



State of Minnesota
Department of Public Safety

Bureau of Criminal Apprehension

**Scope Statement for the
Criminal Reporting System (CRS)
Project**

Version 1.1
Submitted on January 14, 2014

Scope Statement Approvals

The purpose of this document is to provide a vehicle for documenting the initial planning efforts for the project. It is used to reach a satisfactory level of mutual agreement between the project manager and the project sponsors and owners on the objectives and scope of the project before significant resources are committed and expenses incurred.

I have reviewed the information contained in this Scope Statement and agree.

Project Manager: **Sara Bechel Hutton, Project Manager, PMP©** Date

Business Sponsor: **Dana Gotz, MNJIS Executive Director** Date

Technical Sponsor: **Oded Galili, Information Systems Director** Date

Document Revision History

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A. Executive Summary

Minnesota (MN) has participated in the Federal Bureau of Investigation's (FBI) Uniform Crime Reporting (UCR) Program since 1936, and by State statute, it is required that all MN law enforcement agencies submit their data to the Bureau of Criminal Apprehension (BCA) (§299c.06, §299c.12), and also by State statute, the BCA must submit that same data to the FBI (§299c.05).

The computerized Criminal Justice Reporting System (CJRS) was developed in the 1960's and implemented statewide in MN in 1972. The CJRS is how law enforcement agencies report their crime statistics to the BCA and the FBI UCR Program. CJRS houses incident, stolen and recovered property and arrest statistical information.

CJRS serves three critical purposes:

1. Collects and processes summary incident data from local law enforcement agencies that enables Minnesota to meet the federal reporting requirements of the FBI's UCR Program.
2. Compiles and publishes operational reports on summarized criminal activity that MN law enforcement agencies rely on to manage and evaluate daily operations and to set budgetary goals and priorities.
3. Provides law enforcement agencies, policy makers and the general public with statistical crime information.

CJRS serves a vital purpose for the state yet it is a legacy system that needs to be replaced. The Crime Reporting System (CRS) Project will complete the following:

- Deliver a crime reporting system (CRS) for the electronic reporting of crime statistics by law enforcement agencies to be used in the Minnesota (MN) and Federal Bureau of Investigation (FBI) Crime Books.
- Provide a reporting tool for agencies to view their crime statistics.
- Create a basic interface that will allow agencies that do not possess their own records management system (RMS) to electronically submit agency crime statistics.
- Move the state from submitting crime statistics to the FBI via summary format to using electronic-only National Incident-Based Reporting System (NIBRS) format. NIBRS provides a higher level of detailed information for crime statistics than what is gathered today.
- Incorporate crime reporting and investigative data into the CRS solution.
- Meet the FBI's UCR mandate.

B. Business Objectives

1. BUSINESS NEED OR OPPORTUNITY

In the 1920's, the value in tracking national crime statistics was federally recognized. In 1930, the UCR Program was created and the FBI was named the clearing house for statistical information on crime. MN has participated in the FBI's UCR program since 1936, and by State statute, it is required that all MN law enforcement agencies submit their crime data to the BCA (§299c.06, §299c.12), and also by State statute, the BCA must submit that same data to the FBI (§299c.05).

The primary purpose of gathering uniform crime data is to provide accurate and reliable crime statistics for use by law enforcement administration, management and operations. Both law enforcement and the public rely on this information to fulfill various purposes, such as obtaining information on the fluctuations in the level of crime from year to year and for research and planning. Others such as elected officials at the federal, state and local levels, city and county planners, criminologists, media, researchers, etc. use this information for research and planning

purposes. This is important information that is used by a lot of different people for many different reasons.

Following are the business needs to be addressed by the CRS project:

- **Modifiable Solution** - We need a solution that is easy to modify and maintain. CJRS is a mainframe system and is written in a legacy programming language; COBOL. Today, CJRS is difficult to modify and is not scalable for future updates. As a result of this, the BCA needed to create a separate application, the Supplemental Reporting System (SRS), to fulfill new State and Federal requirements. If the mainframe system were to become inoperable, it would result in significant impacts to Minnesota from a statistical and federal funding perspective.
- **Skillsets that can Support Technology** - The resources familiar with the current mainframe technology have since retired, and it is not easy to find resources with this dated technical skill set.
- **Replace Application being Sunsetted** - We need a CJRS system that will replace the mainframe. The MN.IT services currently maintains the mainframe system CJRS was built on. MN.IT services has provided a three year notification for sunseting the mainframe and will also provide the BCA with an 18 month notification. The BCA has to prepare for MN.IT no longer supporting CJRS and is anticipating a 2016 sunset date.
- **Replace Reporting Tool** - With the mainframe being sunsetted, the current reporting tool, eReports, must also be replaced, as it is also mainframe technology. eReports is accessed today by law enforcement agencies to view their crime statistics electronically.

