

Form 1. Individual Project Proposal Descriptions and Justification

Prepared by: John J. Rich _____ Date Prepared: 01/12/16 _____

Project Title: PowerDMS Document Software Program Area: Police IOE

Project Description: *PowerDMS is a document management system to be used to create, edit, distribute, and train personnel on department policies and department forms. The system has features to prove receipt, review, and to test proficiency on new policies and forms. The system is used by many accredited police departments and mitigates training issues and “failure to train” claims. The project involves purchase of software and licenses with annual renewal fees. Storing policies electronically will save paper, toner, and printing costs.*

Planning Context: *This is a new project which is essential to improved operations.*

Schedule: .

FY 16-17, purchase licenses and training module. Ensuing years, renew licenses at \$54 per user.

Coordination: N/A

Previous Town Meeting Action:

N/A

Project Priority: (Note: The highest priority does not have to occur in the nearest year, and priorities do not necessarily follow in chronological order. It may be that your most important project may not be needed or be ready for action until three years from now.

3 priority within department/program area

Estimated Cost:

Instructions: Amounts shown here should agree with Form 2. For projects that will take more than one year, list each year separately and then show total.

FY16-17: \$3498, FY17-18: \$1998, FY18-19: \$1998, FY19-20: \$1998, FY20-21: \$1998, FY21-22: \$1998

Total for 6 years: \$13,488

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Basis of Cost Estimate: Check one of the following. If you want to provide more detail on the estimate, do so with a narrative after indicating the type of estimate.

- Cost of comparable facility or equipment
 - Rule of thumb indicator, unit costs
 - From the cost estimate from engineer, architect, or vendor
 - From bids received
 - Preliminary estimate, (e.g. no other basis for estimate, guesstimate)
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Alternative Financing: Instruction: Include an amount and a source here only if it is a source other real estate tax levy. Complete this section only if you know of a specific source, such as a state or federal grant or some reliable private funding.

Unknown
