

Oakland County Department of Information Technology Project Scope and Approach

Project Name: Workstation Rationalization

Project ID: TN2186WK

Leadership Group: Information Technology Steering Committee			
Department: Information Technology		Division: Technical Systems & Networking (TSN)	
Project Sponsor: EJ Widun	Date Requested: 08/24/2022	PM Customer No. 186	
Request Type: New Development			
IT Team Name: Workstation Services		IT Team No: N	
Project Manager/Leader: Mike Zemina			
Account Number: 19030	Account Description: TSN Planned Maintenance	Customer Name:	Information Technology
Grant Funded?	No	Mandate?	No
		Mandate Source:	

Project Goal

To perform a workstation rationalization Proof of Concept using two departments, so that we can demonstrate the viability of a larger project and reduce Oakland County’s capital, operational, and licensing costs.

Business Objective

The major objective is to reduce licensing, maintenance, and support costs, as well as help customers realize a savings in quarterly costs, by reducing the number of devices deployed to each department.

Major Deliverables

- Determine rationalization criteria
- Identify devices eligible for rationalization
- Develop communications plan
- Rationalize workstation fleet

Approach

- Develop rationalization criteria
- Create list of devices eligible for rationalization per department
- Provide CRMs with communication template and list of workstations for rationalization
- Coordinate with departments to schedule rationalizations
- Utilize service center for asset management
- Consolidation of user’s software and data

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

Project Name: Workstation Rationalization

Project ID: TN2186WK

Research & Analysis

IT Research & Advisory Services Recommendation

- Research not Required

Benefits

See Return on Investment (ROI) Analysis Document

Impact

Number of Users 100

Divisions Health & WRC

Leadership Groups All

Risk

Business Environment

LOW – Downtime for user while workstation consolidation occurs.

Technical Environment

LOW – Post workstation consolidation remediation

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

Project Name: Workstation Rationalization

Project ID: TN2186WK

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:	EJ Widun	As Needed
App Services Stakeholder:	Tammi Shepherd	As Needed
CLEMIS Stakeholder:	Jeff Nesmith	As Needed
CTO:	EJ Widun	As Needed
IT Director:	Mike Timm	As Needed

Facilities

- The Workstation Rationalization Project will utilize current Workstation Services office space (desks, PCs, telephones). Team has ID badges and after-hours building access for project deployment if necessary and will coordinate with appropriate staff for any facilities access anomalies (judges).

Technical

- None

Funding

- Information Technology

Other

- None

Priority TBD

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

Project Name: Workstation Rationalization

Project ID: TN2186WK

Constraints

- Customer participation
- Rationalization list is consolidated based on point in time and may not reflect 100% accuracy when it comes time to implement rationalization.

Exclusions

- Mainframe users with PC and one remote device

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

Project Name: Workstation Rationalization

Project ID: TN2186WK

PROJECT PHASE AUTHORIZATION

Phase(s): ALL	
Total Estimated Application Services	Hours: 8
Total Estimated Technical Systems	Hours: 1,482
Total Estimated CLEMIS	Hours:
Total Estimated Internal Services	Hours: 74
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: 1,564
Previously Authorized Development	Hours:
Preliminary Estimated Development for Future Phases	Hours:
Grand Total Estimated Development	Hours: 1,564 Cost: \$258,060

Oakland County Department of Information Technology Project Scope and Approach

Project Name: Workstation Rationalization

Project ID: TN2186WK

PROJECT COMPLETION AUTHORIZATION

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

Workstation Rationalization - Size Estimate (+/- 10% to 50%)

1	Type	ID	Task Name	Estimated	Estimate Notes
2				Hours	
3	Phase	000000	PROJECT ADMINISTRATION - WORKSTATION RATIONALIZATION	420	
4	Phase	100000	DEFINE BUSINESS REQUIREMENTS	55	
5	Phase	200000	IMPLEMENTATION	1,054	
6	Phase	300000	POST IMPLEMENTATION SUPPORT	35	
7				1,564	

Oakland County -- Workstation Rationalization

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:	31,073	31,073	31,073	53,925	53,925	53,925	254,995
Cost Avoidance Subtotal:	75,240	75,240	75,240	75,240	75,240	75,240	451,440
Costs:							
Development Services Subtotal:	129,030	129,030	0	0	0	0	258,060
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	106,313	106,313	106,313	129,165	129,165	129,165	706,435
Annual Total Costs	129,030	129,030	0	0	0	0	258,060
Annual Return on Investment	(22,717)	(22,717)	106,313	129,165	129,165	129,165	448,375
Annual Costs/Savings Ratio	121.37%	121.37%	0.00%	0.00%	0.00%	0.00%	
Project Cumulative Statistics:							
Cumulative Total Savings	106,313	212,626	318,940	448,105	577,270	706,435	706,435
Cumulative Total Costs	129,030	258,060	258,060	258,060	258,060	258,060	258,060
Cumulative Return on Investment	(22,717)	(45,434)	60,880	190,045	319,210	448,375	448,375
Cumulative Cost/Savings Ratio	121.37%	121.37%	80.91%	57.59%	44.70%	36.53%	36.53%
Year Positive Payback Achieved			Year 3				Year 3
State or Federal Mandate?							
Signatures:							
Benefits Reviewed By Project Sponsor	_____			Date:	_____		
Costs (including IT Resources) Reviewed By Information Technology Project Manager	_____			Date:	_____		

