

myDEQ Phase 3	
Agency Requesting The Project:	
Environmental Quality Department	
Business Unit Requesting The Project:	
Department of Environmental Quality	
Sponsor Of the Project:	
Bret Parke	
Sponsor Title:	
ADEQ Deputy Director	
Sponsor Phone Number:	Extension:
(602) 771-2204	
Sponsor Email Address:	
parke.bret@azdeq.gov	

Has a Project Request been completed for this PIJ?	Y
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What is the operational issue or business need that the Agency is trying to solve?
ADEQ processes roughly 28,000 transactions annually via paper form for various permits, reports, and receives payments from roughly 16,000 facilities. This causes ADEQ and the regulated community to enter the data multiple times, an increased amount of re-work, and manual reporting. All of this manual effort is error prone and time consuming. This results in permits taking too long to issue, an increased number of facilities out of compliance, and an inefficient process for our customers.

How will solving this issue or addressing this need benefit the State or the Agency?
Implementing the next phase of the myDEQ portal will continue to improve environmental compliance by the regulated community. The public will benefit from more convenient access to public records and environmental information. Automating additional business processes will lead to faster, higher quality inputs from the regulated community.

Describe the proposed solution to this business need:
The proposed Phase 3 of the myDEQ program will continue to leverage the architecture and foundation deployed during Phases 1 and 2. Phase 1 has been completed and Phase 2 is approximately 50% complete. The myDEQ application is a 3 tier architectural solution. The presentation layer is developed using XML, CSS 3.0, Java script and the Bootstrap frame work. The application/middle tier leverages WSO2 products such as Application Server, ESB, DSS and Identity server and the data layer is an Oracle 11g database known as the Arizona Unified Repository for Informational Tracking of the Environment (AZURITE). myDEQ is currently hosted in the ADEQ data center, however ADEQ is continuing to pursue the feasibility of migration into ADOA's AESP platform in future. ADEQ will continue using independent third-party reviews and lessons learned during the life of the project.

Has the existing technology environment, into which the proposed solution will be implemented, been documented?	Y
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Indicate where that documentation can be found, or provide the information under separate cover before the meeting, otherwise describe below:
ADEQ has a Software Architecture Document (SAD) which is available for review. The document is updated based upon any changes in the technology environment and architecture of the project.

Have the business requirements been gathered, along with any technology requirements that have been identified?	Y
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Are you submitting this as a Pre-PIJ in order to issue a Request for Proposal (RFP) to evaluate options and select a solution that meets the project requirements?	N
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Will you be completing an assessment phase, i.e., an evaluation by a vendor, third party or your agency, of the current state, needs, and desired future state, in order to determine the cost, effort, approach (RFP or otherwise) and/or feasibility of a project before submitting the full PIJ?	N
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Does the project fall into one of the following categories:
 - hardware technology refresh/expansion, e.g., replacement/more laptops, radios, peripherals, etc.?
 - software version refresh/additional licenses, e.g., MS Office 2013 replacing 2010, extra software licenses needed for additional PCs?

N

Is the proposed procurement the result of an RFP solicitation process?

N

Is this project referenced in your agency's Strategic IT Plan?

Y

Does your agency have a formal project methodology in place?

Y

Describe the make-up and roles/responsibilities of the project team, e.g. participants, sponsors, stakeholders, etc. below:
 ADEQ will manage the project and provide development resources. The current consultations which include third party and WSO2 architectural reviews currently being leveraged, will be continued for the Phase 3 scope of work.

Will a PM be assigned to manage the project, regardless of whether internal or vendor provided?

Y

If the PM is credentialed, e.g., PMP, CPM, etc., please provide certification information below:
 The PM for the project is PMP and CSM certified.

Is a project plan available that reflects the estimated start date and end date of the project, and the supporting milestones for the project?

Y

Has a test/pilot phase been incorporated?

N

Have steps needed to roll-out to all impacted parties been incorporated, e.g. communications, planned outages, deployment plan?

Y

Will the implementation require any physical infrastructure improvements, e.g., building reconstruction, major re-wiring, etc.?

N

Are there any known resource availability conflicts that could impact the project?

N

Does your schedule have dependencies on any other projects or procurements?

Y

Will the implementation involve major end user view or functionality changes?

Y

Will the proposed solution result in a change to a public-facing application or system?

Y

Is a detailed project budget reflecting all of the up-front/startup costs to implement the project available, e.g., hardware, initial software licenses, training, taxes, P&OS, etc.?

