

## Information Technology Project Management Office Update



**Date:**

### **Report Objectives**

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*The reporting objectives are as follows:*

1. *For the Information Technology Dept. to provide a Project Management Office update including but not limited to:
    - a. *Critical decisions made during the month and those needed in the near future.*
    - b. *Any areas needing attention.**
  2. *Provide Stakeholders a forum to provide feedback related to their project perceptions.*
  3. *Allow for questions from the Stakeholders.*
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*Imperative City of El Paso departmental projects:*

**Information Technology:**

**Data Center Project Update**

*This segment provides a project status report.*

Topic	Discussion
Work completed during the Month	<ul style="list-style-type: none"><li>▪ HP Zone changes for City Fabrics</li><li>▪ Powerhouse Alarms fixed by</li><li>▪ Successful Power failover test to Generator</li><li>▪ Fire Suppression Test Completed 3/28/12</li></ul>
Work Planned	<ul style="list-style-type: none"><li>▪ SvSP completion by 04/11</li><li>▪ Plan city data migration to POD with PeopleSoft and Kronos priority</li><li>▪ Install 8' Metal Mesh on wrought iron gate to protect against wind and dust. Engineering finalizing structural design</li><li>▪ Have Chiller Pump repaired, pending Warranty work</li><li>▪ Procure additional Access Control and Security Cameras for POD at MSC</li><li>▪ Continue work on commissioning punch list Items</li><li>▪ Setup server for POD environmental controls</li><li>▪ Develop data backup plan for Data Center</li><li>▪ Terminate additional Fiber Strands at MSC</li></ul>

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**Microwave Project Update**

*This segment provides a project status report.*

Topic	Discussion
Worked completed during the Month	<ul style="list-style-type: none"> <li>▪ UMC to FS35 backhaul link brought up on copper connection</li> <li>▪ Father Pete Martinez Senior Center, Pavo Real Recreation Center and Ysleta Library Live on Microwave</li> <li>▪ Legal sent preliminary feedback</li> <li>▪ Follow up meeting scheduled for 03/29 with legal</li> <li>▪ Best Value review of Juniper BIDS completed</li> </ul>
Work Planned	<ul style="list-style-type: none"> <li>▪ Work on Microwave link for Ysleta WIC Clinic, Workforce Solution Kennedy and King sites</li> <li>▪ Go-live at Workforce Sin Fronteras Facility</li> <li>▪ Bring up UMC to FS35 link on Fiber for Future Juniper switches</li> <li>▪ Continue work on Tower agreements for DPS, Ranger Peak and KFX</li> <li>▪ Continue work on structural issues at City owned Towers.</li> </ul>

**Fiber Project Update**

*This segment provides a project status report.*

Topic	Discussion
Work completed during the Month	El Paso Zoo and Health Administration Live on Fiber
Work Planned	Continue Design for phase IV

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**City-Voice over IP (VoIP) Project**

*This segment provides a project status report.*

Topic	Discussion
Project Summary	<ul style="list-style-type: none"> <li>▪ Upgrading existing COEP internal telecommunications configuration to a Cisco VoIP platform</li> <li>▪ Project will include upgrading existing network backbone infrastructure, hardware and telecommunications environment, which encompasses (158) telephone systems and a total of approximately 5,215 voice, 361 fax lines.</li> <li>▪ Project will consist of (3) Phases:  <b>Phase I: Core (VoIP Backbone)</b> approximately (4) months  <b>Phase II: Mid-Size to Large Scale Facilities</b> (MSC, City Hall, Sun Metro) approximately (7) months  <b>Phase III: Facilities with (10-15) phones</b> (TBD)</li> </ul>
Work Planned	<ul style="list-style-type: none"> <li>▪ Business Case with IT Hardware and Services requirements will be provided to Purchasing Department by 04/11</li> <li>▪ Purchasing compiling RFP and preparing for bid process by 04/24</li> </ul>

**PC Refresh Project Update**

*This segment provides a project status report.*

Topic	Discussion
Work completed this Month	<ul style="list-style-type: none"> <li>▪ ESD Animal Services - deployed</li> <li>▪ Tax Office- PCs ordered</li> </ul>
Work Planned	<ul style="list-style-type: none"> <li>▪ Fire Department – quantities and deployment requirements identified</li> <li>▪ Police Department – quantities and deployment requirements identified</li> <li>▪ Human Resources – quantities and deployment requirements identified</li> <li>▪ Municipal Clerk - quantities and deployment requirements identified</li> <li>▪ Standardizing PC models</li> <li>▪ Identifying need for pre-deployment imaging, asset inventory of newly procured PCs</li> <li>▪ General Services, Financial Services, Health, Library, MCAD, OMB, Parks &amp; Recreation, DOT, Zoo</li> </ul>

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**Consolidated Tax Office:**

**Consolidated Tax Office Relocation**

This segment provides a project status report.