Oakland County -- Workstation Rationalization

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
License reduction GTMPC	Tangible Benefit	Information Technology		100	84	8,352	
License reduction OS	Tangible Benefit	Information Technology		100	150	15,000	
License reduction Antivirus	Tangible Benefit	Information Technology		100	20	2,000	
License reduction CyberArk	Tangible Benefit	Information Technology		100	25	2,500	
Operational support reduction	Cost Avoidance	Information Technology		100	198	19,800	
Workstation replacement ongoing capital reduction	Tangible Benefit	Information Technology		20	1,429	28,573	
Reduction of HW Replacement effort	Cost Avoidance	Information Technology		100	832	83,160	
						0	
						0	
						0	
						0	
						0	
						0	
						0	

Oakland County -- Workstation Rationalization

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	
License reduction GTMPC	Tangible Benefit				X	X	X					8,352	8,352	8,352
License reduction OS	Tangible Benefit				X	X	X					15,000	15,000	15,000
License reduction Antivirus	Tangible Benefit				X	X	X					2,000	2,000	2,000
License reduction CyberArk	Tangible Benefit	x	x	x				2,500	2,500	2,500				
Operational support reduction	Cost Avoidance	x	x	x	x	x	x	19,800	19,800	19,800	19,800	19,800	19,800	19,800
Workstation replacement ongoing capital reduction	Tangible Benefit	x	x	x	x	x	x	28,573	28,573	28,573	28,573	28,573	28,573	28,573
Reduction of HW Replacement effort	Cost Avoidance	x	x	x	x	x	x	55,440	55,440	55,440	55,440	55,440	55,440	55,440

Oakland County -- Workstation Rationalization

Return on Investment Analysis

Savings Summary

Benefit/Savings Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Tangible Benefit:							
License reduction GTMPC				8,352	8,352	8,352	25,056
License reduction OS				15,000	15,000	15,000	45,000
License reduction Antivirus				2,000	2,000	2,000	6,000
License reduction CyberArk	2,500	2,500	2,500				7,500
Workstation replacement ongoing capital reduction	28,573	28,573	28,573	28,573	28,573	28,573	171,439
<i>Tangible Benefits Subtotal:</i>	31,073	31,073	31,073	53,925	53,925	53,925	254,995
Cost Avoidance:							
Operational support reduction	19,800	19,800	19,800	19,800	19,800	19,800	118,800
Reduction of HW Replacement effort	55,440	55,440	55,440	55,440	55,440	55,440	332,640
<i>Cost Avoidance Subtotal:</i>	75,240	75,240	75,240	75,240	75,240	75,240	451,440
Intangible Benefit:							
Savings Total:	106,313	106,313	106,313	129,165	129,165	129,165	706,435

Oakland County -- Workstation Rationalization
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 - YR1	Development Svcs	Information Technology	HR	782	165	129,030		x						
IT Hours - New Development - YR2	Development Svcs	Information Technology	HR	782	165	129,030			x					

Oakland County -- Workstation Rationalization
Return on Investment Analysis

Cost Detail

Cost Description	Project Cost Category	Potential Cost Extensions					
		Y1	Y2	Y3	Y4	Y5	Y6
IT Hours - New Development - YR1	Development Svcs	129,030					
IT Hours - New Development - YR2	Development Svcs		129,030				

Oakland County -- Workstation Rationalization

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 - YR1	129,030						129,030
IT Hours - New Development - YR2		129,030					129,030
<i>Development Services Subtotal:</i>	129,030	129,030					258,060
Hardware:							
<i>Hardware Subtotal:</i>							
Software:							
<i>Software Subtotal:</i>							
Infrastructure:							
<i>Infrastructure Subtotal</i>							
Training:							
<i>Training Subtotal:</i>							
Other:							
<i>Other Subtotal:</i>							
Costs Total:	129,030	129,030					258,060

Oakland County -- Workstation Rationalization

Return on Investment Analysis

Assumptions

Date	Assumption Description
18-Aug-22	Operational support reduction - savings detail tab - based on 100 devices (The original report shows to be 800 machines, but decided to reduce to 100 as a POC) @ 2.25 hrs per device * \$88 = \$20,064
26-May-22	Machine cost for workstation replacement ongoing capital reduction = \$2068 (dev) + \$1350 (standard) + \$868 (desktop) = \$4286 /3 = \$1428.66
18-Aug-22	100/5 (five yr cycle) = 20 (for the Workstation replacement ongoing capital reduction - Savings Detail tab)
17-Aug-22	We are moving people from desktops to laptops whenever possible
17-Aug-22	Dependency: The Workstation Rationalization project must be in flight prior to Q3FY23