

Project Startup Report

Presented to the IT Committee September 25, 2014

Project Name: Statewide Records Management System

Agency: ND Department of Emergency Services (NDDDES) / ND Criminal Justice Information Sharing (CJIS)

Business Unit/Program Area: State Radio

Project Sponsor: Mike Lynk

Project Manager: Jeffrey Metzger

Project Description

This project is a joint effort between the North Dakota Criminal Justice Information Sharing Program (CJIS) and the Department of Emergency Services (DES), Division of State Radio, to implement a statewide Records Management System (RMS) as an upgrade or a successor system to the current CJIS Law Enforcement Records Management System (LERMS).

The objective of this Project Charter is to, working with the vendor Motorola, develop a viable RMS product. The success of meeting this objective will be determined by developing a viable RMS system, with three specific data interfaces (Call For Service, TraCS and SAVIN), to be deployed to a select group of organizations within the project constraints as listed in this Project Charter

Business Needs and Problems

Business need is to develop a statewide RMS system that can serve as a model on how best to potentially integrate all the ND criminal justice agencies. The system should be updated or replaced to meet the needs of the State of ND.

1. The need is to expand or replace the current system to better meet the needs of the majority of the ND criminal justice agencies
2. Provide a system which would provide a cost competitive solution, with the same or greater functionality for these agencies

Key Metrics

Project Start Date	Project End Date	Original Baseline Budget
07/02/2014	10/31/2014	\$1,280,018

Objectives

Project Objectives	Measurement Description
Develop a holistic system that saves time and reduces errors in order to increase record accuracy and increase efficient sharing of select information for participating agencies.	<ol style="list-style-type: none"> a) At project implementation, establish a configurable system that can accurately and effectively share information between participating agencies. b) At project implementation, 100% of all records can be shared between participating agencies, to include increased identity accuracy, as required by participating agencies. c) At implementation, provide a system that is individually configured and approved by 100% of the participating pilot test agencies.
Build a cost effective system that meets the needs of the participating agencies	At project implementation, field a system that provides increased visibility of all development and maintenance costs for a records management system that can be used by multiple agencies across North Dakota.

Cost/Benefit Analysis

The following will be used as budgeting guidelines during the planning phase of the project:

- The total funds available for the project are: \$1,280,018. Cost to be divided by \$1,000,000 (DES) and \$280,018 (CJIS) excluding management reserve funding.
- The initial risk contingency to be used for project planning will be \$100,000 (CJIS funded). The risk contingency percentage may change during the project execution phase as additional organizations may be added to cover additional risks associated with data conversion and new hardware costs.
- The funds available for management reserve will be \$50,000 (CJIS funded). The actual management reserve amount may change during the project execution phase, pending change request approval and the approval of the final budget by the project sponsor.

Project Startup Report

Presented to the IT Committee September 25, 2014

Key Constraints or Risks

Risk: Incomplete System Architecture Discussion: some of the agency interfaces are under revision and will not be ready by the “cut over” date. Significant changes to the development design documents may result in a delay to “go-live” dates for these systems.

Impact: Limited services/development until interfaces are thoroughly evaluated

Response: Phased approach, starting with 14 participating agencies; thorough communication/testing and documentation

Risk: Development resources: Due to the diverse systems (inputs) that will interact with the Premier1/RMS, key personnel, such as architecture/developers are in demand on multiple projects.

Impact: Limited support by key personnel (e.g., developers) through the planning phase

Response: Develop a phased approach, focusing only on the critical interfaces and prioritizing agencies and their associated interfaces.

Risk: Meeting participating agency’s needs: The Premier1/RMS system is highly configurable, thus it can be adjusted for each agencies specific needs, however, this must be done early in the process to gain the greatest flexibility. Significant reconfiguration later on in the process is not practicable.

Impact: participating agencies, after being fielded the system, determine the new systems does not meet their needs and/or is not an improvement to the old system.

Response: Continuous and early interaction with the client to understand their needs, as well as a detailed, responsive provisioning process that will ensure client’s expectation management and their individual (agency) configuration of system.

Risk: Lack of joint/enterprise consensus on the overall RMS solution: As we make specific system capability decisions, all members input must be considered, however, with a system that will support so many there will be capabilities or attributes that do not make “the cut line”.

Impact: Partnership consensus on system requirements and interfaces may not be tenable

Response: Establish a subset of ND agencies to assist in the development and deployment of the new system to ensure critical capabilities/attributes are included, while providing a “path to citizenship” where additional agencies can submit a request and follow the established requirements in order to eventually join the participating agencies