Nebraska Information Technology Commission

Project Proposal Form

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

FY2005-07 Biennium

Project Title	**FSU**
Agency/Entity	**NDOR - Finance**

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	Project Scheduling & Program Management System
Agency (or entity)	Nebraska Dept. of Roads

Contact Information for this Project:

Name	Ryan Christensen
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Section II: Executive Summary

To replace the existing 30 year old mainframe Project Scheduling System with new windows based Project Scheduling and Project Management System and to improve communication and overall time management, efficiency and timeliness of roadway projects to better serve the public.

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

The specific goals and objectives are:

- Improve timeliness and efficiency of project delivery.
- Improve project related communication within the NDOR.
- Facilitate and integrate with the NDOR project management philosophy.
- Improved fit with NDOR's technical architecture.
- To maximize tax dollars and minimize inconvenience to the public due to project delays, letting date changes, etc.
- To maximize the NDOR's ability to deliver the construction program.

Expected beneficiaries:
- Anyone who uses Nebraska highways.
- NDOR employees as well as consultants and private contractors.

Expected outcomes:
- Improved timeliness and accuracy of projects.
- Improve NDOR's ability to deliver the construction program
- Minimize letting changes and project delays due to improved time management and communication.
- A more productive and cohesive fit with NDOR's Information Technology architecture.
- Improve and expand on NDOR's Project Management philosophy and capabilities.
- Increased employee efficiency and accuracy.

1. The measurement and assessment methods that will verify that the project outcomes have been achieved are:

The NDOR measures timeliness of project delivery and distributes the results graphically in the form of charts and graphs with percentage breakdowns.
The NDOR measures letting date changes and distributes the results graphically in the form of a chart with percentage breakdowns and displays the proximity to the letting change goal.

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

All new IT projects are required to adhere to the NDOR's comprehensive information technology plan.

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).
    o   Reduction of costly and time consuming revisions, field changes and project delays due to improved communication and time management capabilities.
    o   Current system is written in an outdated and obscure program language (Application System) with very little A.S. programming expertise in the United States so improvements and customizations are very costly and time consuming. The new system will have improved overall flexibility, it will be easy to customize and configure saving on development and enhancement time and improving user friendliness.
    o   New system will integrate with the NDOR's project management philosophy and goals which will help us better serve our customers.

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.

    o   The other option/solution was to try and put a modern web based front-end on our current system which would be very time consuming but most importantly we would still have the same issues we have now. The back-end would still be a mainframe based, inflexible 30 year old obscure program language with little or no expertise to support it.
    o   The lack of programming expertise is not only a problem in Nebraska but in the United States, the estimated number of qualified A.S. programmers in the U.S. is less then 5 individuals.

    o   The implications of doing nothing is to continue to make the mistakes of the past and waste time, money and resources with a system that does not support the NDOR's current needs and goals and cannot take us into the future.
    o   The NDOR requires a system that can support our needs and goals and adapt to improvements in management philosophies and techniques as well as adapting to improvements and advances in technology.
    o   The NDOR wants to improve on the timeliness and accuracy of projects and a new system would be the cornerstone of that process.

6. If the project is the result of a state or federal mandate, please specify the mandate being addressed.

N/A

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.
    The current technology is outdated and mainframe based. The current technology does not support the NDOR's current and future needs and it is not easily configurable or user friendly. The proposed solution is hopefully a user friendly windows based solution that is configurable and can support the current and future needs of the NDOR but what the solution will be is not yet known, it is very early in our process and we have not developed an RFI or RFP.

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.
   - Address conformity with applicable NITC technical standards and guidelines (available at http://www.nitc.state.ne.us/standards/) and generally accepted industry standard
   - Address the compatibility with existing institutional and/or statewide infrastructure.

The above issues will all be taken into full consideration during the investigatory process. All proposed solutions will be investigated to insure they adhere to the above requirements and recommendations. It is very early in our process and the proposed solution is not yet known.

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 Advisory Committee was developed to look at Project Scheduling/ Project Management needs. The advisory committee consists of
Sponsor: Monty Fredrickson- Deputy Director NDOR,
Committee Members:
       Division Heads Jon Ogden-ISD Div, Moe Jamshidi-M&R Div, Roger Winklehake-PSS/PPM, Randy Needham-ROW Div, Lyman Fremon-Bridge Div, Eldon Poppe-Roadway Design Div, Ellis Tompkins-Rail &Transit Div, and District Engineer Rich Ruby.
The Advisory Committee selected a team consisting of
Team Leader: Ryan Christensen- Project Scheduling and Program Management Coordinator,
Team Members:
       Liz Wunderlich- Contracts Div, Mike Owen-Roadway Design,
Sam Fallaha-Bridge Div, Moe Jamshidi-M&R Div, Randy Needham-ROW Div, Khalil Jaber- Rail &Transit, Dawn Allyn-Roadway Design, Craig Anderson-PSS. Team Name: Project Management Review Team.

The Preliminary Plans Are:
1. Interview customers to determine needs
2. Evaluate current systems
3. Identify capabilities
4. Research and make recommendations on new systems.
5. Identify and interview stakeholders.
6. Identify different levels of needs and requirements by organizational hierarchy.
7. Review other state's DOT's systems.
8. Review other vendor systems.
9. Develop recommendations

10. List the major milestones and/or deliverables and provide a timeline for completing each.
    1. The project team will develop a project plan, including activities, deliverables and dates within 30 days of first team meeting.
    2. The project team will provide periodic status reports to the Advisory Committee (frequency to be determined after time frames are established).
    3. The project team will develop an RFI and RFP (to be determined after time frames are established).
    4. The project Team will prepare a draft recommendation including resource requirements and time required (to be determined after time frames are established).
    5. The Project Team will prepare a draft recommendation to stake holders for feedback. (to be determined after time frames are established).
    6. The Project Team will deliver the final recommendation, including implementation plan, to the Advisory Team (to be determined after time frames are established).

11. Describe the training and staff development requirements.
Cannot accurately determine, very early in the process we have not developed an RFI or RFP yet.

12. Describe the ongoing support requirements.
The Advisory Committee has given the boundary of no increase in NDOR FTEs but cannot accurately determine, very early in the process we have not developed an RFI or RFP yet.

Section VII: Risk Assessment (10 Points)

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

Considering the lack of capabilities of the current system and support issues it would be hard not to improve upon the situation. At this early stage in the game the risk appears to be very minimal.

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

1. Interviewing users and stakeholders and getting feedback and buy-in.
2. Surveying and interviewing other 49 state DOT's.
3. In-depth evaluation of possible vendor history and future goals.
4. Determining how the system would integrate into the big picture at the NDOR, technically and managerially.

Section VIII: Financial Analysis and Budget (20 Points)

15.   Financial Information

 ** Cannot accurately determine, very early in the process we have not developed an RFI or RFP yet.*

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

(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.
- If new FTE positions are included in the request, please provide a breakdown by position, including separate totals for salary and fringe benefits.
- Provide any on-going operation and replacement costs not included above, including funding source if known.
- Provide a breakdown of all non-state funding sources and funds provided per source.

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