



Data Management Steering Committee (DMSC)

Thursday, November 17, 2011 (10:30 a.m. – 11:30 a.m.)

CONFERENCE CALL #: (888) 850-4523 pin # for Participants: 769638

AOC Conf. Room: Wynoochee, Bldg. 1, Floor 2, Rm #227

AGENDA

1. Call to Order and Introductions	Rich Johnson
2. Review Previous Action Items	Rich Johnson
3. August 18 and October 20, 2011 Meeting Minutes Action: Motion to approve the minutes of the August 18 meeting Action: Motion to approve the minutes of the October 20 meeting	Rich Johnson
4. Enterprise Data Warehouse Update -Status of the project Action: Motion to approve the Accounting Project Charter	Jennifer Creighton
5. Data Exchange Updates: a. Superior Court DX - Status of the project - Discussion of project plan for Increment 2 - Request DMSC recommendation to proceed	Bill Burke
6. Next Steps / Motions / Decisions	Rich Johnson
7. Future Meetings - December 15, 2011, Conference Call, 9:30am to 12:00pm - January 19, 2012, Conference Call, 9:30am to 12:00pm - February 16, 2012, Conference Call, 9:30am to 12:00pm	
Attachments: 1) August 18 and October 20, 2011 Draft Minutes 2) Accounting Project Monthly Status Update 3) Accounting Project Charter 4) Accounting Project Schedule 5) Superior Court DX Monthly Status Update	

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DATA MANAGEMENT STEERING COMMITTEE (DMSC)

THURSDAY, AUGUST 18, 2011

9:30 A.M. TO 10:40 A.M.

CONFERENCE CALL #: (888) 850-4523

AOC CONF. ROOM: QUINAULT, BLDG. 1, FLOOR 2, RM #213

DRAFT MEETING MINUTES

Members and Alternates Present: Rich Johnson, Chair, Frank Maiocco, Cynthia Marr, William Holmes, Larry Barker

AOC Staff: Jennifer Creighton, Bill Burke, Pam Payne

Call to Order

Introductions were made. The April 21, 2011 Meeting Minutes were approved as submitted.

Previous Action Items Review

- Jennifer Creighton will send the list of the previous Accounting Project work group members to DMSC members for review and match up with skill sets for the implementation work group.
- Bill Burke will establish a SCDX website accessible from the Inside Washington Courts for posting SCDX documentation.
- Bill Burke will communicate with DMSC members on skill sets desired for evaluating the development contractor RFP proposals.
- DMSC members will provide a list of names for the SCDX Work Group to Bill Burke by May 6.

Bill Burke reported – meetings have started with Pierce County as they are the first interface. These meetings are critical as they confirm the web services being developed can truly be used by a remote system.

Rich stated during the previous meeting the committee agreed to establish a workgroup. It would benefit the committee to have more superior court involvement than just Pierce County. Bill Burke responded that he has a list of names, people who would be interested in supporting the workgroup. Bill will schedule a preliminary meeting with everyone to discuss the scope and exchange information that will be useful on both sides.

Rich reminded the committee the purpose would be to get a constituent group of superior court members engaged. Feedback from Judge Wynne – questions have been raised about what is being done, i.e. there is no calendaring function in the data exchange (is this known, is this a problem). This shows the expectation that people are unclear as to what is going to be included and what the outcome will include.

This workgroup would be a good resource to communicate to others what is going on. Rich asked for feedback from committee members:

Frank Maiocco commented there is interest from Spokane, King County, Kitsap - all being interested in participating in the workgroup.

William Holmes commented the importance for the juvenile courts to be included in shared data opportunity.

Rich suggested that Bill distribute the names for the workgroup and that this topic be added as an agenda item for the next meeting – and the discussion can be centered around what role the workgroup will play.

Open Action Items

- o Mike Walsh to send summary of VRV meeting.
- o Bill Burke to distribute the information on the ten (10) SCDX web services that will be delivered with SCDX Production Increment 1.
- o Bill Burke to provide the preliminary list of members of the SCDX Working Group and a recommendation of the role of this group in supporting the SCDX project at the next DMSC meeting.

Enterprise Data Warehouse (EDW) Update – Jennifer Creighton

EDW Monthly Project Status Report

Jennifer reported that work continues on maintenance and working on the PACT project. The PACT project is falling behind due to some vendor issues. Sarah Veele-Brice is working with the Juvenile Court Administrators to help the vendor with meeting their deliverables. Jennifer shared this is a data mart, with juvenile assessment data; they have some standard reports that have been developed. What is still being worked on is the historical information from the Back on Track system – so they can do ad hoc queries and create reports on their own. William Holmes asked who from WAJCA is working with Sarah; TJ Bohl.

Jennifer also reported that the time frame for this project is narrowing. Jennifer communicated to Sarah and the project team that as of September 1, 2011 this takes a backseat to the Accounting project. Work will continue to completion, but it will not be a priority.

Accounting Project Status Report

Jennifer reported that included in the materials are the draft project charter, a list of workgroup members and the beginning of a work breakdown structure. Rich asked what will be expected from the DMSC on this project. Jennifer responded that this is phase one of the original request and the workgroup will come back to the DMSC to determine next steps.

The kick off meeting is scheduled for September 13. The members will review the charter, the work breakdown structure, and the 11 reports that have been identified as composing the scope of this project. The group will prioritize the 11 reports and then the development team will start working on them.

Data Exchange Update –

Vehicle Related Violations Status Update – Jennifer Creighton for: Mike Walsh

Jennifer reported the RMS project was completed the middle of June. This freed up DIS resources for on-boarding VRV courts. DIS has a new release process they are trying to implement; the tier 1 courts will be the first customers to go through the process. Mike Walsh will provide a separate update on the outcomes of his meeting with DIS and the tier 1 courts that is happening concurrently with this DMSC meeting.

Superior Court Data Exchange (SCDX) Status Update – Bill Burke

Mr. Burke reviewed the July Superior Court Data Exchange (SCDX) project status report and stated that the SCDX project will need at least an additional \$1M to complete the project. This additional funding is being driven by the complexity of implementing the web services and by contractor uncertainty in the amount of work this implementation will require. The project proposes to proceed with the implementation of Production Increment 1 that can be completed with current authorized funding. Following the completion of this increment, the contractor and AOC will have a significantly better understanding of the costs to complete the remaining increments and will request additional funding at that time. This information was presented to the JISC on August 5 and the JISC approved moving forward with SCDX Production Increment 1. Mr. Burke also stated that the AOC was in final contract negotiations with Sierra Systems, as the apparent selected contractor, to complete the SCDX.

