

Oakland County Department of Information Technology Project Scope and Approach

Project Name: File Storage Replacement

Project ID: T61186FS

Leadership Group: Information Technology Steering Committee					
Department: Information Technology			Division: Technical Systems and Networking		
Project Sponsor: EJ Widun		Date Requested: 10/1/2020		PM Customer No. 186	
Request Type: <i>New Development</i>					
IT Team Name: Server Administration			IT Team No: 6		
Project Manager/Leader: Heidi Flack					
Account Number:	17030	Account Description:	Technical Systems and Networking	Customer Name:	Information Technology
Grant Funded? No			Mandate? No		

Project Goal

To conduct content analysis and migration of relevant content on the K: InfoTech drive and folder structure to SharePoint, so that the K:\InfoTech folder can be decommissioned.

Business Objective

Windows file shares are among the largest attack vectors for distributing malware within an organization. Office 365, OneDrive and SharePoint, provide appropriate, modern functionality, allowing for better data governance and compatibility with an up-to-date, portable workforce. This effort will start to reduce dependency on current file shares (i.e., I, J, K drives), starting with IT (K: InfoTech). Lessons learned and successful strategies with this project will be used for sizing efforts in the next master plan to address the content of the remaining files share drives. This will involve the additional county departments and migrating their files into OneDrive and SharePoint.

Major Deliverables

Phase: Research & Analysis K: InfoTech

- Define strategic approach (lessons learned, etc. with content migrations) (eGov)
- Develop and run script to identify folders and dates (SA)
- Conduct Kick off meeting with Stakeholders.
- Define roles and responsibilities (Analyzer, Decision-makers, Approvers, etc.)
- Gather estimates for content cleanup/migrations

Phase: Planning K: InfoTech

- Conduct content audit
- Obtain Management approvals for content (delete or migrate)

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- Develop Migration approach and plan (content groups)
- Develop Communication plan

Phase: Deploy & Migrate K: InfoTech

- Deploy migration script/solution (SA)
- Execute script migration test with specific content
- Migrate Content (segment by content groups)
 - Coordinate and Schedule migration dates
 - Send communications
 - Migrate content to SharePoint
 - Validate migration content on SharePoint
- Decommission
 - Conduct gap analysis (remaining content)
 - Communicate decommission dates
 - Decommission K: InfoTech drive/content

Approach

- Project team will work with eGov to discuss a systematic process and best practice for folder/file migrations.
- SA will develop a script to identify/extract folder names, hierarchy and last modified dates.
- Project team will meet with each folder owner/management and define roles & responsibilities, process for removing content, resource assignments and estimates.
- PM will renegotiate project to establish resources and revised estimates.
- Assigned resources will conduct a deep dive analysis of all folder content and identify content to migrate or delete.
- PM/Assigned resources will obtain management sign off on content removal/migration plans.
- Project team will develop a migration plan and communication plan and will coordinate a migration schedule to move content.
- Assigned resources will validate migrated content and delete approved content by set deadline(s).
- After a set burn-in date, SA will decommission the K:/InfoTech folder.

Research & Analysis

Gartner Research Recommendation:

- Market Guide for Content Collaboration Tools
<https://www.gartner.com/document/3984955?ref=solrAll&refval=252039326>

Benefits

See Return on Investment (ROI) Analysis Document

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Impact

Number of Users All
Divisions IT
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.

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

Facilities

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Technical

- Some content will not be feasible to migrate to SharePoint but will have an acceptable alternative location or solution to support maintenance of those files.

Funding

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

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Other

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Priority

Constraints

- Alternative location for files will need to be available and as effective as the K:InfoTech folder.
- Management will need to sign off for all content to be decommissioned.

Exclusions

- I, J, K drives except K:InfoTech are exempt from the scope of this project.

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PROJECT PHASE AUTHORIZATION

Phase(s): Project Management, Research & Analysis K:InfoTech, Planning K:Info Tech, Deploy & Migrate, Decommission	
Total Estimated Application Services	Hours: 180
Total Estimated Technical Systems	Hours: 788
Total Estimated CLEMIS	Hours: 140
Total Estimated Internal Services	Hours: 20
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:	Date:
Reason:	
Project Sponsor Approval:	
Title:	Date:

PROJECT SUMMARY

Authorized Development (see above)	Hours: 1,128	
Previously Approved Phases	Hours:	
Grand Total Estimated Development	Hours: 1,128	Cost: \$186,120

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PROJECT COMPLETION AUTHORIZATION