Topic	Discussion
Work completed this Month	<ul style="list-style-type: none"> <li>▪ Scheduled renovation completion date (05/18)</li> <li>▪ Access control, intrusion detection, CCTV installation in progress</li> <li>▪ Identified fiber optic route from 911 Center to new location</li> </ul>
Work Planned	<ul style="list-style-type: none"> <li>▪ Cabling, networking hardware, will be coordinated based on COEP SOW provided to landlord for installation during renovation of leased office space</li> <li>▪ Site survey with perspective vendors coordinated by leasing agent for installation of network cabling and access control</li> </ul>

**General Services:**

**Fleet Focus Upgrade/Fuel Master**

*This segment provides a project status report.*

Topic	Discussion
Work completed this Month	Business Case Completed and ready for review with Department.
Work Planned	<ul style="list-style-type: none"> <li>▪ Pending upgrade of Fleet Focus application</li> <li>▪ Testing is currently being completed</li> </ul>

**Clint Landfill-Scale Software Upgrade**

*This segment provides a project status report.*

Topic	Discussion
Work completed during the Month	Provided finalized business case for managing (3) scales at landfill with (1) management software
Work Planned	Awaiting procurement of the software, develop project plan

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**Municipal Clerk’s Office:**

**Financial Disclosure E-File Application**

*This segment provides a project status report.*

Topic	Discussion
Work completed during the Month	<ul style="list-style-type: none"> <li>▪ gathered software requirements</li> <li>▪ Business case/software requirements document 90% complete</li> <li>▪ Software development team has identified an enrollment process and security frameworks for the applications</li> </ul>
Work Planned	Delivery date determined by software team is 06/15

**Agenda and Video Software Project Update**

*This segment provides a project status report.*

Topic	Discussion
Work completed during the Month	<ul style="list-style-type: none"> <li>▪ Demos for City Clerk/PIO office conducted</li> <li>▪ 03/28 met with City Clerk's Office to clarify and identify additional needs and processes</li> </ul>
Work Planned	Business case in development

**Municipal Court Case Management Software Update**

*This segment provides a project status report.*

Topic	Discussion
Work completed during the Month	<ul style="list-style-type: none"> <li>▪ RFP for PM (external) closed on 03/15, evaluated by purchasing</li> <li>▪ Demos for Municipal Clerk Staff</li> </ul>
Work Planned	Pending PM hire

**Office of Management and Budget:**

**Scofflaw**

*This segment provides a project status report.*

Topic	Discussion
Development in-house	<ul style="list-style-type: none"> <li>▪ Met with application team to review procedural documentation</li> <li>▪ Requirements to be gathered this week for developing in-house (02/23/12)</li> <li>▪</li> </ul>

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**Financial Services:**

**PeopleSoft Reimplementation**

*This segment provides a project status report.*

Topic	Discussion
Work completed during the Month	<ul style="list-style-type: none"> <li>▪ Ongoing OMB assessment</li> <li>▪ Completion of the technical upgrade for FIN and HCM</li> <li>▪ Completion of the Preliminary Configuration Documentation</li> <li>▪ Completion of the unit testing for FIN/HCM against upgraded data</li> <li>▪ Council items approved on 02/28/12</li> </ul>
Work Planned	<ul style="list-style-type: none"> <li>▪ The global project is currently on schedule:</li> <li>▪ Phase 2 (Design and Development) 10/17/11-02/18/13</li> <li>▪ Phase 3 (Reimplementation) 01/01/12 – 10/31/12</li> <li>▪ Human Resources – Go live adjusted to synchronize with Finance 09/01/12</li> <li>▪ Finance – Go live 09/01/12</li> <li>▪ Budgeting – Go live 01/01/13</li> </ul>

**Human Resources:**

**Kronos Upgrade v6.0 to v6.2**

*This segment provides a project status report.*

Topic	Discussion
Work completed during the Month	<ul style="list-style-type: none"> <li>▪ Met with IT Technical team to discuss plan for upgrading to v6.0 to v6.2</li> <li>▪ Setup new server environment outside of City Hall (POD)</li> </ul>
Work Planned	<ul style="list-style-type: none"> <li>▪ Obtaining technical resource for the team for technical questions. Reviewing additional training required for upgrade.</li> <li>▪ Pending further information to plan for clock programming and installation. (replacing 30)</li> <li>▪ Test environment needs to be ready for user acceptance testing by 06/01/12 for parallel testing with PeopleSoft HCM/Financials 9.1</li> </ul>

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**Museums and Cultural Affairs:**

**Art Museum IMLS Grant**

*This segment provides a project status report.*

Topic	Discussion
Work completed during the Month	Equipment installation 99% completion
Work Planned	<ul style="list-style-type: none"> <li>▪ Additional Cabling for Copy/Fax Scanner unit,</li> <li>▪ Configuration of Copy/Fax/Scanner unit</li> </ul>

**EPMH Las Villitas Computer and AV equipment project**

*This segment provides a project status report.*

Topic	Discussion
Work completed during the Month	<ul style="list-style-type: none"> <li>▪ Cabling and access point for Digital Frames installed</li> <li>▪ Spin Browser configured</li> <li>▪ 4 workstation setup on wireless network</li> <li>▪ Theater 2 Video playback setup and tested</li> <li>▪ Open House conducted on 03/08</li> </ul>
Work planned	After action review

