

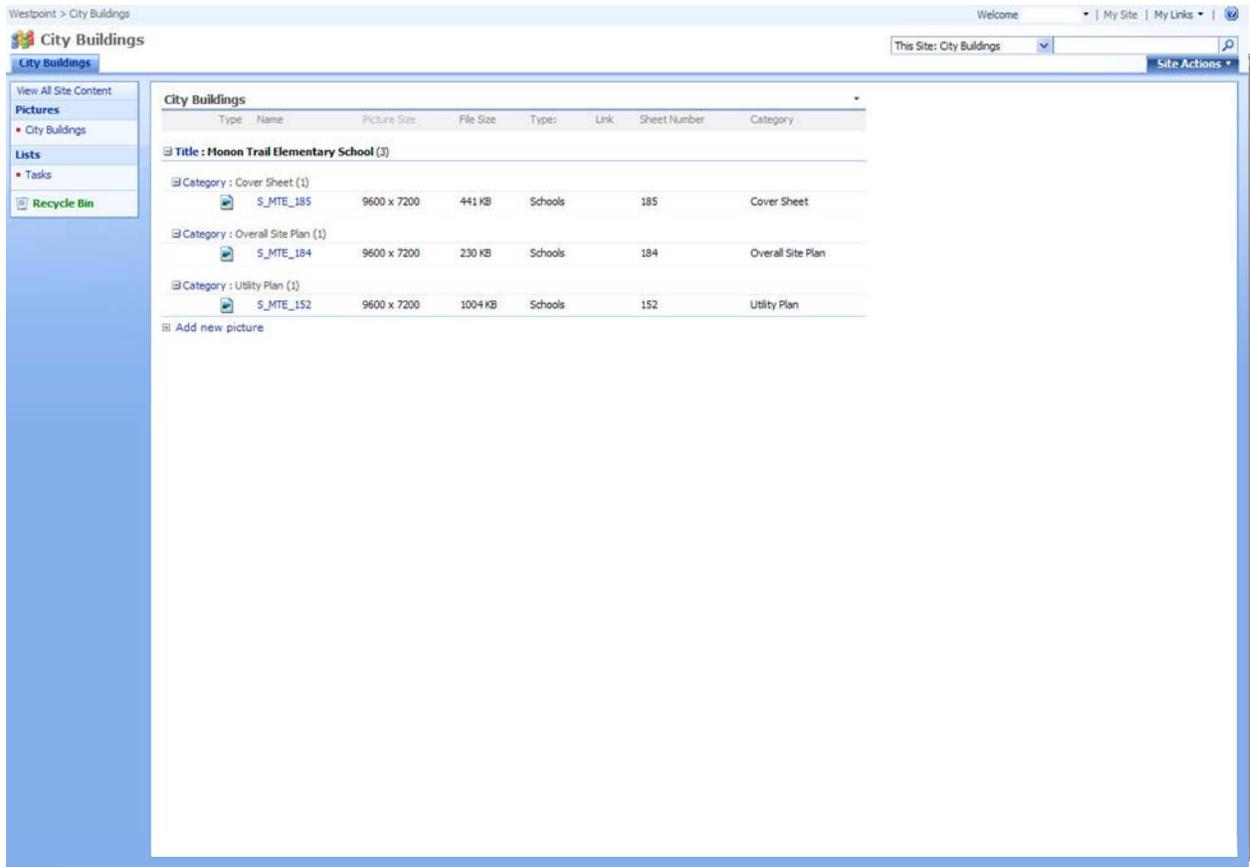
Information Technology Team: Director William Lundy