Mr. Burke also presented an SCDX project summary that defined the general scope and design considerations for the SCDX. The SCDX is intended to support an interface between any local Superior Court Management Information System and SCOMIS/JIS. While the Pierce County LINX system is the first system that will use the SCDX, the SCDX is being designed to support multiple local court systems concurrently. In addition, the initial (59) web services that are being delivered with this project were selected in order to enable local court systems to transmit court case information mandated by State statute to the State Data Repository. Additional web services can be added to the SCDX in future projects based upon the business needs of the Superior Courts.

Next Steps / Motions / Decisions

- None

Meeting adjourned at 10:40 a.m.

Next Meeting

- September 15, 2011, 9:30 a.m. – 12:00 p.m., TBD



WASHINGTON
COURTS

DATA MANAGEMENT STEERING COMMITTEE (DMSC)

THURSDAY, OCTOBER 20, 2011

9:30 A.M. TO 10:10 A.M.

CONFERENCE CALL #: (888) 850-4523 AND ADOBE CONNECT WEB MEETING

AOC Conf. Room: Crystal, Bldg. 2, Floor 2, Rm #209

DRAFT MEETING MINUTES

Members and Alternates Present: Rich Johnson, Chair, Frank Maiocco, Cynthia Marr, and Carl McCurley.

AOC Staff: Jennifer Creighton, Sriram Jayarama, and Kathie Smalley.

Call to Order

Rich Johnson noted that both Bill Burke and Mike Walsh were unavailable for the meeting, but the objective was to get the committee's approval and to sign off on the Accounting Project Charter, and to let everyone know the project now has a workgroup and is moving forward.

Accounting Project Update – Jennifer Creighton

Jennifer Creighton reported that the schedule that was included in the materials did not include any dates, but the committee continues to work and is on track to get their first report published in December. The workgroup is targeting to release a report every 2 to 3 months, with a total of 11 or 12 reports depending on whether you count Detail versus Summary as a separate report. The overall timeframe of the project is around 18 months.

Data Exchange Update

Vehicle Related Violations (VRV) Data Exchange Status Update – Rich Johnson *(reporting on behalf of Mike Walsh)*

Mike is at meetings working on that project and it is moving forward slowly dependent on JIS resources and other projects.

Superior Court Data Exchange (SCDX) Status Update – Rich Johnson and Sriram Jayarama *(reporting on behalf of Bill Burke)*

Mr. Johnson referenced the Risk Management section of the SCOMIS DX Project Status Report, calling out two separate items of risk to bring to the attention of the committee: 1) synchronization involving when a field in SCOMIS needs to be populated or identified with a transaction is not currently happening, and 2) a Sierra WebSphere MQ resource issue.

AOC is looking at resolving the synchronization issue using work-arounds; a part of any data exchange we would use.

Sriram Jayarama introduced himself as part of the Data Exchange project (speaking on behalf of Bill Burke), reporting that the AOC will meet with Sierra's identified WebSphere MQ person the first week of November to begin developing a WebSphere MQ design for the SCDX.

Frank Maiocco noted previous talk of creating another workgroup that would potentially be involved to work on other stand-alone systems that might be able to use some of the same exchange services as the LINX data exchange. Frank is planning to engage more people for the CMS RFP project and was concerned about the timing and wanted to know how soon the workgroup project was supposed to happen.

Rich Johnson responded that he had discussed this with Bill Burke and that together they concluded it was a little premature to engage that group now and there was also value added in gaining more superior court involvement. They also discussed the roles of that group, the timing, and the level of interest. Other factors helped them to conclude this as lower priority.

Referencing the “Superior Court Data Exchange – Production Increment 1” chart included in the meeting packet, Rich stated the areas that appear to be critical path would be the row beginning with WebSphere MQ, BizTalk development, Jagacy development, etc. (the infrastructure path). The committee would need to monitor those closely in order to determine successfulness of the project. Rich reported, by the next DMSC meeting, Bill Burke believes there will be some services to talk about and use as demonstration points.

Sriram added that the design aspect of BizTalk is going well and should be done within the next week or two, and the Jagacy piece of the design is also going well. The WebSphere MQ piece of it (basically the gateway between the BizTalk and Jagacy) will finalize the design part. As far as the screen-scraping aspect of the project, Sierra reports that is going fairly well. So once we have all these parts connected to each other, then we should be able to take one service from one end to the other end to make sure it works through the whole pipeline, so that if one service works, everything works.

Other –

The August 18, 2011 meeting minutes will come up for approval at the next committee meeting.

Meeting adjourned at 10:10 a.m.

MONTHLY ISD PROJECT REPORT

Initiative: ITG 009: Add Accounting Information to the Data Warehouse

JIS Operational Plan: Initiation

Reporting Period October 1, 2011 – October 31, 2011

Project Sponsor(s):
Rich Johnson (DMSC Chair)

IT Project Manager:
N/A, Business Area Manager is providing backup

Business Area Manager:
Jennifer Creighton

Consultant/Contracting Firm:
N/A

Description: This project is a result of the approval and prioritization of [IT Governance request 009 \(ITG 09\)](#). This request identified eleven reports that are either unworkable in the mainframe format or are new reports to be created.

Business Benefit:

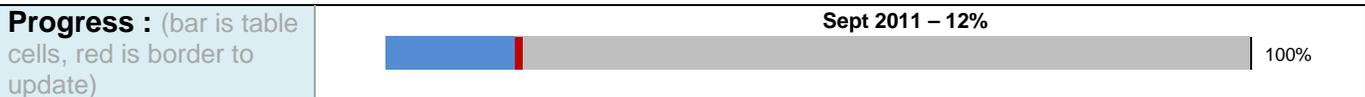
These reports will give the courts better tracking of accounting information, better budget and revenue forecasting, new or improved audit and operational reports, and the ability to answer accounting inquiries from other agencies.

This is a multi-court level request, bringing value to both the Superior Courts and to the Courts of Limited Jurisdiction.