Following are the opportunities that can be seized through the CRS project:

- **Electronic Submissions** - There is an opportunity for all agencies to contribute electronically to the state and federal UCR Program. Today, the cities of St. Paul and Minneapolis are not directly reporting monthly crime statistics via CJRS. Though they fulfill the statutory requirements by reporting summary crime statistics on paper (biannual), the BCA incurs additional expenses to have their data reviewed and manually entered so it can be included with other Minnesota summary data electronically submitted to the FBI.
- **More Comprehensive Incident Reporting for Statistical Purposes** - This is also an opportunity for Minnesota to change how we submit incident data to the FBI. The FBI has two methods of reporting: Summary Reporting and NIBRS Reporting. Summary Reporting, which is how Minnesota currently reports, uses the hierarchy rule; meaning only the most serious offense is reported for a crime that has multiple offenses. Serious offenses, like rape, are unreported when they occur in tandem with more serious offenses, like homicide. Summary Reporting does not capture enough information to make it possible to later discern between attempted crimes and completed ones or domestic assaults and other types of assaults. NIBRS Reporting provides substantially more data by capturing lower level offense details. A Focus Group representing State Patrol, small, large, metro and non-metro law enforcement agencies met and collectively agreed that MN should move to NIBRS reporting.
- **Integrating with Existing BCA Applications** - This is an opportunity to integrate with the BCA's existing incident-based applications such as the Comprehensive Incident-Based Reporting System (CIBRS) and SRS applications. Both of these applications provide incident-based data to various degrees.

2. BUSINESS GOALS AND OBJECTIVES

Goals	Objectives
Develop a crime reporting system that provides ability for electronic incident submissions with querying and reporting capabilities <ul style="list-style-type: none"> • Web Service • User Interface 	By end of 2016 with a \$4,080,000 budget
Transition the State from Summary Reporting to Incident level (NIBRS) Reporting <ul style="list-style-type: none"> • Pilot & Statewide Deployment • Agency Certification • Vendor Compliancy 	Starting in 2016 with a goal of completing by 2022
Migrate the CJRS application and eReports off the mainframe technology	By July, 2015
Obtain State NIBRS Certification with FBI	By June, 2015

3. PROJECT DESCRIPTION

The CRS Master Project consists of multiple sub-projects as follows (Refer to Attachment “A” for the CRS Product Roadmap):

CRS Data Model Sub Project – Data Model, Error Handling & initial Adapter Specifications

- CRS Database - Creation of data that houses uniform crime reporting and investigative data, which includes creating the “as-is” logical model, “to-be” logical model and physical data structure and framework for the CRS database. Obtain CJRS extract and complete data integrity of mainframe vs. CRS.
- Adapter Specifications - Start the adapter specifications that will be finished in the Adapter Specifications Sub Project. Create the first draft of the Schema/IEPD, provide draft to alpha and beta vendors and incorporate feedback for final specifications.
- Event Delivery Framework (EDN) - Determine how the EDN will be used to facilitate communications with other internal MNJIS applications that may be interested in business events created by the CRS.

Crime Statistics Sub Project – Summary & NIBRS Reporting, Data Migration, MN Crime Book & NIBRS Supplement, Certification and Reporting

- **Summary Reporting** – Summary Reporting, Data Migration & MN Crime Book
 1. Summary Reporting Submission via PSPortals to CRS - Includes all work to route PSPortals entry of summary reporting to CRS
 2. Summary Reporting Submission via Agency RMS to CRS - Includes all work to route agency RMS summary reporting submissions to CRS
 3. CRS Summary Submission from BCA to FBI - Creation of summary reporting files to be submitted from BCA to the FBI; includes automating the creation of the FBI file, as today BCA crime reporting staff manually consolidate several CJRS files into one FBI file through SRS.
 4. MN Summary Crime Book and Maintenance - Includes the creation and maintenance of the MN crime book contents. This functionality exists in SRS today but will need to be expanded to include CJRS contents.
 5. Migration of CJRS from Mainframe to CRS - Migration of data from mainframe to the CRS centralized database; includes migration verification.

