

BI-WEEKLY ISD PROJECT REPORT

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

JIS Operational Plan: Initiation

Reporting Period 1/7/2012 - 1/20/2012

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:

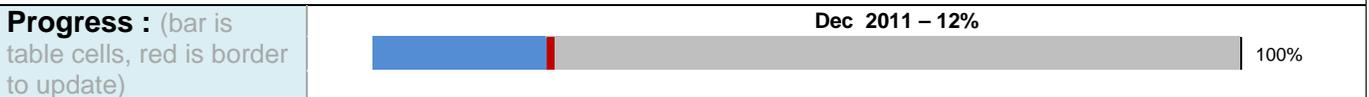
These reports will give the courts better tracking of accounting information, better budget and revenue forecasting, new or improved audit and operational reports, and the ability to answer accounting inquiries from other agencies.

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	Schedule	Budget
	●	●	●



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	Planned Start Date: Aug 2011	Planned Completion Date: Jan 2013
	Actual Start Date: Aug 2011	Estimated Actual Completion Date:

Activities Completed	Impact/Value
✓ Completed prototypes for “Cases with finding date and A/Rs in potential status” for final approval by the work group at their January 17 meeting	✓ Obtain user approval of report layout and parameters
✓ Completed changes to requirements and prototype for “Detail of A/R type codes entered, paid, outstanding” for review by the work group at their March 20 meeting	✓ Obtain complete user requirements

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✓ Completed requirements for first review for "Summary of A/R type codes entered, paid, outstanding" for review by the work group at their March 20 meeting	✓ Obtain complete user requirements
✓ Began modifications to obligation history and obligation summary tables to support reports 3, 4, and 5 listed below	✓ Provide data for requested reports
✓ Began design of new trust table to support "Cases with A/Rs Paid-in-Full – INCLUDING TRUST"	✓ Provide data for requested reports
Activities Planned	Impact/Value
✓ "Cases with Finding Date and A/Rs in Potential Status" planned for release February 21	✓ Provide new accounting reports, or improve existing reporting capabilities
✓ Complete design of changes to obligation tables, obtain design committee approval, begin testing	✓ Provide data for requested reports
✓ Complete design of trust table and obtain design committee approval; begin loading data to development environment	✓ Provide data for requested reports
✓ Finalize RDS for "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	Released to production 12/20/2011
	2. Cases with finding date and A/Rs in "potential" status	Scheduled for release to production 2/21/2012
	3. Detail of A/R type codes entered, paid, outstanding	2nd review scheduled 3/20/2012 Scheduled for release 4/17/2012
	4. Summary of A/R type codes entered, paid, outstanding	1st review scheduled 3/20/2012
	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	

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Project: Vehicle Related Violations (VRDX) Operational Readiness

Reporting Period: 01/07/12 – 01/20/12

Executive Sponsor(s) Data Management Steering Committee <i>Rich Johnson, Chair of Committee</i>	IT Project Manager: Michael Walsh Michael.walsh@courts.wa.gov 360-705-5245
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Business Area Manager: Jennifer Creighton	Consultant/Contracting Firm: NA
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Description: Vehicle Related Violations (VRV) was designed to automate the input and submittal of parking violations as received by local courts through local enforcement agencies (LEAs). The VRV website provides a service for jurisdictions to get access to the technical information and data needed for them to setup and build data exchanges for use on the jurisdictions side. The AOC has successfully implemented the VRV DX solution with Everett Municipal Court and is now preparing to execute the final two planning steps required before making VRV broadly available statewide. The focus of this engagement between CodeSmart Inc. and AOC is to enable VRV Operational Readiness inclusive of performance tuning, infrastructure setup, and transition to ISD Operations for ongoing support and maintenance.

Business Benefit: The VRV Operational Readiness Project will prepare a solution for extended pilot use and eventual statewide implementation. The ongoing work will improve performance for the VRV pilot application with the goal of handling anticipated workload and transaction capacity, perform infrastructure cleanup and ensure optimal environment configuration for ongoing support and maintenance. The Customer Website for Data Services is ready for the extended pilot.

Business Drivers <small>(please X box)</small>	Improve Decision Making <input 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 type="checkbox"/>	Increase organizational capability <input 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	●	Schedule	●	Budget	●
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Status Notes: Kirkland is processing VRV tickets. Lakewood has completed acceptance testing and they are finalizing an SLA between the RedFlex, Lakewood's traffic ticket solution provider and CodeSmart, the VRV web service provider. Issaquah is in the process of functional testing and acceptance.

