



SECTION 2.0 PROJECT SCOPE

2.1 SCOPE OF WORK

The scope of work designated for this effort, enacted on December 3, 2007, included performance of the following tasks:

PHASE I

Conduct Countywide Decision Makers' Meeting (14 departments):

- A. Board of Supervisors
- B. County Administrative Office
- C. Assessor
- D. Auditor
- E. Purchasing
- F. County Counsel / Risk Management
- G. District Attorney
- H. Human Resources
- I. Probation
- J. Public Defender
- K. Resource Management Agency
- L. Court Collection / Law Library
- M. Information Technology
- N. Grand Jury

Conduct Initial Strategy Meetings

Conducted with Department Heads and their Senior Management (individually):

- o Review Scope of Functional Programming
- o Review and develop Questionnaires tailored to each department
- o Define department-specific plan for Functional Programming

Issue Questionnaires

Questionnaires issued to Employees, Management, and Department Heads:

- A. Staff Questionnaires
 - i. Qualitative questions with ranking.
- B. Management Questionnaires
 - i. Analysis of Staff Rankings by Management Personnel .
 - ii. Additional data related to Functional Relationships within the department.
 - iii. Organizational structure.

- C. Department Head Questionnaires
 - i. Analysis of Management Rankings and Functional Relationships by Department Head.
 - ii. Additional data regarding the overall strategic goals and plans for the department.
- D. Conference with Department Heads and Designee(s) to review
- E. County Administrative Office - review and approval

Program Workshops

Conducted with departments individually to discuss:

- A. Staffing Projections Review
- B. Space Needs Review
- C. Questionnaire Review
- D. Adjacency Determinations
- E. Technologies Review
- F. Public Access Review
- G. Work Flow Analysis

Develop Draft Interdepartmental Programs (All Departments)

Department Head Sign-off of Draft

PHASE II

Comprehensive Department Head Meeting (related to Civic Center Facility Relationships)

- A. Relationships Between Departments
- B. Work Flow (Communications and Deliverables) between departments
- C. Technologies Used Between Departments

Develop Civic Center Functional Program Document

- A. Stacking Diagrams
- B. Adjacencies/Relationships
- C. Grossing Factors

County Administrative Office - Review & Approval

Final Department Head Sign-Off

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