

Information Technology Capital Investment Program  
Project Status Report

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**To:** Information Technology Strategy and Investment Committee  
John Vittner, Office of Policy and Management

**From:** Darren Hobbs

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**Agency:** Department of Administrative Services

**Project:** Purchase and Implementation of CivicGov

**Project Manager:** Darren Hobbs

**Reporting Period:** Project Inception through 12/31/2021

**Total Funds Requested:** \$139,615

**Total Funds Allotted to Agency:** \$139,615

**Accumulative Total Capital Fund Expenditures to Date:** \$0

**Brief Project Description/Summary:**

The Division of Real Estate & Construction Services (RECS) in the Department of Administrative Services (DAS) seeks to implement a new software solution to augment its statutorily-mandated processes for oversight of state building construction and existing state buildings to ensure compliance with the state building, fire safety and fire prevention codes, as fulfilled by the Office of the State Building Inspector (OSBI) and the Office of the State Fire Marshal (OSFM).

The existing processes are manually recorded, tracked and reported, which, across 100+ projects and 4,500+ inspections annually, presents challenges in accurately reporting and auditing the work, and is overall inefficient. Implementing a software solution will address these areas and also provide a platform for RECS to fulfill its statutory obligations and work smarter as it faces a rapidly diminishing workforce over the next two years.

The impacted processes have undergone a mini-lean evaluation and this is one of the resulting recommendations.

**Summary of Progress Achieved to Date:**

- 1) Project initiation: established and agreed statement of work; discussed deliverables; set project meeting schedule
- 2) System setup: configured container on vendor's server; demonstration of access; discussed user acceptance testing.
- 3) Workflow configuration: reviewed case management / workflow.
- 4) Property records: discussed basis for property records; agreed parcel designations; identified source data for migration.

**Issues and Risks:**

None identified at this time.

**Next Steps & Project Milestones:**

- 1) Migrate existing building database and establish property record in new software.
- 2) Develop and implement modules for permitting & inspection, fire & life safety inspection; citizen request & concern; citation / violation; citizen portal; mobile application.
- 3) Administrative & technical training.
- 4) User training.
- 5) Completion and final acceptance.