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

File Storage Replacement - Size Estimate (+/- 10% to 50%)					
	Type	ID	Task Name	Estimated Hours	Estimate Notes
1	Phase	000000	PROJECT MANAGEMENT	185	
2	Phase	200000	RESEARCH & ANALYSIS K:InfoTech	133	
3	Phase	300000	PLANNING K:InfoTech	432	
4	Phase	400000	DEPLOY & MIGRATE K:InfoTech	268	
5	Phase	600000	DECOMMISSION K:InfoTech	110	
1				1,128	

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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:	164	164	164	164	164	164	981
Costs:							
Development Services Subtotal:	186,120	0	0	0	0	0	186,120
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	164	164	164	164	164	164	981
Annual Total Costs	186,120	0	0	0	0	0	186,120
Annual Return on Investment	(185,956)	164	164	164	164	164	(185,139)
Annual Costs/Savings Ratio	113820.94%	0.00%	0.00%	0.00%	0.00%	0.00%	
Project Cumulative Statistics:							
Cumulative Total Savings	164	327	491	654	818	981	981
Cumulative Total Costs	186,120	186,120	186,120	186,120	186,120	186,120	186,120
Cumulative Return on Investment	(185,956)	(185,793)	(185,629)	(185,466)	(185,302)	(185,139)	(185,139)
Cumulative Cost/Savings Ratio	113820.94%	56910.47%	37940.31%	28455.23%	22764.19%	18970.16%	18970.16%
Year Positive Payback Achieved							NO PAYBACK
State or Federal Mandate?							
Signatures:							
Benefits Reviewed By Project Sponsor	_____			Date:	_____		
Costs (including IT Resources) Reviewed By Information Technology Project Manager	_____			Date:	_____		

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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
Reduced recovery time in a disaster scenario	Intangible Benefit	17030 - Technical Systems & Networking				0	
Improved control over file permissions, data retention, and compliance	Intangible Benefit	17030 - Technical Systems & Networking				0	
Modern user experience with improved remote access to work related data	Intangible Benefit	17030 - Technical Systems & Networking				0	
Progress towards eliminating significant attack vector for viruses, cryptolocking, and other such threats	Intangible Benefit	17030 - Technical Systems & Networking				0	
Aligns with Oakland County's Office 365 Strategy	Intangible Benefit	17030 - Technical Systems & Networking					

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Savings Detail

Benefit/Savings Description	Project Savings Category	Affects Project ROI?						Potential Savings Extensions					
		Y1	Y2	Y3	Y4	Y5	Y6	Y1-2019	Y2-2020	Y3-2021	Y4-2022	Y5-2023	Y6-2024
Reduced recovery time in a disaster scenario	Intangible Benefit												
Improved control over file permissions, data retention, and compliance	Intangible Benefit												
Modern user experience with improved remote access to work related data	Intangible Benefit												
Progress towards eliminating significant attack vector for viruses, cryptolocking, and other such threats	Intangible Benefit												
Aligns with Oakland County's Office 365 Strategy	Intangible Benefit												

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Savings Summary

Benefit/Savings Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Tangible Benefit:							
Reduced recovery time in a disaster scenario							
<i>Tangible Benefits Subtotal:</i>							
Cost Avoidance:							
Reduced file server usage by 700 GB	164	164	164	164	164	164	981
<i>Cost Avoidance Subtotal:</i>	164	164	164	164	164	164	981
Intangible Benefit:							
Reduced recovery time in a disaster scenario							
Improved control over file permissions, data retention, and compliance							
Modern user experience with improved remote access to work related data							
Progress towards eliminating significant attack vector for viruses, cryptolocking, and other such threats							
Aligns with Oakland County's Office 365 Strategy							
Savings Total:	164	164	164	164	164	164	981

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Cost Detail

Cost Description	Project Cost Category	Unit Desc	Units	Rate per Unit	Total Cost	Annual Multiplier	Affects Project ROI?						Y1-2019	Y2-2020	
							Y1	Y2	Y3	Y4	Y5	Y6			
IT Hours - New Development: MP 2021-2022	Development Svcs	HR	1,128	165	186,120	0.000	x							186,120.00	

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Cost Detail

Cost Description	Project Cost Category	Potential Cost Extensions			
		Y3-2021	Y4-2022	Y5-2023	Y6-2024
IT Hours - New Development: MP 2021-2022	Development Svcs				

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Cost Summary

Cost Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Development Services:							
IT Hours - New Development: MP 2021-2022	186,120						186,120
<i>Development Services Subtotal:</i>	186,120						186,120
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:	186,120						186,120