6. Migration of SRS to CRS – Migration of data from SRS to the CRS centralized database; includes migration verification.
- **NIBRS Reporting** – NIBRS Reporting & Certification
 1. NIBRS Reporting Submission via Agency RMS to CRS – Includes all work to route agency RMS NIBRS reporting submissions to CRS; will involve working with vendors and law enforcement agencies on NIBRS, adapter changes, and rollout.
 2. MN NIBRS Supplement to MN Crime Book – Includes the creation of the MN NIBRS supplement to the crime book contents; will also entail interpretation and communication of the differences between reporting NIBRS and Summary (i.e. appearance of increase in crime rate going to NIBRS)
 3. MN NIBRS Submission from BCA to FBI – Creation of NIBRS reporting files to be submitted from BCA to the FBI; includes extensive testing between BCA and FBI that will coincide with NIBRS certification.
 4. State NIBRS Certification with FBI – Working with the FBI for MN to become NIBRS certified.
- **Reporting** – Reporting Tool, Queries, & Reports
 1. Reporting Tool Acquisition, Procurement, & Configuration – Includes the elicitation and analysis of reporting tool requirements, the Request for Proposal and contracting processes, and configuration of the tool to meet the stated requirements.
 2. UCR Summary Reports and Queries - Identify and implement Summary report and query requirements; includes identifying metrics around current reports generated from eReports and the sunset of the eReports application.
 3. UCR NIBRS Reports and Queries – Identify and implement NIBRS report and query requirements.

Investigative Data Reporting Sub Project – Investigative Data Reporting & Certification

- CIBRS Submission via Agency RMS to CRS – Includes all work to route agency RMS investigative data submissions to CRS; also includes analysis and development or integration of the CIBRS Audit Service.
- CIBRS Rewrite – Involves the reorganizing and restructuring of the query user interface as well as potential programming language modification.
- CIBRS Migration – Migration of data from CIBRS to the CRS centralized database; includes migration verification.
- CIBRS Certification – Identification of any changes to the CIBRS certification process and the recertification of agencies.
- Investigative Reports and Queries - Identify and implement investigative data report and query requirements to be incorporated into the CRS reporting tool.

Adapter Specifications Sub Project – Adapter Modification, Vendor Compliancy & Agency Certification

- Adapter Specifications Creation – Includes the analysis of changes to adapters and creation of specifications to provide to law enforcement agencies and vendors.
- Adapter Modifications – Includes working with agencies and their vendors to make changes to adapters and project team members providing support to agencies/vendors to communicate modifications and support agencies/vendors through the process.
- Adapter Testing Procedure – Identify funding needed for adapter changes, contracting process, vendor compliancy and agency certification process and communicate to vendors and agencies.

State RMS Lite Sub Project

- TBD

Pilots Sub Project

- TBD

Statewide Deployment Project

- TBD

4. DELIVERABLES

This project will provide the effort needed to create and implement the CRS and move the state from submitting crime statistics to the FBI via summary format to using electronic-only MN-NIBRS format.

Deliverables included in this effort:

- CRS common repository for uniform crime reporting and investigative data
- Agency submissions of NIBRS Reporting, Summary Reporting, and investigative data
- Electronic submissions by all agencies (includes St. Paul and Minneapolis), including identifying potential funding opportunities
- MN Crime Book that includes uniform crime reporting data that resided in both CJRS and SRS as well as the new NIBRS Supplement
- Data migration from the Supra Mainframe, SRS and CIBRS applications
- Reporting tool for law enforcement to view their statistical and investigative information
- Re-route of PSPortals and summary agency RMS submissions from the CJRS database to CRS
- State Certification with FBI
- Basic user interface for use by law enforcement agencies that do not possess their own RMS to electronically submit agency crime statistics
- An assessment on the value, need and feasibility of implementing an “RMS Light” solution
- Integration with CRM, NEIS, MyBCA, eCharging, CIBRS Audit Service, NexTest, and Analytics Service
- Adapter Specifications for Agencies/Vendors
- Vendor NIBRS Compliancy Process
- Agency NIBRS Certification Process
- Potential On-Boarding Process Updates
- Training plan for NIBRS reporting agencies
- NIBRS Training to law enforcement personnel
- CRS User Documentation
- CRS Pilot including the pilot plan, plan execution and pilot success measurements
- State deployment plan
- Formal Risk Assessment and Mitigations
- Comprehensive Communications Plan
- Privacy Impact Assessment

Deliverables excluded in this effort:

- BCA will not create new or update existing adapters. Adapters are not owned by the BCA and will it will be the responsibility of agencies and their vendors to create/update them.
- BCA will not provide RMS training to law enforcement agencies. This will be the responsibility of their vendors.
- The State RMS Lite will not be a full-functioning RMS.