Submitted February 25, 2009

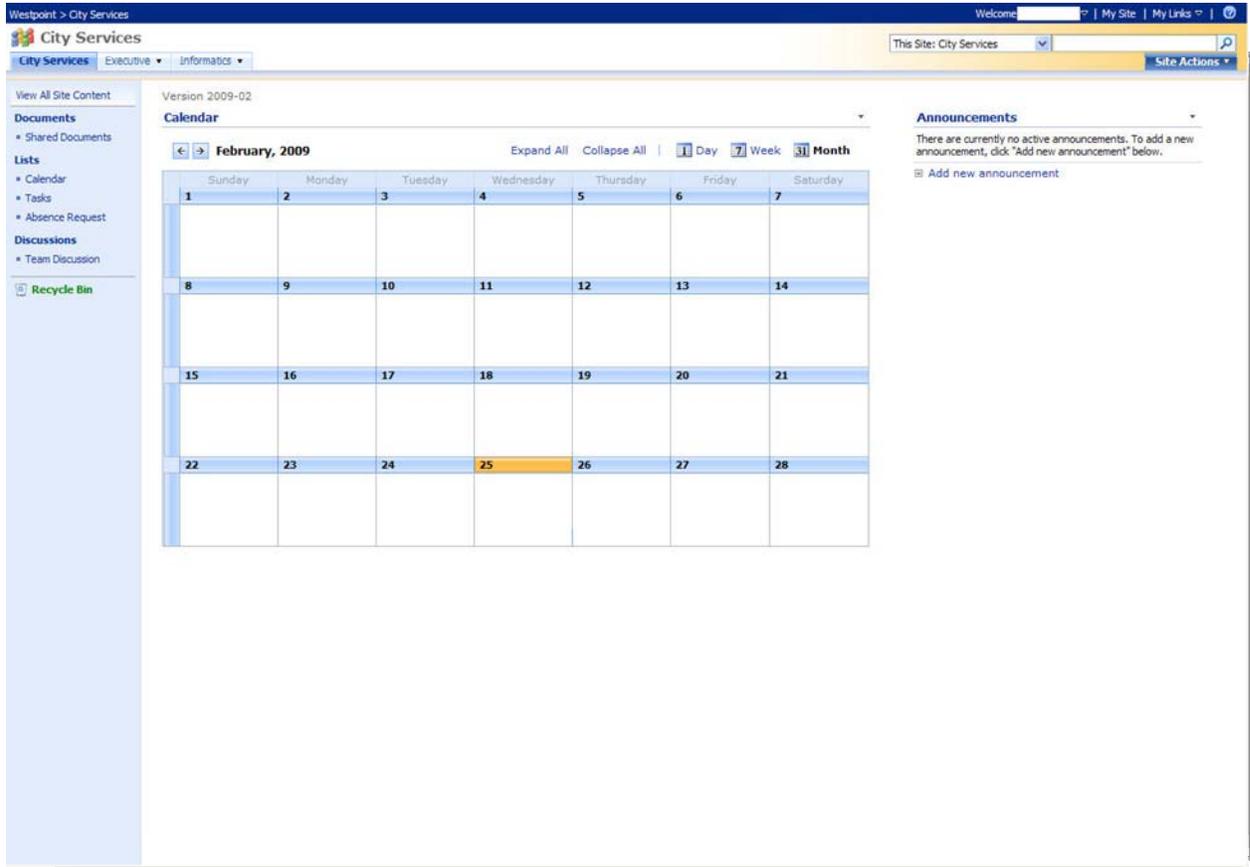
January and February Activity

During the months of January and February of 2009, the Westfield Informatics Professional Services team has assisted in the development and maintenance each of the following SharePoint sites, as well as helped their fellow colleagues (Production Services and Technical Operations) wherever applicable... such as WeScholar, BDC/SDE Integration with 3rd party vendors (OSSI, Firehouse, e911 addresses, etc.), the new VOIP telephone system, and more.

The screen shots displayed below are intended to provide a brief overview of the site's purpose and what has been added/changed in January and/or February of 2009. In each case, the site was either created or altered in these first few months of 2009. All of them have had specific pieces added to reflect changes in the methods by which we (Informatics) communicate and help Westfield's departments/divisions manage their resources. All of these sites will provide a method by which the Director can easily browse to other City resources, and it is understood that all of them will mold to fit the specific case it is representing. In most cases, Professional Services has setup weekly or bi-weekly meetings with each department/division where the development of its site, expectations of Informatics and the department itself, and goals/objectives for the site are developed and continually improved upon.



The *City Buildings* site had not yet existed until Professional Services met with Westfield's READY group to discuss how we can best provide them the information they need when responding to emergencies. As is, our Police and Fire agents have no method by which they can determine a building's entrances/exits, ventilation units, windows, # of floors, basement characteristics, etc. This site is intended to be the one-stop-shop for all Police and Fire personnel to go to when they are in need of the building plans for local schools, churches, community owned buildings, and more.



The *City Services* site was created on behalf of Bruce Hauk and his team. Eventually this will host a plethora of information regarding how City Services does business, available resources, objectives, agendas, etc.

My Site | My Links | Welcome | Site Actions

Clerk Treasurer

Clerk Service Request | This Site: Clerk Treasurer

Version 2009-02

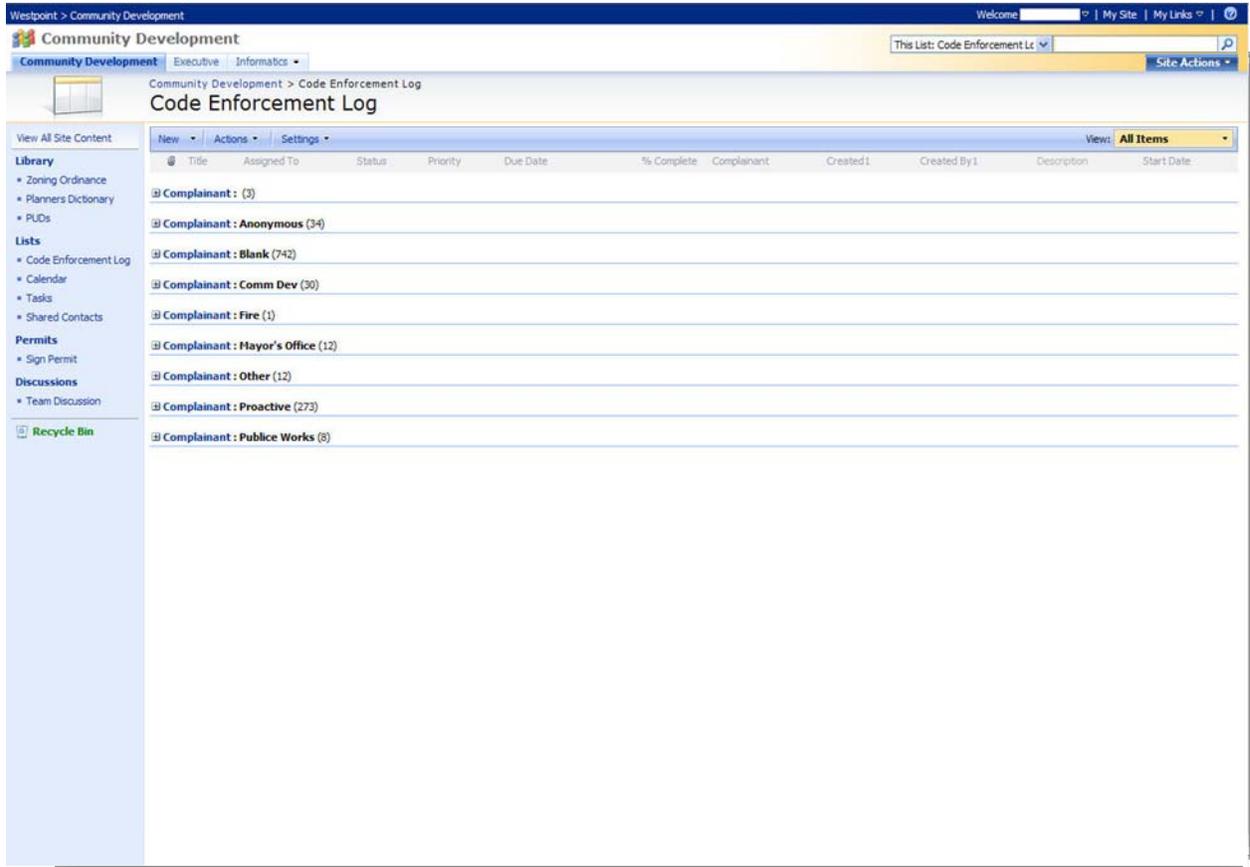
Payments Approved by Directors

Invoice Title	Pay this Amount	Invoice Number	Invoice Amount
Content Type : Fire (28)			
Content Type : Informatics (1)			

