

Management Information System**FY2006 Request: \$1,000,000****Reference No: 40036****AP/AL:** Appropriation**Project Type:** Information Systems**Category:** General Government**Location:** Statewide**Contact:** Kathryn Daughhettee**House District:** Statewide (HD 1-40)**Contact Phone:** (907)465-3673**Estimated Project Dates:** 07/01/2005 - 06/30/2010**Brief Summary and Statement of Need:**

- 1.) Replacement of our out-dated and poorly performing timekeeping and billing system.
- 2.) Installation of a full-featured case management system with a case-based calendaring module and case-diary feature as well as conflict checking and contact management functions. This system would be fully integrated with or be part of the timekeeping and billing system.
- 3.) Installation of a document management system which fully integrates with timekeeping, case-management, and knowledge management (i.e., Westkm) systems.

Funding:	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011	Total
Bond Funds	\$1,000,000						\$1,000,000
Total:	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$1,000,000

<input type="checkbox"/> State Match Required	<input checked="" type="checkbox"/> One-Time Project	<input type="checkbox"/> Phased - new	<input type="checkbox"/> Phased - underway	<input type="checkbox"/> On-Going
0% = Minimum State Match % Required		<input type="checkbox"/> Amendment	<input type="checkbox"/> Mental Health Bill	

Operating & Maintenance Costs:

	<u>Amount</u>	<u>Staff</u>
Project Development:	0	0
Ongoing Operating:	0	0
One-Time Startup:	0	0
Totals:	0	0

Additional Information / Prior Funding History:

Over the last decade private law firms, corporate general counsel, and many government law departments have taken advantage of a myriad of law office automation tools to increase efficiency and productivity within their respective organizations. While the Department of Law has availed itself of several such tools in the past, we have found our agency falling further and further behind the curve in terms of technical resources we could be using to more efficiently organize the state's legal effort.

Project Description/Justification:

1. **Has this project been previously approved?** No.

2. **What is the purpose of the project?**

- Replacement of our out-dated and poorly performing timekeeping and billing system.
- Installation of a full-featured case management system with a case-based calendaring module and case-diary feature as well as conflict checking and contact management functions. This system would be fully integrated with or be part of the timekeeping and billing system.
- Installation of a document management system which fully integrates with timekeeping, case-management, and knowledge management (i.e., Westkm) systems.

Project cost:	Capital:			Annual O&M costs or savings
	Prior Years	FY 2005	FY 2006	
General Funds				\$105,000
General Fund Match				
General Fund Program Receipts				
I/A Receipts (dept. and fund source)				
Other Funds (Bond Funds 2000)			1,000,000	
Federal Funds				
Total				

3. **Is this a new systems development project?** Yes, the new aspects of this fully integrated system will be case management and document management.

Upgrade or enhancement to existing department capabilities? We are replacing the timekeeping and billing system currently in use.

4. **Specifically, what hardware, software, consulting services, or other items will be purchased with this expenditure? (Include a line item breakdown.)**

The State Standard for Document Management is Stellant. It is too soon to know what Law's share of enterprising licensing would cost. We have priced the following:

Document Management System : iManage - Total Project Cost = \$429,621
 Software subtotal = \$238,905
 Server Hardware and Services Estimate = \$167,500
 California State Tax+ \$23,216

Ongoing Annual Software Licensing/Support Costs (not included in the project cost, above) = \$51,605

Case Management/Timekeeping and Billing System: ProLaw - Total Project Cost \$416,525
 Software subtotal = \$223,925
 Hardware and Services Estimate = \$195,600

Ongoing Annual Software Licensing/Support Costs (not included in the project cost, above) = \$53,300

Total Project Cost = 888,146
 Total Annual Cost = \$104,905

Total Both = \$993,051

Costs Subject to Change

5. **How will service to the public measurably improve if this project is funded?** This project will not have an effect that will be much noticed by the public

6. **Does project affect the way in which other public agencies will conduct their business?** Document management might have enterprise implications.

7. **What are the potential out-year cost implications if this project is approved? (Bandwidth requirements, etc.)**
 Unknown at this time, aside from the annual licensing and maintenance cost of \$105,000

- 8. What will happen if the project is not approved?** Law will continue to fall further behind the technology curve and continue to be unable to provide automated information about the cases we handle. We will not be able to leverage knowledge and experience across the department through document management. Ultimately, these issues will become major setbacks for this agency. Somehow, we will need to find a funding option.