Oakland County
Department of Information Technology
Project Scope and Approach

Project Name: Project Management Program Development   **Project ID: DH9181PD**

Leadership Group: IT Steering Committee	
Department: Information Technology	**Division: Internal Services**
Project Sponsor: Phil Bertolini	**Date Requested: 03/23/18** **PM Customer No. 181**
Request Type: *New Development* *Enhancement* *Customer Support* *Planned System Maintenance or Upgrade*	
IT Team Name: PMO	**IT Team No: H**

Project Manager/Leader: Janette McKenna			
Account Number: 17010	**Account Description:** Admin Div Development & Support	**Customer Name:**	Information Technology
Grant Funded? Yes No		**Mandate?** Yes **No** **Mandate Source:**	

Project Goal

To establish a Project Management Budget so that hours may be utilized for Project Management development initiatives leveraging new Clarity functionality to gain improved efficiency in Project Management.

Business Objective

Major Deliverables
- Biannual Metrics Analysis.
- Ad-hoc data analysis.
- Ongoing Report and Portlet development and enhancements.
- Clarity integration with SharePoint.
- Automate Project Signatures.
- Refine Resource Utilization Reports and process:
  - Only include current week and future
  - Filter out resources with no ETC
  - Better evaluate soft-bookings and budgets (hard book?)
  - Consider Weekly Timescale – 6-8 weeks out only
  - Better define Resource Manager responsibilities
- Implement New Timesheet User Interface.
- Research and Implement Roadmaps.
- Explore additional Clarity Project Management functionality, especially the Modern User Interface

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       Approach
- Meet with functional consultants from Rego Consulting as needed to review current practices and recommendations for improvements.
- Improvement requests which will result from PMO Source System Experts and IT Steering Committee
- Update the Clarity application with new functionality and/or processes
- Test updated Clarity application functionality
- Perform Workshops as needed to roll out Clarity application functionality and procedure changes
- Implement application functionality and procedure changes
- Update PMO Handbook and Procedure Documentation

Research & Analysis

Gartner Research Recommendation

    Not Applicable

Benefits

See Return on Investment (ROI) Analysis Document

Impact

Number of Users   200+

Divisions   Information Technology

Leadership Groups IT Steering Committee

Risk

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

Technical Environment   Low – Proven or previously implemented technologies.

Assumptions

Project Name: Project Management Program Development   Project ID: DH9181PD

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:

Role:	Name	Hours per Day
Project Sponsor:	McKenna	As Needed

Facilities

Technical

Funding

Information Technology

Other

Priority

Constraints

Exclusions

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PROJECT PHASE AUTHORIZATION

Phase(s): All		
Total Estimated Application Services	**Hours: 60**	
Total Estimated Technical Systems	**Hours: 53**	
Total Estimated CLEMIS	**Hours: 41**	
Total Estimated Internal Services	**Hours: 631**	
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:**	**785**	**Cost:**	**$129,525**

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PROJECT COMPLETION AUTHORIZATION

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

	Type	ID	Task Name	Estimated Hours	Estimate Notes
1	Phase	000000	⊟ PROJECT MANAGEMENT PROGRAM DEVELOPMENT	785	
2					
1				785	

Project Management Program Development - Size Estimate (+/- 10% to 50%)

Oakland County -- Project Management Program Development

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	32,285	32,285	32,285	32,285	32,285	161,425
Costs:							
Development Services Subtotal:	64,845	66,790	0	0	0	0	131,635
Hardware Subtotal:	0	0	0	0	0	0	0
Software Subtotal:	0	0	0	0	0	0	0
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	32,285	32,285	32,285	32,285	32,285	161,425
Annual Total Costs	64,845	66,790	0	0	0	0	131,635
Annual Return on Investment	(64,845)	(34,505)	32,285	32,285	32,285	32,285	29,790
Annual Costs/Savings Ratio	0.00%	206.88%	0.00%	0.00%	0.00%	0.00%	
Project Cumulative Statistics:							
Cumulative Total Savings	0	32,285	64,570	96,855	129,140	161,425	161,425
Cumulative Total Costs	64,845	131,635	131,635	131,635	131,635	131,635	131,635
Cumulative Return on Investment	(64,845)	(99,350)	(67,065)	(34,780)	(2,495)	29,790	29,790
Cumulative Cost/Savings Ratio	0.00%	407.73%	203.86%	135.91%	101.93%	81.55%	81.55%
Year Positive Payback Achieved						Year 6	Year 6
State or Federal Mandate?							
Signatures:							
Benefits Reviewed By Project Sponsor				Date:			
Costs (including IT Resources) Reviewed By Information Technology Project Manager				Date:			

