# ADOA-ASET
## Arizona Strategic Enterprise Technology

**Project Investment Justification**

**Version 01.01**

**A Statewide Standard Document for Information Technology Projects**

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**Project Title:**

## *ADC Equipment Replacement FY2014*

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| | |
|---|---|
| **Agency Name:** | **Arizona Department of Corrections** |
| **Date:** | **01/24/14** |
| **Agency Contact Name:** | **Jerry Baba** |
| **Agency Contact Phone:** | |
| **Agency Contact Email** | |

**Hover for Instructions**

## I.  Management Summary*

ADC has embraced the approach of a five year life-cycle replacement philosophy for all desktops, laptops, and monitors.  This approach will help ensure that all technology at ADC is kept up-to-date, and that the funding for this plan is clearly established across multiple years.

## 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*

ADC State run and controlled facilities currently consist of several Central Office sites in Phoenix, 10 prison sites throughout the state.  Although computer related purchases require the approval of the Agency CIO, the frequency, make/model and software packages purchased are more managed by each individual sites budget unit or management preference.  This has resulted in a mix of computer models/makes and specifications.  Following in this pattern is the mixture of varying assortment of monitors.  Add to that the purchasing of unsupported and often incompatible applications.  Also, workstations are supporting state and agency web-based application systems, such as Managing Accountability & Performance (MAP) - a state-wide automated employee performance system.

### B.  Proposed Business Solution*

ADC's *Computer and Software Replacement Plan (CSRP)* for desktop computers/monitors and laptops is part of the "five- year life-cycle computer replacement/upgrade" approach implemented by the IT department.  This phase of the five year life-cycle will replace up to 860 computers/monitors, laptops and software in key areas assigned to our employees.  It includes, but may not be limited to, workstations, general use computers, monitors or laptops shared in isolated areas to ensure replacement of outdated, incompatible, and non-

supported software with current ASET and Industry standard practices and equipment.

## C.    *Quantified Benefits\**

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

Explain:

Service enhancement
ADC's IT Strategic Plan targets up to 20% technology refresh of equipment annually in accordance with budget constraints and State standards.

Problem avoidance
In accordance with State and Agency policy, the controlled purchase and distribution of computers/monitors, laptops and software continues to ensure that all items attaching to the ADC network are compatible and as such decreases the possibility of equipment/software incompatibility.

Risk avoidance
By deploying software and hardware from reputable vendors, ADC is not running the risk of this project failing because of new and unproven technology.

## IV.    Technology Approach

## A.    *Proposed Technology Solution\**

ADC adheres to the ASET standard P710-S710 Rev 3.0**;** Network Infrastructure and, P730-S730 Rev 3.0; Applications and Related Software, for guidelines on the purchase/upgrade/replacement of equipment and software.  The following are descriptions of the equipment that will be included in the Agency's planned equipment replacement orders.

## B.    *Technology Environment*

ADCs' computer environment is aging and outdated.  It is in need of upgrading to current standards equipment to ensure that no hardware/software incompatibility surfaces causing interruptions in the discharging of the public safety.  To achieve this goal ADC must continually replace and upgrade aging and failing equipment.

### C.    Selection Process

ADC IT has used this vendor for equipment and services for many years and feel they are the best fit to fill ADC's requirements.

## V.    Project Approach

### A.    Project Schedule*

**Project Start Date**:  2/3/2014      **Project End Date**:  9/30/2014

### B.    Project Milestones

| Major Milestones | Start Date | Finish Date |
|---|---|---|
| Place order | 02/03/14 | 02/07/14 |
| Receive order | 02/10/14 | 03/14/14 06/30/14 |
| Deliver hardware to final sites | 03/17/14 07/01/14 | 04/25/14 07/31/14 |
| Install hardware/software | 04/28/14 08/01/14 | 06/30/14 09/30/14 |

## VI.    Roles and Responsibilities

### A.    Project Roles and Responsibilities

| Project Role | Name | Responsibilities |
|---|---|---|
| Project Manager | Jerry Baba | Project oversight |
| Budget Manager | Karen Osmond | Hardware purchase and delivery |
| Infrastructure and Field Services Network Manager | Joseph Nicoletti | Infrastructure and Field Service Manager |
| Field Service | Field Service NS1's (located at each site) | Proper connection to the network |
| Network Infrastructure | Jeffery Stewart | Equipment inventory control |

### B.    Project Manager Certification

| | |
|---|---|
| ☐ | Project Management Professional (PMP) Certified |
| **X** | State of Arizona Certified |
| ☐ | Project Management Certification not required |

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

| Total Full-Time Employee Hours | 322 |
|---|---|

| Total Full-Time Employee Cost | $ |
| --- | --- |

## 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 | $ |
| **Total Development Cost** | VII. PIJ Financials tab | **$979,437.19** |
| **Total Project Cost** | VII. PIJ Financials tab | **$979,437.19** |
| **FTE Hours** | VI. Roles and Responsibilities | **322** |

## C.    *Agency Approvals\**

| Contact | Printed Name | Signature | Email and Phone |
|---|---|---|---|
| **Project Manager:** | Jerry Baba | | |
| **Agency CIO:** | Stephen Welsh | | |
| **Project Sponsor:** | Michael Kearns, Administrative Services Division Director | | |
| **Agency Director:** | Charles L. Ryan | | |

## IX.    Optional Attachments

## Vendor Quotes

## X.    Additional Information

Links:

[ADOA-ASET Website](#)

[ADOA-ASET Project Investment Justification Information Templates and Contacts](#)

Email Addresses:

[Strategic Oversight](#)

[ADOA-ASET_Webmaster@azdoa.gov](#)