

Agency	Project	FY2005-06	FY2006-07
Department of Roads	Document Management System	\$ 150,000	\$ 200,000

SUMMARY OF REQUEST (Executive Summary from the Proposal)

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.

FUNDING SUMMARY

No financial information provided.

PROJECT SCORE

Section	Reviewer 1	Reviewer 2	Reviewer 3	Mean	Maximum Possible
III: Goals, Objectives, and Projected Outcomes	11	13	15	13.0	15
IV: Project Justification / Business Case	15	16	16	15.7	25
V: Technical Impact	0	0	0	0.0	20
IV: Preliminary Plan for Implementation	0	0	0	0.0	10
VII: Risk Assessment	0	0	0	0.0	10
VIII: Financial Analysis and Budget	0	0	0	0.0	20
TOTAL				29	100

REVIEWER COMMENTS

Section	Strengths	Weaknesses
III: Goals, Objectives, and Projected Outcomes	<ul style="list-style-type: none"> - Goals are clear. - Good description of goals. 	<ul style="list-style-type: none"> - Metrics are too generally stated to allow a judgment about the project's success. Consider a sampling approach to determine the impact on productivity. You might also try to quantify the impact of lost or misplaced documents -- have there been legal or financial consequences with the current paper system?
IV: Project Justification / Business Case	<ul style="list-style-type: none"> - Intangible benefits provided. 	<ul style="list-style-type: none"> - Not much information is provided to justify the project. - The proposal does not describe tangible benefits. The intangible benefits are simply stated and are not well developed. "Doing nothing" is not discussed.
V: Technical Impact		<ul style="list-style-type: none"> - The project proposal provides no information.
VI: Preliminary Plan for Implementation		<ul style="list-style-type: none"> - The project proposal provides no information.
VII: Risk		<ul style="list-style-type: none"> - The project proposal provides no information.

NEBRASKA INFORMATION TECHNOLOGY COMMISSION

Project Proposal - Summary Sheet
Biennial Budget FY2005-2007

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Section	Strengths	Weaknesses
Assessment VIII: Financial Analysis and Budget		- The project proposal provides no information.