Y

Have the ongoing support costs for sustaining the proposed solution over a 5-year lifecycle, once the project is complete, been determined, e.g., ongoing vendor hosting costs, annual maintenance and support not acquired upfront, etc.?

Y

Have all required funding sources for the project and ongoing support costs been identified?

Y

Will the funding for this project expire on a specific date, regardless of project timelines?

Y

Provide the dates for the funding availability below:

Estimated Start	07/01/15	Estimated Finish	06/30/16
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Will the funding allocated for this project include any contingency, in the event of cost over-runs or potential changes in scope?

N

Please indicate whether a statewide enterprise solution will be used or select the primary reason for not choosing an enterprise solution:

myDEQ is a custom built application with deeper functionality and a guided tour to mitigate data errors and processing delays. While the application is currently hosted on ADEQ data center, the future direction is to host the application on AESP, a State enterprise platform.

Will the technology and all required services be acquired off existing State contract(s)?

Y

Will any software be acquired through the current State value-added reseller contract?

N

Does the project involve any technology that is new and/or unfamiliar to your agency, e.g., software tool never used before, virtualized server environment?

N

Does your agency have experience with the vendor (if known)?

Y

Does the vendor (if known) have professional experience with similar projects?

Y

Does the project involve any coordination across multiple vendors?

N

Does this project require multiple system interfaces, e.g., APIs, data exchange with other external application systems/agencies or other internal systems/divisions?

Y

Have any compatibility issues been identified between the proposed solution and the existing environment, e.g., upgrade to server needed before new COTS solution can be installed?

N

Will a migration/conversion step be required, i.e., data extract, transformation and load?

N

Is this replacing an existing solution?

N

Describe how the agency determined the quantities reflected in the PIJ, e.g., number of hours of P&OS, disk capacity required, etc. for the proposed solution?

ADEQ used lessons learned to determine the amount of hours required for myDEQ phase 3. A blended rate times the hours required to complete the work were used. Additional costs consist of the licenses required to maintain the system based upon the number of projected users.

The number of business process that make up the scope of work were developed based upon Phase 2 expenditures vs the complexity of the items selected compared to the available funding.

Does the proposed solution and associated costs reflect any assumptions regarding projected growth, e.g., more users over time, increases in the amount of data to be stored over 5 years?

Y

Does the proposed solution and associated costs include failover and disaster recovery contingencies?

Y

Will the vendor need to configure the proposed solution for use by your agency?

N

Are the costs associated with that configuration included in the PIJ financials?

Y

Will any application development or customization of the proposed solution be required for the agency to use the product in the current/planned technology environment, e.g., a COTS application that will require custom programming, an agency application that will be entirely custom developed?

Y

Describe who will be customizing the solution below:
ADEQ resources will continue to work with the existing myDEQ phase 2 vendor, who has experience in the WSO2 middleware used on the platform.

Do the resources that will be customizing the application have experience with the technology platform being used, e.g., .NET, Java, Drupal?
 Y

Please select the application development methodology that will be used:
Agile/Scrum

Provide an estimate of the amount of customized development required, e.g., 25% for a COTS application, 100% for pure custom development, and describe how that estimate was determined below:
75%
1) myDEQ is leveraging Jbilling service to receive credit card and ACH payments
2) myDEQ is leveraging ACC service to verify the credentials of customers requesting myDEQ access
3) MyDEQ is further leveraging the foundational services built during Phase 1 and 2 of the program

Are any/all Professional & Outside Services costs associated with the customized development included in the PIJ financials?
 Y

Have you determined that this project is in compliance with all applicable statutes, regulations, policies, standards, and procedures, including those for network, security, platform, software/application, and/or data/information found at <https://aset.az.gov/resources/psp>?
 Y

Are there other high risk project items not identified?
 N

Will the proposed solution be vendor-hosted?
 N

Will the proposed solution be hosted on-premise in a state agency?
 Y

Please select from the following in-house options:
Agency's Data Center

Describe the rationale for selecting an in-house option below:
myDEQ Phase 3 is a continuation of the existing web application already hosted the application in ADEQ data center.

