

SCEIS Project Evaluation Form

Requesting Agency: *South Carolina Department of Transportation*

Project Name: *Employee Time Record Enhancement (Portal)*

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 request is being made to improve record keeping, improve efficiencies and ensure compliance related to South Carolina Department of Transportation (SCDOT) labor that is charged against federal projects. These comments are required for federal project billing purposes. SCDOT maintains detailed records using a combination of SCEIS; Excel spreadsheets, complex PDF forms and handwritten notes. SCDOT would be able to combine all of these sources into a single SCEIS detailed record that would allow for simple management review and approval of the employee timesheet. This enhancement would eliminate SCDOT's need to generate and maintain inefficient, duplicate time-entry records as currently agreed to with the Federal Highway Administration (FHWA) for the reimbursement of federal funds. This would enable managers to efficiently verify the accuracy (hours, project and activity) of employee time submitted for approval.

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.

The change will be a benefit to any agency that charges labor to federal programs, other agencies or to internal projects or programs. This enhancement would further benefit any agency that desires improved accuracy of time entry by the employee, better accountability from the approving supervisor and a more efficient and effective report that could be used by the manager for post-activity quality control. This report could also be used by internal auditors for compliance, and by oversight agencies that have the ability to approve or withhold funding. Additional agencies have expressed strong interest in this functionality (e.g., SC Aeronautics, Department of Public Safety, Department of Social Services, Department of Health and Environmental Control, State Law Enforcement Division, Department of Health and Human Services and the Department of Parks, Recreation and Tourism).

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.

Bringing this functionality into SCEIS will provide consistency in HR/Payroll business processes throughout state agencies (e.g., Employee Time Record Keeping).

Value Score (average of category totals): 4.3

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 HR/Payroll, Finance and Technical resources will be allocated to this project to ensure a successful implementation. SCDOT staff will assist with user acceptance testing. Projected resources hours total 845.

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

Training will be available to SCDOT employees or other agencies that want to utilize this functionality.

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 agency's administrative staff will require training to ensure a proper transition to SCEIS. A review of all training material will be required to ensure coherence with current processes and procedures.

Risk associated with implementing the change (circle one):

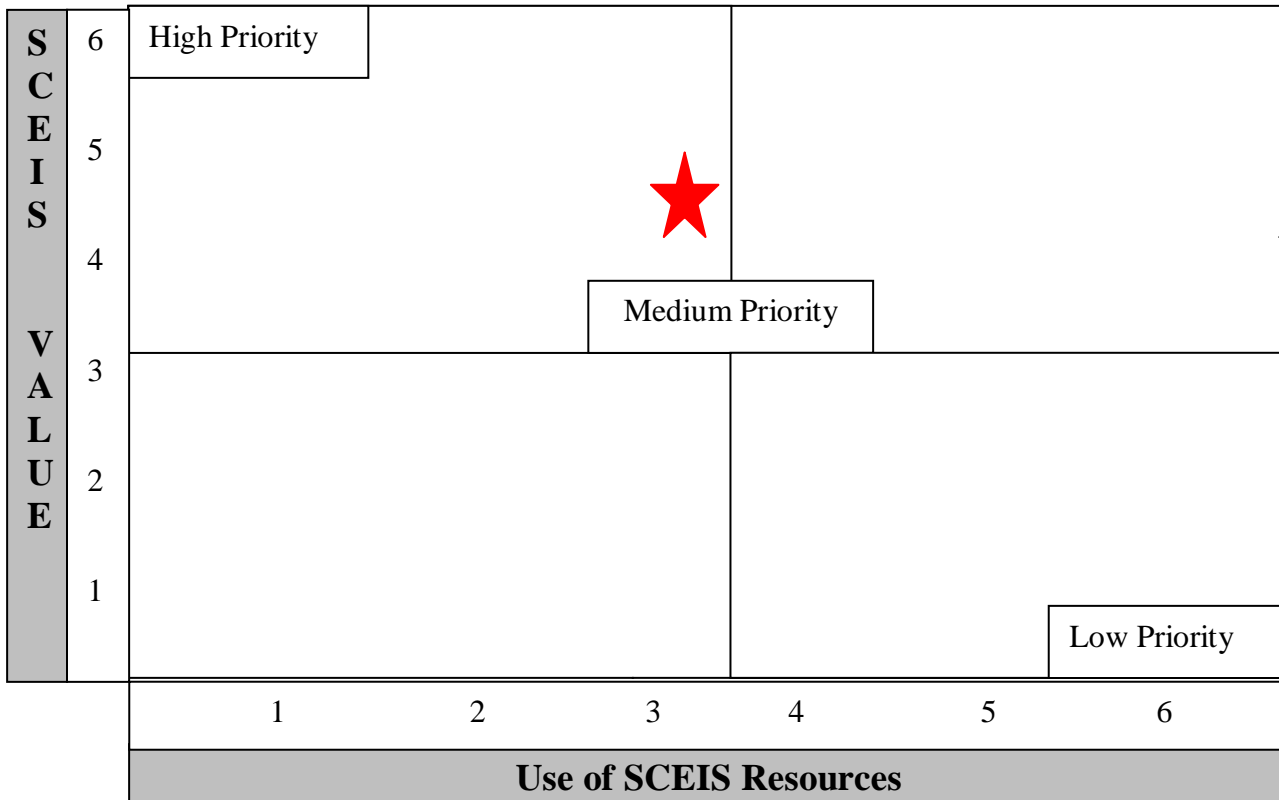
1 2 **3** 4 5 6

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.

The SCDOT risks submitting labor based bills for federal reimbursement that do not agree with secondary supporting documentation. This process enhancement would eliminate the need to maintain duplicate records of labor charged to projects that may be subject to additional review.

Resources Score (average of category totals): 3.25

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