Oakland County
Department of Information Technology
Project Scope and Approach

Project Name: Redact PII Data on Court Forms　　　　　　**Project ID: DB1212RC**

Leadership Group: Courts Justice/Administration		
Department: Clerks		**Division: County Clerks**
Project Sponsor: Jennifer Howden	**Date Requested: Aug 2021**	**PM Customer No. 212**
Request Type: *New Development*		
IT Team Name: Courts		**IT Team No: B**
Project Manager/Leader: Beth Gleason		

Account Number:	95170	**Account Description:**	Clerk Legal Division	**Customer Name:**	Clerk's Office

Grant Funded?	**No**	**Mandate?**	**Yes**
		Mandate Source: State of Michigan (SCAO)	

Project Goal

To redact personal identifying information (PII) in court filings in accordance with Michigan Court Rules MCR 1.109 and MCR 8.119 so that the courts division will be compliant with the amendments.

Business Objective

Major Deliverables

- Modify court systems so documents with PII that should not be viewed per the MCRs will not be viewable by the public by 1/1/21 and allow for a solution for these documents to be manually redacted until an auto redaction solution is put into place.
- Provide a solution for auto redacting court documents
- Redact documents as needed according to Michigan Court Rules (MCR) 1.109 and MCR 8.119.
- Allow for processing of redacted and unredacted documents in the court's workflow.
- Create an exception process so the documents that cannot be auto redacted can be manually redacted.

Approach

- Determine software solution for auto redaction of documents
- Develop Detailed Project Plan
- Review business process and conduct needs assessment with customer.
- Security Reviews
- Document system requirements
- Determine and document system architecture and diagram
- Assess User Hardware and Software Requirements

- Conduct Tech Review
- Order hardware and software if needed
- Develop Implementation Plan
- Develop new software
- Develop User Acceptance Test Plan
- Test new system
- Acquire User Acceptance Sign off
- Conduct Change Control
- Develop Disaster Recovery Toolkit and Service Center Knowledge Documents
- Release new software into production

Research & Analysis

Gartner Research Recommendation – Not Applicable

Benefits

See Return on Investment (ROI) Analysis Document – Not Applicable on Mandates

Impact

Number of Users	Unlimited (Public)
Divisions	Clerk's Office
Leadership Groups	Courts

Risk

Business Environment	**High** – Project will dramatically change existing business processes or will negatively impact the business environment if implementation is unsuccessful.
Technical Environment	**High** - New technologies with new aspects and/or new requirements.

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<u>Assumptions</u>

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>	<u>Hours per Day</u>
Project Sponsor	Jennifer Howden	As needed

Facilities

•

Technical

•

Funding

• Information Technology

Other

•

Priority

•

<u>Constraints</u>

•

<u>Exclusions</u>

•

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PROJECT PHASE AUTHORIZATION

Phase(s): All		
Total Estimated Application Services	**Hours: 700**	
Total Estimated Technical Systems	**Hours: 15**	
Total Estimated CLEMIS	**Hours:**	
Total Estimated Internal Services	**Hours:**	
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: Yes No		Date:
Reason:		
Project Sponsor Approval:		
Title:		Date:

PROJECT SUMMARY

Authorized Development (see above)	**Hours: 715**	
Preliminary Estimated Development for Future Phases	**Hours:**	
Grand Total Estimated Development	**Hours: 715**	**Cost: $117,975**
Costs from Laserfiche Vendor	**Hours: 450**	**Cost: $101,250**

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PROJECT COMPLETION AUTHORIZATION

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

Oakland County IT Effort

Redact PII Data on Court Forms - Size Estimate (+/- 10% to 50%)

	Type	ID	Task Name	Estimated
1				
2				Hours
3	3	000000	PROJECT MANAGEMENT	194
4	Phase	200000	DEFINE BUSINESS REQUIREMENTS	115
5	Phase	300000	DESIGN SYSTEM ARCHITECTURE	20
6	Phase	500000	DEVELOP APPLICATION	153
7	Phase	600000	IMPLEMENTATION PHASE	109
8	Phase	800000	POST IMPLEMENTATION SUPPORT	124
9				715

Laserfiche Vendor Hours

Phase	Description	Hourly Rate	Est. Hours	Est. Cost
1	Requirements Gathering	$225.00	44	$9,900.00
2	PII Redaction Process	$225.00	160	$36,000.00
3	Training, Knowledge Transfer, and Documentation	$225.00	50	$11,250.00
4	User Acceptance Testing	$225.00	86	$19,350.00
5	Go-Live and Post-Production Support	$225.00	54	$12,150.00
PM	Project Management	$225.00	56	$12,600.00
		Total	450	$101,250.00