- Next steps are:
1. Continue to track progress with Tier 1 courts (Issaquah and Lakewood) until they are processing VRV tickets
 2. Work with the Tier 2 courts (Lynnwood, Fife, and Tacoma) on the on-boarding collaboration with JINDEX and the Department of Enterprise Services.



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	Planned Start Date: 3/22/2010	Planned Completion Date: 12/31/2011
	Actual Start Date: 3/24/2010	Actual Completion Date:

Activities Completed	Impact/Value
✓ Tier 1 – Go Live	As of December 15, 2011 Kirkland Muni has been receiving VRV tickets through the data exchange. Lakewood Muni has completed and accepted the VRV solution

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		from vendor. They are in the process of completing the service level agreement with RedFlex, their Traffic System solution providers. Once the SLA is in place Lakewood will start submitting VRV ticket messages into DISCISI.	
Activities Planned		Impact/Value	
<ul style="list-style-type: none"> ◦ Tier 1 – Functional Testing 		Issaquah is still working on their user test acceptance and are targeting late January to start sending AOC VRV tickets through the data exchange.	
Milestones Planned and Accomplished			
Milestone	Original Date	Revised Date	Actual Date
On-board Tier 1 (Kirkland)	4/01/2011	12/01/2011 12/31/2011	12/15/2011
On-board Tier 1 (Issaquah, Lakewood)	4/01/2011	12/31/2011 1/30/2012	
On-board Tier 2 (Tacoma, Lynnwood, and Fife)	5/01/2011	3/16/2012 June 2012	
Risks Management			
Risk Events	High/ Medium/ Low	Risk Mitigation	
Additional Comments			

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Initiative: Superior Court Data Exchange (SCOMIS DX)

Reporting Period: 1/07/12 – 1/20/12

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 Case Management 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 (63) web services that will be available to all local court Case Management 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 ●	Schedule ▲	Budget ●

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

Progress : (bar is table cells, red is border to update)	SCDX Increment 1 - December - 95%	100%
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Phase (what phase) is project currently in	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input type="checkbox"/> Close
Schedule SCDX	Original Start Date: 01/02/2011		Original Completion Date: 07/01/2012	
	Planned Start Date: 01/02/2011		Planned Completion Date: 12/01/2012	
	Actual Start Date: 01/02/2011		Actual Completion Date:	
Schedule Increment 1	Original Start Date: 08/29/2011		Original Completion Date: 12/31/2011	
	Planned Start Date: 08/29/2011		Planned Completion Date: 01/31/2012	
	Actual Start Date: 08/29/2011		Actual Completion Date:	

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Activities Completed	Impact/Value
<ul style="list-style-type: none"> ✓ Sierra Systems QA Team has completed verification testing of the (10) SCDX Production Increment 1 web services 	Sierra Systems verification testing will confirm that the software delivered meets AOC requirements. These tests are being performed prior to the start of AOC QA testing.
<ul style="list-style-type: none"> ✓ Sierra Systems revised the BizTalk Build & Deploy and BizTalk Technical Design Documents based upon results of AOC review of these documents. These documents are currently being reviewed by the AOC project team. 	The build and deployment documentation is used by the AOC to build and deploy the software application that Sierra Systems has delivered for SCDX Production Increment 1.
Activities Planned	Impact/Value
<ul style="list-style-type: none"> ◦ Sierra Systems is expected to deliver (4 – 6) SCDX Production Increment 1 web services to the AOC. 	These web services will enable an external court system to perform these SCOMIS//JIS transactions via a computer interface.
<ul style="list-style-type: none"> ◦ The AOC will build and deploy the SCDX web services delivered by Sierra Systems. The AOC team intends to perform an integrated test in the Dev environment using the SCDX Test driver to drive transactions through the SCDX. 	This integrated test will be performed in Dev and verify that the web services transactions integrate across BizTalk, MQ Manager, Java/Jagacy and SCOMIS using the SCDX Test Driver. Following the successful completion of these tests, the SCDX web services will be tested by the AOC QA team in the QA environment.