C. Project Criteria/Influences

1. ACCEPTANCE CRITERIA

The following completion criteria must be met to indicate that the project has provided the prescribed deliverables and is ready for closeout.

- **Measures of Project Success**
 - Crime reporting and investigative data is integrated into CRS.
 - The Mainframe, SRS and CIBRS data is migrated to the CRS.
 - The MN Crime Book and the NIBRS Supplement accurately reflect summary and NIBRS crime statistics.
 - A basic user interface for the submission of crime information for without an RMS is provided.
 - eReports on the Mainframe is replaced with a new reporting tool that integrates with CRS.
 - An initial statewide deployment plan is in place that includes long term goals for measuring success.
 - Adapter specifications and vendor/agency testing procedures are in place.
- **Critical Success Factors**
 - The project is completed by FY2017, excluding the statewide deployment.
 - The accuracy and integrity of the historical and new summary and NIBRS data must be maintained.

2. CONSTRAINTS

Implementation Constraints

- Project must be completed by the end of FY17, excluding statewide deployment
- The project appropriation for this project is \$4.46 million.

Dependencies on Other Approved Documents

- Obtaining complete and accurate documentation from CJRS
- Obtaining complete and accurate documentation from SRS
- Obtaining complete and accurate documentation from CIBRS

Technological Limitations

- Potential technology funding limitations for agencies to have their vendors create new or update existing adapters

Business Limitations

- Resistance from law enforcement community to change existing business processes to accommodate NIBRS
- Law enforcement agencies not receiving RMS and NIBRS training from their vendors

Resource Constraints

- MN.IT consolidation may impact resource availability
- Depending on contracting process for staff augmentation of skilled project resources for multiple CRS efforts

- Costs must be tracked in Sciforma in a manner that will support legislative audits

3. DEPENDENCY LINKAGES

- Refer to the most current version of the CRS Product Road Map located at [S:\PPM & PMS\Projects\Active\Crime Reporting System \(CRS\) Project\Project Management\Scope Statement](S:\PPM & PMS\Projects\Active\Crime Reporting System (CRS) Project\Project Management\Scope Statement).

4. IMPACTS

- Business process changes and potential financial cost on law enforcement agencies reporting NIBRS
- Potential impact on public and their interpretation of crime statistics data.
- BCA Crime Reporting and Training staff responsibilities and time will increase to support NIBRS and Summary Reporting.

5. ASSUMPTIONS

- The 5 year NIBRS deployment will be planned for within the CRS project yet the statewide deployment execution will be managed outside of the scope of the CRS Project.
- The CRS project will be implemented in several overlapping sub-projects. See the Project Description section for details.
- CJRS and eReports has a tentative sunset date of 2016. The BCA will be given an 18 month notification.
- We will have the necessary funding and staff resources to successfully complete this effort.
- Skilled and experienced resources will be available as needed through the project either internally or by staff augmentation.
- MNJIS Governance and MN.IT will continue to support the CRS project effort.

6. PROJECT MEMBERS

Internal Project Team Members

Name	Role	Area
Dana Gotz	Business Sponsor	BCA MNJIS Executive Director
Oded Galili	Technical Sponsor	Information Services PPM-PMMS
Sara Bechel Hutton	Project Manager	Criminal History Record Information COE
Kristi Ritter	Business Analyst Lead	Information Services PPM-PMMS
Patti Zafke	Business Process Analyst (UCR) & NIBRS SME	Biometrics and Criminal History Business Services
TBD	Technical Analyst	TBD
Dave Everson	Systems Architect Lead	Information Services PPM-PMMS
Mark Girard	Middleware Architect Lead	Information Services PPM-PMMS
Brad Steinke	Data Architect	Information Services PPM-PMMS
Troy Root	Database Analyst	Technical and Infrastructure Services
Chris Newton	Developer Lead	Criminal History Record Information COE
Greg Tomatz	Quality Assurance Lead	Technical and Infrastructure Services
Kathy Surridge	UCR and Crime Book Administrator/SME	Business Shared Services COE
Chris Anderson	Training & Auditing	Business Shared Services COE
Amber Niebuhr	Training & Auditing	Business Shared Services COE
Katie Engler	Legal Representative	Business Shared Services COE
Jacqueline Cavanagh	Privacy Impact Assessment Representative	Business Shared Services COE
Maureen Janke	Contracts Representative	Business Shared Services COE
Jill Oliveria	Communications Representative	Business Shared Services COE

Staff Augmentation

Role	Quantity	Rate
Project Manager	1	\$/hr * hrs=\$/year
Business Analyst	2	\$/hr * hrs=\$/year
Java Developer	2	\$/hr * hrs * 2 resources =\$
.NET Developer	1	\$/hr * hrs=\$/year
Quality Assurance	1	\$/hr * hrs=\$/year
TOTAL	7	\$/year

