

This form assists the Office of Information Management in planning and allocating its resources. Instructions are available.  
Completed by (name/unit) Kevin O'Brien/OLISP Date submitted to OIM 7/7/2006

## 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  
OLISP Oil Spill Response Database

**Project Organization -**  
**Agency Bureau/Division/Unit**  
WPLR/OLISP

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

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

**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?

**What are the benefits** of this project to the division or bureau?  
a database of the most current information to update 20+ year old data on the environmental site conditions oil protection & mitigation strategies, etc., that would be incorporated into a Oil Spill Response plan and GIS application to support spill response efforts in the field.

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

**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.  
Oil Spill Response/Recovery/Mitigation. DEP Oil & Chemical Response Division may have databases useful

**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?  
DEP Oil & Chemical Response Division, OLISP

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

**Project Costs -**  
**What are the anticipated costs** of this project?  
unknown

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

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

**Project Dependencies -** (inside or outside of DEP)  
**Are there other projects or initiatives** that need completion before or during this project?

**What other projects are affected by this project?**

**Is this project part of a larger initiative? Explain.**

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

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

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**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.

**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?**

**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:

**To scale this project, estimate** the number of concurrent users, and/or file records involved (weekly, monthly, annually)

**Will the new solution need to access historical data** in a new format or access the data in its current form?

**Does this project require any special equipment or special training** of users or technical support staff?

**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.

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

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**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     |
| <input type="checkbox"/> Wildlife               | <input type="checkbox"/> Fisheries         | <input type="checkbox"/> Recreation   |
| <input type="checkbox"/> Coastal                | <input type="checkbox"/> Vegetation/Plants | <input type="checkbox"/> Non-Resource |
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