Oakland County
Department of Information Technology
Project Scope and Approach

Project Name: OCHD Mandate Program Budget 2021-2022   **Project ID: D50162MP**

Leadership Group: Land		
Department: Health & Human Services	**Division:** Health	
Project Sponsor: Sara Stoddard	**Date Requested:** 2/14/2020	**PM Customer No.** 162
Request Type: ___*New Development*___ Enhancement Customer Support Planned System Maintenance or Upgrade		
IT Team Name: Public & Environmental Services	**IT Team No:** 5	
Project Manager/Leader: Scott Kaiser		
Account Number: 84300 **Account Description:** EHealth Program	**Customer Name:** Health	
Grant Funded? **No** **Mandate?** **Yes** **Mandate Source:** State of Michigan		

Project Goal

To establish an OCHD E-Health Mandate Application Development Budget so that hours may be utilized for E-Health development projects and application enhancements relating to mandates, to gain efficiency in the Health Division business process.

Business Objective

To improve and expand all modules of E-Health relating to mandates from the State, such as:

- State Food Regulation Application
- State Wells Regulation Changes
- State Septic Regulation Changes
- Swimming Pool Inspection Changes

Major Deliverables
- Detailed Project Plan
- Application and/or System Requirements
- Technical Design Document
- Application Code
- Implementation Plan
- User Acceptance Test Plan
- Updated Disaster Recovery Toolkit(s)

Approach
- Request for enhancements will come from Health's Source System Experts and submitted to OCIT for estimate
- OCIT develops estimate and returns to Health for Approval
- Health submits the approved request to OCIT
- Update Application Functionality

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- Test Updated Application Functionality
- Update Disaster Recovery Tool Kit, if applicable
- Implement Application Functionality Changes

Research & Analysis

Gartner Research Recommendation - Research Conducted – Nothing Found

Benefits

No Return on Investment (ROI) Analysis needed as mandated.

Impact

Number of Users   80+ users

Divisions   Oakland County Health Division

Leadership Groups Land

Risk

Business Environment   Medium – Project requires some changes to existing business process.

Technical Environment   Medium - Previously implemented technologies with new aspects and/or new requirements

Assumptions

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:

Role:	Name	Hours per Day
Project Sponsor:	Sara Stoddard	As needed

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Facilities

- N/A

Technical

- Utilizing previously implemented technical environment.

Funding

- IT Funded

Other

- N/A

Priority

- TBD

Constraints

- None

Exclusions

- None

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PROJECT PHASE AUTHORIZATION

Phase(s): OCHD Mandate Program Budget		
Total Estimated Application Services	**Hours: 700**	
Total Estimated Technical Systems	**Hours:**	
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: 700**	
Preliminary Estimated Development for Future Phases	**Hours:**	
Grand Total Estimated Development	**Hours: 700**	**Cost: $115,500**

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PROJECT COMPLETION AUTHORIZATION

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

OCHD Mandate Program Budget 2021-2022 - Size Estimate (+/- 10% to 50%)

	Type	ID	Task Name	Estimated Hours	Estimate Notes
1					
2					
3	3	000000	OCHD Mandate Program Budget	700	
4				700	