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: Office365

Agency Name:	Department of Public Safety
Date:	5/28/2014
Agency Contact Name:	Gregg Hayes
Agency Contact Phone:	
Agency Contact Email:	

I. Management Summary*

The Arizona Department of Public Safety (AZDPS) will convert its Microsoft Office and server Client Access Licenses (CALs) licensing from "Select Plus" volume licensing to the Office 365 (G3) and Core CAL Bridge licensing scheme.

II. 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:

| | Yes | | x | No | Will a Request for Proposal (RFP) be issued as part of the Pre-PIJ or PIJ? |

III. Business Case

AZDPS currently purchases Microsoft Office and server CALs using the "Select Plus" volume licensing scheme and does not purchase software assurance. Therefore, AZDPS is not eligible for upgrades as new versions of Office and Windows Server are released. In the past, with Microsoft averaging a new version of office every 3 years, this made economic sense. The cost to pay software assurance for 3 years was more than the cost of buying new versions as they were released. However, since DPS business units purchased software themselves, many business units have not kept up to date with Office. Therefore, DPS has a mix of many versions of Office in the enterprise, making management, document versioning, and security patching problematic. The "End of Life" of Office 2003 in April was a prime example – DPS still had hundreds of computers running Office 2003 as late as early 2014. The IT department had to compel business units to upgrade and scramble to get it done in time.

B. Proposed Business Solution*

AZDPS will convert to an Enterprise Agreement and purchase 2000 Office 365 (G3) and Core CAL Bridge licenses this year and commit to purchasing these each year. In this way all DPS employees and task force members that utilize DPS computers will have current licensing and be eligible for upgrades as they come. Microsoft is moving into a more frequent upgrade path and the subscription model will keep the agency eligible. This model also moves the licensing and upgrade decisions to a central point at AZDPS. Combined with our new "PC Refresh" project (PS14003) that will give us hardware

capable of running new versions of Office , this project will eliminate the problems related to multiple versions of Office throughout the enterprise.

In addition, because the Office365 (G3) licensing model also includes client access licenses (CALS) for SharePoint, Exchange, and Lync, and because these CALS are valid for either cloud or local implementations, this licensing scheme gives AZDPS many new options and positions the agency to be able to utilize Microsoft's government cloud solutions if or when Criminal Justice Information Systems (CJIS)   standards have been met and proven.

Quantified Benefits*

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

Explain:

Service enhancement is introduced because AZDPS' PC Support group can load the most up to date version of Office on all DPS PCs regardless of which business unit has kept up to date on licensing. Employees will be able to utilize new features, and IT will better be able to manage a consistent Office version on all PCs. Risk is also avoided for this same reason. AZDPS will not need to risk that unsupported versions of Office are in the enterprise. Cost reduction will be introduced over time since new versions are expected to be released more often. With a subscription model, we will not need to purchase new Select versions of the software. If SharePoint, Exchange or Lync is implemented, further cost reductions will be observed since separate CALS will not needed. If an Enterprise CAL were purchased to gain access to any of these three products the cost would be $118.00 per user/per year, but that does not include Office. At $145.20 the difference is only $27.20 to include Office.

IV.   Technology Approach

A.   *Proposed Technology Solution**
Microsoft Office is a known, proven technology as are SharePoint, Exchange and Lync. The decision of whether to utilized cloud or local systems is under review; however since the Office365 (G3) licensing model can be used in either or both, that decision is not relevant to this PIJ.

B.   *Technology Environment*
AZDPS is a Windows desktop environment and utilizes Active Directory. MS Office is used exclusively for office productivity.

C. *Selection Process*

AZDPS has reviewed multiple licensing models for Office as well as for CALS that are included in the Office365 (G3) licensing model and has determined that this model best suites the agency's needs.
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V. Project Approach

A. *Project Schedule**

Project Start Date: 6/1/14.   **Project End Date**: 6/30/15

B. *Project Milestones*

Major Milestones	Start Date	Finish Date
Purchase Licenses and sign Enterprise Agreement	6/1/14	6/30/14
Update PCs to Office365	7/1/14	6/30/15

VI. Roles and Responsibilities

A. *Project Roles and Responsibilities*

David Sipos – PC Support Manager – Project Manager.

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	500
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	$375,151.20
Total Project Cost	VII. PIJ Financials tab	$1,875,756.00
FTE Hours	VI. Roles and Responsibilities	500

C.   Agency Approvals*

Contact	Printed Name	Signature	Email and Phone
Project Manager:	David Sipos		
Agency Information Security Officer:	Roger Baune		
Agency CIO:	Gregg Hayes		
Project Sponsor:	Gregg Hayes		
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

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