Program #78323 - Capital Project Management Software 7/14/2022

Department:	County Assets	**Program Contact:**	Tracey Massey
Program Offer Type:	Existing Operating Program	**Program Offer Stage:**	As Adopted
Related Programs:			
Program Characteristics:			

Executive Summary

Facilities and Property Management is currently managing its large Capital Improvement Program with a failing and aging software system. The system must be replaced to allow Facilities to manage the County's infrastructure investments. The new system will integrate with the new ERP suite of systems to provide more seamless processing and efficiency across the organization.

Program Summary

This program will evaluate business requirements, procure a new system, and implement the selected system. In FY 2022, a new system was procured and implementation will be nearly complete. The transition to a new Facilities Capital Management System will require changes in service design, workflows, and process reengineering as teams move from legacy systems to new more integrated systems. The new system is expected to provide these capabilities:
 - Develop program management plans to manage and allocate funds to projects for capital initiatives
 - Manage and document scope for capital projects
 - Prepare and track budget estimates
 - Manage schedules by tracking and managing project activities
 - Manage resources assigned to project activities across various phases of the project lifecycle
 - Conduct quality management activities such as perform inspections, managing punch lists, completing project checklists, documenting safety reports
 - Track project risks
 - Manage vendor engagement
 - Integrate data across the ERP software solutions for a consistent view of project details
 - Track & report on actuals vs planned costs

Equity is incorporated throughout program development, including planning, procurement, training, implementation, and evaluation as it aligns with the needs of Facilities and its customers. For example, the new system procurement event in FY 2022 included questions regarding the accessibility features of the user interface to provide accommodations to employees with disabilities.

Performance Measures

Measure Type	Primary Measure	FY21 Actual	FY22 Budgeted	FY22 Estimate	FY23 Offer
Output	Complete the implementation of the Facilities Capital Management System.	NA	NA	NA	100%
Outcome	Percentage of key milestones met based on approved project plan.	25%	100%	67%	100%

Performance Measures Descriptions

Output: Complete the evaluation and selection of systems in the fiscal year.
Outcome: Successful completion of key milestones as defined in the project plan.

Legal / Contractual Obligation

Revenue/Expense Detail

	Adopted General Fund 2022	Adopted Other Funds 2022	Adopted General Fund 2023	Adopted Other Funds 2023
Program Expenses				
Contractual Services	$0	$744,887	$0	$422,470
Total GF/non-GF	**$0**	**$744,887**	**$0**	**$422,470**
Program Total:	**$744,887**		**$422,470**	
Program FTE	0.00	0.00	0.00	0.00

Program Revenues				
Beginning Working Capital	$0	$744,887	$0	$422,470
Total Revenue	**$0**	**$744,887**	**$0**	**$422,470**

Explanation of Revenues

Beginning Working Capital from FY 2022.

Significant Program Changes

Last Year this program was: FY 2022: 78323 Capital Project Management Software

Due to Covid-19, the staff in this program continue to telework instead of reporting to the office when possible. Operational changes include virtual meetings and check ins. Facilitation of project teams and vendor meetings is primarily through Microsoft Teams, Google meet, email and/or google chat.