Business Drivers <small>(place x in box)</small>	Improve Decision Making <input checked="" type="checkbox"/>	Improve Information Access <input checked="" type="checkbox"/>	Improve Service or efficiency <input checked="" type="checkbox"/>	Manage Risks <input checked="" type="checkbox"/>
	Maintain the business <input checked="" type="checkbox"/>	Manage the costs <input checked="" type="checkbox"/>	Increase organizational capability <input checked="" type="checkbox"/>	Regulatory compliance or mandate <input type="checkbox"/>

JISC Approved Budget	Allocated (Don't fill in)	Actual (Don't fill in)
	\$	

Current Status <small>(green=on schedule, yellow=potential or current risks, red=significant risk to cost, schedule, deliverables.)</small>	Scope <input checked="" type="checkbox"/>	Schedule <input checked="" type="checkbox"/>	Budget <input checked="" type="checkbox"/>



Phase (what phase is project currently in)	<input type="checkbox"/> Initiate	<input checked="" type="checkbox"/> Planning	<input type="checkbox"/> Execute	<input type="checkbox"/> Close
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Schedule	Planned Start Date: Aug 2011	Planned Completion Date: Jan 2013
	Actual Start Date: Aug 2011	Estimated Actual Completion Date:

Activities Completed	Impact/Value
✓ Completed development of "Cases with A/Rs Paid-in-Full – excluding trust" for review by work group at their November 17 meeting	✓ Review report for layout, information presented, filters and parameters
✓ Completed first draft of report design specification (RDS) for "Cases with finding date and A/Rs in potential status" for review by the work group at their November 17 meeting	✓ Obtain complete user requirements

MONTHLY ISD PROJECT REPORT

✓ Completed first draft of report design specification (RDS) for "Detail/Summary A/R Report" for review by the work group at their November 17 meeting (time allowing; otherwise, at the January meeting)	✓ Obtain complete user requirements
✓ Loaded journal voucher, bend, AR, bad adjustments tables to the operational data store	✓ Place data in staging area prior to transforming it and loading it in the accounting data mart
✓ Completed design and obtained approval for BARS, cost fee codes, remit group, and obligation tables	✓ First step in moving the data to the accounting data mart
Activities Planned	Impact/Value
✓ Obtain approval of the project charter from the DMSC	✓ Project management control and oversight
✓ Begin design for next set of required source tables	✓ Prepare for design approval
✓ Finalize RDS for "Cases with finding date and A/Rs in potential status"	✓ Obtain complete user requirements
✓ Complete draft RDS for Detail/Summary of A/R type codes entered, paid, outstanding	✓ Obtain complete user requirements

Risks Management

Risk Events	High/ Medium/ Low	Risk Mitigation
<ul style="list-style-type: none"> Space requirements for report development on production server is insufficient 	<ul style="list-style-type: none"> Low 	<ul style="list-style-type: none"> Infrastructure needs to increase disk partitioning and add additional space

Additional Comments

Approved report priority list

Group A	1. Cases with A/Rs Paid-in-Full – EXCLUDING TRUST
	2. Cases with finding date and A/Rs in "potential" status
	3. Detail/Summary A/R Report
	4. Detail/Summary of A/R type codes entered, paid, outstanding
	5. Monthly interest accruals associated with A/R type codes
Group B	6. Remittance Summary by BARS codes
	7. Cases with A/Rs Paid-in-Full – INCLUDING TRUST
Group C	8. A/R balance by type, A/R and payment aging
	9. Collection case information
Group D	10. Collection reports for parking cases
Group B	11. Legal Financial Obligation (LFO) Report
	12. PMR: Detail/Summary aged accounts receivables
	13. PMR: Detail/Summary of accounts assigned to various stages of collections
	14. Case Financial History Report (CFH) – received and ordered

Project Charter

ITG 009: Add Accounting Information to the Data Warehouse

Authored By: Jennifer Creighton

Date: 08/02/2011

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Document History

Author	Version	Date	Comments
J Creighton	1.0	8/2/2011	Initial draft
W Loewen	1.1	9/15/2011	Incorporated out of scope comments from work group
J Creighton	1.2	9/16/2011	Updated report dates and first report name
J Creighton	1.3	10/3/2011	Fixed typographical errors; removed W Loewen as project manager

A. General Information

Project Name:	Add Accounting Information to the Data Warehouse	Creation Date:	August 2, 2011
Controlling Agency:	AOC – ISD	Revision Date:	
Prepared by:	Jennifer Creighton	Authorized by:	ITG 009
Project Manager:	Wendy Loewen		

Key Stakeholders:

- Data Management Steering Committee
- Superior Courts
- Courts of Limited Jurisdiction
- Accounting Project Work Group
- AOC – Management Services Division
- AOC – Judicial Services Division

B. Project Executive Summary

This project is a result of the approval and prioritization of [IT Governance request 009 \(ITG 09\)](#). This request identified eleven reports that are either unworkable in the mainframe format or are new reports to be created. These reports will give the courts better tracking of accounting information, better budget and revenue forecasting, new or improved audit and operational reports, and the ability to answer accounting inquiries from other agencies.

This is a multi-court level request, bringing value to both the Superior Courts and to the Courts of Limited Jurisdiction.

C. Project Overview

The addition of accounting information to the data warehouse was originally requested when the current data warehouse was implemented in 2008. Project schedules and resources at that time precluded its inclusion. The business problems prompting the request still exist:

- Although the data is available, current reporting facilities in JIS do not meet the business needs of the courts.
 - Many accounting reports are time sensitive as to when they must be run; if not run on a designated date (such as last day of the quarter), the point in time data is lost and cannot be recreated.
 - Many large courts cannot run reports as they are a tremendous resource drain on the system while they are being run. The reports regularly fail, resulting in lost data, and the resource drain degrades response time for users.
- Other reports are simply not available, for example, remittance summary by A/R or a listing of checks voided during the month.
- The JIS reports currently available to the users do not adequately provide accounting data essential for statistical analysis which is frequently being requested.
- Financial reports are lacking important information, and are based upon estimates when Generally Accepted Accounting Standards require actual, and auditable figures.

For these reasons, an IT Governance request was sent through the multi-court level user group to the JISC, requesting the addition of accounting information and reporting capabilities in the

data warehouse. The request was approved and prioritized by the JISC. This project is the end result of that request.

