

# Oakland County Department of Information Technology Project Scope and Approach

**Project Name: File Share Services Improvement**

**Project ID: T62186FS**

<b>Leadership Group:</b> Information Technology Steering Committee					
<b>Department:</b> Information Technology			<b>Division:</b> Technical Systems and Networking		
<b>Project Sponsor:</b> EJ Widun		<b>Date Requested:</b> 10/1/2022		<b>PM Customer No.</b> 186	
<b>Request Type:</b> <i>New Development</i>					
<b>IT Team Name:</b> Server Administration			<b>IT Team No:</b> 6		
<b>Project Manager/Leader:</b> Heidi Flack					
<b>Account Number:</b>	17030	<b>Account Description:</b>	Technical Systems and Networking	<b>Customer Name:</b>	Information Technology
<b>Grant Funded?</b> No			<b>Mandate?</b> No		

## **Project Goal**

To identify and implement a new file share solution while maintaining the current user experience so to improve resilience, recoverability, supportability, and manageability of the File Share service.

## **Business Objective**

Ensure business continuity, reduce technical debt and risk of service failure and ensure scalability of the File Share environment and maintain current user experience.

## **Major Deliverables**

### **Phase: Research & Analysis**

- Conduct Research and Analysis
- Gather estimates for solution
- Define strategic approach
- Conduct Technical Review
- Obtain budget approval

### **Phase: Contract and Procure**

- Execute RFP (if necessary)
- Execute Contract Amendment
- Obtain budget approval
- Procure Hardware, Software, and/or Services

### **Phase: Deploy and Test**

- Inventory Hardware
- Install, Deploy and Test

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## **Phase: Migration and Decommission**

- Develop Migration approach
- Develop Implementation plan
- Migrate file share data
- Validate File Shares
- Decommission old hardware and systems

## **Approach**

- Project team will identify the best available file share service replacement
- Project team will execute the RFP process if necessary and select and procure file share solution.
- Project team will execute a new contract or contract amendment for a file share solution.
- Project Sponser/Management will obtain budget approvals.
- Project team will inventory, install, deploy and test any new hardware, software or services.
- Project team will develop the migration approach and migrate data seamlessly to end users.
- Project team will work with end users to conduct UAT.
- Project team will plan and decommission any old hardware and software or services.

## **Research & Analysis**

### **Benefits**

*See Return on Investment (ROI) Analysis Document*

### **Impact**

**Number of Users** All

**Divisions**

**Leadership Groups** IT Steering Committee

### **Risk**

**Business Environment** Low = Little or no impact to existing business processes.

**Technical Environment** Low = Proven or previously implemented technologies.

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## **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>
Sponsor/ TSN/EA Stakeholder:	EJ Widun
IT Stakeholder:	Mike Timm
Security Stakeholder:	TJ Fields
NS Stakeholder	Guy Compton
CLEMIS Stakeholder:	Jim Manning
Internal Services Stakeholder:	Janette McKenna
Apps Stakeholder:	Tammi Shepherd
Data Center Stakeholder:	Joe Tabor

### **Facilities**

- 

### **Technical**

### **Funding**

- Information Technology
- Funding will be available for this effort and future phases and purchases.
- Implementation of a solution will be approved and budgeted.

### **Other**

- 

### **Priority**

- 10

## **Constraints**

- Alternative location for files will need to be accessible with the permissions with their current location.

## **Exclusions**

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**PROJECT PHASE AUTHORIZATION**

<b>Phase(s): Project Management, Project Greenfield Program</b>	
<b>Total Estimated Application Services</b>	<b>Hours: 212</b>
<b>Total Estimated Technical Systems</b>	<b>Hours: 990</b>
<b>Total Estimated CLEMIS</b>	<b>Hours:</b>
<b>Total Estimated Internal Services</b>	<b>Hours: 14</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:	Date:
Reason:	
<b>Project Sponsor Approval:</b>	
Title:	Date:

**PROJECT SUMMARY**

<b>Authorized Development (see above)</b>	<b>Hours: 1,722</b>
<b>Previously Approved Phases</b>	<b>Hours:</b>
<b>Grand Total Estimated Development</b>	<b>Hours: 1,722    Cost: \$284,130</b>

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## PROJECT COMPLETION AUTHORIZATION

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

File Share Services Improvement - Size Estimate (+/- 10% to 50%) (Read-Only) <span style="float: right;">✕</span>					
	Type	ID	Task Name	Estimated Hours	Estimate Notes
1	Phase	000000	▣ PROJECT MANAGEMENT	505	
2	Phase	200000	▣ RESEARCH & ANALYSIS	299	
3	Phase	300000	▣ CONTRACT AND PROCURE	89	
4	Phase	400000	▣ DEPLOY & TEST	248	
5	Phase	500000	▣ MIGRATION & DECOMMISSION	580	
6					
7				1,722	

