



# ADOA - ASET

Arizona Strategic Enterprise Technology

## Project Investment Justification

Version 01.01

A Statewide Standard Document for Information Technology Projects

**Project Title:**

**AZCorrections.Gov Drupal Migration**

<b>Agency Name:</b>	Arizona Department of Corrections
<b>Date:</b>	March 24, 2014
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## I. Management Summary\*

AZcorrections.gov, the current Arizona Department of Corrections external facing website is a primary source of information about the Department of Corrections for many residents of Arizona. During the last few years there has been a significant growth in the use of mobile devices to view web content. Our current technology does not support many of the new features available with newer web browsers and does not adapt to use on mobile devices. This means that the website is not easy for users to navigate leading to a poor user experience. Due to fact that all changes to the website require the services of a developer to make the changes, it is difficult to ensure that new information is posted in a timely manner and old information that is no longer relevant is removed.

The proposed solution is to use Drupal™, a content management solution, as the foundation for the website. This will enable the department to produce an externally facing website whose content can be easily maintained by authorized department staff without the intervention of Information Technology Staff. It has the capability to provide the power and flexibility we require as well as the ability to enforce consistency across all areas of the department to deliver consistent branded web pages. The website will have the ability to determine the type of device that is being used to view the website and adapt accordingly, this means that the website will be viewable on a variety of devices from mobile to desktop. This change will enable the department to more effectively reach out to the residents of Arizona and publish information in a timely manner.

## 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\*

The current Arizona Department of Corrections external facing website is constructed using HTML and .Net technology. This is an old technology that does not support many of the new features available with newer web browsers and is vulnerable to external attacks. During the last few years there has been a

significant growth in the use of mobile devices to view web content. Our current external website is not capable of detecting the type of device being used to view the department's website and then adapting how the information is displayed to optimize the user's experience. Any change to the content displayed on the external website requires a developer to make the desired changes.

**B. *Proposed Business Solution\****

The proposed solution is to work with Drupal developers to construct a new website using Drupal™, a content management solution. This solution will create an externally facing website that will enable the department to present a modern website whose content can be maintained by authorized department staff with a minimum amount of training. The authorized staff can easily manage the content and diverse functionality at an enterprise scale. It has the capability to provide the power and flexibility we require as well as the ability to enforce consistency across all areas of the department to deliver consistent branded web pages. The websites will be viewable on a variety of devices from mobile devices to desktop clients. A number of custom modules will be developed in Drupal to provide improved functionality.

**C. *Quantified Benefits\****

<input checked="" type="checkbox"/>	Service enhancement
<input type="checkbox"/>	Increased revenue
<input type="checkbox"/>	Cost reduction
<input checked="" type="checkbox"/>	Problem avoidance
<input checked="" type="checkbox"/>	Risk avoidance

Explain:

The migration of the website to being Drupal based will benefit the Agency and support the States Efficiency Review Initiatives through:

- The service to the department constituents will be enhanced by providing a website that is easy for users to navigate and provides timely information.
  - By providing a website that is more attractive to potential employees with easier navigation to the employment pages the website will be able to support recruiting initiatives more effectively.
  - The ability quickly and easily identifies important information such as visitation status at the prison facilities that will enable the visitors to easily identify when facilities are closed to visitation and avoid unnecessary travel.
- Service to Internal users will be enhanced as power users will have the ability to update content on the website without the services of a developer.
  - This will allow information to be provided in a timely manner.
  - Simplifying the process for displaying high priority notifications in a prominent position. The proposed solution will enable department staff to concentrate on urgent priorities rather than trying to contact a developer to make changes to the website.

- The department will be able to reduce the risk of data loss through intruders attacking the website. This will be done by updating the applications that gather or provide data to the department, ensure only the data required is gathered, and moving the data to secure locations.

#### IV. Technology Approach

##### A. ***Proposed Technology Solution\****

ADC will work with Drupal consultants and the Arizona Department of Administration (AZDOA) to create a Drupal Website with responsive themes that will be hosted through AZDOA.

##### B. ***Technology Environment***

The website will be hosted at AZDOA as part of its Drupal environment.

##### C. ***Selection Process***

A statement of work was developed and a request was made to three Drupal consultants as what work they would complete within the proposed budget. Kwall was selected as the preferred vendor based on their experience and proposed solution. As Kwall is not on state contract they will be engaged through Knowledge Services, the State Managed Service Provider.

#### V. Project Approach

##### A. ***Project Schedule\****

**Project Start Date:** 9/25/2013      **Project End Date:** 12/31/2014

##### B. ***Project Milestones***

Major Milestones	Start Date	Finish Date
<b><i>Contract Signature</i></b>	9/20/13	9/25/13
<b><i>Initial site upgrade</i></b>	01/10/13	04/29/14
Phase 1.1 Graphic Design, Custom Modules, slideshow, media module, Google maps, Drupal search, security configuration, 2. Content Migration, Research, Strategy planning, and Project Management, General CMS setup (Core, roles, menus, blocks, etc) and primary theme, 3. Training and 30 days support)		
<b><i>Responsive Theming</i></b>	04/30/14	06/30/14
Phase 2.1 Responsive Theme Design, 2. Responsive Theme Implementation		
<b><i>Additional Enhancements</i></b>	07/01/14	12/31/14
Phase 3. Enhancements		
Phase 4. Maintenance		

## VI. Roles and Responsibilities

### A. *Project Roles and Responsibilities*

Project Manager: Laura Boden  
Applications Manager: Andrew Dean  
Project Lead: Jill Berger  
Contract Web Developer KWALL

### 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*

<b>Total Full-Time Employee Hours</b>	256
<b>Project Oversight</b>	45
<b>Project Meetings</b>	60
<b>Project Lead</b>	90
<b>Project QA/Testing</b>	40
<b>Project Management</b>	21
<b>Total Full-Time Employee Cost</b>	\$ NA

## 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 <a href="http://aset.azdoa.gov/security/policies-standards-and-procedures">http://aset.azdoa.gov/security/policies-standards-and-procedures</a> , and applicable to this project? If <b>NO</b> , 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 <b>YES</b> , 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	N/A
Total Development Cost	VII. PIJ Financials tab	\$ 39,100
Total Project Cost	VII. PIJ Financials tab	\$ 39,100
FTE Hours	VI. Roles and Responsibilities	256

### C. Agency Approvals\*

Contact	Printed Name	Signature	Email and Phone
Project Manager:	Laura Boden		
Applications Manager:	Andrew Dean		
Agency Information Security Officer:	Randy Newman		
Agency CIO:	Stephen Welsh		
Project Sponsor:	Michael Kearns, Administrative Services Division Director		
Agency Director:	N/A		

## IX. Optional Attachments

- A. Vendor Quotes: Knowledge Services Manage Service Provider-subcontractor KWall signed contract and change order quote.

## X. Glossary

## XI. Additional Information

Links:

[ADOA-ASET Website](#)

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

Email Addresses:

[Strategic Oversight](#)

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