D. Project Objectives

This project will meet the following objectives:

- Transition seven reports from the mainframe to the data warehouse, allowing them to be run without the current time constraints they currently are under;
- Create four new reports to answer additional business needs at the courts;
- Make all the information available on mainframe accounting screens available in report format (either through one of the eleven reports already identified or through up to five additional reports);
- Set the technical stage for a second phase which will allow ad hoc queries to be run against an accounting data mart.

Project Success Criteria

- All eleven reports (new and transitioned) pass user acceptance testing and are implemented in production;
- Each report is completed within the time frame estimated for it to be done.
- A second phase, to implement ad hoc queries, has been analyzed and work effort estimated. This will enable the work group to submit an ITG request for phase II, if they so desire.

E. Project Scope

The scope of this project includes and excludes the following items:

1. In Scope

- Move required accounting data tables to the data warehouse for the purpose of allowing reports to be run against the needed accounting data information.
- Reports to transition
 - Detail and summary accounts receivable reports
 - By account receivable type code
 - By billing status (billed or paid)

- Payment monitoring report
- Cases with accounts receivable paid in full
- Remittance summary by BARS code
- Limited to obligations
- Monthly interest accruals associated with accounts receivable type codes
- New reports
 - Legal financial obligation report
 - Cases with finding date and accounts receivable in potential status
 - Accounts receivable balance by type and payment aging
 - Collection reports for parking cases
- Present data from following mainframe screens, either through one of the previously defined reports or through up to five additional reports
 - Create Accounts Receivable (CAR)
 - Case Obligation Status (COS)
 - Case Financial History – Accounts Receivable (CFHA)
 - Adjustments (CFHJ)
 - Receipts and Receipt Detail (CFHR)
- Updated online documentation to support transitioned and new reports

2. Out of Scope

- Adding additional functionality to currently existing reports unless needed to support both CLJ and Superior Court Functionality as it exists today
- Ad hoc query capabilities in the accounting data mart
- Any reports or screens not listed above
- Classroom or web based training
- Data Quality Clean

3. Deliverables Produced

- Detail and summary accounts receiveable by account receivable type code
- Detail and summary accounts receivable by billing status
- Payment monitoring report
- Cases with accounts receivable paid in full

- Remittance summary by BARS code
- Limited to obligations
- Monthly interest accruals associated with accounts receivable type codes
- Legal financial obligation report
- Cases with finding date and accounts receivable in potential status
- Accounts receivable balance by type and payment aging
- Collection reports for parking cases

4. Acceptance Criteria

- Transitioned reports
 - Output matches output of currently existing JIS reports
 - Passed user acceptance testing
- New reports
 - Output verified through use of queries run against DB2 tables
 - Passed user acceptance testing

5. Organizations Affected or Impacted

Organization	How Are They Affected or How are They Participating?
Judicial Information Systems Committee (JISC)	Authorized and prioritized the project; oversight of funds and resources expended
Data Management Steering Committee (DMSC)	Project oversight
Washington State Association of County Clerks (WSACC)	End users of the accounting data mart
District and Municipal Courts Management Association (DMCMA)	End users of the accounting data mart
AOC Management Services Division (MSD)	Work with the courts on accounting issues; may be end users of the accounting data mart
AOC Judicial Services Division (JSD)	Work with the courts on accounting issues; may be end users of the accounting data mart

F. Project Estimated Effort/Duration

1. Estimated Effort Hours

AOC Group	Hours	Tasks
Court Education	200	Communication, documentation
Data Architect	32	Database design review of 10 tables in operational data store (ODS) and statewide data repository
Database Administrator (SQL)	55	Building and loading ODS objects and overall system performance testing

Maintenance (JIS)	800	Support data warehouse staff in analyzing current system and data
MSD Fiscal	75	Contributing to requirements and SME
Data Warehouse	3113	Analysis, design, coding, testing, report development, implementation
Quality Assurance	150	Testing of reports
Project Management	800	1/3rd FTE for length of project
TOTAL	5225	+/- 20%

2. Estimated Duration

Milestone	Date Completed	Deliverable(s) Completed
Project Planning	09/30/2011	<ul style="list-style-type: none"> Project Charter Schedule Communications Plan
Cases with A/R's Paid in Full	12/15/2011	<ul style="list-style-type: none"> Requirements specification document Test plan and results User acceptance results Report implemented in production
Report 2	02/29/2012	<ul style="list-style-type: none"> Requirements specification document Test plan and results User acceptance results Report implemented in production
Report 3	05/15/2012	<ul style="list-style-type: none"> Requirements specification document Test plan and results User acceptance results Report implemented in production
Report 4	07/15/2012	<ul style="list-style-type: none"> Requirements specification document Test plan and results User acceptance results Report implemented in production
Report 5	09/15/2012	<ul style="list-style-type: none"> Requirements specification document Test plan and results User acceptance results Report implemented in production
Report 6	12/15/2012	<ul style="list-style-type: none"> Requirements specification document Test plan and results User acceptance results Report implemented in production
Report 7	03/15/2013	<ul style="list-style-type: none"> Requirements specification document Test plan and results User acceptance results Report implemented in production
Report 8	05/15/2013	<ul style="list-style-type: none"> Requirements specification document Test plan and results

		<ul style="list-style-type: none"> • User acceptance results • Report implemented in production
Report 9	07/15/2013	<ul style="list-style-type: none"> • Requirements specification document • Test plan and results • User acceptance results • Report implemented in production
Report 10	10/15/2013	<ul style="list-style-type: none"> • Requirements specification document • Test plan and results • User acceptance results • Report implemented in production
Report 11	12/31/2013	<ul style="list-style-type: none"> • Requirements specification document • Test plan and results • User acceptance results • Report implemented in production
Project Conclusion	01/31/2014	<ul style="list-style-type: none"> • Project Closeout Report • Lessons Learned

G. Project Assumptions

Certain assumptions and premises need to be made to identify and estimate the required tasks and timing for the project. Based on the current knowledge today, the project assumptions are listed below. If an assumption is invalidated at a later date, then the activities and estimates in the project plan should be adjusted accordingly.

- ISD resources will be available for the time and duration they are scheduled
- Work group members will fully participate in requirements gathering and user acceptance testing
- Reports designated with equal business priority will be completed based on technical priority

H. Project Risks

Risk Area	Level)	Risk Plan
1. Length of project	High	Phased implementation of reports in priority order
2. Lack of understanding around accounting data by data warehouse team	Medium	Inclusion of JIS legacy developers on project team for knowledge transfer

I. Project Constraints

- Work group members are court staff who have other time commitments. Scheduling around them will be done as much as possible, but some work group meetings may need to proceed without all members or be postponed until all are available.
- Other project commitments for non-core project staff will constrain opportunities for knowledge transfer.

