

Nebraska Information Technology Commission

Project Proposal Form
Funding Requests
for Information Technology Projects
2015-2017 Biennial Budget

IMPORTANT NOTE: Project proposals should only be submitted by entering the information into the Nebraska Budget Request and Reporting System (NBRRS). The information requested in this Microsoft Word version of the form should be entered in the NBRRS in the "IT Project Proposal" section. The tabs in the "IT Project Proposal" section coincide with sections contained in this Microsoft Word version of the form. Information may be cut-and-pasted from this form or directly entered into the NBRRS. **ALSO NOTE** that for each IT Project Proposal created in the NBRRS, the submitting agency must prepare an "IT Issue" in the NBRRS to request funding for the project.

Project Title	ARMS ENHANCEMENTS
Agency/Entity	Department of Roads

**Project Proposal Form
2015-2017 Biennial Budget**

Notes about this form:

1. **USE.** 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...” Neb. Rev. Stat. § 86-516(8). “Governmental entities, state agencies, and noneducation political subdivisions shall submit all projects which use any combination of general funds, federal funds, or cash funds for information technology purposes to the process established by sections 86-512 to 86-524. The commission may adopt policies that establish the format and minimum requirements for project submissions.” Neb. Rev. Stat. § 86-516(5). In order to perform this review, the NITC and DAS Budget Division require agencies/entities to complete this form when requesting funding for technology projects.
2. **WHICH TECHNOLOGY BUDGET REQUESTS REQUIRE A PROJECT PROPOSAL FORM?** See NITC 1-202 available at <http://nitc.ne.gov/standards/>. Attachment A to that document establishes the minimum requirements for project submission.
3. **COMPLETING THE FORM IN THE NEBRASKA BUDGET REQUEST AND REPORTING SYSTEM (NBRRS).** Project proposals should only be submitted by entering the information into the NBRRS. The information requested in this Microsoft Word version of the form should be entered in the NBRRS in the “IT Project Proposal” section. The tabs in the “IT Project Proposal” section coincide with sections contained in this Microsoft Word version of the form. Information may be cut-and-pasted from this form or directly entered into the NBRRS. **ALSO NOTE** that for each “IT Project Proposal” created in the NBRRS, the submitting agency must prepare an “IT Issue” in the NBRRS to request funding for the project.
4. **QUESTIONS.** Contact the Office of the CIO/NITC at (402) 471-7984 or ocio.nitc@nebraska.gov

**Project Proposal Form
2015-2017 Biennial Budget**

General Information

Project Title	ARMS Enhancements
Agency (or entity)	Department of Roads

Contact Information for this Project:

Name	Bill Wehling
Address	1500 Highway 2
City, State, Zip	Lincoln, NE 68502
Telephone	402-479-3986
E-mail Address	Bill.wehling@nebraska.gov

Executive Summary

ARMS stands for **Automated Right-of-Way Management System**. In the late 90s, the head of our Right-of-Way (ROW) Division had this idea of a workflow solution to handle the ROW process from the time preliminary plans came to the Division until the purchasing of ROW had been completed and the project was to be archived. They worked with developers at NDOR to design a system that used Lotus Notes as the base, since at that time it was the e-mail system that was used by most State Agencies. In 2008, the Office of the CIO (OCIO) began to implement a statewide e-mail system based on Microsoft Outlook. Agencies were to eliminate other mail systems, which meant NDOR had to get rid of Lotus Notes. That being the case, we began work on developing an RFP to find a vendor who could provide a Commercial off the Shelf (COTS) system to replace ARMS. All of this, including the award of the RFP, was completed prior to the decision to implement OnBase as the Enterprise Content Management System (ECMS) for the State.

As with a number of software implementations, as the work was being done a number of enhancements arose once the ROW Division began testing the software. We also discovered a number of items that we overlooked in the RFP that should have been included. Also, change in leadership along with other key members in the Division has led to changes in their processes which need to be taken into account in the system. The implementation has been going on for over two years and final sign-off for the RFP is planned in June, 2015. Once that is done, we will be in maintenance mode and any enhancements or additional work must be done as separate statements of work. That is the reason for this project.

Goals, Objectives, and Projected Outcomes (15 Points)**1. Describe the project, including:**

- **Specific goals;**
Provide the ROW Division with a system that will process projects from inception until completion and eventually archived once final payments have been made on the project contract.
- **and objectives;**
 - Implement enhancement as a result of items that were overlooked in the RFP
 - Implement enhancements that arose once the ROW Division began testing the software
 - Implement changes in business processes due to changes in management with ROW
 - Implement a process to move records from ARMS to OnBase once they are in a completed status so the archiving function can be accomplished using the State ECMS.

**Project Proposal Form
2015-2017 Biennial Budget**

- **Expected beneficiaries of the project**
ROW Division employees who will have one system from beginning to end of a project. ROW management, the Administration, Division Heads and District Engineers will be able to see the status of projects from beginning to end of a project.
- **Expected outcomes.**
A one stop shop for ROW projects from beginning to end and then interfacing with OnBase to transfer records for archiving and records retention.

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

For each statement of work that will need to be created, there will be specific deliverables identified that must be completed in an acceptable manner. For example, one of these enhancements is a set of documents that must be created. The assessment method for those will be the ROW information is correct, it is formatted properly and it can be printed on one or two pages depending on the form.

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

The NDOR has a goal of standardizing on a Microsoft based environment utilizing the Microsoft .NET framework and SQL Server for our database. We want to decrease the number of tools we have to maintain and support in our technology area. The ARMS software runs in the .NET framework and on SQL server.

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).

