

# Oakland County Department of Information Technology Project Scope and Approach

**Project Name: PDF Document Management Strategy**

**Project ID: TN8186AR**

<b>Leadership Group:</b> Information Technology Steering Committee			
<b>Department:</b> Information Technology		<b>Division:</b> Technical Systems and Networking	
<b>Project Sponsor:</b> Carl Wilson	<b>Date Requested:</b> 10/1/2018	<b>PM Customer No.</b> 186	
<b>Request Type:</b> <i>New Development</i>			
<b>IT Team Name:</b> Workstation Services		<b>IT Team No:</b> N	
<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 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 1<sup>st</sup> 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)

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- 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**



Adobe Acrobat  
Document



Adobe Acrobat  
Document

## **Benefits**

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

## **Impact**

<b>Number of Users</b>	County End-Users
<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
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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 Stakeholder:	Carl Wilson
IT Stakeholder:	Jim Taylor
Security Stakeholder:	Mike Timm
CLEMIS Stakeholder:	Jeff Nesmith
Internal Services Stakeholder:	Janette McKenna
Apps Stakeholder:	Tammi Shepherd
EA Stakeholder:	EJ Widun

## **Facilities**

- 

## **Technical**

- 

## **Funding**

- 

## **Other**

- 

## **Priority**

## **Constraints**

- 

## **Exclusions**

-

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## PROJECT PHASE AUTHORIZATION

<b>Phase(s):</b>	
<b>Total Estimated Application Services</b>	<b>Hours: 209</b>
<b>Total Estimated Technical Systems</b>	<b>Hours: 932</b>
<b>Total Estimated CLEMIS</b>	<b>Hours: 34</b>
<b>Total Estimated Internal Services</b>	<b>Hours: 25</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: 1,200</b>	
<b>Grand Total Estimated Development</b>	<b>Hours: 1,200</b>	<b>Cost: \$198,000</b>

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## PROJECT COMPLETION AUTHORIZATION

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

Adobe Acrobat Removal - Size Estimates - Phase Level <span style="float: right;">x</span>					
	Type	ID	Task Name	Estimate Hours	Estimate Notes
1	Phase	000000	<input type="checkbox"/> PROJECT MANAGEMENT	300	
2	Phase	020000	<input type="checkbox"/> ADOBE ACROBAT ANALYSIS & RFP	225	
3	Phase	020050	<input type="checkbox"/> ALTERNATIVE SOLUTION RFP	175	
4	Phase	030000	<input type="checkbox"/> PROCURE/INSTALL ALTERNATIVE SOLUTION	255	
5	Phase	040000	<input type="checkbox"/> ACROBAT REMOVAL	245	
6					
1				1,200	

**Oakland County -- PDF Document Management Strategy**

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	343,440	343,440	343,440	343,440	343,440	1,717,200
<b>Costs:</b>							
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
<b>Annual Statistics:</b>							
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%	0.00%	0.00%	
<b>Project Cumulative Statistics:</b>							
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?							
<b>Signatures:</b>							
Benefits Reviewed By Project Sponsor	_____			Date:	_____		
Costs (including IT Resources) Reviewed By Information Technology Project Manager	_____			Date:	_____		







**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
<b>Tangible Benefit:</b>							
<i>Tangible Benefits Subtotal:</i>							
<b>Cost Avoidance:</b>							
Adobe Professional Licenses	0	343,440	343,440	343,440	343,440	343,440	1,717,200
<i>Cost Avoidance Subtotal:</i>		<b>343,440</b>	<b>343,440</b>	<b>343,440</b>	<b>343,440</b>	<b>343,440</b>	<b>1,717,200</b>
<b>Intangible Benefit:</b>							
<b>Savings Total:</b>		<b>343,440</b>	<b>343,440</b>	<b>343,440</b>	<b>343,440</b>	<b>343,440</b>	<b>1,717,200</b>

**Oakland County -- PDF Document Management Strategy**  
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			1,200	165	198,000		x						
Retained Adobe licenses	Software					0								

**Oakland County -- PDF Document Management Strategy**  
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	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
<b>Development Services:</b>							
IT Hours - New Development	198,000						198,000
<i>Development Services Subtotal:</i>	<b>198,000</b>						<b>198,000</b>
<b>Hardware:</b>							
<i>Hardware Subtotal:</i>							
<b>Software:</b>							
Retained Adobe licenses							
<i>Software Subtotal:</i>							
<b>Infrastructure:</b>							
<i>Infrastructure Subtotal:</i>							
<b>Training:</b>							
<i>Training Subtotal:</i>							
<b>Other:</b>							
0	0	0	0	0	0	0	0
<i>Other Subtotal:</i>							
<b>Costs Total:</b>	<b>198,000</b>						<b>198,000</b>