J. Project Authority

1. Funding Authority

Judicial Information Systems Committee (JISC)

2. Project Oversight Authority

Data Management Steering Committee (DMSC)

K. Project Organization / Project Management Structure

An appropriate project organization structure is essential to achieve success. The following list depicts the proposed organization:

1. Project Team

Project Executive Sponsor: JISC

Project Sponsor: DMSC

Data Warehouse Manager: Jennifer Creighton

Project Advisors:

Aimee Vance, Kirkland Municipal Court Administrator
Cynthia Marr, Pierce District Court
Ela Selga, Clark District Court Administrator
Eva Heitzman, Yakima District Court
Joel McAllister, King County Clerk's Office
Kim Eaton, Yakima County Clerk
Kim Morrison, Chelan County Clerk
Paula Davis, Yakima District Court
Sandy Ervin, Okanogan District Court Administrator
Sharon Vance, Skamania County Clerk
Tari Cook, Yakima District Court
Tawni Sharp, Thurston County Clerk's Office
Tricia Kinlow, Tukwila Municipal Court Administrator

Technical Team Members:

AJ Yates, report development
Charlene Allen, report development
Cheree Dosser, AOC accounting SME
Heidi Chu, data base administrator
Janice Winn, AOC accounting SME
Jon Bell, ETL development
Rhonda Rankin, JIS accounting developer
Tariq Rathore, data base architect
Tom Schuettke, data base administrator
Tracy Wheeler, ETL development
Yun Bauer, report development

2. Roles and Responsibilities

Role	Time Commitment	Responsible for
All	<ul style="list-style-type: none"> Varies 	<ul style="list-style-type: none"> Completing assigned tasks on time Raising issues immediately to project manager, data warehouse manager or project sponsor
Project Sponsor	<ul style="list-style-type: none"> Varies 	<ul style="list-style-type: none"> Has ultimate authority over and is responsible for the project Approves changes to project scope Provides overall vision and direction for the project Resolves issues requiring management attention Approving completion of out-of-scope activities and budgets
Project Manager	<ul style="list-style-type: none"> 30% time Attends key sessions and status meetings 	<ul style="list-style-type: none"> Providing overall leadership oversight to program/project Vendor management and oversight Managing personnel and related issues Defining scope and approving work plans Reviewing and approving milestone deliverables Ensuring that schedules and activities are coordinated within the programs and that dependencies are identified, communicated to involved parties, and efficiently managed Managing budgets Procuring/creating/managing contracts; recommending policy directives to senior management
Data Warehouse Manager	<ul style="list-style-type: none"> 60% time Attends key sessions and status meetings 	<ul style="list-style-type: none"> Provides day-to-day project guidance Approves project deliverables Communicating with stakeholders Preparing project plan/schedules Documenting changes to scope, risks, assumptions Documenting and managing impediments and blocking issues to closure and resolution Daily coordination of AOC project team staffing and resources across vendors and courts Daily coordination of deliverables Directing and managing workload Making decisions to keep the project on budget and on time Working with AOC to define and enforce project standards and scope management Daily coordination of issue management and resolution process

Role	Time Commitment	Responsible for
Project Advisors	<ul style="list-style-type: none"> As needed Attend requirements gathering sessions Participate in user acceptance testing 	<ul style="list-style-type: none"> Clarifying business and functional requirements Performing assessments and reviews Communicating with respective professional organization and court level staff Representing all user viewpoints Participating in as-needed communication, work sessions, and reviews for input/feedback Participating in user acceptance testing
Technical Team	<ul style="list-style-type: none"> Full time Attend key sessions and status meetings 	<ul style="list-style-type: none"> Creating system/technical level requirements Clarifying system/technical requirements Developing project deliverables Performing assessments and reviews Participating in as needed communication, work sessions, and reviews for input/feedback Representing all AOC ISD technical viewpoints Participating in quality assurance and unit testing

3. Project Management Structure

Project meetings

Project advisors – bi-monthly requirements gathering and report review

Technical team – weekly status meetings

Project status reporting

Monthly to JISC and DMSC

Bi-weekly to ISD management

L. Signatures

Title	Name	Signature	Date
Project Sponsor	Rich Johnson, DMSC Chair		
AOC Standards and Policies Manager	Mike Davis		
Data Warehouse Manager	Jennifer Creighton		
Accounting Work Group Lead	Tawni Sharp		