**Oakland County -- File Share Services Improvement**

Return on Investment Analysis

Project Summary

Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
<b>Benefits/Savings:</b>							
Tangible Benefits Subtotal:	0	0	0	0	0	0	0
Cost Avoidance Subtotal:	24,750	24,750	24,750	24,750	24,750	24,750	148,500
<b>Costs:</b>							
Development Services Subtotal:	284,130	0	0	0	0	0	284,130
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
<b>Annual Statistics:</b>							
Annual Total Savings	24,750	24,750	24,750	24,750	24,750	24,750	148,500
Annual Total Costs	284,130	0	0	0	0	0	284,130
Annual Return on Investment	(259,380)	24,750	24,750	24,750	24,750	24,750	(135,630)
Annual Costs/Savings Ratio	1148.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
<b>Project Cumulative Statistics:</b>							
Cumulative Total Savings	24,750	49,500	74,250	99,000	123,750	148,500	148,500
Cumulative Total Costs	284,130	284,130	284,130	284,130	284,130	284,130	284,130
Cumulative Return on Investment	(259,380)	(234,630)	(209,880)	(185,130)	(160,380)	(135,630)	(135,630)
Cumulative Cost/Savings Ratio	1148.00%	574.00%	382.67%	287.00%	229.60%	191.33%	191.33%
Year Positive Payback Achieved							NO PAYBACK
State or Federal Mandate?							
<b>Signatures:</b>							
Benefits Reviewed By Project Sponsor	_____			Date:	_____		
Costs (including IT Resources) Reviewed By Information Technology Project Manager	_____			Date:	_____		

**Oakland County -- File Share Services Improvement**

Return on Investment Analysis

Savings Detail

<b>Benefit/Savings Description</b>	<b>Project Savings Category</b>	<b>Budget Category/Funding Source</b>	<b>Unit Desc</b>	<b>Units</b>	<b>Rate per Unit</b>	<b>Total Savings</b>
Improve recoverability of the FSS by implementing a solution with a lower RTO	Intangible Benefit	17030 - Technical Systems & Networking				0
Improve supportability and managability of the FSS by reducing technical debt	Intangible Benefit	17030 - Technical Systems & Networking				0
Identify encrypted data at rest solution for improved security	Intangible Benefit	17030 - Technical Systems & Networking				0

**Oakland County -- File Share Services Improvement**

Return on Investment Analysis

Savings Detail

Benefit/Savings Description	Project Savings Category	Affects Project ROI?						Potential Savings Extensions					
		Y1	Y2	Y3	Y4	Y5	Y6	Y1-2023	Y2-2024	Y3-2025	Y4-2026	Y5-2027	Y6-2028
Improve recoverability of the FSS by implementing a solution with a lower RTO	Intangible Benefit												
Improve supportability and managability of the FSS by reducing technical debt	Intangible Benefit												
Identify encrypted data at rest solution for improved security	Intangible Benefit												

**Oakland County -- File Share Services Improvement**

Return on Investment Analysis

Savings Summary

Benefit/Savings Description		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
<b>Tangible Benefits:</b>								
<i>Tangible Benefits Subtotal:</i>								
<b>Cost Avoidance:</b>								
	Reduced resources needed to patch systems (reduce resource allocation for effort from 2 to 1)	24,750	24,750	24,750	24,750	24,750	24,750	148,500
	<i>Cost Avoidance Subtotal:</i>	<b>24,750</b>	<b>24,750</b>	<b>24,750</b>	<b>24,750</b>	<b>24,750</b>	<b>24,750</b>	<b>148,500</b>
<b>Intangible Benefit:</b>								
	Improve recoverability of the FSS by implementing a solution with a lower RTO							
	Improve supportability and managability of the FSS by reducing technical debt							
	Identify encrypted data at rest solution for improved security							
	Improved resilience of the File Share Service by implementing a more highly available solution							
<b>Savings Total:</b>		<b>24,750</b>	<b>24,750</b>	<b>24,750</b>	<b>24,750</b>	<b>24,750</b>	<b>24,750</b>	<b>148,500</b>

**Oakland County -- File Share Services Improvement**

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	Technical Services & Networking	HR	1,722	165	284,130	0.000	x						

**Oakland County -- File Share Services Improvement**

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	284,130.00					

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Return on Investment Analysis

Cost Summary

Cost Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
<b>Development Services:</b>							
IT Hours- New Development	284,130						284,130
<i>Development Services Subtotal:</i>	<b>284,130</b>						<b>284,130</b>
<b>Hardware:</b>							
<i>Hardware Subtotal:</i>							
<b>Software:</b>							
<i>Software Subtotal:</i>							
<b>Infrastructure:</b>							
<i>Infrastructure Subtotal</i>							
<b>Training:</b>							
<i>Training Subtotal:</i>							
<b>Other:</b>							
<i>Other Subtotal:</i>							
<b>Costs Total:</b>	<b>284,130</b>						<b>284,130</b>

