# Oakland County
## Department of Information Technology
# Project Scope and Approach

**Project Name: Project Management Program 2023-24**          **Project ID:  DH2181PD**

| | | |
|---|---|---|
| **Leadership Group: IT Steering Committee/Internal Services** | | |
| **Department: Information Technology** | **Division: Internal Services** | |
| **Project Sponsor: Janette McKenna** | **Date Requested: 3/1/22** | **PM Customer No. 181** |
| **Request Type:**      *New Development* | | |
| **IT Team Name: PMO** | **IT Team No: H** | |
| **Project Manager/Leader: Sue Proksch** | | |
| **Account Number:** 17010 | **Account Description:** Admin Div Development & Support | **Customer Name:** Information Technology |
| **Grant Funded?**      **No** | **Mandate?**      **No** **Mandate Source:** | |

## Project Goal

To establish a Project Management Budget so that hours may be utilized for Project Management development initiatives leveraging new Clarity functionality to gain improved efficiency in Project Management.

## Business Objective

### Major Deliverables
- Biannual Metrics Analysis.
- Ad-hoc data analysis.
- Ad-hoc Report and Portlet development and enhancements.
- Ad-hoc Process Improvement
- Clarity integration with SharePoint.
  - Automatic creation of Teams project from Clarity project
  - Move document management from Clarity to SharePoint
    - Scope & Approach, ROI, A&C/Project Approval Packets
    - Collaboration Projects
  - Automate Project Signatures in SharePoint
- Implement Clarity Modern UX
- Master Planning Process Improvements, in order to reduce the amount of time spent sizing, reduce the number of allocation changes, and better meet delivery targets.

### Approach

- Meet with functional consultants from Rego Consulting as needed to review current practices and recommendations for improvements.
- Improvement requests which will result from PMO Source System Experts and IT Steering Committee
- Update the Clarity application with new functionality and/or processes

**Project Name: Project Management Program 2023-24**      **Project ID:  DH2181PD**

- Test updated Clarity application functionality
- Perform Workshops as needed to roll out Clarity application functionality and procedure changes
- Implement application functionality and procedure changes
- Update PMO Handbook and Procedure Documentation

## Research & Analysis

**Research Service Recommendation**

Research not Required

## Benefits

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

## Impact

**Number of Users**     200

**Divisions**             Information Technology

**Leadership Groups**  IT Steering Committee/Internal Services

## Risk

**Business Environment**    Medium – Project will require some changes to existing business processes.

**Technical Environment**    Low – Proven or previously implemented technologies.

## 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: | Janette McKenna | As Needed |

**Project Name: Project Management Program 2023-24**          **Project ID:  DH2181PD**

**Facilities**

- 

- 

**Technical**

- 

- 

**Funding**

-         Information Technology

**Other**

- 

**Priority**

## Constraints

- 

- 

## Exclusions

- 

-

# Oakland County
## Department of Information Technology
# Project Scope and Approach

**Project Name: Project Management Program 2023-24**          **Project ID:  DH2181PD**

### PROJECT PHASE AUTHORIZATION

| | | |
|---|---|---|
| **Phase(s):**          **Project Management Program Development** | | |
| **Total Estimated Application Services**          **Hours:** | | |
| **Total Estimated Technical Systems**          **Hours:** | | |
| **Total Estimated CLEMIS**          **Hours:** | | |
| **Total Estimated Internal Services**          **Hours:  500** | | |
| **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:  500** | | |
| **Previously Authorized Development**          **Hours:** | | |
| **Preliminary Estimated Development for Future Phases**          **Hours:** | | |
| **Grand Total Estimated Development**          **Hours:  500**          **Cost: $82,500** | | |

**Project Name: Project Management Program 2023-24**          **Project ID:  DH2181PD**

### PROJECT COMPLETION AUTHORIZATION

| Customer Acceptance of Product: | |
|---|---|
| Title: | Date: |
| **Project Office Review:** | Date: |

| | | Project Management Program 2023-24 - Size Estimate (+/- 10% to 50%) ✕ | | |
|---|---|---|---|---|
| | Type | ID | Task Name | Estimated Hours | Estimate Notes |
| 1 | Phase | 000000 | ⊟ PROJECT MANAGEMENT PROGRAM DEVELOPMENT | 500 | |
| 2 | | | | | |

