per Processor (4 cores) - Purchased Sept 2021-Aug 2022 - Includes Support thru Aug 2022	Infrastructure						
SQL Server - Standard Support, Per Processor (4 cores) - Sept 2022 and Beyond	Infrastructure						
Websphere Basic Per Processor Single/Dual Core - Includes Year 1 Maintenance	Infrastructure						

Oakland County -- BOC Codify Resolutions and Proclamations
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						
Dedicated Virtual Server	Infrastructure						
Extra Small - 2 Core 8GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = \$601 On Premise Physical Server = N/A	Infrastructure						
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						

Oakland County -- BOC Codify Resolutions and Proclamations
Return on Investment Analysis

Cost Detail

Cost Description	Project Cost Category	Potential Cost Extensions					
		Y1	Y2	Y3	Y4	Y5	Y6
Extra Large - 40 Core 160GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = \$7,564 On Premise Physical Server = \$12,906	Infrastructure						

Oakland County -- BOC Codify Resolutions and Proclamations

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	252,945						252,945
IT Hours - System Maintenance		3,300	3,300	3,300	3,300	3,300	16,500
IT Hours - Customer Support		13,200	13,200	13,200	13,200	13,200	66,000
IT Hours - Planned Maintenance							
User Hours - New Development							
User Hours - PTNE/OT							
Contractor Professional Services	750						750
<i>Development Services Subtotal:</i>	253,695	16,500	16,500	16,500	16,500	16,500	336,195
Hardware:							
<i>Hardware Subtotal:</i>							
Software:							
Package Software - Acquisition	750						750
Package Software - Maintenance	750	750	750	750	750	750	4,500
<i>Software Subtotal:</i>	1,500	750	750	750	750	750	5,250
Infrastructure:							
<i>Infrastructure Subtotal</i>							
Training:							
<i>Training Subtotal:</i>							
Other:							
<i>Other Subtotal:</i>							
Costs Total:	255,195	17,250	17,250	17,250	17,250	17,250	341,445

Oakland County -- BOC Codify Resolutions and Proclamations

Return on Investment Analysis

Assumptions

Date	Assumption Description
14-Feb-22	Approved Resolutions and Proclamations are available in CivicClerk
14-Feb-22	Drafts can be uploaded immediately and then replaced by the executed version
14-Feb-22	Access would be for internal and public use
02-Mar-22	Solution should provide a minimum of two user licenses
02-Mar-22	Solution should be able to interface with Adobe PDF to allow maintenance and uploading of documentation.
01-Jun-22	Solution will be web based and public facing
01-Jun-22	Integrations will be assumed to be (New Vendor, Adobe, Civic Clerk, Nginx, OKTA for Internal Users)
01-Jun-22	Assuming that this is a purchase
01-Jun-22	Open Oakland historical data is not going anywhere and will not be retired.
01-Jun-22	Planning on only going 2 years for Ordinances, Resolutions and Proclamations to be brought over in Data Conversions
01-Jun-22	Vendor/SW cost, based on vendor quote, for desired solution