Milestones Planned and Accomplished

Milestone	Original Date	Revised Date	Actual Date
Final Sierra Systems Application Design Documents for Production Increment 1	10/07/2011	12/05/2011	12/08/2011
SCDX Standalone Test Driver Complete – Prod Increment 1	10/31/2011	12/05/2011	12/09/2011
SCDX Development Complete – Prod Increment 1	11/16/2011	12/16/2011	12/16/2011
Start SCDX Verification & Validation Testing – Prod Increment 1	12/02/2011	12/16/2011	12/16/2011
SCDX Verification & Validation Complete – Prod Increment 1	12/01/2011	01/31/2012	
SCDX Production Increment 1 Complete	12/23/2011	02/17/2012	

Risks Management

Risk Events	High/ Medium/ Low	Risk Mitigation

Additional Comments

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Initiative: Implement Information Networking Hub and Services (INH)

Foundation and Pilot Services Implementation

Reporting Period January 7 – January 20, 2012

Executive Sponsor(s):

Vonnie Diseth (CIO)
Jeff Hall (CEO)

IT Project Manager:

Dan Belles

Business Area Manager: Jennifer Creighton

Consultant/Contracting Firm: TBD

Description: The Information Networking Hub (INH) has been initiated as one of three separate Project/Program tracks. While the INH is being built to support the implementation of a Superior Court Case Management System (SC CMS), it is also building a foundation for data exchange with other COTS packages.

The INH is a required architecture to support information interchange between the disparate JIS central (new and existing) and local systems. This Project will involve a core team of resources with the experience and knowledge of AOC systems, “as is” and the “to be” future state to support the building a robust enterprise architecture capable of exchanging messages from disparate systems with one common messaging standard.

The INH project will begin with the development of the Foundation components and Pilot Deployment of two services. Initially the components of the INH will be developed in a sequencing priority based on the needs of the SC CMS requirements but will continue to build on meeting the needs for AOC and COTS packages of the future.

Business Benefits:

- Seamless integration of current and future as well as centralized and local applications that provides better customer experience and information
- Near real-time information networking through “publish-subscribe” mechanisms that facilitates the sharing of data and dramatically reduces duplicate data entry
- Modern architecture that aligns with latest technology trends to provide flexibility and the ability to deliver new customer requests in a timely manner
- A centrally managed data repository governed by data standards and quality
- A centralized security framework that can meet the needs for ensuring data is secure
- Enhanced customer interfaces to improve productivity, advance decision-making capabilities and aid in access to justice

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 checked="" type="checkbox"/>

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

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Current Status (green=on schedule, yellow=potential or current risks, red=significant risk to cost, schedule, deliverables.)	Scope	●	Schedule	●	Budget	●
Progress : (bar is table cells, red is border to update)		January 2012 – 15%				
		100%				
Phase (what phase is project currently in)	<input checked="" type="checkbox"/> Initiate	<input checked="" type="checkbox"/> Planning	<input type="checkbox"/> Execute	<input type="checkbox"/> Close		
Schedule	Planned Start Date: July 2011		Planned Completion Date: June 2012			
	Actual Start Date: July 2011		Estimated Actual Completion Date: TBD			
Activities Completed			Impact/Value			
✓ Continued work on INH Project Charter – Foundation and Pilot			✓ Provides project authorization, scope statement, goals, assumptions, roles and responsibilities, budget and risks.			
✓ Completed sub-project summary and team lead identification.			✓ Helps define timelines and work estimates			
✓ Completed INH Technical Infrastructure validation report deliverable			✓ Provides documentation on the results of the proof of concept demonstrating that an INH data exchange can be developed and deployed successfully. The report also documents technology used, lessons learned and issues encountered in developing an INH data exchange			
✓ Drafted high level project schedule			✓ Provides a framework to begin building baseline schedule and decomposing detailed tasks			
✓ Completed INH presentation to King County IT staff			✓ Provides visibility to INH project and builds support from INH stakeholder community			
✓ Conducted INH Technical lead meeting to clarify roles and expectations			✓ Initiates weekly INH core team meetings to discuss current issues, tasks, risks and schedule.			
✓ Conducted requirements meeting with Business Analysts to begin capturing requirements around the Person Search and Person Maintenance services.			✓ Provides detailed business and technical requirements for building and designing the two Pilot services			
✓			✓			
Activities Planned			Impact/Value			
✓ Complete charter based on approved INH strategy and roadmap			✓ Provides authority and direction for the Project, approval for the budget, scope, schedule, and resources. It provides guidance to manage issues, risks, and project constraints.			
✓ Evaluate vendor proposal to INH Data Exchange Technical Consultant RFQQ and schedule interviews			✓ Drives the technical solution with external experienced resources and appropriate skill set to develop Technical Lead plan			
✓ Contact Benton/Franklin County Court IT staff to discuss participation as a Pilot site for INH			✓ Provides a viable Pilot site to implement the first two services in production by partnering with a court user			