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
Improve the accuracy of project data and validate Project Management standards through continuous metrics analysis.	Intangible Benefit					0	
Improve communucation and efficiency through continuous report and portlet development and enhancements.	Intangible Benefit					0	
Reduce the amount of time Project Managers, Supervisors, and PMO spend evaluating resource overcommittment through imporovement of the Resource Utilization reports	Cost Avoidance			17,160	1	17,160	
Improve communication with customers and with the project team through integration with SharePoint	Intangible Benefit					0	
Improve the efficiency of project approval process through electronic signatures	Intangible Benefit					0	
Improve accuracy and data quality through implementation of a new timesheet interface	Intangible Benefit					0	
Reduce the amount of time spent populating timesheets through implementation of a new timesheet interface	Cost Avoidance			15,125	1	15,125	
Improve the accuracy of the Master Plan projections, especially with New Development delivery targets and with timing of projects through the implementation of Roadmaps	Intangible Benefit					0	
Providing the right data to the right resources at the right time to make the right decisions.	Intangible Benefit					0	

Oakland County -- Project Management Program Development

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
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	

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
Improve the accuracy of project data and validate Project Management standards through continuous metrics analysis.	Intangible Benefit												
Improve communucation and efficiency through continuous report and portlet development and enhancements.	Intangible Benefit												
Reduce the amount of time Project Managers, Supervisors, and PMO spend evaluating resource overcommittment through imporovement of the Resource Utilization reports	Cost Avoidance		x	x	x	x	x		17,160.00	17,160.00	17,160.00	17,160.00	17,160.00
Improve communication with customers and with the project team through integration with SharePoint	Intangible Benefit												
Improve the efficiency of project approval process through electronic signatures	Intangible Benefit												
Improve accuracy and data quality through implementation of a new timesheet interface	Intangible Benefit												
Reduce the amount of time spent populating timesheets through implementation of a new timesheet interface	Cost Avoidance		x	x	x	x	x		15,125.00	15,125.00	15,125.00	15,125.00	15,125.00
Improve the accuracy of the Master Plan projections, especially with New Development delivery targets and with timing of projects through the implementation of Roadmaps	Intangible Benefit												
Providing the right data to the right resources at the right time to make the right decisions.	Intangible Benefit												

Oakland County -- Project Management Program Development

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

Oakland County -- Project Management Program Development
Return on Investment Analysis

Savings Summary

Benefit/Savings Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Tangible Benefit:							
Tangible Benefits Subtotal:							
Cost Avoidance:							
Reduce the amount of time Project Managers, Supervisors, and PMO spend evaluating resource overcommittment through imporovement of the Resource Utilization reports		17,160	17,160	17,160	17,160	17,160	85,800
Reduce the amount of time spent populating timesheets through implementation of a new timesheet interface		15,125	15,125	15,125	15,125	15,125	75,625
Cost Avoidance Subtotal:		*32,285*	*32,285*	*32,285*	*32,285*	*32,285*	*161,425*
Intangible Benefit:							
Improve the accuracy of project data and validate Project Management standards through continuous metrics analysis.							
Improve communucation and efficiency through continuous report and portlet development and enhancements.							
Improve communication with customers and with the project team through integration with SharePoint							
Improve the efficiency of project approval process through electronic signatures							
Improve accuracy and data quality through implementation of a new timesheet interface							
Improve the accuracy of the Master Plan projections, especially with New Development delivery targets and with timing of projects through the implementation of Roadmaps							
Providing the right data to the right resources at the right time to make the right decisions.							
Savings Total:		*32,285*	*32,285*	*32,285*	*32,285*	*32,285*	*161,425*