Will any data be transmitted into or out of the agency's in-house environment or the State Data Center?
 N

Will any PII, PHI, or other Protected Information as defined in the 8110 Statewide Data Classification Policy be transmitted, stored, or processed with this project?
 N

Summary of PIJ Financials

Total of Development Cost:	\$ 4,736,049
Total of Operational Cost:	\$ 1,099,755
Total Costs:	\$ 5,835,804

Project Cost - Itemized

Item	Description	Category	Development (Implementation) or Operational (Ongoing)	Fiscal Year Spend	Qty or Hours	Unit Cost	Extended Cost	Enter Tax Rate if Applicable (Generally 8.3% for PHX)	Tax	Total Cost
1	Consultants and contractors	Prof & Outside Services	Development	1	57729	\$81	\$4,676,049		\$0	\$4,676,049
2	Software License renewals (Oracle, Puppet, Github, Jrebel and more) (Tax Inclusive)	License & Maint Fees	Operational	1	36	\$5,804	\$208,951		\$0	\$208,951
3	Third Party Review (IV&V)	Prof & Outside Services	Development	1	400	\$150	\$60,000		\$0	\$60,000
4	WSO2 Production Support Yr 1 (Tax Inclusive)	License & Maint Fees	Operational	1	1	\$55,000	\$55,000		\$0	\$55,000
5	Ongoing licesnes and Maintenance for all SW and WSO2 support Yrs 2 - 5 (Tax Inclusive)	License & Maint Fees	Operational	FY2-5	1	\$208,951	\$208,951		\$0	\$835,804
6		[-Select-]	[-Select-]	[-Select-]						
7		[-Select-]	[-Select-]	[-Select-]						
8		[-Select-]	[-Select-]	[-Select-]						
9		[-Select-]	[-Select-]	[-Select-]						
10		[-Select-]	[-Select-]	[-Select-]						
11		[-Select-]	[-Select-]	[-Select-]						
12		[-Select-]	[-Select-]	[-Select-]						
13		[-Select-]	[-Select-]	[-Select-]						
14		[-Select-]	[-Select-]	[-Select-]						
15		[-Select-]	[-Select-]	[-Select-]						
16		[-Select-]	[-Select-]	[-Select-]						
17		[-Select-]	[-Select-]	[-Select-]						
									Total Development Cost	\$4,736,049
									Total Operational Cost	\$1,099,755
									Total Itemization of Costs:	\$5,835,804

Summary of Funding Sources			
Fund Type	% of Project	\$ of Project (Available)	\$ of Project (To Be Requested)
Base Budget			
APF	85.68%		\$5,000,000.00
Other Appropriated	14.32%	\$835,803.84	
Federal			
Other Non-Appropriated			

PIJ Development & Operational Cost Summary

Description	Type	Year 1	Year 2	Year 3	Year 4	Year 5	Extended Cost
Professional & Outside Services	Development	\$4,736,049	\$0	\$0	\$0	\$0	\$4,736,049
	Operational	\$0	\$0	\$0	\$0	\$0	\$0
Hardware	Development	\$0	\$0	\$0	\$0	\$0	\$0
	Operational	\$0	\$0	\$0	\$0	\$0	\$0
Software	Development	\$0	\$0	\$0	\$0	\$0	\$0
	Operational	\$0	\$0	\$0	\$0	\$0	\$0
Communications	Development	\$0	\$0	\$0	\$0	\$0	\$0
	Operational	\$0	\$0	\$0	\$0	\$0	\$0
Facilities	Development	\$0	\$0	\$0	\$0	\$0	\$0
	Operational	\$0	\$0	\$0	\$0	\$0	\$0
Licensing & Maintenance Fees	Development	\$0	\$0	\$0	\$0	\$0	\$0
	Operational	\$263,951	\$208,951	\$208,951	\$208,951	\$208,951	\$1,099,755
Other	Development	\$0	\$0	\$0	\$0	\$0	\$0
	Operational	\$0	\$0	\$0	\$0	\$0	\$0
Development Cost:		\$4,736,049	\$0	\$0	\$0	\$0	\$4,736,049
Operational Cost:		\$263,951	\$208,951	\$208,951	\$208,951	\$208,951	\$1,099,755
Total Cost:							\$5,835,804

Phase 1

PHASE 1 - BUSINESS PROCESSES (COMPLETED)
Payments – QuickPay
Customer - Create Account Express
Customer - Create Account Standard
Customer - Validate Account
Customer - Receive Cromerr Certification
Customer - Create User Roles
Customer - Manage Mailing Preferences
Customer – Login / Logout
Customer – Change / Reset Password
Landing Page – Site Navigation
Landing Page - View My Stuff
SMRF - Upload SMRF
SMRF - Receive Validation Reports

