



DATA MANAGEMENT STEERING COMMITTEE

THURSDAY, APRIL 21, 2011

9:30 A.M. – 12:00 P.M.

CONFERENCE CALL #: (888) 850-4523 pin # for Participants: 769638
pin # for AOC: 7696380

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

**This will be an online meeting. Online instructions will be sent by Tuesday 4/19*

AGENDA

1) Call to order

- a) Introductions
- b) Approval of March 17, 2011 minutes
- c) Review action items

2) Enterprise Data Warehouse Update

- a) EDW Monthly status report
- b) Accounting project update

3) Data Exchange Update

- a) VRV DX status update
- b) Superior Court DX
 - Role of DMSC
 - Discuss project approach
 - Project status
 - RFP schedule
 - Document deliverables
 - Inventory of services

4) Next Steps / Motions / Decisions

5) Future Meetings

- May 19, 2011 9:30 a.m. – 12:00 p.m., Conference Call
- June 16, 2011 9:30 a.m. – 12:00 p.m., Conference Call
- July 21, 2011 9:30 a.m. – 12:00 p.m., Conference Call

Attachments

March 17, 2011 Draft Minutes

Enterprise Data Warehouse Monthly Status Report

Vehicle Related Violations DX Monthly Status Report

Superior Court DX Monthly Status Report

SCDX Project Status PowerPoint Presentation

SCDX RFP Schedule



DATA MANAGEMENT STEERING COMMITTEE (DMSC)

THURSDAY, MARCH 17, 2011

9:30 A.M. TO 10:30 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, Barb Miner, William Holmes.

AOC Staff: Jennifer Creighton, Bill Burke, Mike Walsh, Pam Payne.

Call to Order

Introductions were made. The December 16, 2010 Meeting Minutes were approved as submitted.

Previous Action Items Review

- o None

Open Action Items

- o Jennifer Creighton will work with Sarah Veele-Brice to update the definition of PACT.
- o Bill Burke to send out the list of 58 Services to the committee.

Enterprise Data Warehouse (EDW) Update – Jennifer Creighton

EDW Monthly Project Status Report

Jennifer reported the team is spending most of their time on fiscal requests and answering requests from other agencies, AOC, and legislature trying to get data. The team is also working on the PACT project (Positive Achievement Change Tool). This is the new data mart that will be used by juvenile courts. This will assist JC's with their risk assessment for juveniles. This project will be completed around the end of June 2011. The next project will be the Accounting project which is scheduled to begin August 1, 2011.

William Holmes asked what the time frame for the report was in the materials – Jennifer Creighton replied – it is through February 2011. William expressed the impact and value of PACT is understated and asked that the language and explanation of the tool's purpose be explained in further detail. Jennifer will talk with Sarah Veele-Brice and get the official description of the project and send it to William Holmes to look at.

Data Exchange Update –

Vehicle Related Violations Data Exchange (VRV DX) Status Update – Mike Walsh

Mike Walsh reported VRV is still delayed due to RMS (Records Management System). We are waiting for them to finish their tasks to free up the resources from DIS to help us get our on-boarding partners engaged.

We are moving forward with testing. Messages being sent between agencies are being routed successfully. The next step is to apply security to these messages to ensure a safe environment. This has been a major achievement in moving forward.

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

The team is currently working on documentation and documentation templates. These documents include system functional specifications; these define the screen flows and the screen actions that have to occur. These will be completed in March of 2011 and will be incorporated into the RFP. The RFQQ (Request for Quotes and Qualifications) was released to acquire a NIEM expert who has specific experience in web messaging formats. This expertise will assist us in creating efficient NIEM schemas and allow the work to be completed in a timely manner.

Next Steps / Motions / Decisions

- None

Meeting adjourned at 10:20 a.m.

Next Meeting

- April 21, 2011, 9:30 a.m. – 12:00 p.m., TBD

Reporting Period: March 1st – March 31st 2011

Operational Area: Data Management

Jennifer Creighton, Data Management Manager

Includes: Database Unit, Development Unit, Data Warehouse Unit

Description: *The Data Management Section is comprised of three separate units:*

Data Warehouse Unit: The enterprise data warehouse is a repository of historical information that allows courts to query data for managerial and historical reporting. Case and person data is consolidated from SCOMIS, JIS, ACORDS, and JCS for reporting across all court levels. Court specific data marts provide users the ability to query information by specific court level. The information in the warehouse is accessed using a query tool called Business Objects XI (AKA BOXI). The ability to run queries and reports on historical information on court data provides business intelligence and insight into patterns, trends, issues and gaps in that data that can be used for research analysis, improvement of business functions, risk assessment and other business needs. Reports from the enterprise data warehouse can be run on demand or scheduled on a preset basis and the output can be sent to the desktop, or sent to an email address or a file folder making the information easy to share and obtain.

Development Unit: The development team is tasked with staffing active projects. They complete requirements analysis, coding, unit testing, and implementation to production of new applications. Work performed by the Development Unit is reported separately under the project(s) to which the staff is currently assigned.

Database Unit: The database unit provides a support role to the data warehouse team, the development team, and the operations section (legacy maintenance). They are responsible for reviewing and approving the design of underlying table structures, creating indices to improve performance, maintaining data dictionaries, providing review of proposed changes and additions to the database tables, and creating standards for the creation and maintenance of the databases.

Data Management Team: The data management team is comprised of individuals from each of the three units in the Data Management section. They have the responsibility of managing data from an enterprise perspective, including data quality and tracking compliance to data policies. Their activities are reported separately rather than repeating the work for each specific unit.

Activities Completed this Reporting Period	Impact/Value
Data Warehouse Unit	
<ul style="list-style-type: none"> Completed load of vehicle and e-ticketing information. Designed user interfaces and forwarded to testers for final testing. Planned implementation is April 2011. 	Added at the courts' request, to increase their ability to track e-ticketing cases and analyze the impact of e-ticketing on caseloads.
<ul style="list-style-type: none"> PACT: created proof of concept reports and prepared reports for demonstration at Juvenile Court Administrators conference in May. Completed design of user interface. Defined security requirements and process. 	The juvenile courts have a rich database of criminogenic information on juvenile offenders. The PACT implementation gives the courts the ability to conduct real time queries on this data allowing them to better understand the needs of the youth they serve, more efficiently determine where to allocate resources, and continue to provide the most effective evidence based programs.
<ul style="list-style-type: none"> Maintenance activities included: first steps in upgrading Informatica, the software which is used to extract data from the transactional databases and place it in the data warehouse. 	Continual maintenance of the data warehouse improves response times, increases functionality of the warehouse, maintains the integrity of the data, and ensures the latest versions of related software are implemented.
<ul style="list-style-type: none"> Accounting project: continued preparation work, including review of transactional tables required 	Adding accounting information to the data warehouse will provide:

for input and review of specifications for required reports.	<ol style="list-style-type: none"> 1. