

Nebraska Information Technology Commission

Project Proposal Form

**New or Additional State Funding Requests
for Information Technology Projects**

FY2005-07 Biennium

Project Title	NIS – Procurement/DOR Financials and Procurement interface
Agency/Entity	NDOR - ISD

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About this form...

The Nebraska Information Technology Commission (“NITC”) is required by statute to “make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel, for which new or additional funding is requested.” In order to perform this review, the NITC and DAS-Budget Division require agencies/entities to complete this form when requesting new or additional funding for technology projects. For more information, see the document entitled “Guidance on Information Technology Related Budget Requests” available at <http://www.nitc.state.ne.us/forms/>.

Electronic versions of this form are available at <http://www.nitc.state.ne.us/forms/>.

For questions or comments about this form, contact the Office of the CIO/NITC at:

Mail: Office of the CIO/NITC
521 S 14th Street, Suite 301
Lincoln, NE 68508
Phone: (402) 471-3560
Fax: (402) 471-4608
E-mail: info@cio.state.ne.us

Submission of Form

Completed forms must be submitted by the same date biennial budget requests are required to be submitted to the DAS Budget Division. Completed project proposal forms must be submitted via e-mail to info@cio.state.ne.us. The project proposal form should be submitted as an attachment in one of these formats: Microsoft Word; WordPerfect; Adobe PDF; or Rich Text Format. Receipt of the form by the Office of the CIO will be confirmed by e-mail. If an agency is unable to submit the application as described, contact the Office of the CIO prior to the deadline, to make other arrangements for submitting a project proposal form.

Section I: General Information

Project Title	NIS – Department of Roads Procurement Interface
Agency (or entity)	Roads

Contact Information for this Project:

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Section II: Executive Summary

Provide a one or two paragraph summary of the proposed project. This summary will be used in other externally distributed documents and should therefore clearly and succinctly describe the project and the information technology required.

The NDOR NIS procurement Interface Project is a two way interface between the NDOR Financial Systems and the NIS Procurement application. Transactions must flow both directions as these systems share information.

Section III: Goals, Objectives, and Projected Outcomes (15 Points)

1. Describe the project, including:
 - Specific goals and objectives;
 - Allow for the creation of Purchase Orders from the DOR RPS System.
 - Allow for the checking of Contract and Quantity remaining, and the debiting of quantity on the contract/blanket order.
 - Allow for the creation of a receipt record.
 - Allow for the creation of a three-way match.
 - Allow for custom budget piece to interact with Roads Purchase Orders.
 - Allow for capturing of delivery performance.
 - Allow for unattended submission and Execution.
 - Expected beneficiaries of the project; and
 - The DOR Procurement staff and the Controller division
 - Expected outcomes.
 - The DOR Financial and Procurement systems will seamlessly interface with the NIS Procurement system without significant human intervention.

2. Describe the measurement and assessment methods that will verify that the project outcomes have been achieved.

No new staff will need to be hired. No frequent manual interactions between the systems will be required.

3. Describe the project's relationship to your agency comprehensive information technology plan.

DOR's plan is for its Financial systems to function smoothly. The NIS interface is a mandate from DAS. It is imperative to DOR that the interfaces to this system be as seamless as possible.

Section IV: Project Justification / Business Case (25 Points)

4. Provide the project justification in terms of tangible benefits (i.e. economic return on investment) and/or intangible benefits (e.g. additional services for customers).

This information must be provided by the Controller Division and the Logistics Division.

5. Describe other solutions that were evaluated, including their strengths and weaknesses, and why they were rejected. Explain the implications of doing nothing and why this option is not acceptable.

This solution is a composite of the knowledge and requirements from DOR, DAS and PeopleSoft.

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Doing nothing or going with the manual solution would have required DOR to hire a significant number of new employees. This would have significantly slowed DOR's ability to process Purchase Orders.

6. If the project is the result of a state or federal mandate, please specify the mandate being addressed.
This project is directly connected to the mandate from State of Nebraska Department of Administrative Services to utilize NIS.

Section V: Technical Impact (20 Points)

7. Describe how the project enhances, changes or replaces present technology systems, or implements a new technology system. Describe the technical elements of the project, including hardware, software, and communications requirements. Describe the strengths and weaknesses of the proposed solution.

This application will allow DAS to have their application and DOR to continue with their applications. It will allow DOR to avoid hiring a significant number of new staff to process purchase orders into the NIS system. Technically, a series of files containing information about purchases will flow back and forth between the systems. Today, the NIS application resides on an AS400 and the DOR applications are on the DAS mainframe.

8. Address the following issues with respect to the proposed technology:
- Describe the reliability, security and scalability (future needs for growth or adaptation) of the technology.
 - DOR has some reservations about the NIS application and the technology upon which NIS is built. The DAS Mainframe is reliable and secure. We trust that the mainframe will be adequate for any needed expansion. We can't speak about the AS400 application.
 - Address conformity with applicable NITC technical standards and guidelines (available at <http://www.nitc.state.ne.us/standards/>) and generally accepted industry standards.
 - The interfaces are being built in the same form as previous interfaces.
 - Address the compatibility with existing institutional and/or statewide infrastructure.
 - This application is utilizing existing technology and platforms.

Section VI: Preliminary Plan for Implementation (10 Points)

9. Describe the preliminary plans for implementing the project. Identify project sponsor(s) and examine stakeholder acceptance. Describe the project team, including their roles, responsibilities, and experience.

The Project Sponsor is John Schulte of the DOR Controller Division.
The Stakeholders are the DOR Controller and Logistic Divisions.
The ISD Project Manager is Kathy Largent
The Controller Project Manager is Teri Behrends.
The DOR Developer is Jim Pokladnik.
There is a Developer from People Soft that has been contracted to construct the NIS side interface.
These are all people with significant IT development experience.

10. List the major milestones and/or deliverables and provide a timeline for completing each.
The project is really just one project but some of the objectives listed above can be individually implemented.

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DOR anticipates that the project will be completed by March 31, 2005. However, no date has been supplied by the People Soft Contractors.

11. Describe the training and staff development requirements.

No training is required for the IT staff developers. Controller staff will have to learn to process the new reports from the processes.

12. Describe the ongoing support requirements.

Support requirements are dependant on the potential changes in the NIS application by DAS.

Section VII: Risk Assessment (10 Points)

13. Describe possible barriers and risks related to the project and the relative importance of each.

Concurrence for developing the process has been reached with DAS so barring an unusual situation, that risk is minimized. We believe that the People Soft staff will be able to deliver their work as promised.

14. Identify strategies which have been developed to minimize risks.

Significant negotiations have been held. People Soft reps have been called in to advise on the doability of the project.

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Section VIII: Financial Analysis and Budget (20 Points)

15. Financial Information

Financial and budget information can be provided in either of the following ways:

(1) If the information is available in some other format, either cut and paste the information into this document or transmit the information with this form; or

The Contract for People Soft work is approximately \$150,000

DOR staff expenses will probably exceed \$750,000

(2) Provide the information by completing the spreadsheet provided below.

Instructions: Double click on the Microsoft Excel icon below. An imbedded Excel spreadsheet will be launched. Input the appropriate financial information. Close the spreadsheet. The information you entered will automatically be saved with this document. If you want to review or revise the financial information, repeat the process just described.



Excel Spreadsheet
(Double-click)

16. Provide a detailed description of the budget items listed above. Include:

- An itemized list of hardware and software.
 - **No new hardware and software.**
- If new FTE positions are included in the request, please provide a breakdown by position, including separate totals for salary and fringe benefits.
 - **No new FTE's or permanent Contractors are required.**
- Provide any on-going operation and replacement costs not included above, including funding source if known.
 - **Minimal computer execution charges are expected. No replacement costs will occur as long as DAS doesn't make a major change to NIS.**
- Provide a breakdown of all non-state funding sources and funds provided per source.
 - **none**

17. Please indicate where the funding requested for this project can be found in the agency budget request, including program numbers.

- a. **To be provided by Controller Division.**