

KANSAS CRIMINAL JUSTICE INFORMATION SYSTEM  
eCITATION STRATEGIC PLAN  
Draft Scope of Work

**A. Objectives**

Over the past two years both the KCJIS Committee and the Traffic Records Coordinating Committee have identified and included a tactical project for planning and implementing a new eCitation system. The following objectives have been identified for creating a strategic plan to guide KCJIS on the implementation of a statewide eCitation system:

- Educating the state on other state eCitation programs and their architecture, software and technologies.
- Documenting the requirements of the eCitation system based on interviews with state and local personnel.
- Developing a vision and design for the implementation of a system for Kansas.
- Developing and approving a plan for implementing the strategies and achieving the desired vision over the next few years.
- Ensuring compatibility with current KCJIS and TRCC technologies and plans.
- Promoting a common understanding of the direction and vision for eCitation among management and executive personnel.

The purpose of this document is to provide the scope of work for hiring a knowledgeable consultant to develop and complete the eCitation Strategic Plan.

**B. Scope**

The scope of this project will be limited to the collection, exchange and reporting on law enforcement citation information. The specific scope of the engagement will include:

- Working with the KCJIS Director to establish an eCitation Steering Committee based on membership from the KCJIS Committee and the TRCC.
- Refining the scope and objectives of the strategic planning project.
- Researching other states eCitation programs to obtain information about architecture, software and hardware products, costs, and best practices.

- Conducting interviews with key personnel to gather additional information about the needs and requirements for electronic citation capture and reporting.
- Facilitating Steering Committee meetings to discuss and debate the issues, vision, and future plan for eCitation and its service delivery approach and technology.
- Developing a strategic plan for
- Documenting the issues, vision, strategies, and plan components into an overall Kansas eCitation Strategic Plan.

The completion of the activities identified above will provide KCJIS and the TRCC with a future vision and a long-range plan for implementation. This plan will provide the necessary framework for critical IT decisions and should solicit debate regarding the delivery of eCitation services to KCJIS customers.

### **C. Scope of Work**

The draft scope of work follows a standard strategic planning method for this type of project in terms of specific phases and tasks. The scope of work is organized into five specific phases for the project, each phase building on the results of the previous phases. In addition, the major tasks and work products have been identified for each phase.

#### **PHASE 0 – PROJECT INITIATION**

We will initiate the project by meeting with the KCJIS Director and potential Steering Committee members by reviewing the project scope, establishing guidelines for the project, and updating the work plan and schedule if necessary. Project initiation activities provide a solid foundation for managing the project and for establishing a mutually understood set of expectations in terms of scope, approach, objectives, responsibilities, and deliverables. Major tasks in this phase should include the following:

- Task 0.1 – Conduct kickoff meeting with KCJIS Director.
- Task 0.2 – Identify Steering Committee members and schedule with KCJIS Director.
- Task 0.3 – Collect available strategic plan background materials.
- Task 0.4 – Conduct initial interviews with Steering Committee members and other key individuals.
- Task 0.5 – Update project work plan and schedule.

It is assumed that this task will be conducted both on site during the first month of the project. Schedule estimates includes two to three weeks of work during which time interviews will be conducted and the project work plan updated.

***Deliverable: Project Work Plan***

**PHASE 1 – DATA COLLECTION**

This phase of the project will complete a national scan of other eCitation state projects and identify the requirements for Kansas. This will educate the Steering Committee on current options and alternatives as well as the requirements for implementation. Major tasks in this phase should include the following:

- Task 1.1 – Develop list of states and local jurisdictions to be included in the scan.
- Task 1.2 – Develop structured interview guide for scan survey and interviews.
- Task 1.3 – Conduct environmental scan by contacting agencies on the list and document results.
- Task 1.4 – Develop list of state and local agencies and personnel to be interviewed for their requirements.
- Task 1.5 – Develop interview guide and conduct interviews with agencies.
- Task 1.6 – Document functional and technical requirements from interviews.
- Task 1.7 – Develop presentation materials for facilitating Steering Committee meeting discussion on phase topics.
- Task 1.8 – Facilitate Steering Committee requirements meeting.
- Task 1.9 – Document results from environmental scan and define best practices.
- Task 1.10 – Document and publish requirements from interviews and environmental scan.

It is assumed that this task that a good cross section of states and vendors will be contacted for the environmental scan and that a representative cross section of local agencies will be interviewed.

***Deliverable: Environmental Scan Report  
eCitation Requirements***

**PHASE 2 – STRATEGY FORMULATION**

The purpose of Phase 2 is to identify the strategic requirements and develop the vision of the future business and technical environment for eCitation and to select the appropriate strategies implementation. This will be accomplished by preparing materials for an Steering Committee meetings and facilitating discussion of the strategic issues and future vision. Major tasks in this phase should include the following:

- Task 2.1 – Formulate draft strategic requirements, future vision, strategies, and questions based on interview results.
- Task 2.2 – Develop presentation materials for facilitating Steering Committee meeting discussion.
- Task 2.3 – Facilitate Steering Committee strategy formulation meeting.
- Task 2.4 – Document meeting results and initiate strategic plan document.
- Task 2.5 – Create and distribute iteration 1 of the strategic plan.