**Libraries:**

**BTOP Grant**

*This segment provides a project status report.*

Topic	Discussion
Worked completed during the Month	<ul style="list-style-type: none"> <li>▪ TWC connectivity to Workforce Sin Fronteras</li> <li>▪ TWC connectivity to La Fe Montana Vista</li> <li>▪ Cabling for access point at Veterans Recreation Center</li> </ul>
Work Planned	<ul style="list-style-type: none"> <li>▪ Activate Veterans park access point</li> <li>▪ Configure TWC and City wireless access points at La Fe Montana Vista</li> <li>▪ Continue Microwave installation at sites for BTOP sustainability</li> <li>▪ Bookmobile Ride-along</li> </ul>

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**Memorial Library Remodeling**

*This segment provides a project status report.*

Topic	Discussion
Worked completed during the Month	<ul style="list-style-type: none"> <li>▪ Site under construction 75% completion</li> <li>▪ Substantial completion Mid-April and Final Mid May.</li> </ul>
Work Planned	<ul style="list-style-type: none"> <li>▪ New IT room</li> <li>▪ Schedule cabling installation</li> </ul>

**Sirsi-Dynix**

*This segment provides a project status report.*

Topic	Discussion
Worked completed during the Month	<ul style="list-style-type: none"> <li>▪ Completed 03/08/12</li> <li>▪ Business Case Addresses:               <ul style="list-style-type: none"> <li>○ Baseline</li> <li>○ Budget</li> <li>○ Harmony Information</li> <li>○ Symphony Update</li> <li>○ Risk Assessment</li> </ul> </li> </ul>
Work Planned	Review of Business Case with Department Director

**Zoo:**

**ATM Machine connectivity for Society**

*This segment provides a project status report.*

Topic	Discussion
Worked completed during the Month	Site visits conducted and quote obtained for cabling and approval given to proceed
Work Planned	Scheduling cabling

**Forest Complex Fiber and Cabling**

*This segment provides a project status report.*

Topic	Discussion
Worked completed during the Month	<ul style="list-style-type: none"> <li>▪ Site visits conducted and quotes obtained for both fiber and cooper cabling</li> <li>▪ Fiber cabling from Asian to Forrest complex completed</li> </ul>
Work Planned	<ul style="list-style-type: none"> <li>▪ Scheduling Forest cabling</li> <li>▪ Finalize network equipment for site</li> </ul>

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**Meerkat Token Machine**

*This segment provides a project status report.*

Topic	Discussion
Worked completed during the Month	Site visits conducted, quotes obtained processed and cabling has been installed
Work Planned	Schedule final connection once Token Machine arrive to the Zoo

**Fire Department:**

**Mobile Command Vehicle Project**

*This segment provides a project status report.*

Topic	Discussion
Work completed during the Month	<ul style="list-style-type: none"> <li>▪ Remaining items will be installed by the radio network section once the vehicle arrives</li> <li>▪ Configuration on-going</li> </ul>
Work Planned	<ul style="list-style-type: none"> <li>▪ Switch and storage server have been ordered,</li> <li>▪ Need to confirm delivery of what is missing on the truck</li> <li>▪ Vehicle was to be delivered last week</li> </ul>

**P25 – Public Safety Mobile Radio System**

*This segment provides a project status report.*

Topic	Discussion
P25 Project	All future updates will be given by Chief Drozd

**Police Department:**

**Staffing Software**

*This segment provides a project status report.*

Topic	Discussion
Work completed during the Month	<ul style="list-style-type: none"> <li>▪ Received software for installation</li> </ul>
Work planned	<ul style="list-style-type: none"> <li>▪ Software installation/ testing</li> <li>▪ Preliminary training using team viewer – remotely</li> </ul>

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**Department of Transportation:**

**Software Upgrade Cityworks**

*This segment provides a project status report.*

Topic	Discussion
Work completed during the Month	<ul style="list-style-type: none"><li>▪ Deliver in January to stakeholder and project core team</li><li>▪ Test/production environment- Build out of application, database, GIS servers prep for installation/configuration on 3/21 thru 3/22</li></ul>
Work Planned	<ul style="list-style-type: none"><li>▪ Pending project plan for integration with IT PMO project plan</li><li>▪ GIS Data Migration pending. Layers need to be moved from existing GIS SDE server to new vm.</li></ul>

**Parks and Recreation:**

**Sites Survey Conducted by Parks Department**

*This segment provides a project status report.*

Topic	Discussion
IT Issues in review	<ul style="list-style-type: none"><li>▪ Site surveys were conducted at all park facilities by Parks staff regarding issues that need IT attention. Issues identified include; connectivity, hardware, software, phones, electrical.</li><li>▪ All items are currently in review with the PMO, Help Desk, and Network Teams.</li></ul>

**Feedback and Questions**

*This segment provides an open forum for the Stakeholders to provide feedback and their perceptions related to the projects. This segment also allows the opportunity to ask questions.*