



# Department of Information Technology Monthly Report

**April-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.

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

*During April*, we added to our list of new departmental projects and began implementing more sophisticated automated work flows to manage departmental process.

We worked with the Clerk Treasurers office and John Rogers of Public Works to plan, design, and build a system that allows departments to scan in invoices, send to Department Heads for approval and then to the Clerk's office for payment. This system tracks the payment of the invoice so that individual departments can view when an invoice was paid, the date paid, and the check number.

The following screens images are representative of some of the projects the IT group managed during the Month of April.

- Enterprise Invoice System
- Public Works Project Site
- Response to Emergency and Disasters (R.E.D.)
- Community Development Planning & Zoning/Building Permit Management System

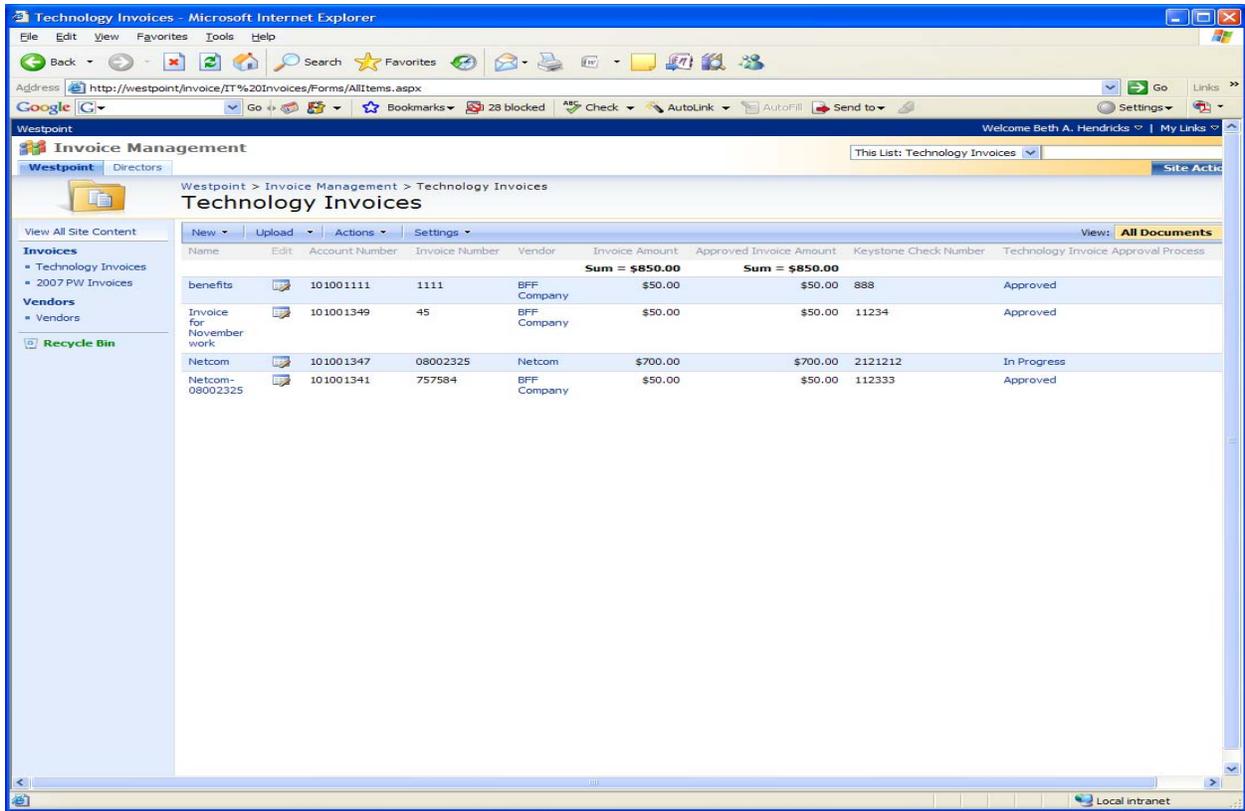