Subject Matter Experts

Name	Perspective	Area
Kent Verrill	CIBRS	Biometrics/Data Services COE
Paul Schoen	CIBRS/deployment and vendor relations	Biometrics/Data Services COE
Suzanne Cellette	CIBRS	Biometrics/Data Services COE
Tom Miller	Deployment and Vendor relations	Criminal History Record Information COE

D. Project Approach

The CRS is a large effort that will require several overlapping sub-projects. The planning for this effort assumes these projects will be managed by multiple project managers. The planning also assumes the CRS will be managed as a large project with multiple sub-projects.

Managing the CRS Project will require a lead project manager, lead business analyst, lead developer, lead QA and lead architect that will oversee all master project goals and deliverables. Each of these roles will have specific duties to perform, however collectively they are responsible to see that:

1. The identified iterations for implementation across the sub-projects is coordinated and planned so that features, services, or infrastructure required for a project are present when needed.
2. Requirements are gathered, documented and implemented.
3. All business, functional, non-functional and technical requirements are implemented and tested using an overall requirements tracing and management approach. Each project will be responsible for requirements management and tracing within the master project.
4. Business functions are completely implemented and no functional gaps are created
5. Business functions distributed across projects are completely implemented and no functional gaps are created.
6. Business decisions and objectives are coordinated with the technical leads to ensure that on-boarding and auditing aspects are supported by the technical deliverables.
7. The architecture being implemented is consistent with the requirements and vision for the product and consistent with MNJIS overall architecture goals.
8. Communication is coordinated to sponsors, management and stakeholders, including the Criminal and Juvenile Justice Task Force and Policy Group and among project teams.
9. Issues are resolved that have an overall master project level impact.
10. State funding and/or grants are allocated across projects
11. Schedules across all projects are coordinated
12. Communications is coordinated and disseminated to management and stakeholders, including law enforcement agencies, through the DPS/BCA Communications Office.

The project management approach for the CRS Project will follow multiple methodologies to include waterfall and agile. The sub-project manager will plan and run each individual sub-project yet it is important for the project management approach to be consistent among projects for team members to work between projects, as needed, and to make it as transparent as possible. All aspects of the overall master project will be a coordinated effort between the identified project managers, project team members, business and technical sponsors and subject matter experts.

Projects artifacts will be consistent with agile practices and will include: Project Scope Statement, Product Backlog, Product Road Map, User Stories, Release Plan and Iteration/Sprint Backlog. PM-DLC documents will be completed using an agile methodology. By the end of the project, it will be identified by the project team and sponsors the appropriate level of documentation that is needed for PM-DLC documentation for requirements, testing, implementation and maintenance of the product.

Because of the complexity of CRS Project, requirements management will be critical to improving the chances for success. A requirements traceability matrix will be developed and monitored to ensure that requirements and features are completely implemented throughout each sub-project. The Product Road Map and Business Requirements Summary (BRS) will cross reference requirements to monitor requirements, as well.

E. Project Estimates

1. ESTIMATED SCHEDULE

Detailed milestones and sub-project timelines will be identified after iteration planning sessions occur. Refer to Attachment "A" for the CRS Roadmap with the hi-level plan for sub-projects. The current project schedule can be found in Sciforma.

<u>Project Milestones</u>	<u>Target Date</u>
• Project Approved	7/1/2013
• Project Kick-Off	10/01/2013
• Centralized Database Project Starts	10/15/2013
• Centralized Database Project Complete	03/30/2014
• Crime Statistics Project Starts	04/01/2014
• Crime Statistics Project Complete	12/30/2015
• Investigative Data Reporting Project Starts	04/01/2014
• Investigative Data Reporting Complete	12/30/2015
• State RMS Lite Project Starts	01/01/2015
• State RMS Lite Project Complete	06/30/2016
• Pilot Project Starts	10/01/2015
• Pilot Project Complete	06/30/2016
• Project Complete	12/31/2016
• Statewide Deployment	01/01/2017 -2022

2. RESOURCE REQUIREMENTS – TEAM AND SUPPORT RESOURCES

The following personnel resources are required to complete this project due to their background and familiarity with CJRS, UCR, NIBRS, CIBRS, SRS and MNJIS architecture. Other resources will be required, but the resources identified below are critical to the project success.

