

# Oakland County Department of Information Technology Project Scope and Approach

**Project Name: CFIRS NEMSIS Version 3.5 Upgrade & Certification    Project ID: D41183NC**

<b>Leadership Group:</b> CLEMIS			
<b>Department:</b> Information Technology		<b>Division:</b> CLEMIS	
<b>Project Sponsor:</b> Jeff Nesmith	<b>Date Requested:</b> 6/12/2020	<b>PM Customer No.</b> 183	
<b>Request Type:</b>	<u><i>New Development</i></u>	<i>Enhancement</i>	<i>Customer Support</i>
	<i>Planned System Maintenance or Upgrade</i>		
<b>IT Team Name:</b> FRMS - Biometrics		<b>IT Team No:</b> 4	
<b>Project Manager/Leader:</b> Brian Smith			
<b>Account Number:</b> 44800 95404	<b>Account Description:</b> CLEMIS/FRMS Non-Billable FRMS-Phase II Projects	<b>Customer Name:</b> CLEMIS	
<b>Grant Funded?</b> <u>Yes</u> No <u>Partial</u>	<b>Mandate?</b> <u>Yes</u> No	<b>Mandate Source:</b> Michigan Emergency Medical Services Information System (MI-EMSIS)	

## Project Goal

To upgrade the current CFIRS application so that it is compliant with the Michigan Emergency Medical System Information System (MI-EMSIS) current standards and is certified as a National Emergency Medical System Information System (NEMSIS) Gold Compliant system.

## Business Objective

To be compliant with MI-EMSIS such that agencies utilizing the CFIRS application are using a NEMSIS Gold Compliant system and is on the latest version of NEMSIS standards.

### **Major Deliverables**

- Update CFIRS from NEMSIS 3.4 to 3.5
- Certified Application as a NEMSIS Gold Compliant System
- Updated screens to capture mandated compliant data
- Detailed Project Plan with WBS
- Business Requirements Documents
- Functional testing
- Implementation Plan
- Training/User Manual
- Service Level Agreement
- Disaster Recovery Toolkit
- Service Center Knowledge Documents

# Oakland County Department of Information Technology Project Scope and Approach

**Project Name: CFIRS NEMSIS Version 3.5 Upgrade & Certification    Project ID: D41183NC**

---

## **Approach**

- Develop Detailed Project Plans, as Needed
- Review Current Business Processes
- Document Business Requirements
- Document Data Policy Changes
- Assess Hardware and Software Requirements
- Develop Implementation Plans
- Develop New Systems/Data
- Develop User Acceptance Test Plans
- Test New System/Data
- Develop User Training
- Develop User Documentation, SLA, Disaster Recovery Toolkit, Service Center Knowledge Documents
- Train/Notify Users of New System/Data
- Conduct Change Control
- Release New System/Data into Production

## **Research & Analysis**

### **Gartner Research Recommendation**

- Research conducted; nothing found

## **Benefits**

***See Return on Investment (ROI) Analysis Document***

- Mandate

## **Impact**

**Number of Users**    36 Fire Departments with over 2,000 employees

**Divisions**            CLEMIS

**Leadership Groups** CLEMIS

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

**Project Name: CFIRS NEMSIS Version 3.5 Upgrade & Certification    Project ID: D41183NC**

---

**Risk**

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

**Technical Environment**      Low - Proven and previously implemented technologies.

**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:	Jeff Nesmith	As Needed

**Facilities**

- 

**Technical**

- 

**Funding**

- Partial Funding – TBD

**Other**

- Coordination with the FRMS agencies and the State of Michigan will be required to ensure the design accuracy of the System.
- 

**Priority**      TBD

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

**Project Name: CFIRS NEMIS Version 3.5 Upgrade & Certification    Project ID: D41183NC**

**Constraints**

- 
- 

**Exclusions**

- 
-

# Oakland County Department of Information Technology Project Scope and Approach

**Project Name: CFIRS NEMSIS Version 3.5 Upgrade & Certification    Project ID: D41183NC**

## PROJECT PHASE AUTHORIZATION

<b>Phase(s):</b>	
<b>Total Estimated Application Services</b>	<b>Hours:</b>
<b>Total Estimated Technical Systems</b>	<b>Hours: 66</b>
<b>Total Estimated CLEMIS</b>	<b>Hours: 2,508</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:</b>
<b>Preliminary Estimated Development for Future Phases</b>	<b>Hours:</b>
<b>Grand Total Estimated Development</b>	<b>Hours: 2,574                      Cost: \$424,710</b>

# Oakland County Department of Information Technology Project Scope and Approach

**Project Name: CFIRS NEMESIS Version 3.5 Upgrade & Certification    Project ID: D41183NC**

## PROJECT COMPLETION AUTHORIZATION

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

### CFIRS NEMESIS Version 3.5 Upgrade & Certification - Size Estimate (+/- 10% to 50%)

1	Type	ID	Task Name	Estimated	Estimate Notes
2				Hours	
3	3	000000	PROJECT MANAGEMENT	1,027	
4	Phase	200000	DEFINE BUSINESS REQUIREMENTS	345	
5	Phase	300000	DESIGN SYSTEM ARCHITECTURE	161	
6	Phase	500000	DEVELOP APPLICATION	934	
7	Phase	600000	IMPLEMENTATION PHASE	67	
8	Phase	800000	POST IMPLEMENTATION SUPPORT	40	
9				2,574	