

CA - PMM

Project Name: Field Office Automation (FAS Replacement)

OCIO Project #:

Department: California Department of Social Services

Revision Date:

Concept Statement

Description

Brief description of the proposed project:

Assess the need to replace the existing Field Automation System with new standardized technology. Prepare Feasibility Study Report and related budget documents as appropriate.

Need Statement

High Level Functional Requirements:

Licensing Program Analysts and managers need to have the mobility to complete their field work at the licensed facilities and have the information either update the database in real time or replicate the data when they can connect to the network. Real time connection would require wireless connectivity.

What is Driving This Need?

Aging technology that is not consider standard.

Risk to the Organization if This Work is Not Done:

Field work could not be completed forcing the use of a manual paper based system which would be extremely expensive to return to.

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Benefit Statement

Intangible Benefits

Process Improvements (describe the nature of the process improvement):
If real time updating could occur, field staff would not have to constantly travel back to Regional Office to replicate. Data will be immediately available to management.

Other Intangible Benefits:
Less stress on field staff.

Tangible Benefits

Revenue Generation (describe how revenue will be generated):
n/a

Cost Savings (describe how cost will be reduced):
Travel expenses would be saved.

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Cost Avoidance (describe the cost and how avoided):

More efficient use of time will allow more activities to be completed in less time.

Risk Avoidance (describe the risk and how avoided):

Improved Services:

Consistency

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

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Impact to Other Agencies

Nature of Impact to Other Agencies

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

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Impact to Other Programs

Nature of Impact to Other Programs

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

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Solution Alternatives

Alternative 1:
Unknow at this time

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Technical Considerations for Alternative 1:

Wireless connectivity

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

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Alternative 3:

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:

Project Approach *(if known)*

System Complexity:			System Business Hours: <i>(e.g., 24x7, 9am-5pm)</i> :	
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: <i>(consult with OSI Procurement Center)</i>				Number of Procurements:
Open Procurement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Delegated Procurement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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