<u>Specialty Resource Types:</u>	<u>Quantity</u>
Kristi Ritter (Lead Business Analyst)	1
Kathy Surridge (UCR/CJRS/SRS SME)	.5
Patti Zafke (RMS/NIBRS SME)	.5
BCA Architects	3 @ .25
Chris Anderson (CJRS Trainer/Auditor)	.25
Amber Niebuhr (CJRS Trainer/Auditor)	.25
Lead Java/.NET Developer	1
Lead QA	1

Resource assumptions:

- The lead business analyst, lead developer and lead architect are assumed to be MNJIS employees so that the knowledge gained throughout the project life cycle can be carried to on-going support.
- There will be one lead architect on the project from the BCA and the other one will serve in support roles. The lead architect is assumed to be able to make architecture, platform, and development plan recommendations.
- Based on BCA portfolio priorities, necessary resources from the BCA will be made available as needed to complete the project by the anticipated completion date.

3. ESTIMATED COST

The total project cost will be determined after each phase planning is complete and resources, tasks and effort is entered into Sciforma. The project will be tracked based from this baseline estimation. The overall CRS Project that was legislatively funded is estimated to cost:

Year	Project Costs	Maintenance, Support, Training & Deployment
FY14	\$	
FY15	\$	
FY16	\$	
FY17		\$
TOTAL	\$ (One time)	\$ (On-going)

F. Glossary of Acronyms and Abbreviations

Glossary		
Abbreviation	Term	Definition
BCA	Bureau of Criminal Apprehension (Minnesota Bureau of Criminal Apprehension)	The law enforcement division of the Minnesota Department of Public Safety, committed to protecting Minnesotans by providing high quality services to the criminal justice community through timely, personal service in partnership with law enforcement and other criminal justice agencies.
BCA-MNJIS	Bureau of Criminal Apprehension – Minnesota Criminal Justice Information Services	A section of the BCA which supports the mission of our criminal justice partners, namely through facilitating access and the exchange of information between sources of criminal justice data.
CIBRS	Comprehensive Incident-Based Reporting System	Comprehensive Incident-Based Reporting System. Repository of incident data from law enforcement agencies across Minnesota. The data are recorded by the local agency in a RMS and sent to the CIBRS database so it can be searched by other law enforcement agencies. CIBRS is primarily a tool for law enforcement investigations.
CJRS	Criminal Justice Reporting System	Criminal Justice Reporting System. A system used by Minnesota law enforcement agencies to collect and report information regarding the number of crimes reported and discovered and arrests made.
CRS	Crime Reporting System	The new system that will maintain crime reporting and investigative data for the State of MN.
DPS	Department of Public Safety (Minnesota Department of Public Safety)	A department within Minnesota’s governmental structure committed to protecting citizens and communities through activities that promote and support prevention, preparedness, response, recovery, education, and enforcement. These objectives are achieved through a focus on saving lives, providing efficient and effective services, maintaining public trust, and developing strong partnerships.

Glossary		
Abbreviation	Term	Definition
FBI	Federal Bureau of Criminal Investigation	Federal Bureau of Investigation. The principal investigative arm of the United States Department of Justice. It has the authority and responsibility to investigate specific crimes assigned to it. The FBI also is authorized to provide other law enforcement agencies with cooperative services, such as fingerprint identification, laboratory examinations, and police training. The FBI runs the national UCR program.
IdAM	Identity and Access Management	The system that the Bureau of Criminal Apprehension uses for authorizing and authenticating users for gaining access to criminal justice data.
MN.IT	MN.IT Services	The State of Minnesota organization responsible for all information technology needs of the agencies it supports and the citizens it serves.
MNJIS	Minnesota Justice Information Services	A section of the Bureau of Criminal Apprehension which supports the mission of our criminal justice partners, namely through facilitating access and the exchange of information between sources of criminal justice data.
NEIS	Name Event Index Service	A statewide index that associates criminal justice events from different and often unconnected source systems, creating links between events and people.

