

SCEIS Project Evaluation Form

Requesting Agency: *Department Of Corrections (DOC)*

Project Name: *Field Data Change for Material Reservation Output Document—MB24*

Project Grid Rankings

Project rankings are determined by evaluating both value and resource determinants.

Value is defined by the level of importance to the State of South Carolina, user community, and the SCEIS system itself.

Resources are defined as the projected labor, costs and time required to complete the requested project (e.g., personnel, hardware, and software).

I. Value Determinants

The **value** scale is a range from 1 to 6 with 1 having a low level of importance and 6 having a high level of importance.

1 and 2 = low value

3 and 4 = medium value

5 and 6 = high value

State Benefit (circle one):

1 2 3 **4** 5 6

This score reflects the overall benefit to the state. Change requests that improve agency processes, enhance controls, streamline work flows or create cost efficiencies may be factors that contribute to this scoring. (Please note: A change request that is required by law, regulation or executive mandate would be a candidate for a higher score within this category.)

This enhancement will replace the shopping cart creator's User ID with the shopping cart creator's first and last name in the text field of the material reservation document. As a result, the thirteen (13) inventory agencies will have more meaningful electronic data about who should receive the warehouse shipment, which will promote efficiency and accuracy and reduce the potential for loss of material shipped to the incorrect location.

User Community Benefit (circle one):

1 2 3 **4** 5 6

Examples include a high level of interest across agencies, cost or time savings for enabling this new efficiency. This category should also consider factors such as increased convenience for individual users.

Currently, inventory personnel spend a great deal of time researching the identity of the shopping cart requestor based on the requestor's User ID. Replacing the User ID with the first and last name of the requestor would result in time and cost savings.

SCEIS Benefit (circle one):

1 2 **3** 4 5 6

This score reflects the proposed project's ability to eliminate redundancies, reduce paper handling, and promote adoption of SCEIS functionality.

This enhancement would eliminate potential Help Desk tickets to SCEIS and promote a more favorable adoption of SCEIS functionality.

Value Score (average of category totals): 3.6

II. Resource Determinants

The **resource** scale is a range from 1 to 6 with 6 being "high resources" to complete the project and 1 being "low resources" presently available to complete the project.

- 1 and 2 = low resources
- 3 and 4 = medium resources
- 5 and 6 = high resources

Level of resource requirements (circle one):

1 2 **3** 4 5 6

The scope of the project impacts the resources to be expended upon its delivery. Resources may include development time, additional hardware and or software, or extraordinary agency system requirements such as interfaces outside of the agencies control. This can also be influenced by time constraints to deliver a project.

The SCEIS MM, Technical, and Communication Teams (including IBM resources) will be allocated to this project with a total of 74 projected hours for implementation.

Scope of project (circle one):

1 **2** 3 4 5 6

Scope elements that may hinder a project may include interagency collaboration, agency data not being accessible or ready, or pending statutory requirements

There should be no hindrance to the project. Agencies have requested this change.

Variation from existing configuration or technology (circle one):

1 2 **3** 4 5 6

Technology variations include utilizing hardware, software or technology that deviates from the SCEIS Standard Configuration, not following standards of architecture or implementation, or adding a higher level of risk.

The current text field enhancement is a deviation from SAP standard functionality. Today the shopping cart number and User ID are displayed. The requested change is to replace the User ID with the shopping cart creator's first and last name (maintaining the shopping cart number).

Risk associated with implementing the change (circle one):

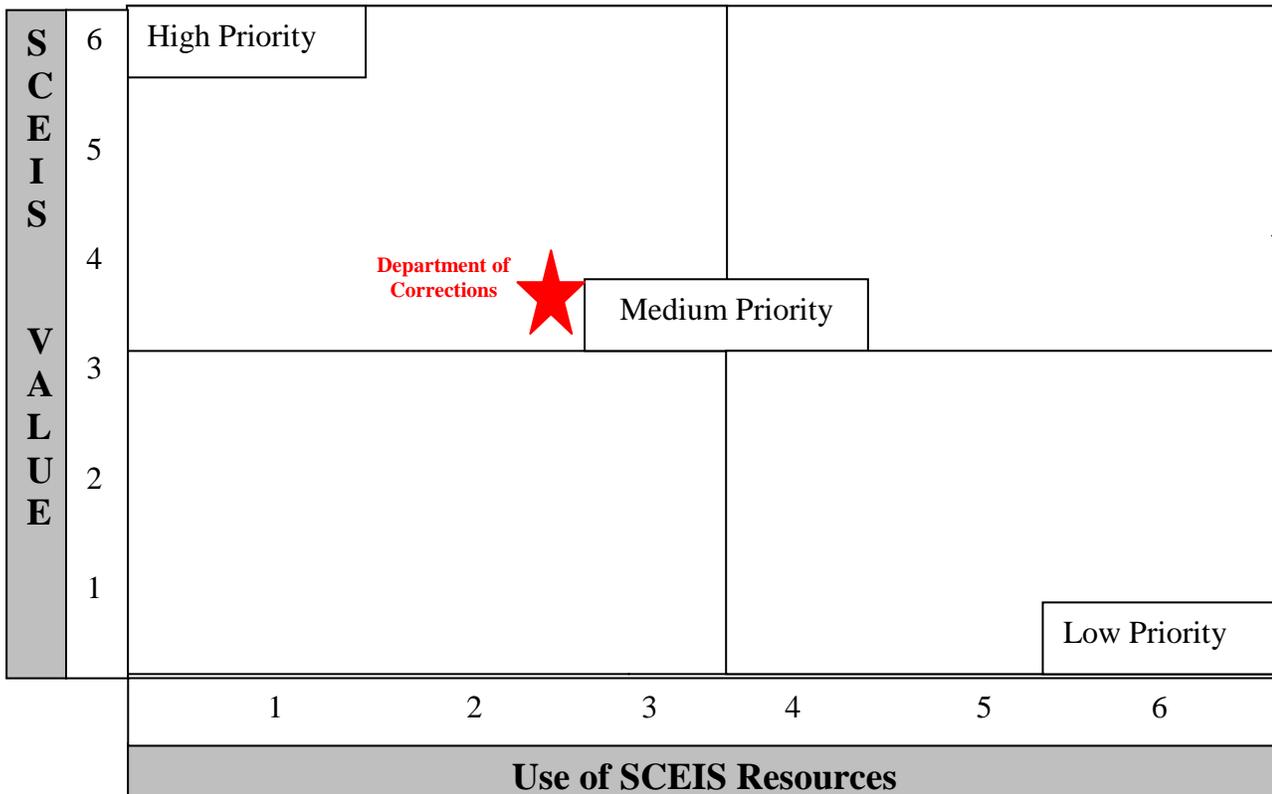
1 **2** 3 4 5 6

Rate according to the level of risk, including strategic risk, financial risk, project management risk, technology risk or operational risk, associated with implementation of the requested change.

There are no known risks in making this change.

Resources Score (average of category totals): 2.5

III. Project Priority



Priority recommended based on overall Resource and Value rankings (check one):

- low value/low resource
- low value/high resource
- low value/medium resource
- high value/low resource
- high value/medium resource
- high value/high resource

Action recommended based on ranking scores and descriptions (check one):

- Proceed
- Discontinue project