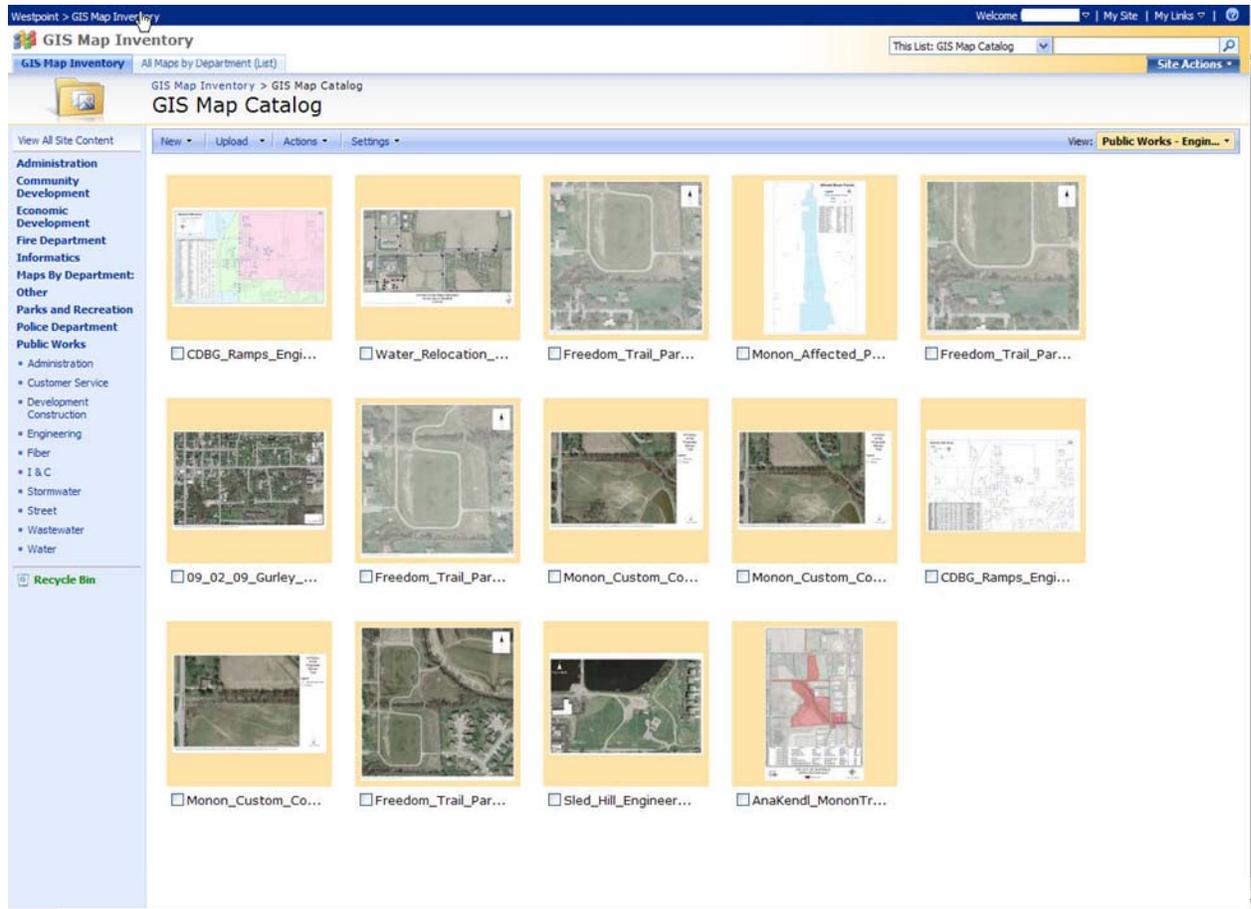
Department Fund Balance

Fund	Balance
Sum = \$7,295,325.18	
Department : Fire	(34)
Department : IT	(7)
Department : Parks	(17)
Department : Police	(39)

