

CA - PMM

Project Name: Legal Case Management System (LCMS)

OCIO Project #:

Department: Department of Transportation (Caltrans)

Revision Date: 10/12/10

Concept Statement

Description

Brief description of the proposed project:

Replace existing unsupported FileMaker Pro database system with a new case management system for use by Legal staff.

Need Statement

High Level Capabilities Needed:

Track case data, contact data, and calendar data. Accessible for use statewide by Legal staff.

What is Driving This Need?

Unsupported FileMaker Pro database needs to be replaced with a system that is designed for use by Legal entities.

Risk to the Organization if This Work is Not Done:

Legal Division will not have necessary resource.

CA - PMM

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Benefit Statement

Intangible Benefits

Process Improvements (describe the nature of the process improvement):
TBD.

Other Intangible Benefits:
TBD.

Tangible Benefits

Revenue Generation (describe how revenue will be generated):
TBD.

Cost Savings (describe how cost will be reduced):
TBD.

CA - PMM

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Cost Avoidance (describe the cost and how avoided):
TBD.

Risk Avoidance (describe the risk and how avoided):
TBD.

Improved Services:
TBD.

Consistency

"No" Responses 		Rationale	Action Required
Enterprise Architecture	Yes		
Business Plan	Yes		
Strategic Plan	Yes		

Impact to Other Entities

Nature of Impact to Other Entities

Entity:
Describe the nature of the impact:

CA - PMM

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TBD.

Entity:
Describe the nature of the impact:

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CA - PMM

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Solution Alternatives

Alternative 1:

TBD.

Technical Considerations for Alternative 1:

ROM Cost: \$50,001 to \$500,000

Note: high end of range must not exceed 200% of low end of range

Alternative 2:

TBD.

Technical Considerations for Alternative 2:

ROM Cost: to

Note: high end of range must not exceed 200% of low end of range

Alternative 3:

TBD.

CA - PMM

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Technical Considerations for Alternative 3:

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ROM Cost: _____ to _____

Note: high end of range must not exceed 200% of low end of range

Recommendation

Comparison:

Alternative 1	ROM Cost	Risk
	\$50,001 - \$500,000	
Alternative 2	ROM Cost	Risk
	\$0 - \$0	
Alternative 3	ROM Cost	Risk
	\$0 - \$0	

Conclusions:

1	
2	
3	
4	

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Recommendation:

Concept Approach (if known)

System Complexity:			System Business Hours: (e.g., 24x7, 9am-5pm) :	To Be Determined in the Feasibility Study
Architecture	<input type="checkbox"/> Mainframe	<input type="checkbox"/> Client Server	<input type="checkbox"/> Web Based	Num. of New Databases:
Technology	<input type="checkbox"/> New	<input type="checkbox"/> New to Staff	<input type="checkbox"/> In-House Experience	Interfaces:
Implementation	<input type="checkbox"/> Central Site	<input type="checkbox"/> Phased Roll-out		Num. of Sites:
M & O Support	<input type="checkbox"/> Contractor	<input type="checkbox"/> Data Center	<input type="checkbox"/> Project	<input type="checkbox"/> Returned to Sponsor
Procurement Approach: (consult with OSI Procurement Center)				Number of Procurements:
Open Procurement?	Delegated Procurement? Yes.			
Scope of Contract	<input type="checkbox"/> Development	<input type="checkbox"/> Implementation	<input type="checkbox"/> M & O	<input type="checkbox"/> Other:
Anticipated Length of Contract:	Years /		extensions for	years