Office of Regional Communications and Technology
115 S. Andrews Avenue, Room 325 • Fort Lauderdale, Florida 33301 • 954-357-8570

PROJECT CHARTER

[**Note**: All fields in blue text must be filled in.]

1. General Project Information

Project Name:	The City of Margate Police Department Access to the Regional OSSI RMS and MFR	
Department/Agency Sponsor:		
• What department is the primary proponent of this project? (*Enter one.*)		Broward County Office of Regional Communications and Technology
• Who, within that department, is the Project Sponsor? (*Note: This person must be a decision-maker with the authority to commit department resources.*)		Richard Carpani, Director
• Is this a Regional Project, i.e. does it have significant impact on regional applications or resources (Y/N)?		Yes
Department Co-Sponsor:	City of Margate	
Department/Agency Project Rank:	Margate Police Department / High Priority	
If this project is mandated or is required for continued business operation:	Mandated by whom?	This project is not a mandate but provided via the standard Regional Interlocal Agreement.
	Impact of not meeting mandate?	The objective of this project is to transition the City of Margate from their single agency / premise-based Law Records Management System to the Regional Law Records Management System. The Regional Mobile Field Reporting System (MFRS) must provide field report writing capability with command review and approval work flow. This project is a cost savings measure for the City of Margate, as well as, an initiative to provide their users with access to Regional Data in the field.

Document History

Version	Date	Author	Reason for Change
1.0	7/27/2015	Karyna Illera	Initial Draft

4. Project / Service Description

Objectives (in business terms)

The system is expected to meet, at minimum, the following requirements:

- Must support multi-agency and multi-jurisdictional environments.
- Be able to restrict user access according to authorization levels.
- Be Uniform Crime Reports (UCR) compliant and provide Summary Based Uniform Crime Reports that conform to standards established by the State of Florida.
- Be user friendly with Officer Safety in mind.
- Data entry needs to be kept to a minimum, i.e. re-keying of information is unacceptable.
- Must provide an easy method for users to generate reports from the data collected.
- Must not retain draft copies of report narrative.
- Reports must be able to be reviewed by multiple supervisors.
- Be able to log all accesses and/or changes to records.
- The case management function must be available to all authorized users. Case management includes the ability to collect unique information specific to their area of responsibility by using any number of fields.
- Must be capable of redacting information for reports disseminated to outside agencies and/or the public.
- The ability to insert scanned documents or digital images into a case file is required.
- Access to Calls for Service data in the MCT from the Regional CAD Program

4. Project / Service Description

Project Milestones

Initiate
- Develop Project Charter
- Charter Approval
- Project Team Kickoff

Analysis
- Execute Sungard Contract
- Execute Sungard Agency Access Agreement
- Outline, review and revise agency operations

Design
- Complete technical and functional design
- Network Topology and Demarcation Review
- Signoff on Design
- Implementation Strategy

Construction
- Ensure LAN and WWAN connectivity
- Build Agency Configurations
- Build Workflow

Testing
- Initiate End User Testing for connectivity and review of operational workflows
- User acceptance test sign-off
- Complete Training (Train the Trainer and User Training)

Implementation
- Rolling Implementation

Post Implementation
- Transition to Regional Support Structure
- Customer Satisfaction Survey

Major Known Risks (including significant Assumptions)

Risk Rating (Hi, Med, Lo):

List the most significant risks to the project:

1. Staff Resources: Project requires Single point of contact, as well as, dedicated technical and project management staff from the City of Margate PD to support system planning, implementation, training, and maintenance. (HI)

Data Location: LO
1. The physical location of the agency's data will remain with the PSI Network.
2. The data is the property of the agency and not Broward County and/or ORCAT
3. At any time, the agency can (at its sole discretion and own cost) remove its data from the Regional LE RMS by working with the Vendor (SunGard).

Constraints

N/A

5. Financial / Resources Information

Return-on-Investment (ROI) Data

N/A

Estimate time required of Multi-Department Staff

Role	Hours needed
Outlined in Project Schedule	

Estimate time required of other Organization Staff

Role	Hours needed
Outlined in Project Schedule	

6. Estimated Total Cost of Ownership (TCO) 5-Year – Provider (BC-ORCAT)

*The OPEX figures below only represent the provider capex and opex based on hardware, software, and professional services.

Calendar Year (1, 2, 3) or Fiscal Year (2015-16, 2016-17)	Capital ($U.S.)	Operational ($U.S.)
2015-16	0	0
2016-17	0	0
2017-18	0	0
2018-19	0	0
2019-20	0	0
Totals	*$0*	*$0*

7. Estimated Total Cost of Ownership (TCO) 5-Year – Client (MGPD)

The OPEX figures below only represent the monthly recurring cost for aircards and does not represent the annual O&M expense for software and hardware devices.

Calendar Year (1, 2, 3) or Fiscal Year (2015-16, 2016-17)	Capital ($U.S.)	Operational ($U.S.)
2015-16	$TBD	0
2016-17	0	TBD
2017-18	0	TBD
2018-19	0	TBD
2019-20	0	TBD
Totals	*$TBD*	TBD