ADOA-ASET

Project Investment Justification

Version 03.31.15

A Statewide Standard Document for Information Technology Projects

---

Project Title:

ADC RFID Management Tracking System

Agency Name:	Arizona Department of Corrections
Date:	May 29, 2015
Agency Contact Name:	Jerry Baba
Agency Contact Phone:	
Agency Contact Email:	

Hover for Instructions

I.   Project Investment Justification (PIJ) Type*

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

II.   Business Case

A.   *Business Problem**

Currently inmate tracking movements are managed on a hand written physical paper system for each individual inmate's movement and collectively stored in physical filing systems. This increases the possibility of inconsistencies in the tracking of the inmate's movement.

B.   *Proposed Business Solution**

Develop an electronic automated system using barcode scanning technology and database record storage. The proposed system will be network based and tied to the Adult Inmate Management System (AIMS) when proof of concept and the pilot audits will allow us to verify valid field tests. We will have the ability to generate Ad-Hoc reports based on current Sequel (SQL) queries and AIMS(2) reporting.

C.   *Quantified Benefits**

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

Explain:

The use of this barcode technology reduces the element of human error when creating hand written documentation. The barcode technology allows for the review, monitoring and accurate recording of inmate movement.

III.   Technology Approach

A.   *Proposed Technology Solution**

The vendor will customize software allowing ADC Staff to leverage existing barcode scanners and computers to document the accurate movement of inmate during the course of a day, week, etc. This is done when an inmate is assigned a barcode, locations (recreational yard, medical, etc.) are also assigned barcodes. The inmate's barcode is scanned once he is removed from his cell and a list of barcodes indicating the inmate's destination will also be scanned to determine his destination and upon his return will be scanned again to determine the total amount of time the inmate was out of their cell.

The barcode scanners are located outside of the control rooms of the pods where the inmates reside. The barcode scanner base station is attached to a computer within the control room and communicates to the scanner via Bluetooth. This information is entered into the database via the computer using the software interface originally designed for the RFID database. Only the ADC Operations designated administrator's will have access to the data.

B.   *Existing Technology Environment*

The current environment does not contain the ability to track or record the movement of inmates electronically.

C.   *Selection Process*

ADC has an existing contract for Facilities Management's preventative maintenance. The current system has an asset management feature that handles ADC's Radio Frequency Identification (RFID FOB) key control. The bar coding module, aka Traceability Made Easy (TME), in the asset management system will allow us to scan asset numbers for electronic tracking.

DOA purchased a facility management solution that would replace our original need for TME but we expanded TME to be used for out RFID solution. DOA's new solution could not integrate the hardware or FOB's that we engaged for our RFID technology.

ADC went through RFP review of five vendors for our preventative maintenance solution. All the vendor's demonstrations indicated that additional modules and capabilities were available including asset management/barcoding. We purchased a MASS-Group, TME solution.
We were informed that the ADOA's product could not use ADC's existing key FOBs or scanners and the feature is not available. So, we maintained the (TME) software for our key control inventory and are expanding the module to allow asset tracking via bar code scanners.

IV.   Project Approach

A. Project Schedule*

Project Start Date: 6/8/2015   **Project End Date**: 8/14/2015

B. Project Milestones

Major Milestones	Start Date	Finish Date
Order software license	06/08/15	06/10/15
Vendor develops SaaS service	06/11/15	06/30/15
ADC attaches to SaaS	07/01/15	07/10/15
ADC and Vendor Beta test product	07/13/15	07/31/15
Go live and project close out.	08/03/15	08/14/15

C. Project Roles and Responsibilities

Click here to enter text.

Jerry Baba	Project Oversight
Project Manager	
Joe Nicoletti	IT Infrastructure Management
Infrastructure Manager	
Lynn Fedina	Purchasing Agent
Business Manager	
Carson McWilliams	Project Sponsor
Offender Operations Division Director	
Vendor	Provide professional services
Mass Group	

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

VI.   Project Approvals

A.   Agency CIO/ISO Review and Initials Required*

Key Management Information	Yes	No	Inits
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. Have you reviewed and is this project in compliance with all applicable Statewide policies and standards for network, security, platform, software/application, and/or data/information located at https://aset.az.gov/resources/psp? If **NO**, explain in detail in section **"VIII. Additional Information"** below.	X		
4. Will any PII, PHI, or other Protected Information as defined in the 8110 Statewide Data Classification Policy located at https://aset.az.gov/resources/psp be transmitted, stored, or processed with this project? If **YES, the Protected Data section under "VII. Security Controls"** below will need to be completed.		X	
5. Will this project migrate, transmit, or store data outside of the agency's in-house environment or the State Data Center? If **YES**, **the Hosted Data section under "VII. Security Controls"** below will need to be completed.		X	
6. Is this project in compliance with the Arizona Revised Statutes and GRRC rules?	X		
7. 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)	I. PIJ Type - Pre-PIJ Assessment Cost	$
Total Development Cost	V. PIJ Financials tab	$270,000.00
Total Project Cost	V. PIJ Financials tab	$510,000.00
FTE Hours	See Hover text for FTE Hours	264

C.   Agency Approvals*

Approver	Printed Name	Signature	Email and Phone
Project Manager:	Jerry Baba		
Agency Information Security Officer:	Randy Newman		
Agency CIO:	Dwight Cloud		
Project Sponsor:	Carson McWilliams		
Agency Director:			

VII.   Security Controls

Collaboration with the ADOA-ASET Security, Privacy and Risk (SPR) team may be needed to complete this section, which is only required for those projects that involve data that is Protected or Hosted outside of the Agency or State Data Center. Additional information can be found in the NIST FRAMEWORK section under RESOURCES at https://aset.az.gov/resources/psp or you may wish to contact ASET-SPR directly at secadm@azdoa.gov for assistance.

A.   *Protected Data*

Click here to enter text.

B.   *Hosted Data*

☐   Check here if the https://aset.az.gov/arizona-baseline-security-controls-excel Spreadsheet is attached. Otherwise explain below what information/ support is needed to complete the spreadsheet and/or why no sheet is attached:

Not hosted data.

☐   Check here if a Conceptual Design / Network Diagram is attached. Otherwise explain below what information/support is needed to complete the diagram and/or why no diagram is attached:

Not hosted data.

VIII.   Additional Information

IX.   Attachments

The following are examples of supporting documents that should be sent as email attachments when required:

A.   *Vendor Quotes*
B.   *Arizona Baseline Security Controls spreadsheet*
C.   *Conceptual Design / Network Diagram*
D.   *Other*

X.   Glossary

Other Links:
ADOA-ASET Website
ADOA-ASET Project Investment Justification Information Templates and Contacts

Email Addresses:
Strategic Oversight
ADOA-ASET_Webmaster@azdoa.gov