# Oakland County -- Project Management Program 2023-24

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 | 17,332 | 17,592 | 17,680 | 17,857 | 18,035 | 88,496 |
| **Costs:** | | | | | | | |
| Development Services Subtotal: | 41,250 | 41,250 | 0 | 0 | 0 | 0 | 82,500 |
| 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 | 17,332 | 17,592 | 17,680 | 17,857 | 18,035 | 88,496 |
| Annual Total Costs | 41,250 | 41,250 | 0 | 0 | 0 | 0 | 82,500 |
| | | | | | | | |
| Annual Return on Investment | (41,250) | (23,918) | 17,592 | 17,680 | 17,857 | 18,035 | 5,996 |
| Annual Costs/Savings Ratio | 0.00% | 238.00% | 0.00% | 0.00% | 0.00% | 0.00% | |
| **Project Cumulative Statistics:** | | | | | | | |
| Cumulative Total Savings | 0 | 17,332 | 34,924 | 52,604 | 70,461 | 88,496 | 88,496 |
| Cumulative Total Costs | 41,250 | 82,500 | 82,500 | 82,500 | 82,500 | 82,500 | 82,500 |
| | | | | | | | |
| Cumulative Return on Investment | (41,250) | (65,168) | (47,576) | (29,896) | (12,039) | 5,996 | 5,996 |
| Cumulative Cost/Savings Ratio | 0.00% | 476.01% | 236.23% | 156.83% | 117.09% | 93.22% | 93.22% |
| | | | | | | | |
| Year Positive Payback Achieved | | | | | | Year 6 | Year 6 |
| State or Federal Mandate? | | | | | | | |
| **Signatures:** | | | | | | | |
| | | | | | | | |
| Benefits Reviewed By Project Sponsor | | | | Date: | | | |
| | | | | | | | |
| Costs (including IT Resources) Reviewed By Information Technology Project Manager | | | | Date: | | | |

# Oakland County -- Project Management Program 2023-24

Return on Investment Analysis

Savings Detail

| Benefit/Savings Description | Project Savings Category | Budget Category/Funding Source | Unit Desc | Units | Rate per Unit | Total Savings | Annual Multiplier |
|---|---|---|---|---|---|---|---|
| Improve the accuracy of project data and validate Project Management standards through continuous metrics analysis. | Intangible Benefit | | | | | 0 | |
| Improve communucation and efficiency through continuous report and portlet development and enhancements. | Intangible Benefit | | | | | 0 | |
| Improve communication with customers and with the project team through integration with SharePoint | Intangible Benefit | | | | | 0 | |
| Providing the right data to the right resources at the right time to make the right decisions. | Intangible Benefit | | | | | 0 | |
| Sharepointe will eliminate the time spent communicating project Assurance & Compliance status via email. | Cost Avoidance | | | 52 | 165 | 8,580 | 1.010 |
| Automating project signatures will eliminate the time spent obtaining signatures from Project Sponsors | Cost Avoidance | | | 52 | 165 | 8,580 | 1.010 |
| | | | | | | 0 | |
| | | | | | | 0 | |
| | | | | | | 0 | |
| | | | | | | 0 | |
| | | | | | | 0 | |
| | | | | | | 0 | |

# Oakland County -- Project Management Program 2023-24

Return on Investment Analysis

Savings Detail

| Benefit/Savings Description | Project Savings Category | Affects Project ROI? | | | | | | Potential Savings Extensions | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 |
| Improve the accuracy of project data and validate Project Management standards through continuous metrics analysis. | Intangible Benefit | | | | | | | | | | | | |
| Improve communucation and efficiency through continuous report and portlet development and enhancements. | Intangible Benefit | | | | | | | | | | | | |
| Improve communication with customers and with the project team through integration with SharePoint | Intangible Benefit | | | | | | | | | | | | |
| Providing the right data to the right resources at the right time to make the right decisions. | Intangible Benefit | | | | | | | | | | | | |
| Sharepointe will eliminate the time spent communicating project Assurance & Compliance status via email. | Cost Avoidance | | x | x | x | x | x | | 8,665.80 | 8,752.46 | 8,839.98 | 8,928.38 | 9,018 |
| Automating project signatures will eliminate the time spent obtaining signatures from Project Sponsors | Cost Avoidance | | x | x | x | x | x | | 8,665.80 | 8,752.46 | 8,839.98 | 8,928.38 | 9,018 |
| | | | | | | | | | | | | | |
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# Oakland County -- Project Management Program 2023-24
### 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:** | | | | | | | |
| Sharepointe will eliminate the time spent communicating project Assurance & Compliance status via email. | | 8,666 | 8,752 | 8,840 | 8,928 | 9,018 | 44,204 |
| Automating project signatures will eliminate the time spent obtaining signatures from Project Sponsors | | 8,666 | 8,840 | 8,840 | 8,928 | 9,018 | 44,292 |
| | | | | | | | |
| *Cost Avoidance Subtotal:* | | *17,332* | *17,592* | *17,680* | *17,857* | *18,035* | *88,496* |
| | | | | | | | |
| **Intangible Benefit:** | | | | | | | |
| Improve the accuracy of project data and validate Project Management standards through continuous metrics analysis. | | | | | | | |
| Improve communucation and efficiency through continuous report and portlet development and enhancements. | | | | | | | |
| Improve communication with customers and with the project team through integration with SharePoint | | | | | | | |
| Providing the right data to the right resources at the right time to make the right decisions. | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| **Savings Total:** | | *17,332* | *17,592* | *17,680* | *17,857* | *18,035* | *88,496* |

# Oakland County -- Project Management Program 2023-24

## 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 | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Affects Project ROI? | | | | | |
| IT Hours - New Development | Development Svcs | | | 250 | 165 | 41,250 | | x | x | | | | |
| IT Hours - System Maintenance | Development Svcs | | | | 165 | 0 | | | | | | | |
| IT Hours - Customer Support | Development Svcs | | | | 165 | 0 | | | | | | | |
| IT Hours - Planned Maintenance | Development Svcs | | | | 165 | 0 | | | | | | | |
| User Hours - New Development | Development Svcs | | | | | 0 | | | | | | | |
| User Hours - PTNE/OT | Development Svcs | | | | | 0 | | | | | | | |
| Contractor Professional Services | Development Svcs | | | | | 0 | | | | | | | |
| PC System - Acquisition | Hardware | | | | 687 | 0 | | | | | | | |
| PC System - Maintenance | Hardware | | | | 2,936 | 0 | | | | | | | |
| Notebook - Acquisition | Hardware | | | | 1,115 | 0 | | | | | | | |
| Notebook - Maintenance | Hardware | | | | 3,024 | 0 | | | | | | | |
| Tablet Notebook - Acquisition | Hardware | | | | 1,421 | 0 | | | | | | | |
| Tablet Notebook - Maintenance | Hardware | | | | 2,800 | 0 | | | | | | | |
| Laserprinter - Acquisition | Hardware | | | | 1,432 | 0 | | | | | | | |
| Laserprinter - Maintenance | Hardware | | | | 1,408 | 0 | | | | | | | |
| PC Maintenance User Owned | Hardware | | | | 2,720 | 0 | | | | | | | |
| Printer Maintenance User Owned | Hardware | | | | 1,264 | 0 | | | | | | | |
| File Space (100GB) | Hardware | | ANN | | 23 | 0 | | | | | | | |
| Package Software - Acquisition | Software | | | | | 0 | | | | | | | |
| Package Software - Maintenance | Software | | | | | 0 | | | | | | | |
| Business Objects Access | Software | | | | | 0 | | | | | | | |
| Server - Acquisition/Upgrade | Infrastructure | | | | 8,000 | 0 | | | | | | | |
| Server - Maintenance | Infrastructure | | | | 360 | 0 | | | | | | | |
| Server Sftwre - Acquisition/Upgrade | Infrastructure | | | | 335 | 0 | | | | | | | |
| Server Sftwre - Maintenance | Infrastructure | | | | | 0 | | | | | | | |
| Server Rack Mount | Infrastructure | | | | 400 | 0 | | | | | | | |
| Oracle Enterprise Software Purchase - Per Processor (4 Cores) - Requires Annual Support Below | Infrastructure | | | | 42,280 | 0 | | | | | | | |
| Oracle Enterprise Software Support - Per Processor (4 Cores) | Infrastructure | | | | 9,293 | 0 | 1.030 | | | | | | |
| SSL Certificate | Infrastructure | | | | 845 | 0 | | | | | | | |
| Internet Access | Infrastructure | | | | 180 | 0 | | | | | | | |

# Oakland County -- Project Management Program 2023-24

### 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 |
| Imperva Web Application Firewall (External Web Applications Only) | Infrastructure | | ANN | | 500 | 0 | | | | | | | |
| App Code Directories on Consolidated IIS Server (Virtual) | Infrastructure | | ANN | | 415 | 0 | | | | | | | |
| Dedicated Virtual Server | Infrastructure | | ANN | | 4,150 | 0 | | | | | | | |
| Extra Small - 2 Core 8GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = $601 On Premise Physical Server = N/A | Infrastructure | | ANN | | | 0 | | | | | | | |
| Small - 4 Core 16GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = $951 On Premise Physical Server = $9,288 | Infrastructure | | ANN | | | 0 | | | | | | | |
| Medium - 8 Core 32GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = $1,702 On Premise Physical Server = $9,751 | Infrastructure | | ANN | | | 0 | | | | | | | |
| Large - 16 Core 64GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = $3,167 On Premise Physical Server = $10,446 | Infrastructure | | ANN | | | 0 | | | | | | | |
| Extra Large - 40 Core 160GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = $7,564 On Premise Physical Server = $12,906 | Infrastructure | | ANN | | | 0 | | | | | | | |

# Oakland County -- Project Management Program 2023-24

### 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 | 41,250.00 | 41,250.00 | | | | |
| IT Hours - System Maintenance | Development Svcs | | | | | | |
| IT Hours - Customer Support | Development Svcs | | | | | | |
| IT Hours - Planned Maintenance | Development Svcs | | | | | | |
| User Hours - New Development | Development Svcs | | | | | | |
| User Hours - PTNE/OT | Development Svcs | | | | | | |
| Contractor Professional Services | Development Svcs | | | | | | |
| PC System - Acquisition | Hardware | | | | | | |
| PC System - Maintenance | Hardware | | | | | | |
| Notebook - Acquisition | Hardware | | | | | | |
| Notebook - Maintenance | Hardware | | | | | | |
| Tablet Notebook - Acquisition | Hardware | | | | | | |
| Tablet Notebook - Maintenance | Hardware | | | | | | |
| Laserprinter - Acquisition | Hardware | | | | | | |
| Laserprinter - Maintenance | Hardware | | | | | | |
| PC Maintenance User Owned | Hardware | | | | | | |
| Printer Maintenance User Owned | Hardware | | | | | | |
| File Space (100GB) | Hardware | | | | | | |
| Package Software - Acquisition | Software | | | | | | |
| Package Software - Maintenance | Software | | | | | | |
| Business Objects Access | Software | | | | | | |
| Server - Acquisition/Upgrade | Infrastructure | | | | | | |
| Server - Maintenance | Infrastructure | | | | | | |
| Server Sftwre - Acquisition/Upgrade | Infrastructure | | | | | | |
| Server Sftwre - Maintenance | Infrastructure | | | | | | |
| Server Rack Mount | Infrastructure | | | | | | |
| Oracle Enterprise Software Purchase - Per Processor (4 Cores) - Requires Annual Support Below | Infrastructure | | | | | | |
| Oracle Enterprise Software Support - Per Processor (4 Cores) | Infrastructure | | | | | | |
| SSL Certificate | Infrastructure | | | | | | |
| Internet Access | Infrastructure | | | | | | |

# Oakland County -- Project Management Program 2023-24

Return on Investment Analysis

Cost Detail

| Cost Description | Project Cost Category | Potential Cost Extensions | | | | | |
|---|---|---|---|---|---|---|---|
| | | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 |
| Imperva Web Application Firewall (External Web Applications Only) | Infrastructure | | | | | | |
| App Code Directories on Consolidated IIS Server (Virtual) | Infrastructure | | | | | | |
| Dedicated Virtual Server | Infrastructure | | | | | | |
| Extra Small - 2 Core 8GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = $601 On Premise Physical Server = N/A | Infrastructure | | | | | | |
| Small - 4 Core 16GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = $951 On Premise Physical Server = $9,288 | Infrastructure | | | | | | |
| Medium - 8 Core 32GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = $1,702 On Premise Physical Server = $9,751 | Infrastructure | | | | | | |
| Large - 16 Core 64GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = $3,167 On Premise Physical Server = $10,446 | Infrastructure | | | | | | |
| Extra Large - 40 Core 160GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = $7,564 On Premise Physical Server = $12,906 | Infrastructure | | | | | | |

# Oakland County -- Project Management Program 2023-24

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 | 41,250 | 41,250 | | | | | 82,500 |
| IT Hours - System Maintenance | | | | | | | |
| IT Hours - Customer Support | | | | | | | |
| IT Hours - Planned Maintenance | | | | | | | |
| User Hours - New Development | | | | | | | |
| User Hours - PTNE/OT | | | | | | | |
| Contractor Professional Services | | | | | | | |
| *Development Services Subtotal:* | *41,250* | *41,250* | | | | | *82,500* |
| **Hardware:** | | | | | | | |
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| *Hardware Subtotal:* | | | | | | | |
| **Software:** | | | | | | | |
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| *Software Subtotal:* | | | | | | | |
| **Infrastructure:** | | | | | | | |
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| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| *Infrastructure Subtotal* | | | | | | | |
| **Training:** | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| *Training Subtotal:* | | | | | | | |
| **Other:** | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| *Other Subtotal:* | | | | | | | |
| **Costs Total:** | *41,250* | *41,250* | | | | | *82,500* |

# Oakland County -- Project Management Program 2023-24

Return on Investment Analysis

Assumptions

| Date | Assumption Description |
|---|---|
| 19-May-22 | PMO spends 15 minutes coordinating project Assurance & Compliance via email. Approximately 4 projects per week. |
| 19-May-22 | PMs send approimately 15 minutes obtaining signatures from Project Sponsors. Approximately 4 projects per week across the department. |
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