

Arizona State Land Department Document Scanning and Management
Arizona State Land Department

PIJ ID:	LD13001	Project Start Date:	9/10/2014	Project End Date:	6/30/2015
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Project Change Request (Amendment)

Date Submitted:	3/3/2015	Prepared by:	Carolyn Brown
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Affected Areas: (Check all that apply)	Project End Date <input type="checkbox"/>	Development Cost <input checked="" type="checkbox"/>	Project Scope <input checked="" type="checkbox"/>
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NOTE: The appropriate revised pages from the Project Investment Justification (PIJ) document MUST accompany this form.

Currently Recorded Dates/Costs				Requested Revisions To Dates/Costs			
Start Date	End Date	Development Cost	Total Cost	Start Date	End Date	Development Cost	Total Cost
09/10/14	06/30/15	\$491,166.53	\$ 698,867			\$865,021.75	\$ 121,633,334

Change Description (AS IS - TO BE)

This amendment will provide for the additional scanning of documents currently stored on microfiche and film. Scanning of these documents will allow for more efficient viewing of these records by both internal and external customers and also serve as vital risk mitigation by providing a backup to the only copy of these records.

As ASLD has many employees who utilize scanned documents throughout the day, additional ViewCenter concurrent licenses were added to ensure that access to the View Center would be available to staff and the public who require access.

ASLD desktop users will be provided with an additional monitor. The purchase of a second monitor will enable users to view documents while performing other work increasing productivity as users will be able to view a pdf document on one monitor and work on the second monitor

This amendment also provides for the programing for integration of the View Center with ASLD's business application OASIS providing ASLD staff increased efficiency. The unforeseen fact that state library and archive will not allow our vendor to scan the tract books resulted in increased costs of having state library perform the scanning at an increased rate than planned.

Business Justification Summary

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This project is being amended as the scope has been increased. Managed scope increase includes the following:

1. ASLD determined as the funds were available scope would be increased to include scanning of records currently stored on microfiche and film. These media types were deteriorating and scanning will ensure that these historical records will continue to be available both to internal and external customers. Scanning of these documents required additional professional services to create these categories within the View Center.
2. Project costs were increased due to Arizona State Library requiring scanning of tract books at their location with their staff. These documents were required to stay within State Library and as such ICM was not able to scan these within project scope. State Library fees were considerably higher than if ICM had been able to scan these documents
3. Hardware costs were increased to include two extra desktop scanners plus an additional wide format scanner/printer. This will ensure scanned documents are available to meet the needs of the Agency in future years. As well monitors will be purchased for ASLD staff to allow for dual monitors on all desktops. This will provided users with the ability to work on one screen while viewing documents on the second screen.
4. Scope was increased to include integration between ICM View Center and ASLD business system OASIS. This integration will save users unnecessary steps when viewing land documents as integration will allow scanned documents to be viewed. Users will be able to view scanned documents by clicking on the desired field within OASIS.
5. A total of 60 licenses were purchased to ensure ASLD staff would have the necessary access to the View Center.
6. Software costs will increase as Acrobat software will be purchased for all staff and will provide users with more functionality when working with scanned documents.
7. Temporary services were contracted to assist with document preparation.

Expenditures are itemized on the attached sheet. The project end date will not be affected by these changes.

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Large empty rectangular area for document scanning and management.

List Known Dependencies/Risks/Constraints

Large empty rectangular area for listing dependencies, risks, and constraints.

Submitted by (Printed Name)	Chief Information Officer (Printed Name & Signature)
Carolyn Brown	Evan Brom

Attach CIO signature for Cost changes. Email from CIO acceptable for other changes. Complete all information above this line.

(For ASET Use Only)

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Reviewed by:		Review Date:	
Approved by:		Approved Date:	
Comments:			