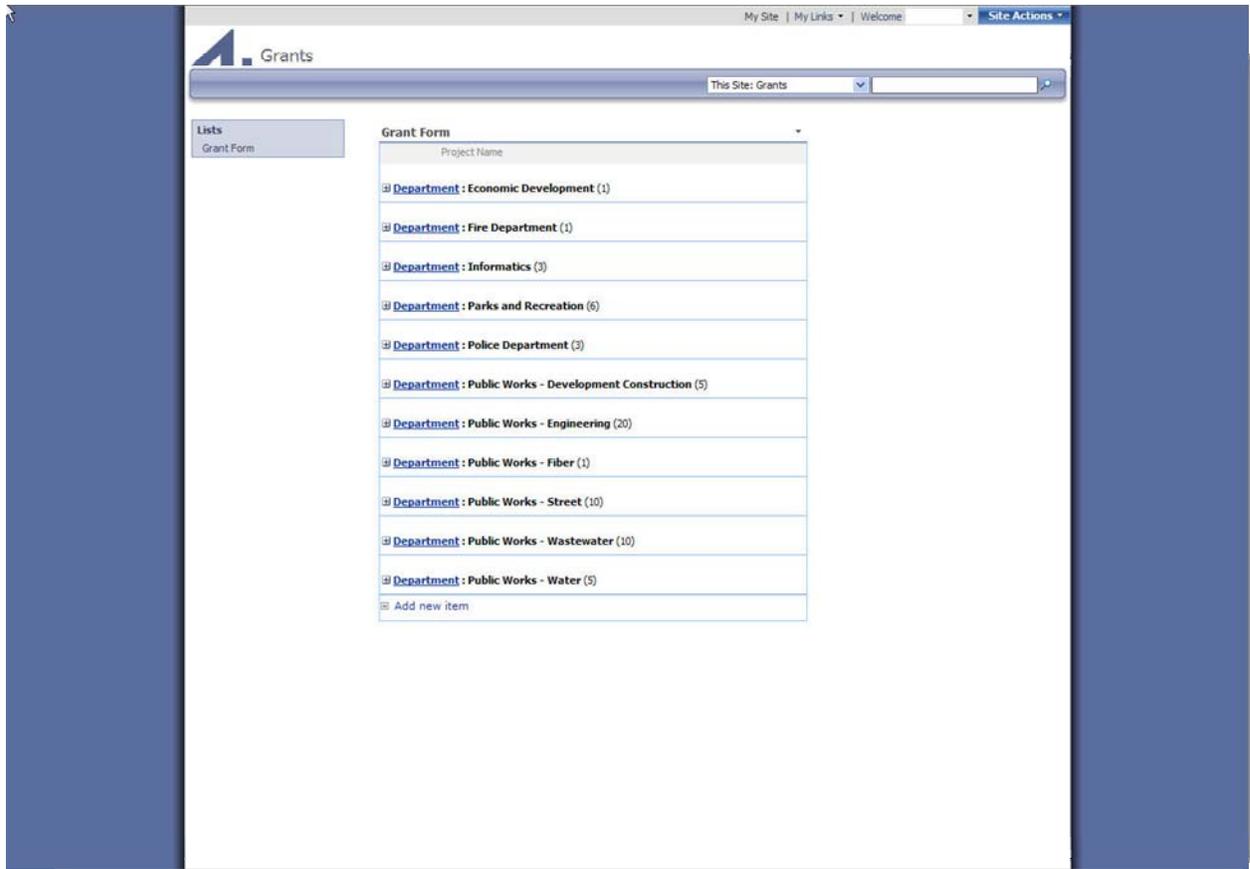
As is, the *ClerkWorks* site is the start of Westfield's internal PO and Invoicing system. Here, each department will manage their invoices, view their funds and associated balances, report to/from Clerk Treasurer acquisition activity, and more financial related information. At this very moment, the Fire and Informatics departments are using this site to report acquisitions and other account debit/credit activity. Parks, Community Development, Police, Economic Development, and other City departments will be using this resource in the very near future.



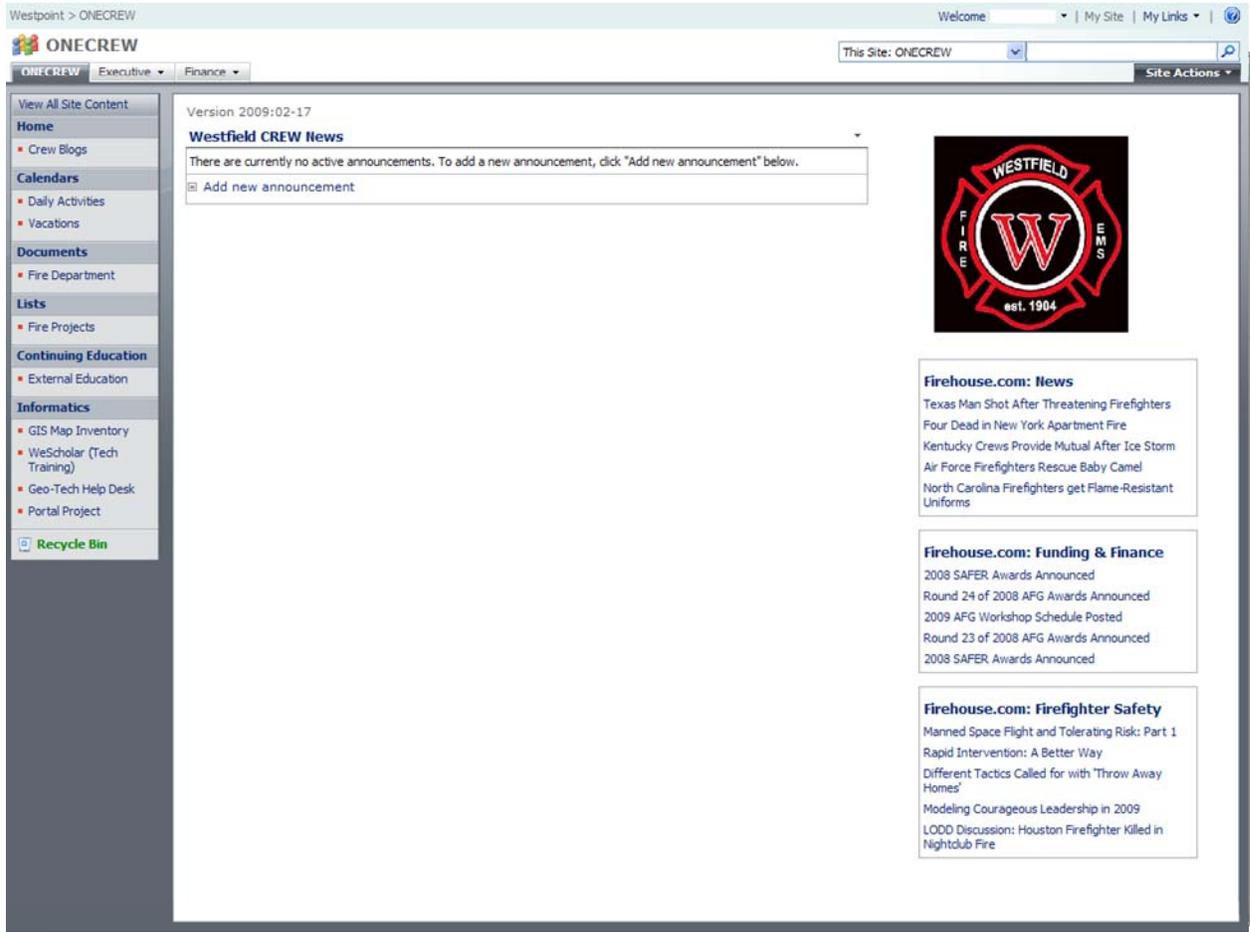
Westfield's *Community Development* sharepoint site's functionality has been added to and more Community Development personnel are aware and therefore using this site. Specifically, Jennifer Miller is working with Professional Services to assist in guiding the site, its content and structure, and overarching goals in the right direction.



