



Department of Information Technology Monthly Report

March-08

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Value Statement

The Department of Information Technology serves as the voice for the technology and communication needs of the Town of Westfield, develops methodology for investment prioritization and implements standards to enable greater coordination of information technology across Town departments and local, state and federal government entities.

Vision Statement

The Department of Information Technology creates a corporate culture whereby investments and information sharing are maximized through collaboration and standardized processes across the enterprise resulting in enhanced service to Westfield constituents. Additionally, we strive to align project initiatives with business objectives and forge paths that drive business growth and economic development in Westfield.

Mission Statement

To solve problems using technology responsibly to enhance processes while providing outstanding customer service and maintaining a secure & reliable infrastructure in a cost efficient manner.

Slogan Statement

“Making IT Possible”

In February, the IT Department began planning for the implementation of major project involving Microsoft SharePoint. SharePoint will enable all employees to better share information; manage projects, and access organization-wide business processes: resulting in improved coordination and collaboration across all city departments.

During March, we started working directly with various departments to build and test prototype systems. Many of these systems will blend in to a larger portal for all city employees. Other sites are designed for discreet groups involved in specific processes.

The following screens images are representative of some of the projects the IT group has begun:

- Information Technology Project Management
- Community Development Property Management
- City Wide Emergency Management System
- Benefits Directory for health and Retirements information.

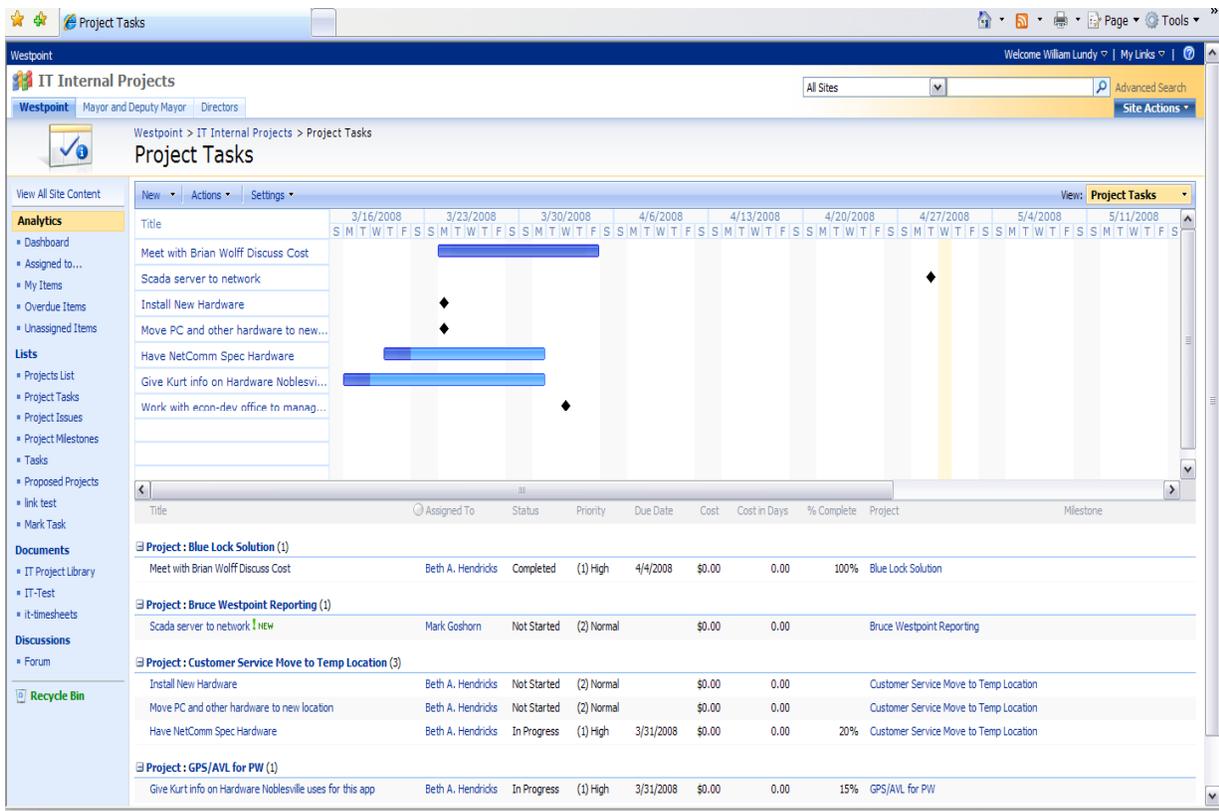


Figure 1 Project Management Site for Information Technology

Home - Property Management

Westpoint > Property Management

Westpoint > Mayor and Deputy Mayor > Directors

View All Site Content

Property

- New Property Record
- Applicant
- Permit Types
- Development
- Fees

Tasks

- Dashboard
- Overdue
- Unassigned

Library

- PZ Docs
- Property Images

Archived Data

- All years(except 2002)