<h2>Glossary</h2>		
Abbreviation	Term	Definition
NIBRS Reporting	National Incident-Based Reporting System	National Incident Based Reporting System. One of two methods allowed by the FBI for crime reporting. NIBRS is an incident-based reporting system, run by the FBI, through which data are collected on each single crime occurrence. NIBRS data are designed to be generated as a by-product of local, state and federal automated systems. NIBRS collects data on each single incident and arrest within 22 offense categories made up of 46 specific crimes called Group A offenses. For each of the offenses coming to the attention of law enforcement, specific facts are collected. In addition to the Group A offenses there are 11 Group B offense categories for which only arrest data are reported. NIBRS is expected to eventually replace UCR. NIBRS incident-based law enforcement crime reporting system, works through the city, county, state, and federal Uniform Crime Reporting. Incident-based reporting views a crime and its components as an "incident." NIBRS was developed in the late 1970s in response to the growing volume, diversity, and complexity of crime.
PMDLC	Project Management Development Life Cycle	The methodology used for managing and leading projects at the Bureau of Criminal Apprehension.
PIA	Privacy Impact Assessment	The document used for assessing the proper classification, access and dissemination of data provided by the Bureau of Criminal Apprehension.
RMS	Records Management System	Records Management System. 1. A system which stores computerized records of crime incident reports and other data. May automatically compile information for UCR or NIBRS reporting. Can perform greater functions when integrated with other systems such as CAD and GPS. 2. A software application specifically designed to electronically record information critical to effectively operating a criminal justice facility.

Glossary		
Abbreviation	Term	Definition
SME	Subject Matter Expert	A person who is an expert in a particular area or topic, or has special knowledge or skills that are critical to the success of a project.
SRS	Supplemental Reporting System	Supplemental Reporting System. Web-based external application to collect supplemental data supplied by law enforcement agencies based on federal and state statutes. Supplemental reports include: Homicide, Bias, LEOKA, Pursuit, and Firearms Discharge forms, as well as the annual Law Enforcement Employee Count Report. This application sends the necessary data from these forms to the FBI on a monthly basis.
UCR	Uniform Crime Reporting	The FBI's Uniform Crime Reporting Program
UI	User Interface	The front-end process for initiating user-based searches for motor vehicle and drivers' license data, and where search results are returned.
WBS	Work Breakdown Structure	A hierarchical decomposition of all the work associated to completing a project.
	Business Analyst	Working project team member who analyzes, designs and ultimately improves or replaces the business processes. This includes collaborating with teams to develop high level process designs and models, understanding best practices for business processes and partnering with team members to identify appropriate opportunities, challenging the old rules of the business and stimulating creating thinking, and identifying organizational impact areas.
	Business Sponsor	Provides executive team approval and sponsorship for the project, has budget ownership for the project and is the major stakeholder and recipient for the project deliverables.

<h2>Glossary</h2>		
Abbreviation	Term	Definition
	Project Manager	Provides overall management to the project. Accountable for developing and managing the project plan, coordinating appropriate resources, delegating the work and insuring successful completion of the project. All project team members report to the project manager. Handles all project administrative duties, interfaces to the project sponsor and has overall accountability for the project.
	Stakeholder	Key provider of requirements and recipient of project deliverable(s) and associated benefits. Deliverable(s) will directly enhance the stakeholder’s business processes and environment
	Summary Reporting	One of two methods allowed by the FBI for crime reporting. Offenses are classified into two groups, Part I (the more serious crimes) and Part II. Each month, contributing agencies submit information on the number of Part I offenses known to law enforcement, those offenses cleared by arrest or exceptional means, and the age, sex, and race of the persons arrested. Contributors provide only arrest data for Part II offenses. Summary Reporting provides only summary information to the FBI as opposed to NIBRS reporting, which provides incident level information and in greater detail.
	Team Member	Project team member. Can be entered if team member names or types of skills needed (i.e. LEMS programmer, etc) are known at this point.
	Technical Sponsor	Provides executive team approval and sponsorship for the project, has budget ownership for the project and is the major stakeholder and recipient for the project deliverables. Provides technical direction and sponsorship for the project.

G. Authorizations

The Scope Statement will be approved by:

