



ADOA - ASET

Arizona Strategic Enterprise Technology

Project Investment Justification

Version 01.01

A Statewide Standard Document for Information Technology Projects

Project Title:

CFP Laptops

Agency Name:	Arizona Attorney General's Office
Date:	3/5/2014
Agency Contact Name:	John J. Abretske
Agency Contact Phone:	
Agency Contact Email:	

[Hover for Instructions](#)

I. Management Summary*

Trial attorneys spend hours waiting outside the courtroom. This idle time could be better utilized. We are proposing to equip those attorneys with small lightweight laptops. These laptops will be used to review and update case related material.

II. Project Investment Justification (PIJ) Type*

Yes No Is this document being provided for a Pre-PIJ / Assessment phase?

If Yes,

Identify any cost to be incurred during the Assessment phase.	\$
Based on research done to date, provide a high-level estimate or range of development costs anticipated for the full PIJ.	\$

Explain:

[Click here to enter text.](#)

Yes No Will a Request for Proposal (RFP) be issued as part of the Pre-PIJ or PIJ?

III. Business Case

A. **Business Problem***

Trial attorneys in the Protective Services (PSS) and Child Support (CSS) sections of the Child and Family Protection (CFP) Division appear in multiple courts on a variety of legal matters daily. A high volume of daily appearances requires them to remain in the courthouse in close proximity of the assigned courtroom. This limits their daily productivity and wastes precious hours every week that are needed to complete case assignments, trial preparation, legal research, pleadings, and other case related activities. This results in employees who are overworked from staying late and coming in on the weekends, reduced morale and increased turnover.

B. **Proposed Business Solution***

Provide each PSS and CSS attorney with a mobile computing capability that has secure access to the information resources of the AGO network from the hallways of the court buildings. The attorney will be granted access to the AGO case management system, document management system, legal research databases, and email system.

C. **Quantified Benefits***

- Service enhancement
- Increased revenue
- Cost reduction
- Problem avoidance
- Risk avoidance

Explain:

Service Enhancement – Access to electronic communications throughout the workday will promote improved client service because attorneys can quickly respond to the staff, client and other case related people.

IV. Technology Approach

A. Proposed Technology Solution*

This project intends to equip all PSS and CSS trial attorneys with a Dell Inspiron 3138 laptop. The 3138 is loaded with 4GB of RAM, a 500GB hard drive, and an 11” screen. The majority of trial attorney staff have been issued RSA keyfobs which enable secure remote access to internal AGO systems. In addition, the majority of staff have been issued hardware encrypted Kingston 8GB DataTraveler Vault Privacy jump drives. All AGO staff are regularly reminded that confidential information must be stored on encrypted media.

B. Technology Environment

The AGO has an operational RSA appliance that provides secure remote access to the AGO network when used in conjunction with an RSA keyfob. The majority of PSS and CSS attorney staff already possess an RSA keyfob. Most municipal court buildings currently offer or intend to offer complementary wifi service.

C. Selection Process

The AGO has tested the Apple iPad, Microsoft Surface RT, and HP Netbook. Each of these products provided a nice interface for email, calendaring, and contacts. In addition, each of these products are very compact and are relatively inexpensive to purchase. However, the operating systems and application suite were not designed to be used in an enterprise environment and did not provide an ergonomically friendly document generation and management capabilities. We also considered a number of different Windows 8 convertible laptop/tablets. They are very powerful tools with all the functionality of a PC, but they were all very expensive. The laptop chosen is very inexpensive and provides nearly all of the functionality of a PC.

V. Project Approach

A. Project Schedule*

Project Start Date: 3/30/2014 **Project End Date:** 9/30/2014

B. Project Milestones

Major Milestones	Start Date	Finish Date
Order laptops and Windows 8 operating system	3/30/14	4/30/14

Receive hardware and software product	4/30/14	5/30/14
Build system image	5/1/14	6/1/14
Deploy systems	6/1/14	9/30/14

VI. Roles and Responsibilities

A. *Project Roles and Responsibilities*

Project Manager – Coordinate product purchasing and implementation. Report project status to ASET.

CFP Project Manager – Communicate with legal staff and provide project manager with list of users to receive equipment. Communicate user issues to the help desk manager.

Administrative Assistant – Order and track hardware purchases.

Help Desk Manager – Coordinate deployment and supervisor help desk technicians.

Lead technical resource for project.

Help Desk Technician – Install, configure, and deploy laptops units.

B. *Project Manager Certification*

- Project Management Professional (PMP) Certified
 State of Arizona Certified
 Project Management Certification not required

C. *Full-Time Employee (FTE) Project Hours*

Total Full-Time Employee Hours	600
Total Full-Time Employee Cost	\$17,885

VII. Risk Matrix, Areas of Impact, Itemized List, PIJ Financials

VIII. Project Approvals

A. Agency CIO Review*

Key Management Information	Yes	No
1. Is this project for a mission-critical application system?		X
2. Is this project referenced in your agency's Strategic IT Plan?		X
3. Is this project in compliance with all agency and State standards and policies for network, security, platform, software/application, and/or data/information as defined in http://aset.azdoa.gov/security/policies-standards-and-procedures , and applicable to this project? If NO , explain in detail in the "XI. Additional Information" section below.	X	
4. Will this project transmit, store, or process sensitive, confidential or Personally Identifiable Information (PII) data? If YES , in the "XI. Additional Information" section below, describe what security controls are being put in place to protect the data.	X	
5. Is this project in compliance with the Arizona Revised Statutes (A.R.S.) and GRRC rules?	X	
6. Is this project in compliance with the statewide policy regarding the accessibility to equipment and information technology for citizens with disabilities?		X

B. Project Values*

The following table should be populated with summary information from other sections of the PIJ.

Description	Section	Number or Cost
Assessment Cost (if applicable for Pre-PIJ)	II. PIJ Type - Pre-PIJ Assessment Cost	\$0
Total Development Cost	VII. PIJ Financials tab	\$48,516.85
Total Project Cost	VII. PIJ Financials tab	\$48,516.85
FTE Hours	VI. Roles and Responsibilities	400

C. Agency Approvals*

Contact	Printed Name	Signature	Email and Phone
Project Manager:	Nichole Oblinger		
Agency Information Security Officer :	John Abretske		
Agency CIO:	John Abretske		
Project Sponsor:	Nicole Davis		

Agency Director:	Rick Bistrow	
-------------------------	--------------	--

IX. Optional Attachments

A. Vendor Quotes

X. Glossary

XI. Additional Information

The following types of information will be either accessed using an RSA keyfob or stored/processed on an approved encrypted USB drive:

1. Confidential information under various state and federal laws (primarily ARS 8-807/CAPTA, but also education records information)
2. Protected health information (PHI) under HIPAA, as well as mental health and substance abuse treatment information/records
3. Personal identifying information, including social security numbers, photographs, family member's full names, addresses, dates of birth, alien ID/professional license number(s), DNA/genetic test information relating to paternity and places of employment.

The type of personally identifying information that will **not** likely be accessed or stored includes: driver's license/state ID numbers, bank accounts, debit or credit cards (or any related access information), state or federal income tax returns, personal email addresses, biometric identifier, or student or military ID card.