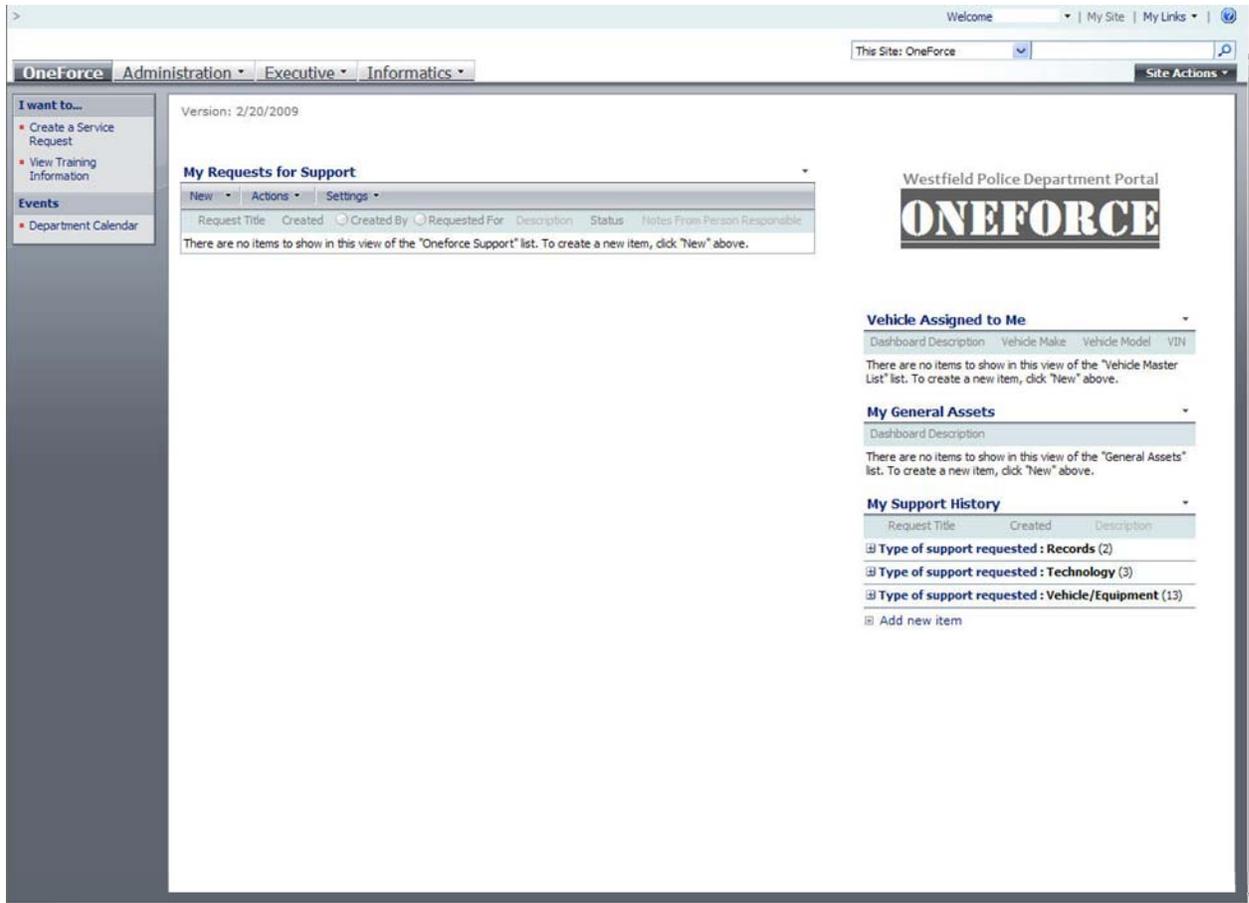
The *GIS Map Inventory* site had not yet existed until Professional Services brought it upon themselves to think of new ways to help save the City time/money/resources and still provide the same or better levels of service. Prior to this site, the creation of a map was a jumbled mess of requests, the GIS agents feeling his/her way through thousands of dated files with differing structures in place in order to find an original file to work from (if it existed) and then working to recreate much of the materials needed on the map. Now, all GIS staff have a single repository to visit when maps are needed based on previously made items. They can very quickly determine where the file is saved, edit the file and post the new map to the appropriate department's view. Therefore eliminating countless hours involved in the map creation process and the need to send the maps themselves via email.



