Project Name: PDF Document Management Strategy Project ID: TN8186AR

Leadershi	o Group: In	formation Techno	ology Steering	g Committee						
Department: Information Technology			Division: T	echnical Systems a	and Networking					
Project Sponsor: Carl Wilson			Date Reque	ested: 10/1/2018	PM Custom	PM Customer No. 186				
Request T	Request Type: New Development									
IT Team N	ame: Works	tation Services		IT Team No:	N					
Project Ma	inager/Lead	er: Heidi Flack								
Account Number:	17030	Account Description:		al Systems and ing	Customer Name:	Information Technology				
Grant Fun	ded? No			Mandate? No						

Project Goal

To remove Adobe Acrobat from Oakland County workstations and provide Adobe Reader or a comparable Acrobat replacement for required workstations so that the County will avoid a significant operational expense with a rate increase for the Adobe Acrobat licensing.

Business Objective

Adobe Acrobat Professional software is projected to significantly increase in cost as of 1st quarter 2019. It is also anticipated that Adobe will request an audit of all Adobe products in use as well.

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)

Project Name: PDF Document Management Strategy

- Evaluate and test applications with Adobe Reader Only. (Applications)
- 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



Benefits

See Return on Investment (ROI) Analysis Document

Impact

Number of Users	County End-Users
Divisions	All
Leadership Groups	IT

<u>Risk</u>

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

Assumptions

Staffing IT Staffing: resources will be available for the hours indicated per

Project Name: PDF Document Management Strategy

Project ID: TN8186AR

the attached project plan.

Other Staffing: additional staffing will be available as follows:

<u>Role:</u>

<u>Name</u>

Sponsor/ TSN Stakeholder: IT Stakeholder: Security Stakeholder: CLEMIS Stakeholder: Internal Services Stakeholder: Apps Stakeholder: EA Stakeholder: Carl Wilson Jim Taylor Mike Timm Jeff Nesmith Janette McKenna Tammi Shepherd EJ Widun

Facilities

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Technical

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Funding

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Other

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Priority

Constraints

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Exclusions

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Project Name: PDF Document Management Strategy

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PROJECT PHASE AUTHORIZATION

Phase(s):								
Total Estimated Application Services								
Total Estimated Technical Systems								
Total Estimated CLEMIS	Hours: 34							
Total Estimated Internal Services	Hours: 25							
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: Y	es No	Date:						
Reason:								
Project Sponsor Approval:								
Title:		Date:						

PROJECT SUMMARY

Authorized Development (see above)	Hours:	
Preliminary Estimated Development for Future Phases	Hours: 1,200	
Grand Total Estimated Development	Hours: 1,200	Cost: \$198,000
Granu Total Estimated Development	Hours. 1,200	COSI. \$198,000

Project Name: PDF Document Management Strategy Project ID: TN8186AR

PROJECT COMPLETION AUTHORIZATION

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

	Adobe A	Adobe Acrobat Removal - Size Estimates - Phase Level ×											
Т													
			E		Estimate								
	Туре	ID	Task Name	Hours	Notes								
1	Phase	000000	PROJECT MANAGEMENT	300									
2	Phase	020000	ADOBE ACROBAT ANALYSIS & RFP	225									
3	Phase	020050	ALTERNATIVE SOLUTION RFP	175									
4	Phase	030000	PROCURE/INSTALL ALTERNATIVE SOLUTION	255									
5	Phase	040000	ACROBAT REMOVAL	245									
6													
1				1,200									

Б

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	343,440	343,440	343,440	343,440	343,440	1,717,200	
Costs:								
Development Services Subtotal:	198,000	0	0	0	0	0	198,000	
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	343,440	343,440	343,440	343,440	343,440	1,717,200	
Annual Total Costs	198,000	0	0	0	0	0	198,000	
Annual Return on Investment	(198,000)	343,440	343,440	343,440	343,440	343,440	1,519,200	
Annual Costs/Savings Ratio	0.00%	0.00%	0.00%	0.00%			, , , , , , , , , , , , , , , , , , , ,	
Project Cumulative Statistics:								
Cumulative Total Savings	0	343,440	686,880	1,030,320	1,373,760	1,717,200	1,717,200	
Cumulative Total Costs	198,000	198,000	198,000	198,000	198,000	198,000	198,000	
Cumulative Return on Investment	(198,000)	145,440	488,880	832,320	1,175,760	1,519,200	1,519,200	
Cumulative Cost/Savings Ratio	0.00%	57.65%	28.83%	19.22%	14.41%	11.53%	11.53%	
Year Positive Payback Achieved		Year 2					Year 2	
State or Federal Mandate?		10012					10012	
Signatures:								
Benefits Reviewed By Project Sponsor	_			Date:				
Costs (including IT Resources) Reviewed By Information Technology Project Manager				Date:				
				Date:				