Figure 1 Invoice Management Site for City of Westfield

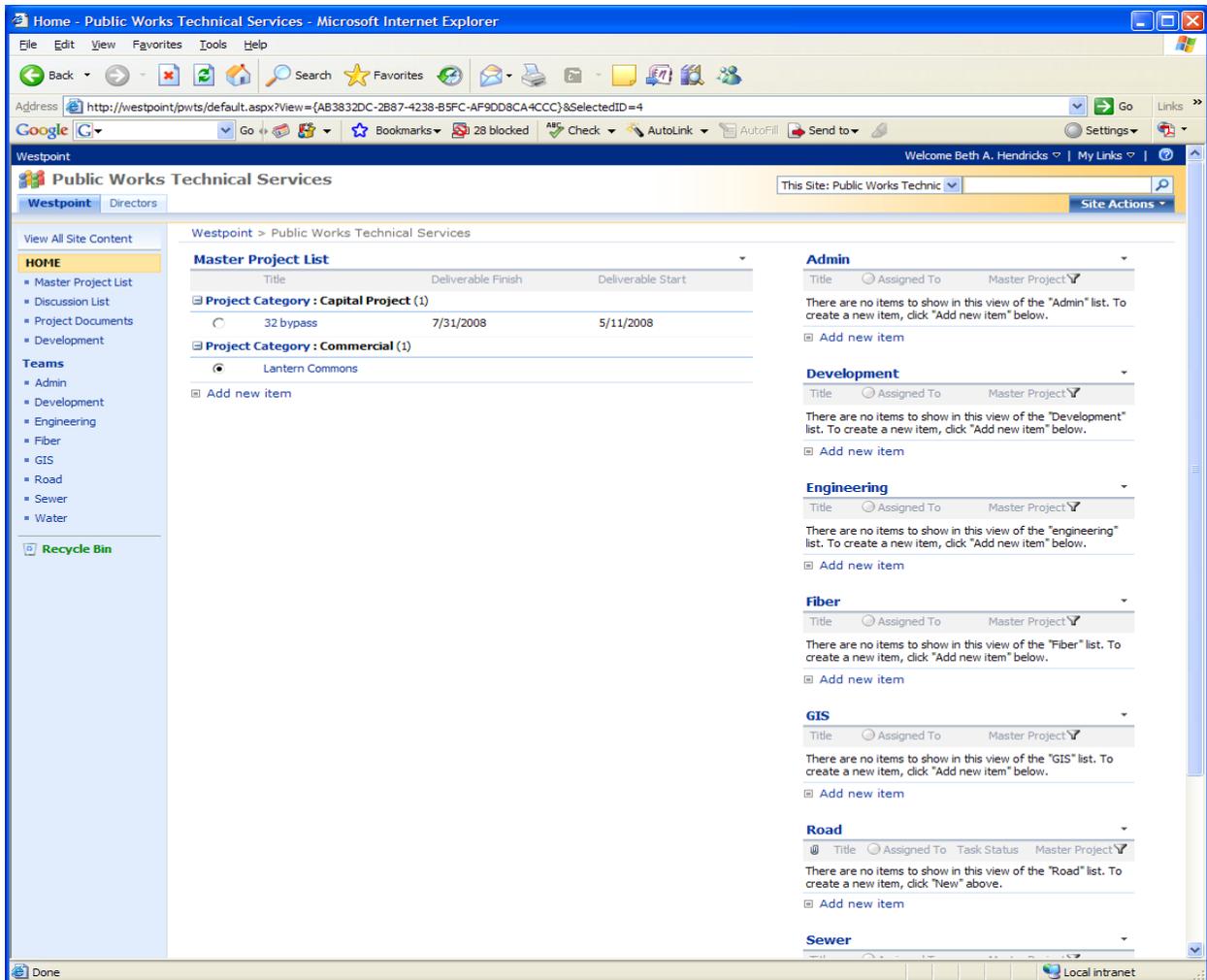


Figure 2 Project Site for Public Works

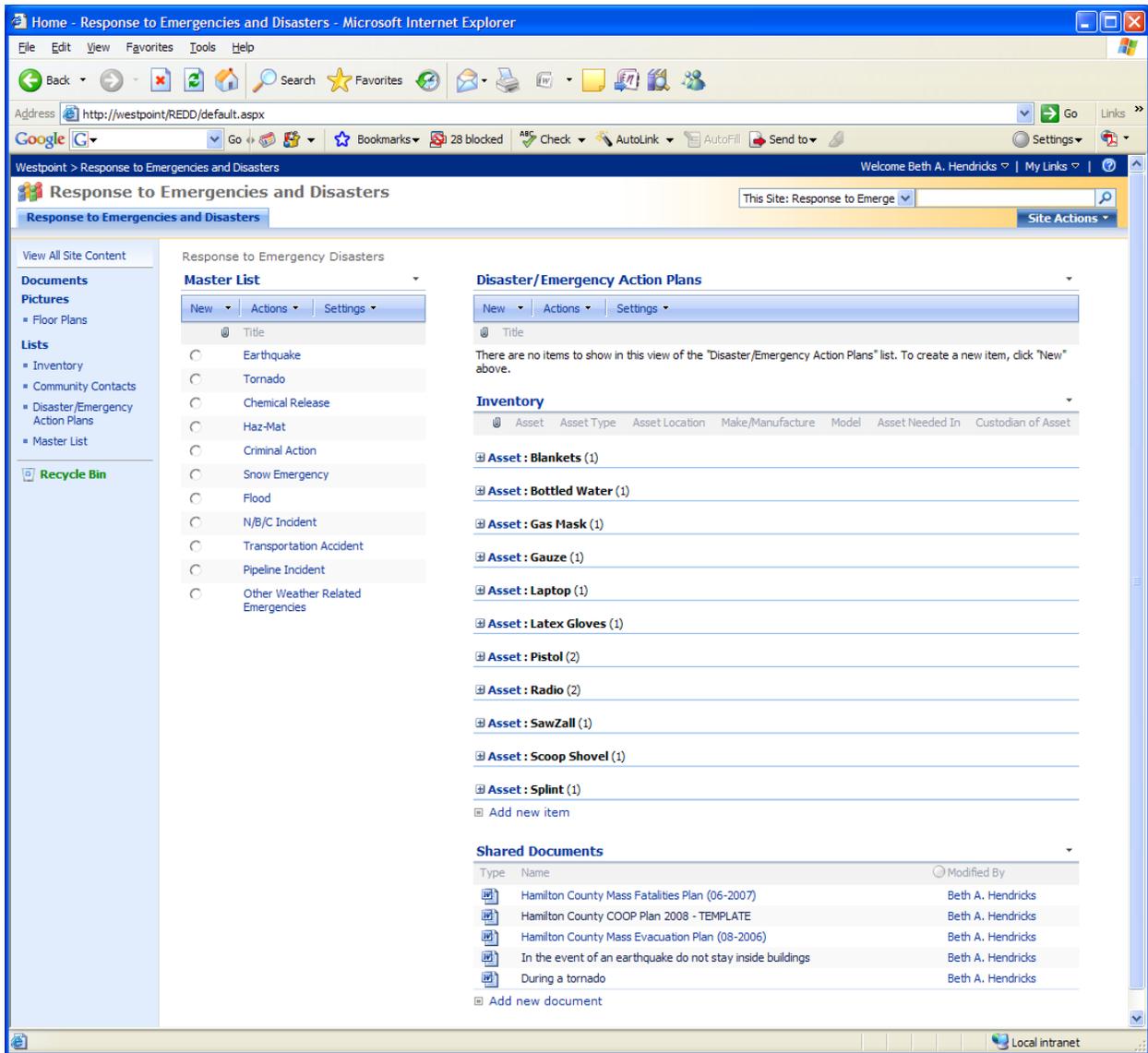
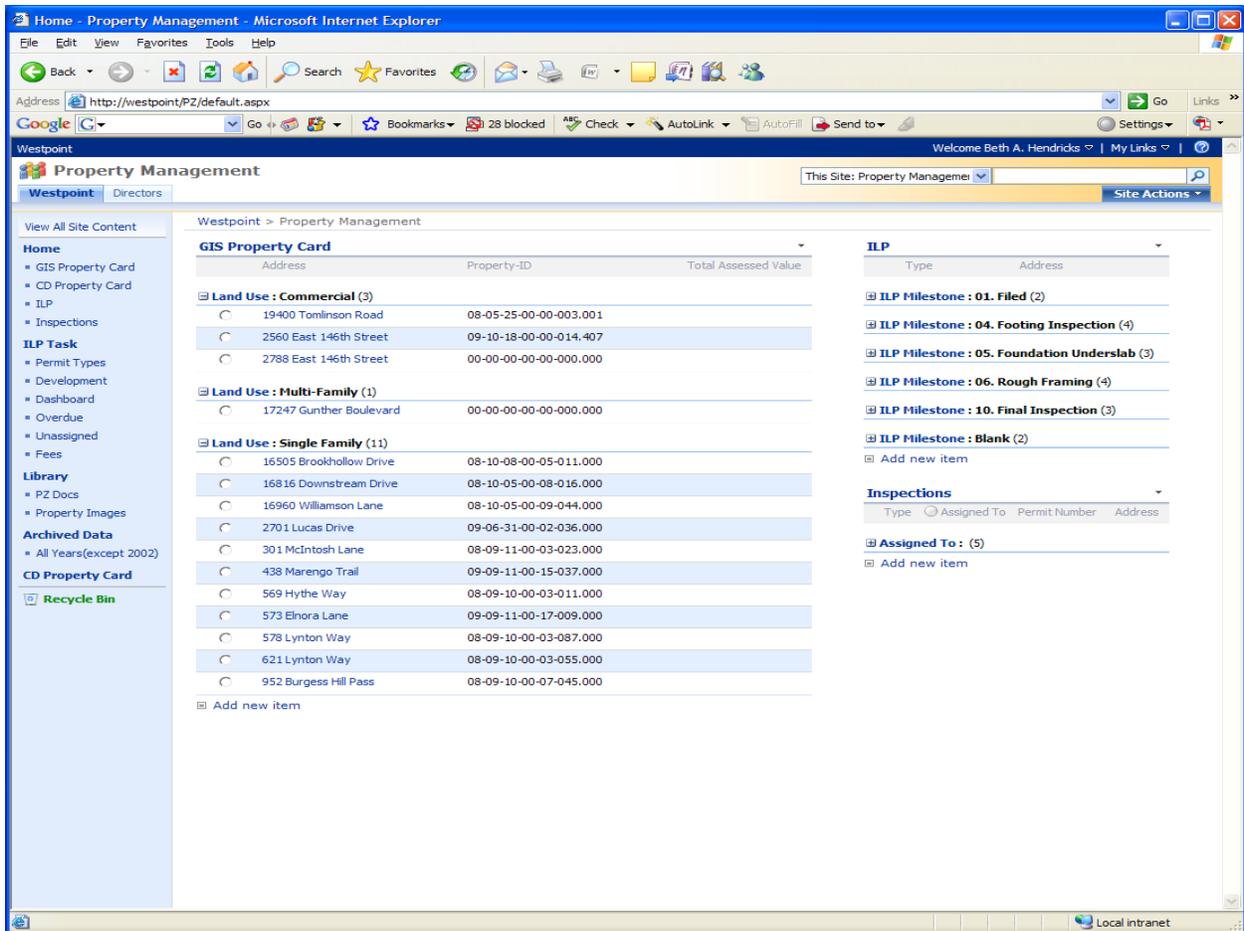


Figure 3 Project Site for Response to Emergency Incidents (REDI)



- Figure 4 Community Development Planning & Zoning/Building Permit Management System