Add Accounting Data to the Data Warehouse

ID	% Complete	Task Name	Duration	Start	Finish	Predecessors	Work	Actual Work	Resource Names
0	25%	Add Accounting Data to the Data Warehouse	460d	Mon 8/1/11	Thu 5/23/13		3,551.53h	245h	
1	2%	Project Management	317.04d	Tue 10/25/11	Tue 1/29/13		310h	6h	
2	1%	Project Management tasks	317.04d	Tue 10/25/11	Tue 1/29/13		310h	6h	Creighton Jennifer[13%]
3	0%	Initiation	49d	Mon 8/1/11	Fri 10/7/11		0h	0h	
4	1%	Initiation tasks	49d	Mon 8/1/11	Fri 10/7/11		0h	0h	Creighton Jennifer[20%]
5	94%	Requirements (R)	296d	Tue 10/25/11	Fri 12/28/12		106.48h	70.5h	
6	100%	Requirements tasks	295d	Wed 10/26/11	Fri 12/28/12		29.5h	29.5h	Allen Charlene[63%],Bauer Yun[56%],Bell Jon[13%],Chu Heidi[106%],Grauman Rebecca[13%],Yates AJ[31%],Creighton Jennifer[20%],Wheeler Tracy[13%]
7	61%	Report Group A - Rqmnts	8.57d	Tue 10/25/11	Fri 11/4/11		48h	41h	
8	100%	RptGrpA (R): Analysis	5.57d	Tue 10/25/11	Tue 11/1/11	2SS	41h	41h	Allen Charlene[263%],Yates AJ[8%]
9	0%	RptGrpA (R): Reviews	2d	Tue 11/1/11	Thu 11/3/11	8	6h	0h	Allen Charlene[13%],Yates AJ[25%]
10	0%	RptGrpA (R): Changes	1.57d	Thu 11/3/11	Fri 11/4/11	9	1h	0h	Allen Charlene[13%],Yates AJ[13%]
11	0%	RptGrpA (R): Approval	0d	Fri 11/4/11	Fri 11/4/11	10	0h	0h	
12	0%	Report Group B - Rqmnts	5d	Fri 11/4/11	Mon 11/14/11		9.5h	0h	
17	0%	Report Group C - Rqmnts	5d	Mon 11/14/11	Mon 11/21/11		9.5h	0h	
22	0%	Report Group D - Rqmnts	5d	Mon 11/21/11	Wed 11/30/11		9.98h	0h	
27	10%	Tables	400d	Tue 10/25/11	Thu 5/23/13		2,774.5h	159.5h	
28	10%	Tables tasks	400d	Tue 10/25/11	Thu 5/23/13	2SS	2,774.5h	159.5h	Bell Jon,Bauer Yun[13%],Yates AJ[19%],Creighton Jennifer[20%],Wheeler Tracy,Allen Charlene[25%],Chu Heidi[13%]
29	0%	Universe Development (UD)	42.5d	Wed 11/23/11	Fri 1/27/12		85.5h	9h	
30	0%	Report Group A - UnivDev	12.5d	Wed 11/23/11	Tue 12/13/11		25h	9h	
31	0%	RptGrpA (UD): Analysis	5d	Wed 11/23/11	Thu 12/1/11	28SS+20d	10h	0h	Allen Charlene[25%]
32	0%	RptGrpA (UD): Design	3d	Fri 12/2/11	Tue 12/6/11	31	6h	0h	Allen Charlene[25%]
33	0%	RptGrpA (UD): Internal Review	4.5d	Wed 12/7/11	Tue 12/13/11	32	9h	9h	Allen Charlene[22%],Bauer Yun[2%],Bell Jon[13%],Wheeler Tracy[13%],Yates AJ[2%]
34	0%	RptGrpA (UD): Approval	0d	Tue 12/13/11	Tue 12/13/11	33	0h	0h	
35	0%	Report Group B - UnivDev	10d	Tue 12/13/11	Wed 12/28/11		18h	0h	
40	0%	Report Group C - UnivDev	10d	Wed 12/28/11	Thu 1/12/12		21h	0h	
45	0%	Report Group D - UnivDev	10d	Thu 1/12/12	Fri 1/27/12		21.5h	0h	
50	0%	Reports	93d	Tue 12/13/11	Thu 4/26/12		275.03h	0h	
51	0%	Report Group A - Reports	93d	Tue 12/13/11	Thu 4/26/12		101.5h	0h	
52	0%	RPT A1: Cases with A/R Paid In Full - EXCLUDING TRUST	36d	Tue 12/13/11	Mon 2/6/12		26h	0h	
53	0%	RPT A1: Develop	29d	Tue 12/13/11	Thu 1/26/12		14h	0h	
54	0%	RPT A1: Develop report prototype in new environment	3d	Tue 12/13/11	Fri 12/16/11	34	6h	0h	Yates AJ[11%]
55	0%	RPT A1:Test prototype	3d	Fri 12/16/11	Wed 12/21/11	54	6h	0h	Bauer Yun[17%]
56	0%	RPT A1: Conduct User Review	23d	Wed 12/21/11	Thu 1/26/12	55	2h	0h	Allen Charlene[25%]
57	0%	RPT A1: QA/Finalize	4d	Thu 1/26/12	Wed 2/1/12		8h	0h	
58	0%	RPT A1: Re-work, if required	3d	Thu 1/26/12	Tue 1/31/12	56	8h	0h	Yates AJ[13%],Allen Charlene[13%],Bauer Yun[19%]
59	0%	RPT A1 : User Acceptance sign off	1d	Tue 1/31/12	Wed 2/1/12	58	0h	0h	