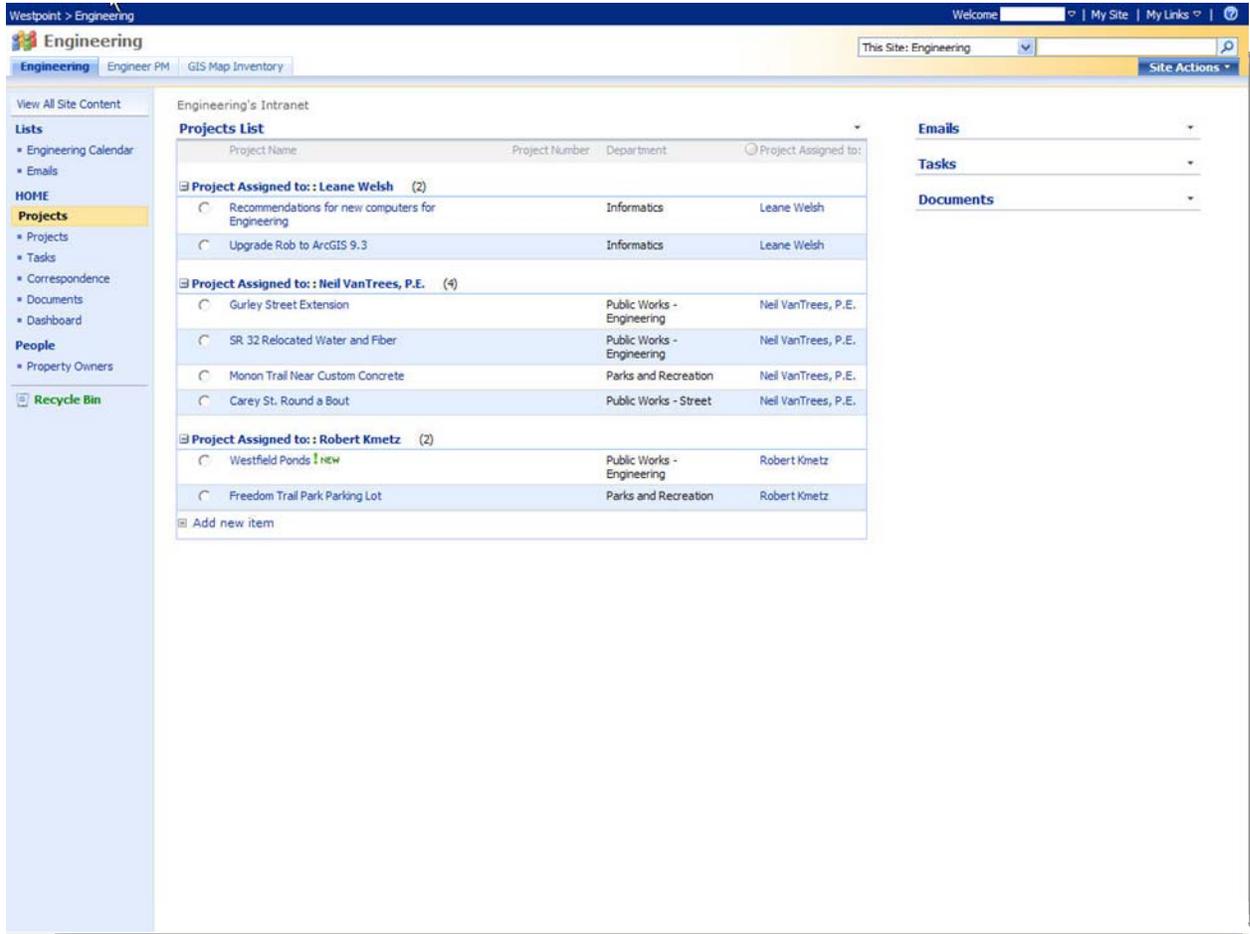
Donna Luley has been charged with representing the City's Grants needs. This *Grants* site was created to assist Donna in tracking our grant requests, criteria, department, purpose, etc. Eventually this will be a full blown grant management site, by which our Grant expert will have the ability to view Grant opportunities available for agencies such as ours, poll the City personnel for opportunities or fill requests, and track the status of grants in the writing/approval process.



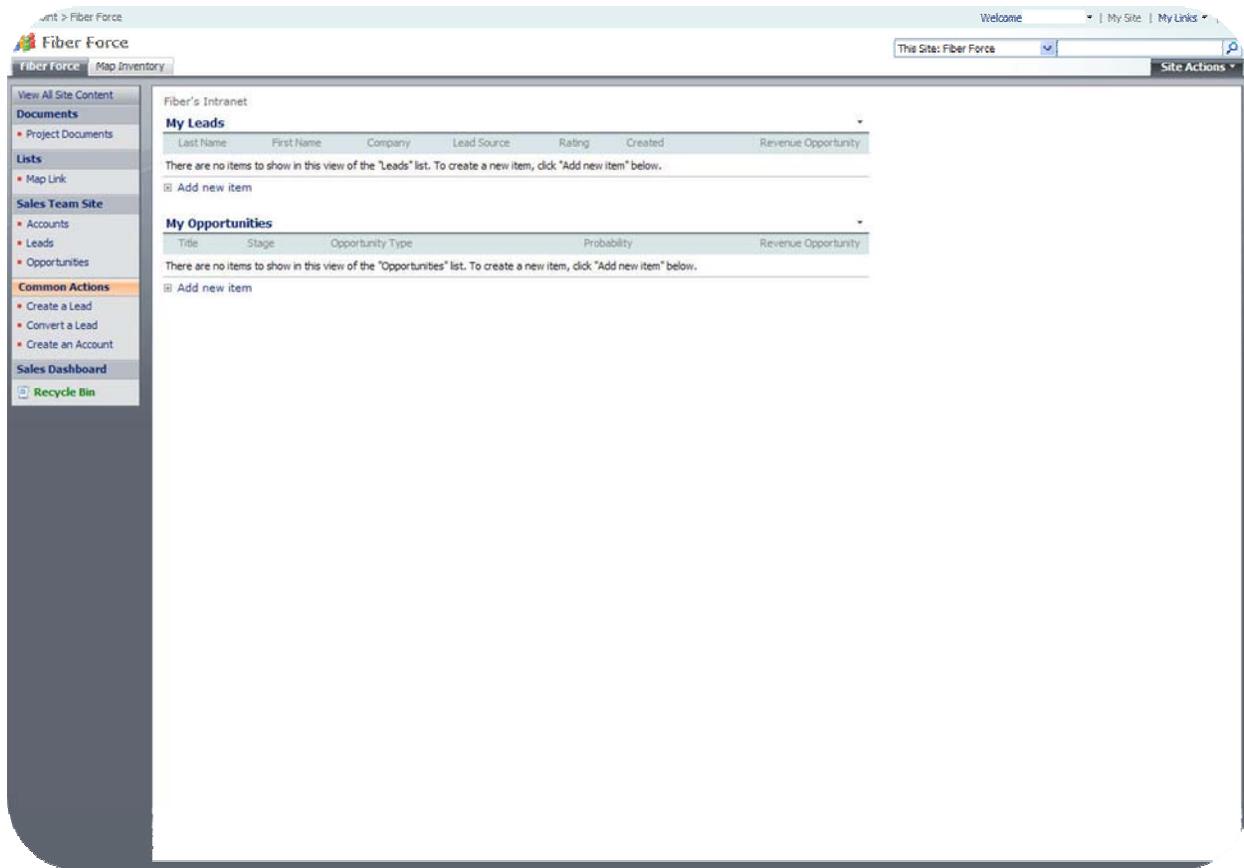
OneCrew is our Fire Department's intranet and is helping us facilitate activities as they relate to personnel management, executive decision making, integration with Clerk Treasurer's office, Informatics specific information (WeScholar, GIS Map Inventory), etc. Chief Burtron is playing a key role in the development/deployment of processes and workflows surrounding the City's sharepoint financial services (ClerkWorks) as well as providing a springboard for Sharepoint in general to show how it can help us conduct business in a more efficient manner, therefore reducing costs and maintaining or raising the levels of service.