Phase 2

PHASE 2- BUSINESS PROCESSES (COMPLETED)
Customer - Manage Account
Landing Page – View SMRF Alerts
RCRA - Get New EPA ID
RCRA - Edit EPA ID Registration Information
RCRA - De-activate EPA ID
RCRA - View Detail EPA ID
RCRA - Reactivate EPA ID
eDMR - Upload (Guided)
My Notices - Email Alerts - EPA
My Notices - Email Alerts - SMRF
My Notices - Email Alerts - DMR

PHASE 2- BUSINESS PROCESSES (IN PROGRESS)	TARGET DATE
C&S - Get ATO and FOG	04/29/2016
C&S - Terminate ATO	04/29/2016
C&S - Submit Compliance Certification	04/29/2016
C&S - Automate Emissions Calculations	04/29/2016
Hot Mix Asphalt - Get ATO and FOG	05/01/2016
Hot Mix Asphalt - Terminate ATO	05/01/2016
Hot Mix Asphalt - Submit Compliance Certification	05/01/2016
Hot Mix Asphalt - Automate Emissions Calculations	05/01/2016
Concrete Batch Plant - Get ATO and FOG	06/30/2016
Concrete Batch Plant - Terminate ATO	06/30/2016
Concrete Batch Plant - Submit Compliance Certification	06/30/2016
Concrete Batch Plant - Automate Emissions Calculations	06/30/2016

Areas of Impact

1 Application Systems

- Application Enhancements
- Internal Use Web Application
- Mobile Application Development
- Arizona Enterprise Solution Platform (AESP) based Application
- New Application Development
- az.gov Web Portal Application
- Other: (Please specify below)

2 Database Systems

- Data Warehouse/Mart
- Database Consolidation/Migration/Extract Transform and Load Data
- Database Products and Tools:
- Oracle
- MySQL
- DB2
- MS SQL Server
- Other: (Please specify below)

3 Software

- COTS Application Customization
- COTS Application Acquisition
- Mainframe Systems Software
- Open Source
- PC/LAN Systems Software
- Virtualization
- Other: (Please specify below)

4 Hardware

- LAN/WAN Infrastructure
- Mainframe Infrastructure
- Storage Area Network Devices
- Public Safety Radios, Systems
- PC Purchases, Peripherals
- Tape Libraries/Silos
- UPS Devices
- Other: (Please specify below)

5 Hosted Solution (Cloud Implementation)

- State Data Center
- Commercially Hosted:
 - Amazon (AWS) GovCloud
 - Century Link - I/O Data Center
 - AWS (non-government) cloud
 - Microsoft Azure
- Vendor Hosted
- Other: (Please explain below)

6 Security

- Encryption
- Security Appliances:
 - Firewall
 - Intrusion Detection System (IDS)
 - Intrusion Prevention System (IPS)
- SecurityControls/Systems - Other: (Please specify below)
- Physical Controls (Badging Systems, Iris Scanners, Other: (Please specify below))
- Other: (Please specify below)

7 Telecommunications

- Network Communications Infrastructure
- Telephone Upgrade-Business-Specific
- Cabling
- Wireless Access Points
- Telephony Upgrade-EIC Solution
- Trenching
- Videoconferencing
- Other: (Please specify below)

8 Enterprise Solutions

- Business Intelligence System
- E-Signatures
- Geographic Information Systems
- Other Imaging - Photos, Fingerprints, etc.
- Document Management/Imaging
- eLicensing
- Management Systems - Financial, Grants, Asset
- Disaster Recovery/Business Continuity
- Other: (Please specify below)

9 Contract Services/Procurement

- Contracted Project Management
- Contractor Support Services
- Install/Configuration Contract Services
- State Contract
- Vendor provided
- Procurement (RFP, IFB, DPR, etc.)
- Other: (Please specify below)

