

## Appendix H: Customer Codes

This appendix describes the customer numbering standards for the *Clarity Project Management (PM) System*.

**S** *Customer and Leadership Group numbers are entered in Activity/Task ID field of Team Management, Customer Support, Unscheduled System Maintenance, Planned System Maintenance and Upgrades project plans.*

*For Team Plan Activity ID's:*

*Position 1-2 = Phase Number; refer to Appendix G: Definitions, for more information.*

*Position 3-4 = Leadership Group Number*

*Position 5-7 = Customer Number*

*Position 8-12 = Account Number (optional)*

**S** *The Scope & Approach document requires a Customer Number. Customer Number should be entered in the PM Customer No. field of the Scope & Approach form.*

**S** *A segment of the Project ID should include the Customer Number. Refer to Appendix A: Clarity Project ID Naming Conventions, for more information.*

*Project ID:*

*Position 1-1 = Division*

*Position 2-2 = Team*

*Position 3-3 = Year*

*Position 4-6 = Customer Number*

*Position 7-8 = any 2 characters*

### Leadership Group Table

<b>No.</b>	<b>Leadership Group</b>
10	Courts/Justice Administration
20	Finance/Admin
51	Land
61	CLEMIS Strategic Planning Committee - CLEMIS
62	CLEMIS Strategic Planning Committee - Radio
81	Internal Services
82	Technical Systems & Networking

**Customer Code Table**

<b>Customer Number</b>	<b>Department</b>	<b>Division</b>	<b>Unit</b>
51	Board of Commissioners		
511		Admin/Library Board	
31	Circuit Court		
311		Judicial Admin	
312		Court Business	
313		Civil/Criminal	
314		Family Court Services	
31404			FOC
21	Clerk/Register Of Deeds		
211		Admin	
212		County Clerk	
21201			Admin
21205			Vital Records
21210			Legal Records
213		Elections	
214		Register of Deed	
216		Micrographics & Reproductions	
11	County Executive		
111		Admin	
112		Compliance Office	
115		Corp Counsel	
11502			Risk Management
117		Indigent Defense Services Office	
118		Public Defenders Services	
12	Department of Public Communications		
121		Department of Public Communications	
32	District Court		
322		Division 1 (Novi)	
323		Division 2 (Clarkston)	
324		Division 3 (Rochester Hills)	

<b>Customer Number</b>	<b>Department</b>	<b>Division</b>	<b>Unit</b>
325		Division 4 (Troy)	
19	Economic Dev & Comm Affairs		
191		Economic Dev & Comm Affairs	
192		Plng & Local Bus Dev	
193		Business Development	
194		Veterans Services	
195		Airport & Aviation	
197		Workforce Development	
198		Transit Services	
11	Emergency Management and Homeland Security		
110		Emergency Management and Homeland Security	
11001			Emergency Management and Homeland Security
11002			Building Safety
14	Facilities Management		
141		Admin	
142		Support Services	
147		Facilities Maintenance & Operations	
148		Facilities Planning & Engineering	
15	Human Resources		
151		Admin	
154		Workforce Management	
15415			Emp Rec & HRIS
155		Benefits Administration Div	
15515			Retirement
16	Health & Human Services		
161		Admin	
162		Health	
167		Neighborhood & Housing Develop	
18	Information Technology		
181		IT Administration CIO	
182		Application Services	

<b>Customer Number</b>	<b>Department</b>	<b>Division</b>	<b>Unit</b>
183		CLEMIS	
186		Tech Systems & Networking	
12	Management & Budget		
121		Mgmt & Budget	
123		Purchasing	
125		Equalization	
126		Fiscal Services	
12650			Reimbursement
56	Parks & Recreation		
561		Parks & Recreation	
34	Probate Court		
341		Admin	
344		Estates & Mental Health	
41	Prosecuting Attorney		
411		Admin	
412		Litigation	
413		Warrants	
414		Appellate	
12	Public Communications		
120		Public Communications	
17	Public Services		
171		Public Services	
174		Community Corrections	
176		Medical Examiner	
177		Children's Village	
178		Animal Control	
43	Sheriff		
431		Sheriff's Office	
432		Administrative Service	
433		Corrective Services	
434		Corrective Services - Satellites	
435		Emergency Response & Prepare	

<b><i>Customer Number</i></b>	<b><i>Department</i></b>	<b><i>Division</i></b>	<b><i>Unit</i></b>
436		Patrol Services	
437		Emergency Comm Operations	
438		Technology Information and Innovation	
439		Special Teams	
71	Treasurer		
711		Admin	
71110			Tax Admin
61	Water Resources Commissioner		
611		Admin	