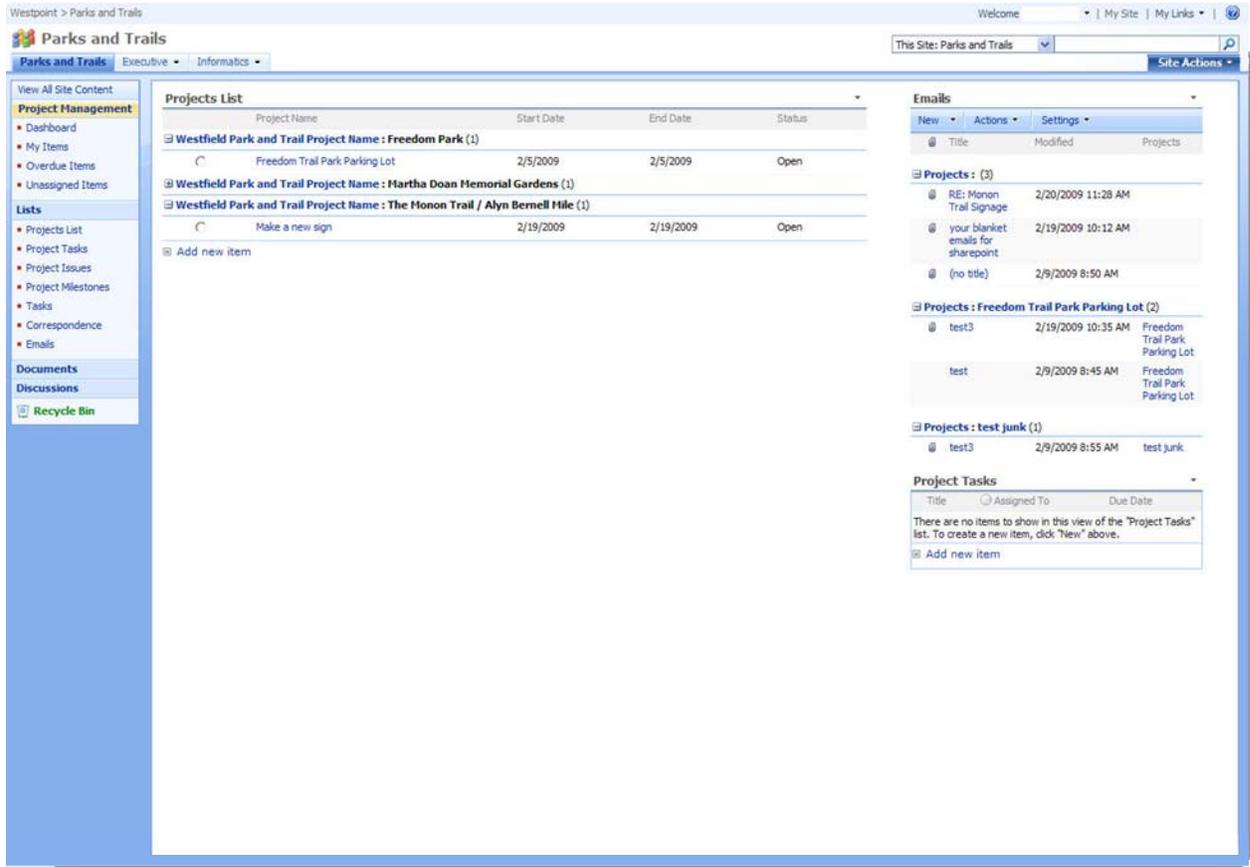
OneForce is the intranet for Westfield's Police department. This has grown tremendously in these most recent months. As is, it houses information regarding the inventory and historical management of fleet and equipment, requests for records and technical support, quartermaster information, fuel logs, and more. In the coming months, the Professional Services team will continue to work with the Police department to the end of joining all resources such that our Police department can truly be one force.



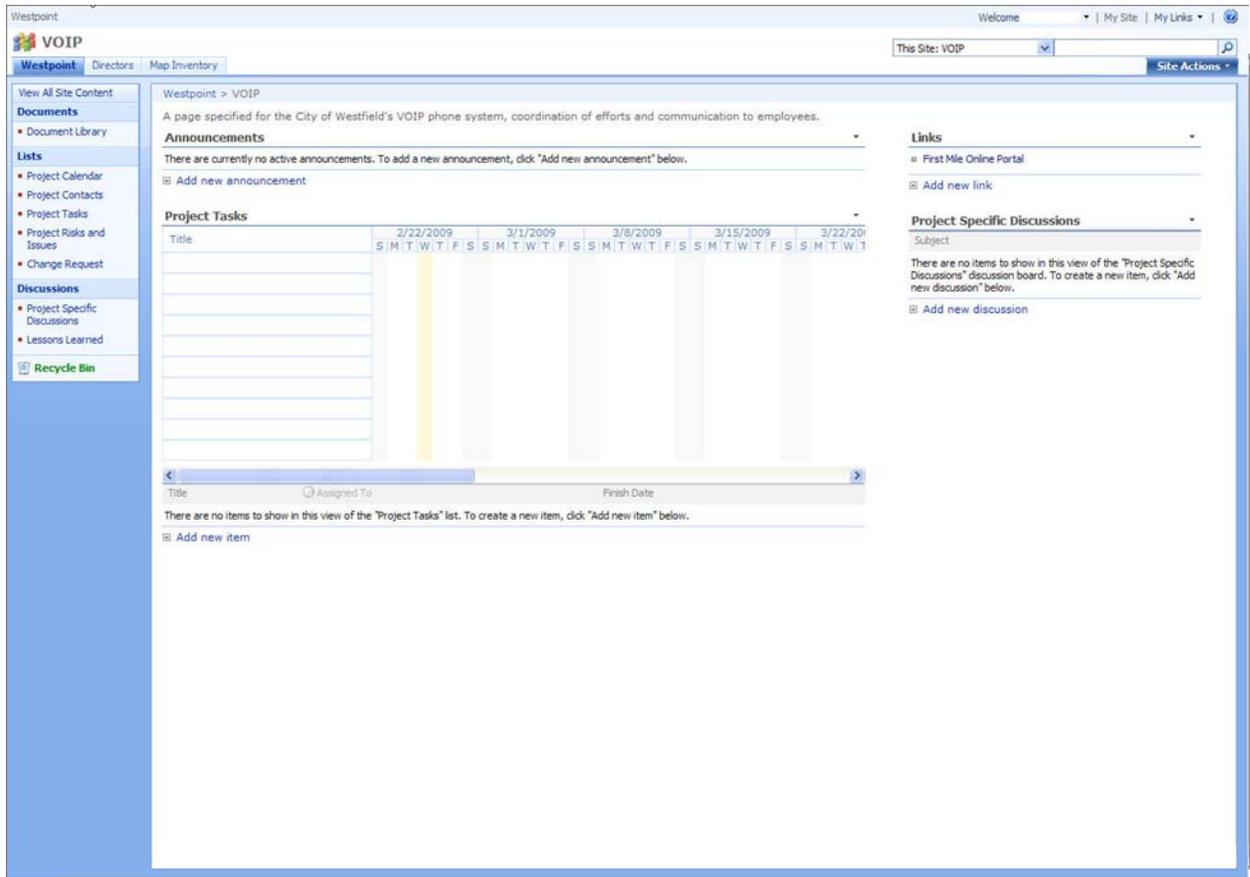
Keeping track of project-related documents, correspondence, tasks, and more, this site allows our Engineering division to organize and more efficiently manage its resources as it relates to the development of engineering specific materials.



