

Document Management & Workflow Collaboration

Requesting Department/Division: Information Technology
Project Manager/Contact: Kim Danner/Jim Hipp

Estimated Start Date: July 2011
Est. Completion Date: June 2014

Project Category: Technology

Project Status: New Project Request
Project Number: IT0015

Project Description, Justification and Location

This project will provide resources for the procurement of a document management software package and related hardware components to store, organize, and manage document images from all County departments. This project will offer a consolidated program that will allow images to be indexed according to departmental needs and a County-wide standard, as well as allow enhanced capabilities related to information sharing between departments. In order to help limit the financial impact on General Fund, funding for this department has been spread over a three year period. The following departments are scheduled to receive the software in this iteration of the project: FY 2011/12, Clerk of Court & Probate Court; FY 2012/13, Register of Deeds, Auditor, Assessor, & Voters Registration; FY 2013/14, Planning & Development, Building Codes, & Public Works. Departments have been scheduled according to the urgency of their needs.

Benefits to Residents, Visitors, Businesses, or County Employees

County employees and residents will benefit from a consolidated system of managing and sharing documents and collaborating work processes through more efficient departmental operations. The proposed project will enhance information sharing between departments, identify and eliminate duplication of effort, and maximize costly data storage. This project will help to reformulate the way in which departments process and share information, ultimately maximizing service provision.

Impact on Annual Operating Budget

Operating budget impacts include annual software maintenance of \$12,365 in FY 2012/13 and approximately \$5,000 per year thereafter.

Project Status (as of June 30, 2011)

New project request, with funding scheduled to begin July 1, 2011.

Project Expenditures and Funding Sources

PROJECT	TOTAL PROJECT COST	COMMITTED FUNDING	FY 2011/12	FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16	FY 2012-16 Totals
Document Management & Workflow Collaboration								
<u>Expenditures</u>								
Planning/Design/Engineering	0	0	0	0	0	0	0	0
Land Acquisition/Right-of-Way	0	0	0	0	0	0	0	0
Construction/Improvements	0	0	0	0	0	0	0	0
Capital Materials/Equipment	46,142	0	24,942	21,200	0	0	0	46,142
Technology Expenditures	198,235	0	80,235	73,000	45,000	0	0	198,235
Other	0	0	0	0	0	0	0	0
Total Expenditures	244,377	0	105,177	94,200	45,000	0	0	244,377
<u>Revenues</u>								
Capital Lease Proceeds	46,142	0	24,942	21,200	0	0	0	46,142
General Fund Interest Earnings	198,235	0	80,235	73,000	45,000	0	0	198,235
Total Revenues	244,377	0	105,177	94,200	45,000	0	0	244,377