

May 25, 2012

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### **Project Status Report**

It's Crunch Time! The project has reached the 58% completion point and the Subject Matter Experts (SME's) are saturated with the most labor intensive tasks of the project. In the next six weeks the entire build out of the system must be completed and the system will then be turned over for rigorous User Acceptance Testing (UAT). These next six weeks will have the SME's engrossed in an effort which requires them to review every record type (140) and inspect them to ensure that the record is capturing the correct information, editing and validation routines are working, and special functions are enabled through Scripting. Also, GIS mapping must be connected. All of the web services must be defined as well as GIS mapping layers, data and other views. This effort must come together in such a way that we are confident in all of the solutions which have been identified to support core functions of the operating departments and all areas of improvement have been accounted for and implemented as required for the most effective system operation.

Right now the SME's are managing so many tasks. For example, Conversion, Script writing, and gearing up for all of the Reports. In conversion, there has been a massive effort alone to clean up data. It is vital that the years of data/fields and related composition versioning is reviewed. There are thousands of specific elements that need this level of review. Some data cannot be handled through the Accela Data Mapping Tool so additional work is being done to create data in spreadsheets which Accela's conversion expert, Andy Winningham, will incorporate into the data conversion on the back end. Also, how some of the data is tied into the new system for checkbox and drop down selections - including those already "selected" - requires an enormous effort.

The script writing is in progress and is at various stages of completion. Accela's Matt Hart has been leading the charge for our project and has completed many Scripts. We are happy to report that Matt will be on-site next Tuesday afternoon through Friday morning. The Script writing on the Lincoln side is somewhat behind schedule due to the intense effort that conversion has demanded. As the SME's have been reviewing each record type, they have discovered that some changes are necessary. Reasons include the need to collect additional data for reporting purposes and the need for additional functionality being discovered after the record build, such as Impact Fees needing a deeper refunding procedure. Accela has been very accommodating with all of these on-the-go enhancements which, in turn, will ensure the best possible solution for Lincoln.

The report writing phase of the project has been looming. There are hundreds of reports that need to be written. Accela is making great progress on the contracted list of 60 reports. We have many that need to be tested. The Crystal Reports Environment is ready for use. This coming week we will load all of the Accela standard reports into the new Crystal Reports environment and get instructions to those who will be writing reports using the new environment, folder structures, and continue getting the training drives mapped out. The Health Department also is willing to share some of their Crystal Reports expert resources with the project. We look forward to their incorporation in our planned Crystal Report activities.

Now, before reporting anything further, we must recognize the effort of a few more people. As we are making adjustments during conversion, records/Scripts, and report writing, there are a number of additional people from and on behalf of Accela who are working very hard for Lincoln. The efforts of Darren Koontz, Brenda Berens, Seth Axthelm, Shauna Minor, and Rocky Copeland have been invaluable. They have been extremely willing to keep on task and continue to get things working as needed. Thank you! We also are happy to report that Rocky will be back on-site with us June 5-7 to discuss critical path project issues and to help steward the continued success of the project.

### **Additional Projects Component**

#### **ACA**

Configuration for the Accela Citizen Access module is beginning to gain some attention. Our Accela Project Manager, Rocky Copeland, has provided a fill-in spreadsheet with details that need to be captured for the configuration of this module. On the spreadsheet we will collect pertinent information about the permit record types which will be made available to the community for application and to searching for general information. Building and Safety will be supplying the bulk of the information for the spreadsheet. Also, within ACA, credit card payments will be accepted for certain record types. A credit card committee continues to meet on a regular basis to move this project aspect along.

#### **Accela Mobile Office**

Currently, Building and Safety has been using Panasonic Toughbooks and InspecTrack Software to complete field inspections. Accela Mobile Office (AMO) offers a wide range of functionality which will offer improvement to the inspection process and record/data collection. Accela also has developed Accela Inspector for the i/iOS platform -- this means iPhones and iPads. We have taken the time to research this platform fairly extensively including downloading the application from the Apple App Store onto an iPad. We found the Accela Inspector application to have a lot of merit. The AMO application has more function and features at this time. However, Accela is continuing to develop the i/iOS platform and has opened up the environment by making a software development kit (SDK) available. When the system reaches the go-live date in September, the field inspections will be completed using AMO. We are analyzing the current Panasonic Toughbook capacity and capturing performance measures. We want to create a laptop environment that is fully functional and performs well out in the field out-and-about in Lincoln!

#### **On Base**

As reported, On Base is a “go”. This electronic document management system will be an awesome addition to the Accela Automation project as well as other agencies in the City. The State has sent master agreements that are currently being reviewed. This connection with Accela will need to ramp up quickly as we are going to run out of summer weeks before we know it. We do expect that the Accela Automation document adapter and environment will be configured within the next few weeks by e-Document Resources.

#### **Interesting Fact - Construction Feat Beginning On May 25th!**

May 25, 1961, President John F. Kennedy set a National goal to place a man on the moon in a decade. The first major project milestone was reached in 1967 with the construction of the Saturn V booster rocket. The ultimate goal became a reality almost six years after President Kennedy was assassinated when the construction of Apollo 11 was completed. Lift off for this historical event was July 16, 1969, and on July 20, 1969, Neil Armstrong stepped onto the surface of the Moon. Some of you will remember the sense of pride we all felt! What a project!



Lift Off!



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