

Nebraska Information Technology Commission

Project Proposal Form

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

FY2005-07 Biennium

Project Title	Enterprise Asset Management System
Agency/Entity	NDOR - Operations

**Project Proposal Form
FY2005-07 Biennium**

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	Enterprise Asset Management System
Agency (or entity)	NDOR Operations

Contact Information for this Project:

Name	Jon Ogden
Address	1500 Highway 2
City, State, Zip	Lincoln, NE 68516
Telephone	479-4561
E-mail Address	jogden@dor.state.ne.us

**Project Proposal Form
FY2005-07 Biennium**

Section II: Executive Summary

The Enterprise Asset Management System (EAMS) will provide a predictive maintenance process and work order management capability for three critical areas of NDOR operation—facilities, equipment and linear assets (road). The system will help forecast material, labor and equipment requirements for warranty and post-warranty repair or service in all three areas.

Deployed statewide in over 200 locations, EAMS will leverage a thin (web) client configuration and internet/intranet connectivity.

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

Specific goals and objectives

- Establish accurate warranty and non-warranty maintenance schedules for equipment including fleet vehicles, construction and maintenance machinery, and facilities-related equipment such as air conditioners, water heaters and electrical components.
 - Establish a costed repair and maintenance system for 267 facilities
2. Describe the measurement and assessment methods that will verify that the project outcomes have been achieved.
- Cost improvements in procurement of materials, deployment of labor and management of the acquisition and ownership of equipment will be compared to current actuals.
3. Describe the project's relationship to your agency comprehensive information technology plan.
- Asset Management is a significant part of NDOR's overall business process. Our current automation for the processes is minimal, primarily constructed to provide purchasing and payment capability. Part of our long term objective is to improve our ability to understand cost and usage trends and use that information to improve both our internal processes and our management of business issues controlled outside the department such as warranty benefits.

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).
- Today's asset management automation is deployed across a wide range of operational entities around the state but is a basic accounting system providing little in the way of pro-active management information and business improvement capability. We expect EAMS to provide significant improvement in capturing and using information across all of our operating entities. That increased visibility to labor, material and equipment disbursement will facilitate more of an enterprise view for everyone.

One example of process improvement will be the ability to maintain accurate warranty information across all facets of our operation, from our fleet to our facility operations. Warranty maintenance will be calendared more accurately and complied with more frequently. We will also have real-time access to warranty records to ensure we're using them appropriately and in every case where they are available. We expect this to improve our service levels to our district "customers" and to avoid spending funds or committing resources toward any event that can, and should, be covered under warranty.

**Project Proposal Form
FY2005-07 Biennium**

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.

The final solution has not been chosen at this time. There are approximately six vendors who provide commercial off the shelf (COTS) solutions and several consulting firms who specialize in custom developed solutions.

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

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.

Current automation for asset management is focused on accounting. We have no automation for decision making so this initiative will provide a clear leap forward in our capabilities and the level of automation sophistication available to us. It is our expectation that the primary software components will be supported by the successful vendor with the infrastructure being supported by NDOR's IS Division.

Based on preliminary assessment of system options, we see no major hurdle to supporting a COTS solution from either an equipment or internal resource standpoint.

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.

Those systems we have previewed include the latest security and scalability features connected to both the hardware and software platforms.

- Address conformity with applicable NITC technical standards and guidelines (available at <http://www.nitc.state.ne.us/standards/>) and generally accepted industry standards.

NITC standards will be addressed in conjunction with any Request for Proposal we release for this project.

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

Compatibility will be addressed in our Request for Proposal.

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.

**Project Proposal Form
FY2005-07 Biennium**

Project Sponsor: Jim Schmailzl, Operations Manager, NDOR

IT Project Sponsor: Jon Ogden, ISD Manager, NDOR

Both sponsors will choose the appropriate resources from their organizations. Our expectation is that this will be a purchase of a COTS software solution with the bulk of implementation, customization (if any) and support provided by the successful vendor.

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

Dependent on final solution selection

11. Describe the training and staff development requirements.

Dependent on final solution selection

12. Describe the ongoing support requirements.

Dependent on final solution selection

Section VII: Risk Assessment (10 Points)

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

Resources: The scope of this project is to implement new technology across three business functions with multiple locations associated with each function. Any project of this size puts stress on the time and resources of the organization.

Timeliness: ROI and process improvement cannot be accomplished until the system is successfully installed. Delays or problems with implementation could reduce the user community's willingness to participate in the project.

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

The project will be broken into actionable and achievable segments, each with its own measurable benefit. We will also construct the project so there is sufficient and appropriate adoption of the technology by the users while maintaining their ability to do their jobs in the process.

**Project Proposal Form
FY2005-07 Biennium**

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.