

SCEIS Project Evaluation Form

Requesting Agency: *SC Human Resources Division (HRD)*

Project Name: *Annual Leave Calculation Change*

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.)

The SC Human Resources Division is requesting a change to the current system configuration so that it will no longer include FMLA Annual Leave taken toward an employee's maximum of 30 days that can be taken in a calendar year.

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.

This will ensure all agencies are properly accounting for employee FMLA Annual Leave taken during a year.

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 Change will ensure SCEIS functionality is consistent with SC HR policies and procedures.

Value Score (average of category totals): 5.3

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.

SCEIS HR/Payroll and Technical team resources will be allocated to this project to ensure a successful implementation. Estimated project hours total 325.

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

The SCEIS Team and HRD will work together on all testing of this new functionality prior to deployment.

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.

This change will not require customization to SCEIS.

Risk associated with implementing the change (circle one):

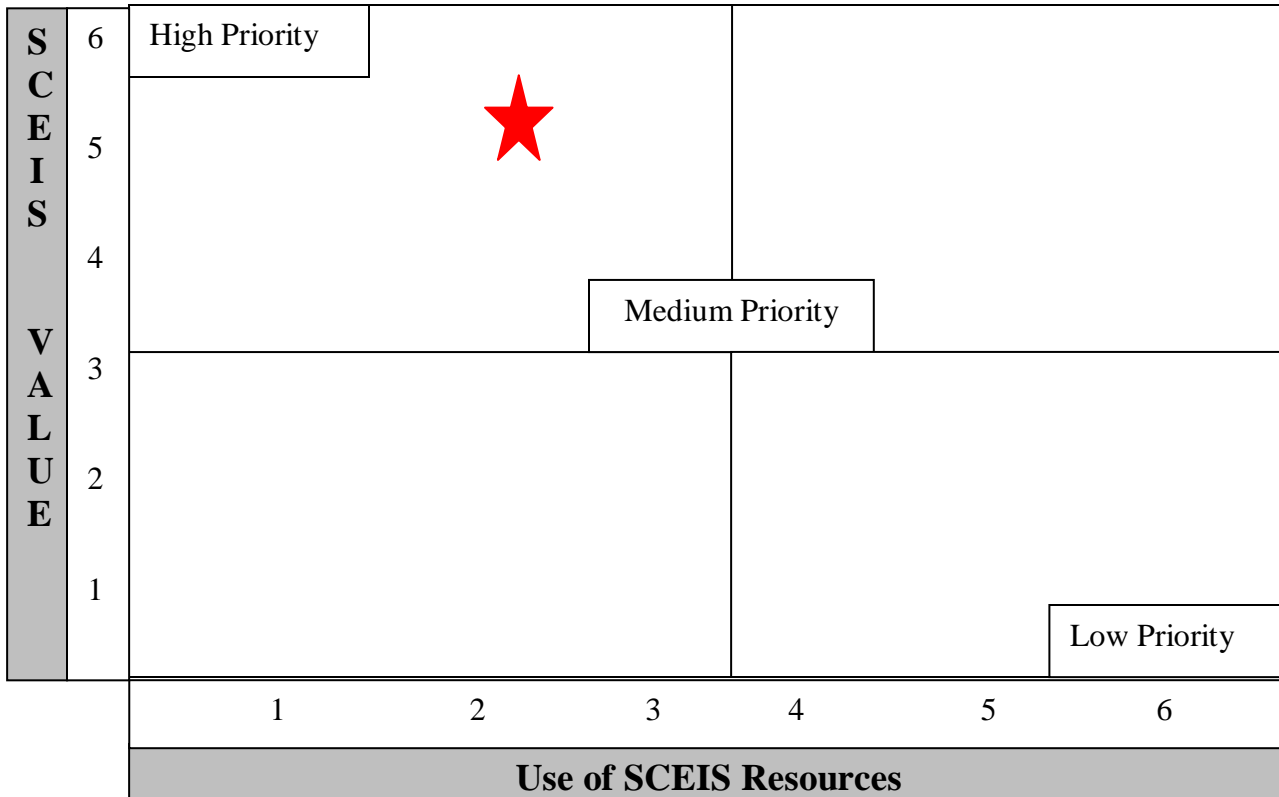
1 **2** 3 4 5 6

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 Accelerated SAP (ASAP) methodology will be used to reduce the risks associated with this change.

Resources Score (average of category totals): **2.25**

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