

# Oakland County Department of Information Technology Project Scope and Approach

**Project Name: PDF Editor Strategy and Approach**

**Project ID: TN0186PE**

<b>Leadership Group:</b> Information Technology Steering Committee			
<b>Department:</b> Information Technology		<b>Division:</b> Technical Systems and Networking	
<b>Project Sponsor:</b> Joe Tabor	<b>Date Requested:</b> 6/12/2020	<b>PM Customer No.</b> 186	
<b>Request Type:</b> New Development			
<b>IT Team Name:</b> Workstation Services		<b>IT Team No:</b> N	
<b>Project Manager/Leader:</b> Mike Zemina			
<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 investigate Adobe Acrobat DC comparable products so that Oakland County can obtain best pricing for a PDF Editor solution.

## **Business Objective**

The discounted pricing model obtained for the Adobe Acrobat DC product will expire April 1, 2022. With the possibility of a substantial increase in price ranging from 60% to 80%, this initiative will help the county obtain best pricing for a PDF editor solution.

### **Major Deliverables**

- Adobe Acrobat Footprint Audit
- Adobe Acrobat Reader vs. Professional Analysis
- End-user Acrobat Professional Requirements
- Application Evaluation and Testing
- Potential Alternative Solution Research
- Budget Review/Approval and Decision
- Alternative RFP
- Recommendations Presentation
- Customer Communications
- Knowledge Document Creation
- Adobe Acrobat Removal
- Adobe Acrobat Reader Deployment
- Acrobat Professional (or Alternative) Deployment
- Audit and Reporting

### **Approach**

- Identify users who require Acrobat Professional (Workstations/Apps)
- Research Alternative software (Workstations/Apps)
- Evaluate and test applications with Adobe Reader Only. (Applications)

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- Document analysis and testing and present to management for a decision to RFP or retain set number of professional licenses needed. (Workstations/Applications)
- Conduct RFP process, contract and procure alternative software if necessary.
- Develop communication plan and manage communications to customers (Applications)
- Creation of Knowledge Docs for leveraging Reader/Word for PDF (SC)
- Develop plan for deploying/removing licenses. (Workstations)
- Remove all Acrobat software from identified workstations. (Workstations)
- Deploy Reader on workstations. (Workstations)
- Deploy Acrobat Professional or alternative to identified workstations. (Workstations)
- Develop audit reporting to identify and monitor licensing usage. (Workstations)

## **Research & Analysis**

### **Gartner Research Recommendation**



Adobe Acrobat Document



Adobe Acrobat Document

## **Benefits**

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

## **Impact**

<b>Number of Users</b>	County End-Users – approximately 3,400
<b>Divisions</b>	All
<b>Leadership Groups</b>	IT

## **Risk**

<b>Business Environment</b>	Med = Project requires some changes to existing business processes.
<b>Technical Environment</b>	Med = Previously implemented technologies, new requirements.

## **Assumptions**

<b>Staffing</b>	IT Staffing: resources will be available for the hours indicated per the attached project plan.
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Other Staffing: additional staffing will be available as follows:

<b><u>Role:</u></b>	<b><u>Name</u></b>
Sponsor/ TSN Stakeholder:	Joe Tabor
IT Stakeholder:	EJ Widun
Security Stakeholder:	TJ Fields
CLEMIS Stakeholder:	Jeff Nesmith
Internal Services Stakeholder:	Janette McKenna
Apps Stakeholder:	Tammi Shepherd
EA Stakeholder:	EJ Widun

**Facilities**

- 

**Technical**

- 

**Funding**

- 

**Other**

- Assumption price increase (40% if continuing with current vendor)
- Assumption to change to user based pricing, not workstation based

**Priority**

**Constraints**

- 

**Exclusions**

-

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## PROJECT PHASE AUTHORIZATION

<b>Phase(s): ALL</b>	
<b>Total Estimated Application Services</b>	<b>Hours: 114</b>
<b>Total Estimated Technical Systems</b>	<b>Hours: 591</b>
<b>Total Estimated CLEMIS</b>	<b>Hours:</b>
<b>Total Estimated Internal Services</b>	<b>Hours: 18</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: <span style="margin-left: 150px;">Yes</span> <span style="margin-left: 100px;">No</span>	<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: 723      Cost: \$119,295</b>

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## PROJECT COMPLETION AUTHORIZATION