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Milestones Planned and Accomplished			
Milestone	Original Date	Revised Date	Actual Date
Complete Project Initiation	July 2011	Dec 2011	
Complete Project Charter	July 2011	Jan 2011	
Obtain Project Charter Approval	July 2011	Jan 2011	
Determine Project Timelines	Aug 2011	Feb 2011	
Develop Baseline Project Schedule	Feb 2011		
Complete high level resource plan	Aug 2011	Feb 2011	
Validate Technology Infrastructure	Oct 2011	Dec 2011	Dec 2011
Obtain finalized list of Business Services	Oct 2011		Dec 2011
Contract with Data Exchange Consultant	Jan 2012	Feb 2012	
Establish INH Foundation & Framework	Dec 2012		
Implement Two Pilot Services	June 2012		
Risks Management			
Risk Events	High/ Medium/ Low	Risk Mitigation	
<p>Resources</p> <ul style="list-style-type: none"> • The implementation of INH is a new and complex endeavor for the resources at AOC. The need to clearly define the architecture to incrementally build the future state is critical to the success of this project. The risk is being able to clearly identify the work efforts required to: <ul style="list-style-type: none"> ○ Deploy Pilot Services to Production ○ Implement the INH foundation components required to support the Pilot Services and SC-CMS 	High	<ul style="list-style-type: none"> • Architecture design will follow new Enterprise Architecture approval processes • Use the experience and knowledge gathered from the technical validation and from SC DX project to build the first two Pilot services • A Pilot deployment in a production environment will provide the opportunity to ensure the architecture is in alignment with the vision and will re-enforce that the technology roadmap is correct • EA will assign an Information Solutions Architect with experience with implementing data exchanges and message orchestration • Hire an external Data Exchange Technical Consultant with real world experience to validate and lead the development and implementation of a production ready INH • A phased implementation strategy focusing on the requirements for developing and deploying the first Pilot services and foundation components supporting the SC CMS project to ensure INH is ready when needed 	

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<p>Scope</p> <ul style="list-style-type: none"> Large – multi-year effort to implement INH. A rush to adequately plan may result in costly miscalculations in cost and time estimates and ultimately project delays or failure. 	<p style="text-align: center;">High</p>	<ul style="list-style-type: none"> Conduct Pilot Implementation and focus on efforts required to support SC-CMS Conduct phased implementation Continue to bring visibility to the complexity of this technical effort and work with AOC Leadership to allow time to complete planning and deployment efforts. Strategy and roadmap should be validated by outside Technical Consultant to clarify strategy and minimize/reduce scope creep and/or change
<p>Budget</p> <ul style="list-style-type: none"> Project effort depends on funding from original transformation budget. However the scope of INH is much broader than the scope as defined in the transformation efforts and some funding has been removed. There is not enough funding to cover the estimated costs to complete INH in support of CMS over the entire project timeframe. 	<p style="text-align: center;">High</p>	<ul style="list-style-type: none"> Leverage other approved ITG projects work products to develop components of INH (e.g. SCDX, ITG27, Spokane, and SC-CMS). Utilize internal resources and tools with data exchange skills and experience where possible. Continue to refine the high level budget estimates as information becomes available to support requests for supplemental funding if needed
<p>Resource Allocation</p> <ul style="list-style-type: none"> Resources required to complete INH work efforts are working on multiple projects with competing priorities resulting in conflicts and delays 	<p style="text-align: center;">High</p>	<ul style="list-style-type: none"> Continue to work with the Leadership Team clarify the prioritization of projects and to appropriately assign a priority to INH Continue to work with the PMs of the SC DX, SC CMS and COTS Prep projects to coordinate efforts and identify opportunities for efficiency among projects
<p>SC – CMS Coordination</p> <ul style="list-style-type: none"> Detailed requirements from the selected SC-CMS COTS need to be communicated in order for the program to build the necessary adapters 	<p style="text-align: center;">Med</p>	<ul style="list-style-type: none"> Core team on INH should be communicated to regarding the content of the feasibility study to avoid misinterpretation or misunderstanding of the common technical goals for SC-CMS and will help define where requirements need to be provided from the SC-CMS solution package to INH technical team and where INH technical team needs to indicate standards Presentation of Feasibility study provided to INH team Hold regularly scheduled meetings between INH technical team and the “to be” technical team for RFP selection to ensure project interdependencies are tracked
<p>Additional Comments</p>		