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:

AHCCCS Imaging Refresh PIJ

Agency Name:	**AHCCCS**
Date:	**April 25, 2014**
Agency Contact Name:	Joanne Obenour
Agency Contact Phone:	
Agency Contact Email:	

Hover for Instructions

I. Management Summary*

AHCCCS proposes to replace the legacy scanning workstations with 64-bit capable equipment to be compatible with the Agency's plan to upgrade the desktop environment to 64-bit platform. Twenty-six of the thirty-four workstations need to be upgraded; the other eight already meet the requirements, and one is being added. The imaging system is an integral part of many business processes and it is critical that it be compatible with the agency platform in order to operate successfully.

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**

AHCCCS plans to upgrade the desktop environment to 64-bit platform and is in the process of replacing equipment that is not compatible. The imaging system is one of the agency critical systems which are fully integrated into many business processes and a part of the common desktop environment. Twenty-six of the thirty-four scanning workstations (PC, monitor, and scanner) cannot be upgraded to work in a 64-bit environment; significant redesign of the interfaces would be required in order to operate these workstations outside of the Agency platform, and the resulting operation would be quite inefficient. At the same time, the volume of materials for scanning is exceeding capacity and more scanning stations are needed to handle the workload.

B. *Proposed Business Solution**

AHCCCS proposes to add one high-speed scanning workstation and replace the existing twenty-six scanning workstations including their Scanners, PCs and Monitors with current technology that is 64-bit compatible.

C. *Quantified Benefits**

☐ Service enhancement
☐ Increased revenue
☐ Cost reduction
☒ Problem avoidance
☐ Risk avoidance

Explain:

With the new equipment, the imaging system will be able to handle the document volume and successfully operate in the 64-bit platform.

IV.   Technology Approach

A.   *Proposed Technology Solution**

Replace the existing scanning workstations as follows:
- 17 Scanner model fi-4530c with fi-7180
- 2 Scanner model fi-4340c with fi-7280
- 4 Scanner model BBH 8140DBI with fi-6800
- 2 Scanner model BBH 9150DC with fi-6800
- 1 additional scanner model fi-6800
- 1 Scanner model fi-5750c with fi-6770
- 54 Monitors with Dell 19" P19114S
- 27 PCs with OptiPlex 3010/i5 processor

B.   *Technology Environment*

The new scanning workstations will replace the existing workstations in the Field Offices and Central Office that are not 64-bit capable. Majority of the existing equipment, including the scanners, PCs, and monitors, is 9 years old, with a few at 7 and two at 4 years old. Many are at end of life.

C.   *Selection Process*

Approach was to work with existing imaging vendor to identify hardware capable of meeting the new requirements. Most of the scanners will qualify for a trade-in discount with a purchase of one year maintenance and support. The PCs and monitors were selected based on our standard equipment models.

V.   Project Approach

A.   *Project Schedule**

Project Start Date: 4/1/2014   **Project End Date**: 9/30/2014

B.   *Project Milestones*

Major Milestones	Start Date	Finish Date
Hardware Acquisition	4/1/2014	5/1/2014
Hardware Installation for Testing	5/1/2014	6/1/2014
Component Testing	5/1/2014	6/1/2014
System Testing	5/1/2014	6/1/2014
Hardware Implementation	6/1/2014	6/30/2014
Post Implementation Support	7/1/2014	9/30/2014

VI.   Roles and Responsibilities

A.   *Project Roles and Responsibilities*

The Imaging Team along with Network Services will work together to test and implement this equipment.

B.   *Project Manager Certification*

☐ Project Management Professional (PMP) Certified
☐ State of Arizona Certified
[x] Project Management Certification not required

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

Total Full-Time Employee Hours	1000
Total Full-Time Employee Cost	$50,000

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	$180,197
Total Project Cost	VII. PIJ Financials tab	$270,876
FTE Hours	VI. Roles and Responsibilities	1000

C. Agency Approvals*

Contact	Printed Name	Signature	Email and Phone
Project Manager:	Dan Lippert		
Agency Information Security Officer:	Jim Wang		
Agency CIO:	Jim Wang		
Project Sponsor:	Jim Wang		
Agency Director:	Tom Betlach		

## 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](#)

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