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

PDF Editor Strategy and Approach - Size Estimate (+/- 10% to 50%)				
Type	ID	Task Name	Estimated Hours	Estimate Notes
Phase	000000	[-] PROJECT MANAGEMENT	165	
Phase	100000	[-] PDF ANALYSIS & APPROACH	135	
Phase	200000	[-] PLAN OF ALTERNATIVE SOLUTION APPROACH	85	
Phase	300000	[-] IMPLEMENTATION PHASE	179	
			723	

**Oakland County -- PDF Editor Strategy and Approach**  
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:	0	179,318	179,318	179,318	179,318	179,318	896,588
<b>Costs:</b>							
Development Services Subtotal:	0	119,295	0	0	0	0	119,295
Hardware Subtotal:	0	0	0	0	0	0	0
Software Subtotal:	0	179,318	179,318	179,318	179,318	179,318	896,588
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	0	179,318	179,318	179,318	179,318	179,318	896,588
Annual Total Costs	0	298,613	179,318	179,318	179,318	179,318	1,015,883
Annual Return on Investment		(119,295)	0	0	0	0	(119,295)
Annual Costs/Savings Ratio	0.00%	166.53%	100.00%	100.00%	100.00%	100.00%	
<b>Project Cumulative Statistics:</b>							
Cumulative Total Savings	0	179,318	358,635	537,953	717,270	896,588	896,588
Cumulative Total Costs	0	298,613	477,930	657,248	836,565	1,015,883	1,015,883
Cumulative Return on Investment		(119,295)	(119,295)	(119,295)	(119,295)	(119,295)	(119,295)
Cumulative Cost/Savings Ratio	0.00%	166.53%	133.26%	122.18%	116.63%	113.31%	113.31%
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 -- PDF Editor Strategy and Approach**  
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>
Adobe Professional Licenses	Cost Avoidance			3,550	51	179,318
						0
						0
						0
						0
						0
						0

**Oakland County -- PDF Editor Strategy and Approach**

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
Adobe Professional Licenses	Cost Avoidance		x	x	x	x	x		179,317.60	179,317.60	179,317.60	179,317.60	179,318



**Oakland County -- PDF Editor Strategy and Approach**

Return on Investment Analysis

Savings Summary

Benefit/Savings Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
<b>Tangible Benefit:</b>							
<i>Tangible Benefits Subtotal:</i>							
<b>Cost Avoidance:</b>							
Adobe Professional Licenses	0	179,318	179,318	179,318	179,318	179,318	896,588
<i>Cost Avoidance Subtotal:</i>		<b>179,318</b>	<b>179,318</b>	<b>179,318</b>	<b>179,318</b>	<b>179,318</b>	<b>896,588</b>
<b>Intangible Benefit:</b>							
<b>Savings Total:</b>		<b>179,318</b>	<b>179,318</b>	<b>179,318</b>	<b>179,318</b>	<b>179,318</b>	<b>896,588</b>

**Oakland County -- PDF Editor Strategy and Approach**  
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 - RFP, Analysis & Deployment Phases	Development Svcs			723	165	119,295			x					
Package Software - Acquisition	Software			3,550	51	179,318			x	x	x	x	x	x

**Oakland County -- PDF Editor Strategy and Approach**  
Return on Investment Analysis

Cost Detail

Cost Description	Project Cost Category	Potential Cost Extensions					
		Y1	Y2	Y3	Y4	Y5	Y6
IT Hours - RFP, Analysis & Deployment Phases	Development Svcs		119,295.00				
Package Software - Acquisition	Software		179,317.60	179,317.60	179,317.60	179,317.60	179,317.60

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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 - RFP, Analysis & Deployment Phases	0	119,295	0	0	0	0	119,295
<i>Development Services Subtotal:</i>		<b>119,295</b>					<b>119,295</b>
<b>Hardware:</b>							
<i>Hardware Subtotal:</i>							
<b>Software:</b>							
Package Software - Acquisition		179,318	179,318	179,318	179,318	179,318	896,588
<i>Software Subtotal:</i>		<b>179,318</b>	<b>179,318</b>	<b>179,318</b>	<b>179,318</b>	<b>179,318</b>	<b>896,588</b>
<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>298,613</b>	<b>179,318</b>	<b>179,318</b>	<b>179,318</b>	<b>179,318</b>	<b>1,015,883</b>