Recycle Bin

Westpoint > Property Management

2008 Property Planning and Zoning

Address	Health	Start Date	End Date	Owner	Cost	Applicant	Project Phase
Hilstone : Blank (18)							
14623 Francis Court	On Track	4/1/2008	4/15/2008		\$32,000.00	Enter Choice #1	Blank
14623 Francis Court	On Track	4/24/2008	4/24/2008		\$0.00	Enter Choice #1	Blank
14950 Greyhound Court	On Track	1/2/2008	1/7/2008		\$11,500.00	Enter Choice #1	Blank
16640 Oak Road	On Track	3/28/2008	4/17/2008		\$25,000.00	Enter Choice #1	Building
16710 Morris Manor Court	On Track	1/2/2008	1/2/2008		\$600,000.00	Enter Choice #1	Building
16964 Olympus Boulevard	On Track	4/1/2008	4/1/2008		\$249,000.00	Enter Choice #1	Building
17240 Futch Way	On Track	2/29/2008	3/7/2008		\$6,500.00	Enter Choice #1	Building
17457 Gunther Boulevard	On Track	3/12/2008	3/24/2008		\$975,000.00	Enter Choice #1	Blank
18171 Mulebam Road	On Track	4/4/2008	4/16/2008		\$106,000.00	Enter Choice #1	Blank
1924 West 16 1st Street	On Track	3/24/2008	3/28/2008		\$12,390.00	Enter Choice #1	Building
2560 East 146th Street	On Track	1/7/2008	1/8/2008		\$84,000.00	Enter Choice #1	Blank
2577 South 1220 East	On Track	2/12/2008	2/13/2008		\$40,000.00	Enter Choice #1	Blank
3003 East 16 1st Street	On Track	1/2/2008	1/8/2008		\$795,000.00	Enter Choice #1	Building
3457 & 3559 HeathdH Court	On Track	1/22/2008	1/29/2008		\$100,000.00	Enter Choice #1	Blank
3517 & 3519 HeathdH Court	On Track	1/22/2008	1/29/2008		\$100,000.00	Enter Choice #1	Building
4622 McKinley Court	On Track	1/2/2008	1/7/2008		\$308,425.00	Enter Choice #1	Building
792 Pawlusket Drive	On Track	2/19/2008	2/20/2008		\$35,000.00	Enter Choice #1	Blank
this is a test	On Track	4/24/2008	4/24/2008		\$0.00	Enter Choice #1	Blank

Add new item

Figure 2 Project Site for Community Development

Home - Response to Emergencies and Disast...

Westpoint > Response to Emergencies and Disasters

Response to Emergencies and Disasters

Response to Emergencies and Disasters

View All Site Content

Documents

Pictures

- Floor Plans

Lists

- Inventory
- Community Contacts
- Disaster/Emergency Action Plans
- Master List

Recycle Bin

Response to Emergency Disasters

Master List

Title
Earthquake
Tornado
Chemical Release
Haz-Mat
Criminal Action
Snow Emergency
Flood

Disaster/Emergency Action Plans

There are no items to show in this view of the "Disaster/Emergency Action Plans" list. To create a new item, click "New" above.

Inventory

Asset	Asset Type	Asset Location	Make/Manufacture	Model	Asset Needed In	Custodian of Asset
Asset : Blankets (1)						
Asset : Bottled Water (1)						
Asset : Gas Mask (1)						
Asset : Gauze (1)						
Asset : Laptop (1)						
Asset : Latex Gloves (1)						
Asset : Pistol (2)						
Asset : Radio (2)						
Asset : SawZall (1)						
Asset : Scoop Shovel (1)						
Asset : Splint (1)						

Add new item

Shared Documents

Type	Name	Modified By
PDF	Unified Police Mass Fatality Plan (07-2008)	Paul A. Hurd

Figure 3 Project Site for Emergency Management

Home - Benefits

Westpoint Benefits

Westpoint Mayor and Deputy Mayor Directors

All Sites Advanced Search Site Actions

View All Site Content

Westfield Benefits

Recycle Bin

Westpoint > Benefits

Type	Name
Benefit: (1)	
Benefit: AFLAC (2)	
	AFLAC Accidental Injury Disability Form NEW
	AFLAC Sickness-Disability Form NEW
Benefit: Dental (1)	
Benefit: Holiday Schedule (1)	
Benefit: Life (1)	
	Life Insurance NEW
Benefit: Medical (3)	
	Anthem Medical Benefits Brochure
	Anthem Medical Benefits
	Anthem Prescription Mail Order NEW
Benefit: Retirement (1)	
	PERF NEW
Benefit: Salary Redirection (section 125) (1)	
	Salary Redirection (Section 125)
Benefit: Tax Forms (1)	
Benefit: Vision (2)	
	Out of Network VSP Form NEW
	VSP-Eye-Care

Figure 4 City Benefits Information for all employees