It is assumed that the initial materials for the Steering Committee meetings will be developed by the consultant as a “straw man” and that the committee will modify as necessary. At the completion of this task the consultant will provide the committee an initial version of the strategic plan focused on the strategic requirements, future vision, and strategies for implementation.

***Work Products: Draft eCitation Strategic Plan Iteration 1***

**PHASE 3 – IMPLEMENTATION PLANNING**

Once the strategic requirements, vision and implementation strategies are agreed upon by the Steering Committee, the next phase should be focused on laying out a 3–5 year plan. The plan should define the approach for accomplishing the vision and meeting the requirements. Major tasks in this phase should include the following:

- Task 3.1 – Develop outline of the implementation plan portion of the strategic plan.
- Task 3.2 – Review outline with KCJIS Director and Steering Committee.
- Task 3.3 – Develop initial project portfolio, schedule, and budget.
- Task 3.4 – Prepare presentation materials and handouts for Steering Committee meeting.
- Task 3.5 – Facilitate Steering Committee meeting(s) on implementation planning.
- Task 3.6 – Review the results from the meeting and update implementation plan outline.
- Task 3.7 – Develop plan for starting up the eCitation Project.
- Task 3.8 – Develop draft iteration 2 of the eCitation Strategic Plan.

Once again it is assumed that the initial materials for the Steering Committee meetings will be developed by the consultant as a “straw man” and that the committee will modify as necessary. At the completion of this task the consultant will provide the committee a second iteration of the strategic plan built upon the initial iteration with the addition of the tactical project portfolio, schedule, and budget.

***Work Products: Draft eCitation Strategic Plan Iteration 2***

**PHASE 4 – PREPARE AND PRESENT FINAL DELIVERABLE**

In this phase, the work products and analyses completed in the previous phases should be consolidated into a comprehensive strategic plan deliverable, which will be presented first to the eCitation Steering Committee and then revised based on committee feedback. It should then be published and distributed to the KCJIS Committee and the TRCC for their review. The KCJIS Committee should be responsible for approving the deliverable. Major tasks in this phase should include the following:

- Task 4.1 – Revise Draft eCitation Strategic Plan based on feedback.
- Task 4.2 – Deliver final eCitation Strategic Plan to eCitation Steering Committee.
- Task 4.3 – Revise and update based on committee feedback.
- Task 4.4 – Present plan to KCJIS Committee and TRCC.
- Task 4.5 – Finalize, distribute, and publish eCitation Strategic Plan.

At the completion of this phase, the state of Kansas should have a well documented plan for implementing a statewide eCitation system compatible with other KCJIS and TRCC infrastructure components.

***Work Products: Final eCitation Strategic Plan***

**D. Deliverables**

The following deliverables and components are expected from this scope of work:

- Project Work Plan
  - » Task Plan.
  - » Schedule.
- Environmental Scan Report
  - » Other state eCitation project inventory.
  - » Available eCitation standards.
  - » Best practices and lessons learned.
- Requirements
  - » Business needs.
  - » Functional requirements.
  - » Technical Requirements.
- Draft eCitation Strategic Plan Iteration 1
  - » Strategic Requirements.
  - » Future Vision/ System Design.
  - » Business and Technical Strategies.
- Draft eCitation Strategic Plan Iteration 2
  - » Future Vision/ System Design.
  - » Business and Technical Strategies.
  - » Tactical Project Portfolio.
  - » Schedule.
  - » Budget.
  - » Startup Plan.
- Final eCitation Strategic Plan

**E. Timeline**

Based on our proposed work plan, the project should be completed in approximately 16 weeks, i.e., 3–4 months. The targeted start date would be November 1<sup>st</sup> and the delivery of the draft plan by the end of January with final delivery by the end of February. The following table shows the estimated, high-level project schedule:

Phase	Weeks							
	1-2	3-4	5-6	7-8	9-10	11-12	13-14	15-16
1 – Data Collection								
2 – Strategy Formulation								
3 – Implementation Planning								
4 – Plan Finalization								

**F. Budget**

Estimated cost for this scope of work to be performed by consultants is around \$75,000 based on the following hourly assumptions and an hourly rate of \$175:

<u>Deliverable</u>	<u>Delivery Date</u>	<u>Hours</u>	<u>Cost</u>
Project Work Plan	2 weeks	32	\$ 5,000
Environmental Scan	4 weeks	120	21,000
Requirements	4 weeks	120	21,000
Draft Strategic Plan Iteration 1	4 weeks	60	10,000
Draft Strategic Plan Iteration 2	4 weeks	80	14,000
Final Strategic Plan	2 weeks	<u>24</u>	<u>4,000</u>
TOTAL PROJECT COST		<u>436</u>	<u>\$75,000</u>