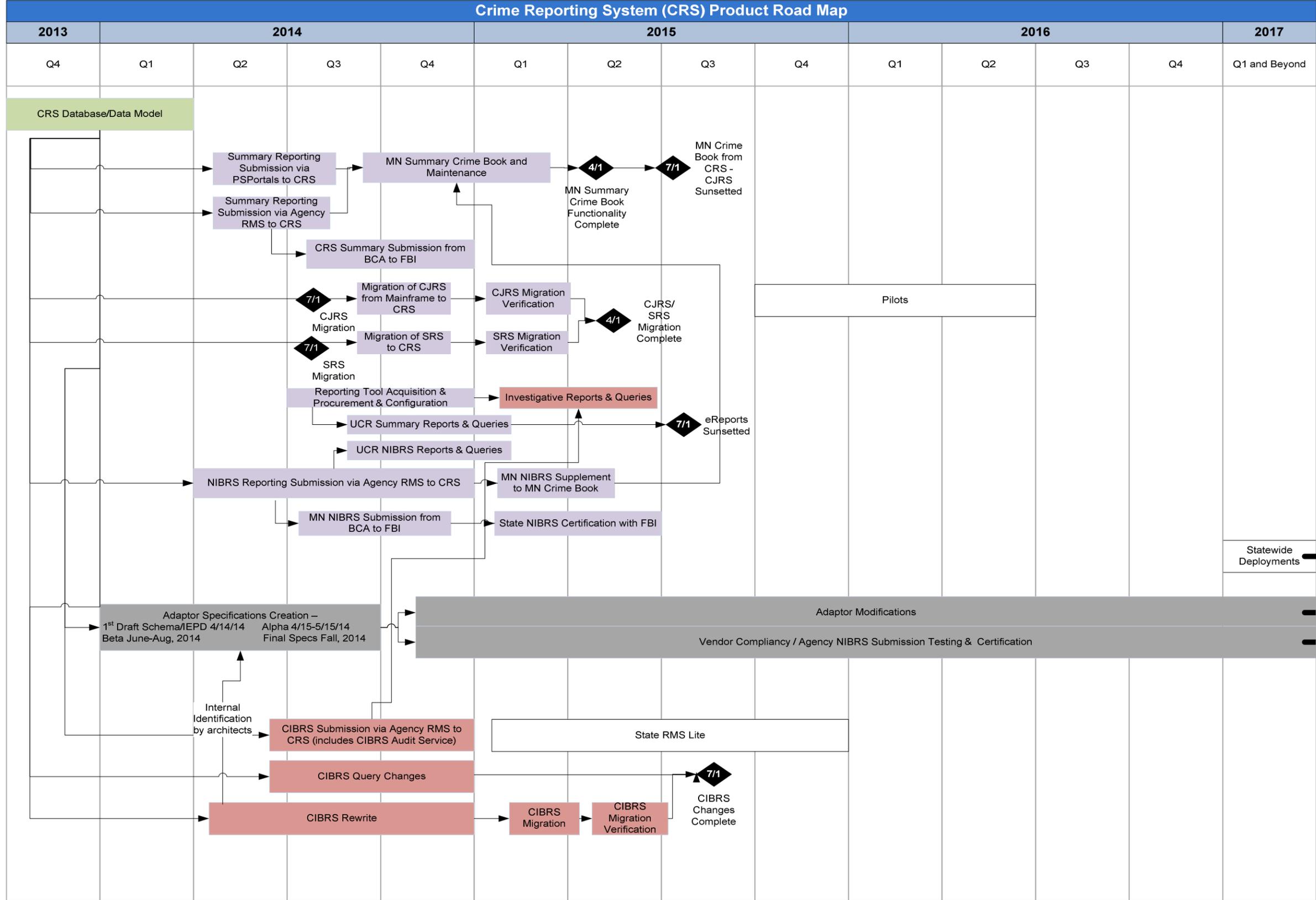
- The Project Manager
- The Business Sponsor
- The Technical Sponsor

Project scope changes will follow the established Change Management process as specified in the CRS Project Plan document.

Project deliverables, as appropriate, will be approved/accepted iteratively by:

- The Business Sponsor
- The Technical Sponsor

ATTACHMENT "A" - Crime Reporting System (CRS) Product Road Map



Leads for Overall Project:
 PM1 – Sara
 BA1 – Kristi
 Arch1 – Dave or Mark
 Dev1 – Chris
 QA1 – Greg

CRS DATA MODEL
Project Resources:
 PM1 – Sara
 BA1 – Kristi
 BA2 – Ruth
 Systems Arch – Dave
 Data Arch – Greg
 Middleware Arch – Mark
 DBA – Troy
 NIBRS Rep – Patti

CRIME STATISTICS - SUMMARY/NIBRS REPORTING, MIGRATION, REPORTING TOOL & MN CRIME BOOK
Project Resources:
 PM – Sara
 Lead BA – Kristi Ritter
 BA2 – TBD
 Arch – TBD
 Lead DEV – Chris
 Java Developer1 – TBD
 Java Developer2 – TBD
 QA1 – TBD

NIBRS ADAPTOR MODS, VENDOR COMPLIANCY & AGENCY CERTIFICATION
Project Resources:
 PM1 – Sara
 PM 2 – Kris
 BA – TBD
 TA – TBD
 Archs – TBD
 QA – TBD

INVESTIGATIVE – INV DATA REPORTING, REWRITE & REPORTS/QUERIES
Project Resources:
 PM – Kris
 Lead BA – Kristi
 BA – Ruth
 BA – TBD
 Arch – TBD
 .NET Developer1 – TBD
 QA1 –

Remaining Projects Resources:
 TBD