Add Accounting Data to the Data Warehouse

ID	% Complete	Task Name	Duration	Start	Finish	Predecessor	Work	Actual Work	Resource Names
60	0%	RPT A1: Production	25.5d	Wed 12/28/11	Mon 2/6/12		4h	0h	
61	0%	RPT A1: Promote to Production from BOXI	2d	Wed 2/1/12	Fri 2/3/12	59	2h	0h	
62	0%	RPT A1: Send Release Notes	25.5d	Wed 12/28/11	Mon 2/6/12	61	2h	0h	Allen Charlene[4%]
63	0%	RPT A2: Cases with finding date & A/R in "potential" status	14d	Mon 2/6/12	Mon 2/27/12		17.5h	0h	
64	0%	RPT A2: Develop	7d	Mon 2/6/12	Wed 2/15/12		8h	0h	
65	0%	RPT A2: Develop report prototype in new environment	3d	Mon 2/6/12	Thu 2/9/12	62	3h	0h	Bauer Yun[13%]
66	0%	RPT A2: Test prototype	3d	Thu 2/9/12	Tue 2/14/12	65	3h	0h	Yates AJ[13%]
67	0%	RPT A2: Conduct User Review	1d	Tue 2/14/12	Wed 2/15/12	66	2h	0h	Allen Charlene[13%]
68	0%	RPT A2: QA/Finalize	4d	Wed 2/15/12	Wed 2/22/12		5.5h	0h	
69	0%	RPT A2: Re-work, if required	3d	Wed 2/15/12	Tue 2/21/12	67	5.5h	0h	Yates AJ[19%],Allen Charlene[13%],Bauer Yun[6%]
70	0%	RPT A2 : User Acceptance sign off	1d	Tue 2/21/12	Wed 2/22/12	69	0h	0h	
71	0%	RPT A2: Production	3d	Wed 2/22/12	Mon 2/27/12		4h	0h	
72	0%	RPT A2: Promote to Production from BOXI	2d	Wed 2/22/12	Fri 2/24/12	70	2h	0h	
73	0%	RPT A2: Send Release Notes	1d	Fri 2/24/12	Mon 2/27/12	72	2h	0h	Allen Charlene[13%]
74	0%	RPT A3: Detail/Summary A/R Report	15d	Mon 2/27/12	Mon 3/19/12		17.5h	0h	
75	0%	RPT A3: Develop	8d	Mon 2/27/12	Thu 3/8/12		8h	0h	
76	0%	RPT A3: Develop report prototype in new environment	3d	Mon 2/27/12	Thu 3/1/12	73	3h	0h	Yates AJ[13%]
77	0%	RPT A3: Test prototype	4d	Thu 3/1/12	Wed 3/7/12	76	4h	0h	Bauer Yun[13%]
78	0%	RPT A3: Conduct User Review	1d	Wed 3/7/12	Thu 3/8/12	77	1h	0h	Allen Charlene[13%]
79	0%	RPT A3: QA/Finalize	4d	Thu 3/8/12	Wed 3/14/12		5.5h	0h	
80	0%	RPT A3: Re-work, if required	3d	Thu 3/8/12	Tue 3/13/12	78	5.5h	0h	Yates AJ[13%],Allen Charlene[13%],Bauer Yun[6%]
81	0%	RPT A3 : User Acceptance sign off	1d	Tue 3/13/12	Wed 3/14/12	80	0h	0h	
82	0%	RPT A3: Production	3d	Wed 3/14/12	Mon 3/19/12		4h	0h	
83	0%	RPT A3: Promote to Production from BOXI	2d	Wed 3/14/12	Fri 3/16/12	81	2h	0h	
84	0%	RPT A3: Send Release Notes	1d	Fri 3/16/12	Mon 3/19/12	83	2h	0h	Allen Charlene[480,026%]
85	0%	RPT A4: Detail/Summary A/R Type Codes Entered, Paid, Outstanding	14d	Mon 3/19/12	Fri 4/6/12		18.5h	0h	
86	0%	RPT A4: Develop	7d	Mon 3/19/12	Wed 3/28/12		9h	0h	
87	0%	RPT A4: Develop report prototype in new environment	3d	Mon 3/19/12	Thu 3/22/12	84	6h	0h	Bauer Yun[25%]
88	0%	RPT A4: Test prototype	3d	Thu 3/22/12	Tue 3/27/12	87	3h	0h	Yates AJ[13%]
89	0%	RPT A4: Conduct User Review	1d	Tue 3/27/12	Wed 3/28/12	88	0h	0h	Allen Charlene[50%]
90	0%	RPT A4: QA/Finalize	4d	Wed 3/28/12	Tue 4/3/12		5.5h	0h	
91	0%	RPT A4: Re-work, if required	3d	Wed 3/28/12	Mon 4/2/12	89	5.5h	0h	Yates AJ[13%],Allen Charlene[13%],Bauer Yun[6%]
92	0%	RPT A4 : User Acceptance sign off	1d	Mon 4/2/12	Tue 4/3/12	91	0h	0h	
93	0%	RPT A4: Production	3d	Tue 4/3/12	Fri 4/6/12		4h	0h	
94	0%	RPT A4: Promote to Production from BOXI	2d	Tue 4/3/12	Thu 4/5/12	92	2h	0h	
95	0%	RPT A4: Send Release Notes	1d	Thu 4/5/12	Fri 4/6/12	94	2h	0h	Allen Charlene[480,026%]

Add Accounting Data to the Data Warehouse

ID	% Complete	Task Name	Duration	Start	Finish	Predecessor	Work	Actual Work	Resource Names
96	0%	RPT A5: Monthly Interest Accruals associated with AR Type Codes	14d	Fri 4/6/12	Thu 4/26/12		22h	0h	
97	0%	RPT A5: Develop	7d	Fri 4/6/12	Tue 4/17/12		12h	0h	
98	0%	RPT A5: Develop report prototype in new environment	3d	Fri 4/6/12	Wed 4/11/12	95	6h	0h	Yates AJ[75%]
99	0%	RPT A5: Test prototype	3d	Wed 4/11/12	Mon 4/16/12	98	6h	0h	Bauer Yun[25%]
100	0%	RPT A5: Conduct User Review	1d	Mon 4/16/12	Tue 4/17/12	99	0h	0h	Allen Charlene[50%]
101	0%	RPT A5: QA/Finalize	4d	Tue 4/17/12	Mon 4/23/12		6h	0h	
102	0%	RPT A5: Re-work, if required	3d	Tue 4/17/12	Fri 4/20/12	100	6h	0h	Yates AJ[13%],Allen Charlene[13%],Bauer Yun[13%]
103	0%	RPT A5 : User Acceptance sign off	1d	Fri 4/20/12	Mon 4/23/12	102	0h	0h	
104	0%	RPT A5: Production	3d	Mon 4/23/12	Thu 4/26/12		4h	0h	
105	0%	RPT A5: Promote to Production from BOXI	2d	Mon 4/23/12	Wed 4/25/12	103	2h	0h	
106	0%	RPT A5: Send Release Notes	1d	Wed 4/25/12	Thu 4/26/12	105	2h	0h	Allen Charlene[480,026%]
107	0%	Report Group B - Reports	79d	Wed 12/28/11	Fri 4/20/12		118.03h	0h	
174	0%	Report Group C - Reports	26d	Thu 1/12/12	Tue 2/21/12		40h	0h	
197	0%	Report Group D - Reports	13d	Fri 1/27/12	Wed 2/15/12		15.5h	0h	

MONTHLY ISD PROJECT REPORT

Initiative: Superior Court Data Exchange (SCOMIS DX)

Reporting Period: 10/17/11 – 10/28/11

Executive Sponsor(s)
Data Management Steering Committee
Rich Johnson, Chair of Committee

IT Project Manager:
Bill Burke (360) 704-4024
bill.burke@courts.wa.gov

Business Area Manager: Jennifer Creighton

Consultant/Contracting Firm: N/A

Description: The Superior Court Data Exchange project will deploy a Data Exchange that will enable all local court information systems to access the Superior Court Management Information System (SCOMIS) services via a web interface using a standard web messaging format. The project scope consists of deploying (58) Docketing services and (2) misc services that will be available to all local court information systems.

