



ADOA-ASET

Project Investment Justification

Version 01.01

A Statewide Standard Document for Information Technology Projects

Project Title:

Video Retention and IP Cameras FY2015

Agency Name:	Arizona Department of Corrections
Date:	March 27, 2015
Agency Contact Name:	Laura Boden
Agency Contact Phone:	
Agency Contact Email:	

[Hover for Instructions](#)

I. Management Summary*

Video surveillance systems are essential to providing effective security in correctional facilities. The Arizona Department of Corrections has already implemented an IP Security Camera surveillance system in many of its State run prisons. This still leaves many units with analog or non-working cameras and many areas that should be covered by electronic surveillance that aren't. This increases the risk to staff and inmates. Therefore, this project is an addition to the existing IP Camera systems already in place. Video retention (archiving) is an important part of this function and is therefore included in this project. This is not a phase II approach.

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***

Many areas in our Arizona prisons do not yet have camera surveillance coverage or the coverage is antiquated - in some cases obsolete. Not adding these camera surveillance systems and storage retention devices to the addressed locations continues to lessen the deterrent effect that the surveillance systems provide, thus increasing the probability that inappropriate behavior, to include acts of violence, will be perpetuated more often.

B. **Proposed Business Solution***

Continuing the IP camera and storage installation plan will address current deficiencies and needs in prisons. The Arizona Department of Corrections will utilize the latest IP-based video technologies to enhance surveillance within its prisons at ASPCs- Douglas, Safford, Yuma, Lewis and Perryville. The 11 storage devices will be dispersed to each major prison complex and Central Office.

C. **Quantified Benefits***

Service enhancement

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

Service enhancement

ADC’s IT Strategic Plan targets the upgrade of IP Camera technology 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 the IP Camera hardware 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. Not addressing the issue of the camera surveillance upgrades will lessen the deterrent effect that the surveillance systems provide, thereby increasing the probability that inappropriate behavior, to include acts of violence, will be perpetuated more often. Replacing the system has the potential reverse effect of reducing the likelihood and occurrences of inappropriate behavior, as the inmates know that they are under surveillance, as well as staff misbehavior, which can result in a reduction in litigation, etc.

IV. Technology Approach

A. Proposed Technology Solution*

B. Technology Environment

The IP camera units and corresponding hardware will be additions to the existing surveillance systems already in place as a result of the DC13009 PIJ. The storage devices and hard drives will be dispersed to each of the 10 major prisons and Central Office allowing for storage and file retention to be collected and stored locally

C. Selection Process

ADC is familiar with HP’s product line of servers and video equipment and has used these vendors many times.

V. Project Approach

A. Project Schedule*

Project Start Date: 4/13/2015 Project End Date: 4/1/2016

B. Project Milestones

Major Milestones	Start Date	Finish Date
Place order	04/13/15	04/15/15
Receive order	04/15/15	05/15/15
Configure hardware	05/18/15	08/31/15
Install hardware	09/01/15	03/31/16
Go live	04/01/16	04/01/16

VI. Roles and Responsibilities

A. Project Roles and Responsibilities

Project Manager	Ensure success of project
Field Operations Manager	Ensures success of the equipment installation & configuration
IT Field Service Staff	Installation of equipment
Business Manager	Orders and receives equipment

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

STAFF MEMBER	HOURS	COMPUTATION
Project Manager	75	One staff member 25 hours. (1x25= 25)
Business Manager	20	One staff member 10 hours. (1x10 =10)
Field Service Manager	660	One staff member. (1x60x11= 660)
Central Office Network Staff	660	One staff members each facility and C.O. 60 hours each staff member. (1x60x11 = 660)
IT Field Service Staff	880	Two staff members each facility and C.O. 40 hours each staff member. (2x40x11 = 880)
TOTAL HOURS	2295	

Total Full-Time Employee Hours	2295
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	\$132,222.86
Total Project Cost	VII. PIJ Financials tab	\$132,222.86
FTE Hours	VI. Roles and Responsibilities	2295

C. Agency Approvals*

Contact	Printed Name	Signature	Email and Phone
Project Manager:	Laura Boden		
Agency Information Security Officer:	Randy Newman		
Agency CIO:	Michael P. Kearns		
Project Sponsor:	Carson McWilliams		
Agency Director:			

IX. Optional Attachments

A. *Vendor Quotes*

X. Glossary

XI. Additional Information

Links:

[ADOA-ASET Website](#)

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

Email Addresses:

[Strategic Oversight](#)

ADOA-ASET_Webmaster@azdoa.gov