

Project Name: Structure Office Engineer Automation System (SOEAS)
OCIO Project #: _____
Department: Transportation
Revision Date: 9/15/10

Concept Statement

Description

Brief description of the proposed project:

A web-based Modified Off-The-Shelf (MOTS) enterprise document content system that will track, and archive as a "library" or central depository, all current, previous, and future Structure Office Engineer (SOE) projects. This system would automate and replace the current manual paper driven process that now exists. Since current records are on paper or in individual files, population of historical information would be a manual process.

Need Statement

High Level Functional Requirements:

- Develop an electronic tracking system of the documents necessary to complete SOE projects.
- Eliminate the costly human errors created by manual processes that often lead to significant rework and schedule slippages by reducing the manual handling of data/documents by no less than 50%.
- Digitize existing and historical records to make them accessible through a central system accessible to all.
- Create an online library of the tools necessary for SOE delivery that allows immediate access to projects.
- Create a transparent exchange/access to SOE deliverables to key stakeholders by creating appropriate roles and responsibilities of users.

What is Driving This Need?

- Replace a paper intensive system with a green electronic system.
- Create a document management system that will standardize the storage, access, and provide the necessary library services.
- Create a central electronic library consisting of all the tools required for Structure Office Engineer (SOE) delivery will result in elimination of errors based on the use of stale data and better utilization of staff resources.
- Transparent exchange/access to SOE deliverables to other key stakeholders such as the District Office Engineers; Headquarters Office Engineer (OE); Headquarters Division of Construction; Division of Engineering Services (DES), Office of Design, and Office of Construction; Local Agencies, and other interested stakeholders.
- Establish and maintain the necessary workflow that will result in optimal utilization of resources and enhanced deliverables.

Risk to the Organization if This Work is Not Done:

- Continue the present paper system that creates situations where data is not accessible or lost due to lack of filing the data or misfiling of the data.
- Inability to always exchange or share SOE deliverables to other key stakeholders such as the District Office Engineers; Headquarters Office Engineer (OE); Headquarters Division of Construction; Division of Engineering Services (DES), Office of Design, and Office of Construction; Local Agencies, and other interested stakeholders.
- Lag behind in making this data web accessible.

Project Name: Structure Office Engineer Automation System (SOEAS)
OCIO Project #:
Department: Transportation
Revision Date: 9/15/10

Concept Statement

Benefit Statement

Intangible Benefits

Process Improvements (describe the nature of the process improvement):
1. SOE accessible data improves the customer/stakeholder relationships and the overall reputation of Caltrans.
2. To Be Determined (TBD) in the Feasibility Study.

Other Intangible Benefits:
1. An electronic location for all structure plans - present and historic.

Tangible Benefits

Revenue Generation (describe how revenue will be generated):
1. To Be Determined in the Feasibility Study.

Cost Savings (describe how cost will be reduced):
To Be Determined in the Feasibility Study.

CA - PMM

Project Name: Structure Office Engineer Automation System (SOEAS)
OCIO Project #: _____
Department: Transportation
Revision Date: 9/15/10

Concept Statement

Cost Avoidance (describe the cost and how avoided):

1. Volume of paper used and storage of paper files will be reduced.
2. Additional Cost Avoidance items TBD in the Feasibility Study.

Risk Avoidance (describe the risk and how avoided):

1. Lost or misfiled paper documents.
2. Additional Risk Avoidance items TBD in the Feasibility Study.

Improved Services:

1. Accessible files and data using web services.

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: To Be Determined in the Feasibility Study
 Describe the nature of the impact:

Entity:

Project Name: Structure Office Engineer Automation System (SOEAS)

OCIO Project #: [Redacted]

Department: Transportation

Revision Date: 9/15/10

Concept Statement

Describe the nature of the impact:

--

Entity:

Describe the nature of the impact:

--

Entity:

Describe the nature of the impact:

--

CA - PMM

Project Name: Structure Office Engineer Automation System (SOEAS)
OCIO Project #: _____
Department: Transportation
Revision Date: 9/15/10

Concept Statement

Technical Considerations for Alternative 3:	
ROM Cost: _____ to _____	Note: high end of range must not exceed 200% of low end of range

Recommendation

Comparison:

Alternative 1	ROM Cost	Risk
	\$0 - \$0	
Alternative 2	ROM Cost	Risk
	\$0 - \$0	
Alternative 3	ROM Cost	Risk
	\$0 - \$0	

Conclusions:

1	
2	
3	
4	

CA - PMM

Project Name: Structure Office Engineer Automation System (SOEAS)
OCIO Project #: _____
Department: Transportation
Revision Date: 9/15/10

Concept Statement

Recommendation:

Project 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"/> In House	
Procurement Approach:				Number of Procurements: _____	
Open Procurement?		Delegated Procurement?			
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	