

CA - PMM

Project Name: Bill Analysis Tracking and Editing Project

OCIO Project #:

Department: California Department of Social Services

Revision Date:

Concept Statement

Description

Brief description of the proposed project:

Develop a Departmental legislative bill analysis tracking and editing system. Include document sharing and workflow processing. Steps will include analysis, design, development and implementation.

Need Statement

High Level Capabilities Needed:

Document sharing; ability to edit at multiple levels while maintaining version integrity; multiple-level approval (signoff), automatic reminders of due dates; automatic overdue reports

What is Driving This Need?

The project is being driven by the need to more efficiently process bill analyses from creation at the program level to final version for Director's signature.

Risk to the Organization if This Work is Not Done:

Lessened ability to influence the legislative process, resulting in undesirable statutes and directives.

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Benefit Statement

Intangible Benefits

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

Bill analyses will move more quickly from initial creation to Director's approval, allowing CDSS more time to work to influence legislation in a manner favorable to CDSS.

Other Intangible Benefits:

Individuals will be able to participate more fully in the legislative analysis process, receiving feedback and working cooperatively to improve analysis quality.

Tangible Benefits

Revenue Generation (describe how revenue will be generated):

This project will not generate revenue.

Cost Savings (describe how cost will be reduced):

Reduced use of paper and diskettes.

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Cost Avoidance (describe the cost and how avoided):

Risk Avoidance (describe the risk and how avoided):

Improved Services:

Consistency

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

Impact to Other Agencies

Nature of Impact to Other Agencies

Agency: _____
 Describe the nature of the impact: _____

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Agency:
<i>Describe the nature of the impact:</i>

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Solution Alternatives

Alternative 1:

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Technical Considerations for Alternative 1:

--

ROM Cost:

to

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

Alternative 2:

--

Technical Considerations for Alternative 2:

--

ROM Cost:

to

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

Alternative 3:

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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	

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Recommendation:

Concept Approach (if known)

System Complexity:		System Business Hours: (e.g., 24x7, 9am-5pm) :		
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?		
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