

DEP Project Profile

For Proposed Projects, only the BLUE fields are required. For Funded Projects, please attempt to complete all fields.

Project Name - Identify a project name that best describes the purpose of this project

Deer & Turkey Permits; Sportsmens License; Hunter Education; Boating Certification - on-going system maintenance, support and system updates as required by various legislative & regulatory changes.

Project Organization -

Agency Bureau/Division/Unit

FSS/Fin Mgt/BNR/BOR

Project Sponsor - Who is the main stakeholder of this project?

William Evans (for the Commissioner), but also E.Parker (BNR) and T.Morrissey (BOR)

Project Manager - Who is responsible for defining business requirements and coordinating the implementation of this project?

Dennis Thibodeau and Donna Kinney

Project Description -

Describe in business terms what this project will accomplish when completed. What are the business objectives and functionality expected when the project is complete?

Existing IT supported programs to record a variety of recreational program information, including critical license, permit and certification information. Allows DEP to issue licenses and permits, record payments, access user records to verify and qualify applicants for participation in DEP managed programs.

What are the benefits of this project to the division or bureau?

Significant public benefits in acquiring recreational licenses and permits, and various critical program information for managing the respective recreational programs .

What are the state/federal statutes, regulations, mandates or deadlines for this project?

Various statutory references primarily Title 26 Fish and Game, and CGS15-155 state boating, but also 22a-27h EC Fees and statutory references to timely deposits.

Identify the business processes associated with this project. What other DEP divisions or bureaus are involved with this process? Identify any existing applications and databases that would be utilized in this process.

Primarily FSS/Fin Mgt but also BNR Fish and Wildlife Divisions and Boating Office for program information.

What user groups inside and outside DEP need access to this solution or the information provided to do their jobs and what kind of access is needed? Are there any plans to provide the public or outside constituencies the ability to complete online transactions or access data generated by this solution?

Access is primarily through the Accts Receivable Office; however, BNR Fish and Wildlife programs and BOR-Boating Office also access and depend on this information.

List the state/federal agencies requiring access or otherwise impacted by this project in addition to DEP.

DEP uses the systems directly; however, significant information from these systems is requested by various federal agencies for annual statistics.

Project Costs -

What are the anticipated costs of this project?

On-going IT staff maintenance costs; technical support as needed by development staff.

What funds and sources have been identified to complete this project, e.g. grant or General Fund? Are they committed? Are there constraints?

EC and State Boating funds pay for any system upgrades and/or modifications.

Project Timing -

When should the project start, when should it be completed, and what are its major phases?

All are existing, on-going production systems that must run daily to process applications from the general public, over the counter, via mail-in orders and by telephone inquiry.

Project Dependencies - (inside or outside of DEP)

Are there other projects or initiatives that need completion before or during this project?

N/A

What other projects are affected by this project?

These are each separate application systems; however, several dependencies exist between the sportsmens related programs (e.g. Hunter Ed and Deer/Turkey Permit System).

Is this project part of a larger initiative? Explain.

Currently being considered as part of the agency's new automated sportsmens system currently in contract negotiation with an outsourcing vendor; however, there will be a period of two-to-three years of parallel processing to transition various system dependent entities such as CT Town Clerks, sportsmen's agents, etc.

What are the constraints of the project? (e.g. expenditure deadlines, operational deadlines, resource availability, timing, training, technology, locations, security)

All systems must be maintained as fully operational until a final cut-over transition occurs with the new automated sportsmen's system to meet the processing requirements of CT citizens and the agency.

Issues and Risks - Describe any other issues, and any other risks which may affect this project.

All the above related systems have a direct impact on public participaton in department sponsored and managed programs, if the systems don't function, the Commissioner's Office, the Governor's Office and legislators will be contacted by the public.

Project Technical Requirements -

Technical Coordination – With whom are you working in OIM? Please identify any other technical resource outside of OIM associated with this project.

Irene Garcia, John Traynor, Lisa Biagioni.

What are the consequences if this new system or application is interrupted or becomes unavailable? How long an outage can users sustain before work is seriously impacted?

There is no acceptable system down-time, these systems must function every work day to meet public demand for processing a variety of recreational licenses and permits throughout the year.

Will the new system utilize

- Commercial Off-The-Shelf Software (COTS)
- A software solution developed for another state or environmental agency
- A customized solution designed specifically to meet your needs

Comments:

N/A not a new system, these are existing production systems that must be maintained daily, until the automated sportsmen's system is fully operational and in existence for two-to-three years to phase-out these legacy systems.

To scale this project, estimate the number of concurrent users, and/or file records involved (weekly, monthly, annually)
Four-to-six concurrent Fin Mgt users, unknown number of Boating Office and BNR Wildlife staff.

Will the new solution need to access historical data in a new format or access the data in its current form?
Access to the legacy systems will be required for some period; however, it is possible the new automated sportsmens system may download historical data to populate that system.

Does this project require any special equipment or special training of users or technical support staff?
N/A

Function/Activity What internal & external business functions or activities will be included or interfaced with for this project?
These fields will be used to assess potential information integration.

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Administration | <input type="checkbox"/> Affirmative Action | <input checked="" type="checkbox"/> Education & Outreach |
| <input checked="" type="checkbox"/> Enforcement/Compliance | <input checked="" type="checkbox"/> Finance | <input type="checkbox"/> FOIA – Public Access |
| <input type="checkbox"/> Human Resource Mgmt | <input checked="" type="checkbox"/> Incidents & Complaints | <input type="checkbox"/> Information Technology |
| <input type="checkbox"/> Inspections | <input checked="" type="checkbox"/> Licensing/Permitting/
Registration | <input type="checkbox"/> Monitoring |
| <input checked="" type="checkbox"/> Planning | | <input type="checkbox"/> Pollution Prevention |
| <input type="checkbox"/> Remediation | <input checked="" type="checkbox"/> Resource/Assets Mgmt | <input checked="" type="checkbox"/> Training |

Primary Resource What primary resources will be associated with this project?

- | | | |
|---|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Air | <input type="checkbox"/> Radiation | <input type="checkbox"/> Water |
| <input type="checkbox"/> Waste & Materials Mgmt | <input type="checkbox"/> Land | <input type="checkbox"/> Forestry |

Wildlife

Coastal

Fisheries

Vegetation/Plants

Recreation

Non-Resource