Return on Investment Analysis

Savings Detail

	Project Savings		Unit		Rate per	
Benefit/Savings Description	Category	Budget Category/Funding Source	Desc	Units	Unit	Total Savings
Adobe Professional Licenses	Cost Avoidance			4,000	86	343,440
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Return on Investment Analysis

Savings Detail

		Affects Project ROI?				Po	otential Savi	ngs Extensio	ons				
Benefit/Savings Description	Project Savings Category	Y1	Y2	Y3	Y4	Y5	Y6	5 Y1	Y2	Y3	Y4	Y5	Y6
Adobe Professional Licenses	Cost Avoidance		Х	Х	Х	Х	Х		343,440.00	343,440.00	343,440.00	343,440.00	343,440
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Oakland County -- PDF Document Management Strategy 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:							
Adobe Professional Licenses	0	343,440	343,440	343,440	343,440	343,440	1,717,200
Cost Avoidance Subtotal.		343,440	343,440	343,440	343,440	343,440	1,717,200
		0.10,1.10	0.0,1.0	0.00,1.10	010,110	010,110	.,,
Intangible Benefit:							
Savings Total:		343,440	343,440	343,440	343,440	343,440	1,717,200

Return on Investment Analysis

Cost Detail

								Affe	ects	Proje	ct ROI	?
	Project Cost	Budget Category/Funding	Unit		Rate per		Annual					
Cost Description	Category	Source	Desc	Units	Unit	Total Cost	Multiplier	Y1 `	Y2 Y	3 Y4	4 Y5 Y	′ 6
IT Hours - New Development	Development Svcs			1,200	165	198,000		х				
Retained Adobe licenses	Software					0				ł		

Return on Investment Analysis

Cost Detail

		Potential Cost Extensions					
	Project Cost						
Cost Description	Category	Y1	Y2	Y3	Y4	Y5	Y6
IT Hours - New Development	Development Svcs	198,000.00					
Retained Adobe licenses	Software						

Oakland County -- PDF Document Management Strategy 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	198,000						198,000
Development Services Subtotal:	198,000						198,000
Hardware:							
Hardware Subtotal:							
Software:							
Retained Adobe licenses							
Software Subtotal:							
Infrastructure:							
Infrastructure Subtotal							
Training:							
Training Subtotal:							
Other:			-		-	-	
0	0	0	0	0	C	0 0	
Other Subtotal:							
Costs Total:	198,000						198,000

Return on Investment Analysis

Assumptions

Date	Assumption Description
	Gartner's experience with Adobe contracts is that companies are paying between 35% to 200% more at renewal with the average being
14-May-18	between 60% and 100% more
-	Adobe Creative Cloud does not have a competitive product and Adobe offers the product to schools for free and heavily discounted rates to
	drive business consumption because it is all people learn in school.
14-May-18	Adobe has set a target range for renewals and is driving businesses toward their goal. Spring 2019.
	For Adobe Acrobat, you can get negotiation leverage and see a 10% increase if you have a competitive bid/viable alternative. There are
14-May-18	several viable alternatives on the market.
14-May-18	(per EJ) According to Dell LAR, we have one more year left on Adobe. Our next renewal is due on 4/5/18 for \$155,050. We will have product support until April 2019.
	The State of Michigan was able to get their new Adobe contract terms extended to Counties, Cities, Villages and Townships; however, the pricing is not very aggressive. 189% increase in contract pricing. If we renew on the State of Michigan Terms our new bill for the same products would be \$437,904.20. The driver is Adobe Acrobat which will go from our current unit price of \$18 per seat to \$85.86 per seat. We have 4000 Seats. For those interested in seeing the quotes, I have attached the email from our Dell LAR.
14-10ay-10	