

**Nebraska Information Technology Commission**

**Project Proposal Form**

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

**FY2005-07 Biennium**

<b>Project Title</b>	<b>Document Management System</b>
<b>Agency/Entity</b>	<b>NDOR - ISD</b>

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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](mailto: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](mailto: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	Document Management System
Agency (or entity)	NDOR ISD

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.

NDOR creates and receives thousands of documents from multiple sources every day. Currently our users and/or application system managers are responsible for filing and maintaining those documents in individual files. There is not central repository for them. That creates obvious difficulties in providing uniform rules for version and audit control and creates extra work for employees when they have to go through a sometimes lengthy process to locate a document they need and facilitate point-to-point or point-to-many dissemination of copies.

With a Document Management System (DMS) we will be able to centralize our business approach and business rules for document control, security, version control, access and dissemination. A DMS will provide one-stop-shop capability for our internal and external customers and allow us greater flexibility in improving our document business process.

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

1. Describe the project, including:
  - Specific goals and objectives;

To provide a Document Management (DMS) software solution capable of electronically capturing, storing and managing all documents generated or received within NDOR including fax, paper reports, application files, e-mails, and web content. We would expect to be able to retrieve, revise, annotate, distribute, or post any document within the DMS system.

The DMS system will integrate to our existing systems and portals through web services providing a single point of online access around to all relevant business information.

- Expected beneficiaries of the project; and

Everyone within NDOR will benefit from increased availability to documents on a global basis. Being able to manage the document process ensures we will not lose original copies of important documents and that we will have an audit trail for documents revisions, changes and amendMSents.

- Expected outcomes.

We expect to increase efficiencies in distributing, receiving and cataloging documentation while providing increased security and tighter audit controls for the use and movement of documents.

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

This depends on the level of solution purchased. Generally we would look at improved user access and security as the two most desired outcomes.

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

Document management is one of the strategic objectives in our Comprehensive IT plan. We see it as a horizontal technology capable of being leveraged across our enterprise and enhancing the capability of our vertical applications.

**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).

The key benefits to the system will be 1) improved control, 2) audit trail and 3) ability to create and enforce business rules for document movement, version control and access.

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.

No products have been evaluated at this time.

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.

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 standards.
- Address the compatibility with existing institutional and/or statewide infrastructure.

**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.

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

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11. Describe the training and staff development requirements.

12. Describe the ongoing support requirements.

**Section VII: Risk Assessment (10 Points)**

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

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

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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
- (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.