A new system that takes advantage of current technology will allow us to;
The addition of the missing RFP items, enhancements and changes to workflow will allow members of the ROW Division to automate a number of additional tasks and documents which will decrease the amount of time that is needed in the process. This will not only complete projects sooner but also provide information to other Divisions and Districts in a timely matter so they can complete their work as well. Currently with the new system being used on some projects, not having some of these completed is causing a delay in project delivery.

The integration with OnBase will ensure that records retention policies will be followed as well, so we are not keeping any records longer than what they should be kept.

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.

As stated earlier, an RFP was developed and awarded to a company. This company is in the process of implementing the solution, which we hope to have completed by June, 2015 and then move on to maintenance mode. This project is to enhance the current system.

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

Since all agencies were directed to move away from their current e-mail systems to Microsoft Outlook, it could be said that it was a state mandate that had to be addressed with the RFP that was awarded.

**Project Proposal Form
2015-2017 Biennial Budget**

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 project is to build on the ARMS that we are planning on completing implementation by June, 2015. There should be no additional hardware required and software will be modified, with additional code required for some enhancements that were identified. This is a COTS solution and will be maintained by the vendor under our current agreement. One weakness of this arrangement is the definition of a change; is it an enhancement or a bug fix? We have struggle with that on a number of issues with the vendor and it takes time to resolve, which means work is not getting done or is delayed.

- 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://nitc.ne.gov/standards/>) and generally accepted industry standards.**
- **Address the compatibility with existing institutional and/or statewide infrastructure.**

The applications and related data is hosted on infrastructure supported by the OCIO, so therefore it will comply with all NITC standards and guidelines. The OCIO is also very flexible when it comes to future growth and provides the redundancy and backups that we requested.

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.**

Project Sponsors – Bob Frickel, ROW Division Head

Project Manager – Keil Wilson, BTSD Project Manager

Business Team Leader – Dave Ells, Jim Hertzelt & Kurt Svoboda, ROW Division

Data Team Leader – Lou Anne Daugherty, NDOR Data Warehouse Manager or one of her staff

Other stakeholders include the various sections in ROW Division; Appraisal, Negotiation, Highway Beautification, Design and Property Management.

- 10. List the major milestones and/or deliverables and provide a timeline for completing each.**

Since the current project has not been completed, we have not determined any milestones or timelines for the completion of the identified enhancements and other items.

- 11. Describe the training and staff development requirements.**

Most of our ROW Division has already been trained on the system as part of the requirements for system testing. As enhancements are completed there will need to be short training sessions on how to use the new functionality. Those will be handled by the ROW Division leaders along with the Business Team Leaders.

- 12. Describe the ongoing support requirements.**

Frontline support will be done by members of the ROW Division support team. Anything that they cannot figure out will be sent to the vendor as part of an ongoing maintenance and support agreement.

**Project Proposal Form
2015-2017 Biennial Budget**

Risk Assessment (10 Points)

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

1. Selected vendor did not have a complete understanding of the project
2. Vendor does not supply enough resources or their resources do not meet expectations
3. Resources are unavailable from the stakeholders or BTSD
4. Personnel changes for various reasons such as promotions, transfers or personal issues
5. Issues with data conversion

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

1. Try to have well defined requirements in each statement of work that are specific along with other expectations.
2. Have the required skills defined in each statement of work and as part of the response require experience of those who will be involved in the project. If problems occur after vendor selection then meet with the vendor to discuss possible changes.
3. Move responsibilities around within our own division and work with other divisions to determine when resources will be available and coordinate activities to best fit with the stakeholder's workload.
4. This may require a change in schedule in order to get someone up to speed and also reassigning of duties. We may need to reevaluate the workflow solutions if a new manager takes over and wants to change things.
5. Work with the vendor to develop a solution. We should also do our best to map out a data migration plan as part of the RFP. Worst case scenario is we have to convert to DB2 and then move to SQL after the project is complete.

**Project Proposal Form
2015-2017 Biennial Budget**

Financial Analysis and Budget (20 Points)

15. Financial Information

The “Financial” information tab in the Nebraska Budget Request and Reporting System (NBRRS) is used to enter the financial information for this project (NOTE: For each IT Project Proposal created in the NBRRS, the submitting agency must prepare an “IT Issue” in the NBRRS to request funding for the project.)



Worksheet in Project
Proposal Form.xls

Nebraska Information Technology Commission
 Project Proposal Form
 Section 8: Financial Analysis and Budget

	Prior Expended	FY2015 Appr/Reappr	FY2016 Request	FY2017 Request	Future	Total
1. Personnel Costs						\$ -
2. Contractual Services						
2.1 Design			\$ 75,000.00	\$ 75,000.00		\$ 150,000.00
2.2 Programming			\$ 100,000.00	\$ 100,000.00		\$ 200,000.00
2.3 Project Management			\$ 75,000.00	\$ 75,000.00		\$ 150,000.00
2.4 Other						\$ -
3. Supplies and Materials						\$ -
4. Telecommunications						\$ -
5. Training						\$ -
6. Travel						\$ -
7. Other Operating Costs						\$ -
8. Capital Expenditures						
8.1 Hardware			\$ -	\$ -		\$ -
8.2 Software			\$ -	\$ -		\$ -
8.3 Network						\$ -
8.4 Other						\$ -
TOTAL COSTS	\$ -	\$ -	\$ 250,000.00	\$ 250,000.00	\$ -	\$ 500,000.00
General Funds						\$ -
Cash Funds			\$ 250,000.00	\$ 250,000.00		\$ 500,000.00
Federal Funds						\$ -
Revolving Funds						\$ -
Other Funds						\$ -
TOTAL FUNDS	\$ -	\$ -	\$ 250,000.00	\$ 250,000.00	\$ -	\$ 500,000.00