Business Benefit: The project will produce a consistent, defined set of standards and standard technology solutions for sharing data between Judicial Information System (JIS) applications supported by the AOC and its customers (Courts and Justice Partners) to:

- Eliminate redundant data entry
- Improve data accuracy
- Provide access to real-time information for decision making
- Reduce support costs through a common technical solution for sharing data

Business Drivers (please X box)	Improve Decision Making <input checked="" type="checkbox"/>	Improve Information Access <input checked="" type="checkbox"/>	Improve Service or efficiency <input checked="" type="checkbox"/>	Manage Risks <input type="checkbox"/>
	Maintain the business <input type="checkbox"/>	Manage the costs <input checked="" type="checkbox"/>	Increase organizational capability <input checked="" type="checkbox"/>	Regulatory compliance or mandate <input type="checkbox"/>

JISC Approved Budget	Allocated (Don't fill in)	Actual (Don't fill in)
	\$	

Current Status (green=on schedule, yellow=potential or current risks, red=significant risk to cost, schedule, deliverables.)	Scope	<input checked="" type="checkbox"/>	Schedule	<input checked="" type="checkbox"/>	Budget	<input checked="" type="checkbox"/>

Status Notes: The JISC approved a revised project plan on January 21.



Phase (what phase is project currently in)	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input type="checkbox"/> Close
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Schedule SCDX	Original Start Date: 1/2/2011	Original Completion Date: 7/1/2012
	Planned Start Date: 1/2/2011	Planned Completion Date: 7/1/2012
	Actual Start Date: 1/2/2011	Actual Completion Date:
Schedule Increment 1	Original Start Date: 8/29/2011	Original Completion Date: 12/31/2011
	Planned Start Date: 8/29/2011	Planned Completion Date: 12/31/2011
	Actual Start Date: 8/29/2011	Actual Completion Date:

MONTHLY ISD PROJECT REPORT

Activities Completed		Impact/Value	
✓	Sierra Systems has released the revised SCDX Application Design document based upon AOC review. Additional work is still required to complete this document.	Defines the mid-level design for the SCDX.	
✓	The AOC SCDX project team has completed the specifications for (39) web services with (20) web services still in development. The remaining web service specifications are expected to be completed by the end of the year.		
Activities Planned		Impact/Value	
◦	Begin using the Sierra Systems schedule to track progress toward completing SCDX Production Increment 1.	Provide % Complete based upon progress recorded on Sierra Systems schedule.	
◦	Continue working on SCDX web service specifications for remaining web services to be delivered in SCDX Production Increments 2, 3 & 4.	These specifications are required to implement SCDX web services for Production Increments 2 – 4.	
Milestones Planned and Accomplished			
Milestone	Original Date	Revised Date	Actual Date
Final Sierra Systems Project Plan for Production Inc 1	9/30/2011	9/30/2011	9/30/2011
Final Sierra Systems Application Design Documents for Production Increment 1	10/7/2011	11/11/2011	
SCDX Standalone Test Driver Complete – Prod Increment 1	10/31/2011	11/4/2011	
SCDX Development Complete – Prod Increment 1	11/16/2011		
SCDX Verification & Validation Complete – Prod Increment 1	12/1/2011		
SCDX Production Increment 1 Complete	12/23/2011		
Risks Management			
Risk Events	High/ Medium/ Low	Risk Mitigation	

MONTHLY ISD PROJECT REPORT

<p>Case Docket & Case Participant synchronization is required so that SCDX web services that record updates that are initiated in the LINX system, the corresponding record in SCOMIS is also updated. This issue is specific to existing case records that were entered into these systems prior to SCDX production go/Live.</p>	<p>Medium</p>	<p>The team has identified a number of potential solutions that will be discussed with the Pierce County LINX team.</p> <p>September 6 – Risk downgraded to a Medium risk due to the identification of several viable options.</p> <p>October 14 – Discussed options with the Pierce County LINX team and it was agreed that the AOC would provide the necessary SCOMIS Docket Token's and that the LINX team would begin loading them into the LINX system prior to SCDX Go/Live. Further evaluation is necessary to reach a decision on how to synchronize Case Participant. (IN-WORK)</p>
<p>The Sierra Systems team has identified an issue with the differences between the security protocol used in a Java and .NET environment. This difference is preventing the team from being able to send web messages between these (2) environments. This problem was identified when attempting to use SOAP UI for web service testing but it also impacts the SCDX interface to the LINX system.</p>	<p>High</p>	<p>October 14 – Sierra Systems is evaluating alternative solutions for resolving this problem. Potential solutions could require some additional processing of web messages on the BizTalk server to handle the Java message security protocol from the LINX system. An evaluation of options is underway.</p> <p>October 28 – Sierra Systems has identified a server configuration that will enable secure message communication between JAVA and .NET servers. (CLOSED)</p>
<p>Additional Comments</p>		
Empty space for additional comments		



DATA MANAGEMENT STEERING COMMITTEE (*DMSC*) SCHEDULE OF MEETINGS FOR 2012

<i>WEEKDAY / DATE</i>	<i>TIME</i>	<i>MEETING LOCATION</i>
Thursday, January 19, 2012	9:30 a.m. to 12:00 p.m.	Conf. Call, (888) 850-4523, Passcode: TBD
Thursday, February 16, 2012	9:30 a.m. to 12:00 p.m.	Conf. Call, (888) 850-4523, Passcode: TBD
Thursday, March 15, 2012	9:30 a.m. to 12:00 p.m.	Conf. Call, (888) 850-4523, Passcode: TBD
Thursday, April 19, 2012	9:30 a.m. to 12:00 p.m.	Conf. Call, (888) 850-4523, Passcode: TBD
Thursday, May 17, 2012	9:30 a.m. to 12:00 p.m.	Conf. Call, (888) 850-4523, Passcode: TBD
Thursday, June 21, 2012	9:30 a.m. to 12:00 p.m.	Conf. Call, (888) 850-4523, Passcode: TBD
Thursday, July 19, 2012	9:30 a.m. to 12:00 p.m.	Conf. Call, (888) 850-4523, Passcode: TBD
Thursday, August 16, 2012	9:30 a.m. to 12:00 p.m.	Conf. Call, (888) 850-4523, Passcode: TBD
Thursday, September 20, 2012	9:30 a.m. to 12:00 p.m.	Conf. Call, (888) 850-4523, Passcode: TBD
Thursday, October 18, 2012	9:30 a.m. to 12:00 p.m.	Conf. Call, (888) 850-4523, Passcode: TBD
Thursday, November 15, 2012	9:30 a.m. to 12:00 p.m.	Conf. Call, (888) 850-4523, Passcode: TBD
Thursday, December 20, 2012	9:30 a.m. to 12:00 p.m.	Conf. Call, (888) 850-4523, Passcode: TBD

(Dates/Times/Locations Subject to Change)