

Preliminary Project Scope Statement

Project Title	Data Analytics Framework Development	
Dept/Div	Information Technology	
Prepared By	Larry Garlick	
Preparation Date	8/11/2022	
Version History		
Version	Date	Comments
1.0	8/11/2022	1 st Draft
1. Objectives		
Business Objective		
<p>The City desires the ability to use data analytics to drive a transparent and data driven decision making culture. To accomplish this level of data analytics, the Information Technology Department is tasked with developing and implementing a best-in-class data analytics framework that allows the department to deliver a high quality data analytics service to the City. This service will provide the ability for departmental resources to access data in a secure and efficient manner for the purpose of reporting and analytics. The demand for access to data is growing exponentially which drives the time to completion. However, cost constraints must also be realized. The City desires the Information Technology Department to deliver a data analytics framework and services in a relatively short amount of time within a reasonable cost.</p>		
Project Objective		
<p>This project will engage experts in data analytics to help create a plan for a data analytics framework for the City, build out that data warehousing plan using Azure tools, create up to three data pipelines from major data sources, and create a set of reports and dashboards from those data sets.</p>		

2. Project Scope

Includes

This Project includes obtaining data analytics consultants
Creating a Data Analytics Framework Plan
Implementing the Plan
Building 3 data pipelines
Creating dashboards and reports from the 3 datasets

Does Not Include

JD Edwards Financial data

Success Criteria

When the data analysts responsible for the data sources of the 3 data pipelines are able to produce multiple reports and dashboards with accurate and helpful information from the data warehouse and deliver them to the intended audiences.

3. Project Details

Estimated Budget

\$92,700

Estimated Schedule

Milestones	Completion Date
Kickoff	12/20/2022
Plan Delivery	2/28/2023
Framework Buildout	4/30/2023
Pipelines Completed	6/30/2023
Reports and Dashboards Completed	8/31/2023

Assumptions

- IT will use its current framework and build on it as necessary to reach the business objective
- IT will use Azure tools
- Police data will be CJIS Compliant

Constraints

- Azure site is not up yet
- Each data source may have its own issues

4. Approvals

Project Sponsors

I approve this project and authorize the project manager to use the resources provided to complete the planning phase of this project.

Name	Role	Date
Art Rea	Project Sponsor	9/1/2022

Project Manager

I approve this project and assume the responsibility for managing this project to completion.

Name	Role	Date
Larry Garlick	Project Manager	9/1/2022

Project Stakeholders

I approve this project and support its completion.

Name	Role	Date
Richard Rodriguez	Team Member	
Carmen Zukas	Team Member	
Randy Land	Team Member	
Anu Bilhanan	Team Member	
Kate Bleakley	Team Member	
Scott Maddox	Team Member	
Lauren Walcott	Team Member	