

# Oakland County Department of Information Technology Project Scope and Approach

**Project Name: AAT Mandate Program Budget 2023-2024**

**Project ID: D93125MB**

<b>Leadership Group:</b> Land					
<b>Department:</b> Management & Budget/Treasurer			<b>Division:</b> Equalization/Administration		
<b>Project Sponsor:</b> TBD& Jody Defoe		<b>Date Requested:</b> 3/8/2022		<b>PM Customer No.</b> 125/711	
<b>Request Type:</b> <i>New Development</i> <input checked="" type="checkbox"/> <i>Enhancement</i> <i>Customer Support</i> <span style="margin-left: 100px;"><i>Planned System Maintenance or Upgrade</i></span>					
<b>IT Team Name:</b> Assessing and Taxation			<b>IT Team No:</b> 9		
<b>Project Manager/Leader:</b> Gretchen Blackwell					
<b>Account Number:</b>	36600	<b>Account Description:</b>	Land System Enhancements	<b>Customer Name:</b>	Equalization & Treasurer
<b>Grant Funded?</b>		Yes    No <input checked="" type="checkbox"/>	<b>Mandate?</b>		Yes <input checked="" type="checkbox"/> No
<b>Mandate Source:</b> State and/or County					

## Project Goal

To update the Equalization and Treasurer applications with State or County mandated legislative changes, so that State and County reporting deadlines are met.

## Business Objective

To improve and expand functionality within all Assessing and Tax applications relating to mandates from the State and County, such as:

### **Major Deliverables**

- Michigan Equalization Gateway Changes

### **Approach**

- Request for enhancements will come from Assessing and Tax Source System Experts and submitted to OCIT for estimate
- OCIT develops estimate and returns to Equalization and Treasurer for Approval
- Equalization and Treasurer submits the approved request to OCIT
- Review Current Business Processes
- Document Business Requirements
- Update Application Functionality
- Develop Implementation Plans
- Develop New Systems/Data
- Develop User Acceptance Test Plans
- Test new or updated System/Application Functionality
- Develop User Training

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- Develop User Documentation, SLA, Disaster Recovery Toolkit, Service Center Knowledge Documents
- Train/Notify Users of new or updated System/Application Functionality
- Conduct Change Control
- Implement new or updated System/Application Functionality into Production

## **Research & Analysis**

### **Gartner Research Recommendation**

Research Conducted – Nothing found

## **Benefits**

No ROI Analysis needed as it's a mandated.

## **Impact**

**Number of Users** >500

**Divisions** Oakland County Equalization  
Oakland County Treasurer

**Leadership Groups** Land

## **Risk**

**Business Environment** Medium – Project will require some changes to existing business processes.

**Technical Environment** Medium – Project will require some changes to existing business processes.

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**Assumptions**

**Staffing** IT Staffing: resources will be available for the hours indicated per the attached project plan. Equalization staff will be available as needed throughout the duration of the approved projects.

<b><u>Role:</u></b>	<b><u>Name</u></b>	<b><u>Hours per Day</u></b>
Project Sponsor:	TBD (Equalization)	As Needed
	Jody DeFoe	As Needed

**Facilities**

- None

**Technical**

- None

**Funding**

- Mandated

**Other**

**Priority**

- TBD

**Constraints**

- None

**Exclusions**

- None

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## PROJECT PHASE AUTHORIZATION

<b>Phase(s): All</b>	
<b>Total Estimated Application Services</b>	<b>Hours: 1000</b>
<b>Total Estimated Technical Systems</b>	<b>Hours:</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: 1000</b>
<b>Preliminary Estimated Development for Future Phases</b>	<b>Hours:</b>
<b>Grand Total Estimated Development</b>	<b>Hours: 1000      Cost: \$165,000</b>

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## PROJECT COMPLETION AUTHORIZATION

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

AAT Mandate Program Budget 2023-2024 - Size Estimate (+/- 10% to 50%) <span style="float: right;">✕</span>					
	Type	ID	Task Name	Estimated Hours	Estimate Notes
1	Phase	000000	AAT Mandate Program Budget	1,000	
2					