

CA - PMM

Project Name: Online Vessel Document Submittal Portal
OCIO Project #: _____
Department: CA Department of Fish and Game
Revision Date: 10/1/2010

Concept Statement

Description

Brief description of the proposed project:

Create an online vessel document submittal portal to make it more self service and to free up DFG technical staff to do more technical work. In addition, it would create a cost savings from the reduction of FedEx and mail costs and would significantly speed up the access to information for both the clients and staff.

Need Statement

High Level Functional Requirements:

Owners, operators, Plan submitters, and DFG personnel need the ability to submit, query, update, and receive vessel documentation via a secure web-based portal.

What is Driving This Need?

Efficiency. Readiness Unit needs to be able to do more of the technical work, less of the client maintenance (entering their plan revision and things), in addition to saving funds because there would be fewer express sending plans and FedEx revisions. In addition, it speeds up the access to information for the clients as well as OSPR staff.

Risk to the Organization if This Work is Not Done:

As the load grows and the number of staff shrinks, OSPR gets closer to not being able to maintain processing compliance with the time-lines set into law.

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Benefit Statement

Intangible Benefits

Process Improvements (describe the nature of the process improvement):
Industry contentment with greater control and access to their C-plan information; Plan submitters happiness with being able to look vessels up themselves; transparency in government.

Other Intangible Benefits:
Spend more time verifying/ testing plan information rather than entering it.

Tangible Benefits

Revenue Generation (describe how revenue will be generated):
None

Cost Savings (describe how cost will be reduced):
State and industry cost savings could exceed thousands of dollars in postage, staff time, and materials for mailing revisions and approval letters.

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Cost Avoidance (describe the cost and how avoided):
 By reworking the database now, OSPR saves funds in the future because redevelopment, contracts for repairs and updates, and other necessities will be already handled. It can save contractor time and money, and as well as staff time in having to wait to get changes made.

Risk Avoidance (describe the risk and how avoided):
 By being able to add mandatory fields and pull down menus choices to the C-plan Readiness Database will reduce delays and can more quickly solve questions or errors that might occur.

Improved Services:
 Harbor masters, port officials, vessel and facility owner/operators, Plan submitters, and OSPR field staff could more readily access information on the current status of a COFR for any facility or vessel at any time of day from anywhere on the globe.

Consistency

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

Impact to Other Agencies

Nature of Impact to Other Agencies

Agency: Preparedness Branch and COFR Unit
Describe the nature of the impact:
 Improves the efficiency and accuracy of the information they need for Drills and Exercises and COFR's.

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

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Solution Alternatives

Alternative 1:

Continue with status quo which will require more funds be dedicated to a contractor to handle the changes necessary in access.

Technical Considerations for Alternative 1:

ROM Cost:

to

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

Alternative 2:

Try to use access to create the Web front.

Technical Considerations for Alternative 2:

Not reliable and data links not clean.

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
Continue with status quo which will require	-	
Alternative 2	ROM Cost	Risk
Try to use access to create the Web front.	-	
Alternative 3	ROM Cost	Risk
	-	

Conclusions:

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2	
3	
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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 checked="" type="checkbox"/> Web Based	Num. of New Databases: _____	
Technology	<input type="checkbox"/> New <input type="checkbox"/> New to Staff <input checked="" type="checkbox"/> In-House Experience	Interfaces:	External
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 checked="" type="checkbox"/> In House		
Procurement Approach:			Number of Procurements: _____
Open Procurement?	No	Delegated Procurement?	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