Oakland County -- Project Management Program Development

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			393	165	64,845	1.030	x	x				
IT Hours - System Maintenance	Development Svcs				165	0							
IT Hours - Customer Support	Development Svcs				165	0							
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			0	125	0							
PC System - Acquisition	Hardware				814	0							
PC System - Maintenance	Hardware				2,304	0							
Notebook - Acquisition	Hardware				1,223	0							
Notebook - Maintenance	Hardware				2,372	0							
Tablet Notebook - Acquisition	Hardware				2,012	0							
Tablet Notebook - Maintenance	Hardware					0							
Laserprinter - Acquisition	Hardware				1,432	0							
Laserprinter - Maintenance	Hardware				1,104	0							
Image Workstations - Acquisition	Hardware					0							
Image Workstations - Maintenance	Hardware				3,496	0							
PC Maintenance User Owned	Hardware				2,304	0							
Printer Maintenance User Owned	Hardware				1,072	0							
Package Software - Acquisition	Software					0							
Package Software - Maintenance	Software					0							
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 Per Processor - Includes Year 1 Maintenance	Infrastructure				21,372	0							
Oracle Enterprise Per Processor - Year 2 and Beyond	Infrastructure				3,432	0							

Oakland County -- Project Management Program Development

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
MS SQL Server Standard Per Processor - Includes Year 1 Maintenance	Infrastructure				4,725	0							
MS SQL Server Standard Per Processor - Year 2 and Beyond	Infrastructure				946	0							
MS SQL Server Enterprise Per Processor - Includes Year 1 Maintenance	Infrastructure				19,693	0							
MS SQL Server Enterprise Per Processor - Year 2 and Beyond	Infrastructure				3,939	0							
Websphere Basic Per Processor Single/Dual Core - Includes Year 1 Maintenance	Infrastructure				3,506	0							
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							
Project Staff Training	Training					0							
User Training	Training					0							
TBD	Infrastructure		ANN			0							
TBD	Infrastructure		ANN			0							
TBD	Infrastructure		ANN			0							

Oakland County -- Project Management Program Development

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	64,845.00	66,790.35				
IT Hours - System Maintenance	Development Svcs						
IT Hours - Customer Support	Development Svcs						
IT Hours - Planned Maintenance	Development Svcs						
User Hours - New Development	Development Svcs						
User Hours - PTNE/OT	Development Svcs						
Contractor Professional Services	Development Svcs						
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						
Image Workstations - Acquisition	Hardware						
Image Workstations - Maintenance	Hardware						
PC Maintenance User Owned	Hardware						
Printer Maintenance User Owned	Hardware						
Package Software - Acquisition	Software						
Package Software - Maintenance	Software						
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 Per Processor - Includes Year 1 Maintenance	Infrastructure						
Oracle Enterprise Per Processor - Year 2 and Beyond	Infrastructure						

Return on Investment Analysis

Cost Detail

Cost Description	Project Cost Category	Potential Cost Extensions					
		Y1	Y2	Y3	Y4	Y5	Y6
MS SQL Server Standard Per Processor - Includes Year 1 Maintenance	Infrastructure						
MS SQL Server Standard Per Processor - Year 2 and Beyond	Infrastructure						
MS SQL Server Enterprise Per Processor - Includes Year 1 Maintenance	Infrastructure						
MS SQL Server Enterprise Per Processor - Year 2 and Beyond	Infrastructure						
Websphere Basic Per Processor Single/Dual Core - Includes Year 1 Maintenance	Infrastructure						
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						
Project Staff Training	Training						
User Training	Training						
TBD	Infrastructure						
TBD	Infrastructure						
TBD	Infrastructure						

Oakland County -- Project Management Program Development

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	64,845	66,790					131,635
IT Hours - System Maintenance							
IT Hours - Customer Support							
IT Hours - Planned Maintenance							
User Hours - New Development							
User Hours - PTNE/OT							
Contractor Professional Services							
PC System - Acquisition							
PC System - Maintenance							
Development Services Subtotal:	***64,845***	***66,790***					***131,635***
Hardware:							
Hardware Subtotal:							
Software:							
Software Subtotal:							
Infrastructure:							
Infrastructure Subtotal							
Training:							
Training Subtotal:							
Other:							
Other Subtotal:							
Costs Total:	***64,845***	***66,790***					***131,635***

Oakland County -- Project Management Program Development

Return on Investment Analysis

Assumptions

Date	Assumption Description
14-Aug-18	Approximately 220 people tracking time in Clarity. Assuming that half of those (110) spend 1 minute less tracking time each week with the new timesheet interface. $165/hour = $2.75/minute.
14-Aug-18	Approximately 4 projects per week for Project Approval. Save 15 minutes of Supervisor and PM time reviewing Resource Utilization per project. Save another 15 minutes of PMO's time.