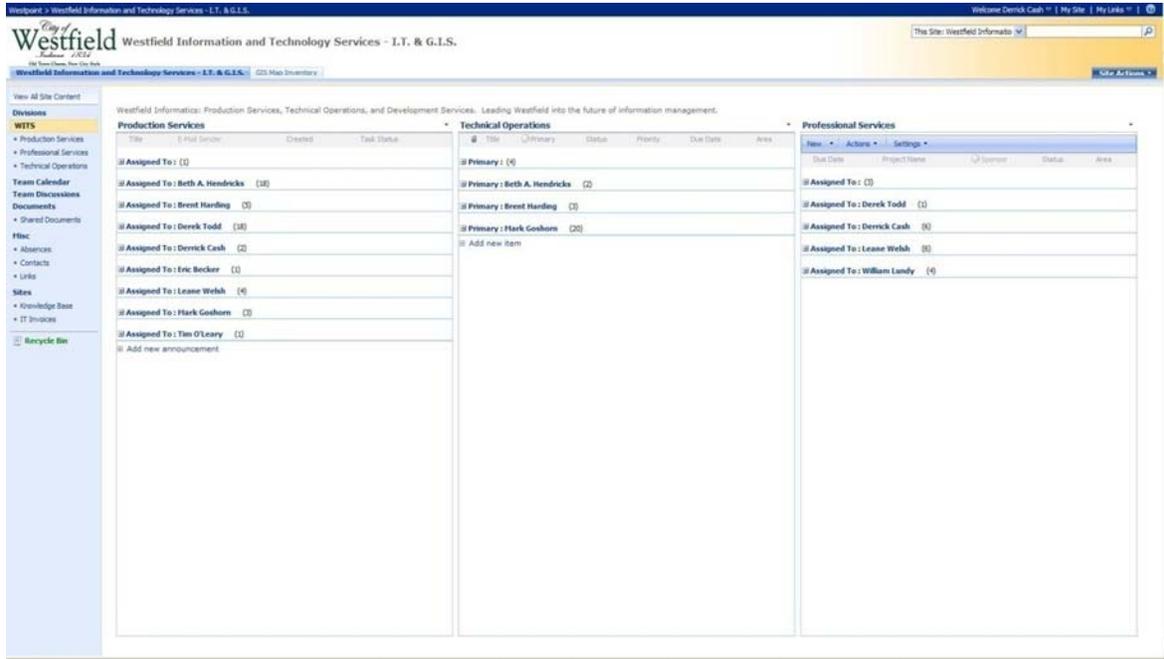
Fiber Force assists in the efforts associated with the marketing of Westfield's fiber resources. Leads and Opportunities are easily viewed on the main page, and other information such as accounts, maps, contacts, and more are easily displayed within specific pieces of this site.



Through the *Parks and Trails* site, our Parks department has the ability to manage its projects' tasks, issues, milestones, contacts, correspondence and more. This site allows our Parks Director the access needed to gather or request information and report on where any given project stands at any given time. Like many other Sharepoint sites, this one will continue to grow into the resource management tool our Parks Department needs to help them best serve Westfield.



The *VOIP* site was created to help disseminate information regarding the deployment of Westfield’s new VOIP telephone system. Here we will track the current status, what needs to happen in order to finish the project, who is responsible for what, and how our end-users can answer their questions. This will provide all of Westfield one place where they can find resources, ask/answer questions, and anything else related to the new VOIP system. Eric Bishop and Professional Services will work with the Shared Infrastructure Board (SIB) in making sure that this site maintains the right information and is always up to date.



WITS is the intranet site used by the entire Informatics department. Visually separated into the three (3) teams Informatics maintains, the home page of this site allows anyone to easily view exactly what each member of Informatics is working on, who requested the resource, what materials are associated with such resources, and the applicable notes associated with the requests. Looking deeper into the site, WITS also allows for the Informatics staff to discuss and track the discussion, it shows the members and an explanation of what each team does for the City, allows for the Director to keep track of requests for time off, and more. Soon, WITS will house information regarding our efforts to help the City save money (cost savings and avoidances), provide metrics and standards for such metrics by which departments can measure activity, and house an internal/external knowledge base where answers to basic questions can easily be found: therefore further alleviating the City's technical resources. Like all other site, WITS will continue to mold into the future required by Westfield such that we (Informatics) can better serve Westfield while still reducing costs.