Meeting Invite Checklist

Role	Name	Email Address	Date Reviewed
Agency Project Sponsor*	Bret Parke	parke.bret@azdeq.gov	
Agency Chief Information Officer (CIO) (or designee)*	Gary A. Heller	heller.gary@azdeq.gov	02/18/16
Agency Information Security Officer (ISO) (or designee)*			
Joint Legislative Budget Committee (JLBC) representative			
Office of Strategic Planning & Budgeting (OSPB) representative			
ADOA-ASET Strategic Program Manager *	James Dean	james.dean@azdoa.gov	02/18/16
ADOA-ASET Security, Privacy & Risk (ASET-SPR) representative*			
Agency CPO or State Procurement Office (SPO) representative	Teena Ziegler	ziegler.teena@azdeq.gov	
Agency CFO or Finance representative (if different from CPO)	Neeraj Deshpande	Deshpande.Neeraj@azdeq.gov	
Others to Invite (if applicable):			
ADEQ Director	Misael Cabrera	cabrera.misael@azdeq.gov	
Deputy Chief Information Officer	Sudhakar Adda	adda.sudhakar@azdeq.gov	02/18/16
Administrative Counsel	Sherri Zendri	zendri.sherri@azdeq.gov	
Administrative Services Officer	David Lelsz	lelsz.david@azdeq.gov	
Section Manager	Steve Calderon	calderon.steven@azdeq.gov	
Waste Division Deputy Director	Ana Vargas	vargas.ana@azdeq.gov	
Section Manager	Luke Peterson	peterson.luke@azdeq.gov	
ADOA-ASET Strategic Program Manager	Jeffrey Crane	jeffrey.crane@azdoa.gov	02/18/16
ADOA-ASET Strategic Financial Analyst	Veronica Garcia	veronica.garcia@azdoa.gov	02/18/16

* Required Attendee

Official ADOA-ASET Use Only

✓	Has the value of the IT project to the public and the State been identified?
✓	Does the proposed solution address the stated problem or situation?
✓	Has the budget unit demonstrated competency to carry out the project successfully?
✓	Have all applicable questions in the PIJ been addressed?
✓	Have the Areas of Impact associated with the project been identified?
✓	Is sufficient sponsorship and support by budget unit leadership evidenced in the meeting?
✓	Has the compatibility of the proposed solution with other budget unit solutions been addressed?
✓	Has a reasonable Project Plan been provided?
✓	Has the compliance of the proposed solution with all applicable statewide standards been confirmed?
✓	Have any potential risks or issues associated with the project or the proposed solution been identified and appropriately addressed to minimize unintended consequences?
✓	Have the cost estimates for the project been vetted for accuracy?
✓	Have the PIJ Financials been completed?
✓	Have any/all of the following startup costs to implement the project been included under Development in the financial tables, if applicable - tax; shipping; upfront maintenance and support; professional services (P&OS); ancillary software to run on equipment; ancillary hardware to install equipment, e.g., cables; other associated costs, e.g., training, travel, documentation, etc.?
✓	Have any/all of the following ongoing/5-year support costs, once the project is implemented, been included under Operational in the financial tables, if applicable - ongoing vendor hosting costs, including any projected increase over time; annual maintenance and support not acquired upfront; extended costs after warranty expiration; P&OS commitments beyond implementation?
✓	Have you confirmed that no Full Time Employee (FTE) related costs have been included in the project costs?
✓	Have quotes been provided for all itemized costs in the PIJ, e.g., professional services, hardware, software, licensing, etc.?
✓	Do the quotes match the itemized list and only reflect those items and costs (within 5%) associated with this project?
	If not, describe below how the costs in the PIJ differ from the quotes, e.g., if quantities are different, costs are comprised of portions of multiple quotes provided, etc.:
	N/A

If any of the above are not complete, the PIJ cannot be approved at this time.....

PIJ Disposition			
<input type="checkbox"/>	Approved		
<input type="checkbox"/>	Approved with conditions		
<input type="checkbox"/>	Not Approved		
<input checked="" type="checkbox"/>	Recommended to ITAC		
<input type="checkbox"/>	Recommended to ITAC with conditions		
Strategic Program Manager Analysis			
<p>The Arizona Department of Environmental Quality (ADEQ) has been developing a web portal to automate many of the agency's permitting and compliance processes. Since the start of the project, ADEQ has successfully completed phase 1, which automated 13 business processes, and is currently 50% complete of phase 2, which, once complete, will automate an additional 22 business processes. Leveraging lessons learned, and the success of the first two phases, ADEQ has planned phase 3, which will begin at the completion of phase 2. Phase 3 will automate 6 transaction including VEI - Certificate of Inspection and the Facility Annual Report. As with the first two phases, third party reviews will continue, and be available for review. There are no outstanding issues or concerns regarding ITAC recommendation of the project as this time. Recommended via Delegated Authority.</p>			
Authorized Approver:	James Dean	Approval Date:	2/18/2016
Authorized Approver:	Jeffrey Crane	Approval Date:	2/18/2016

Condition (If Applicable)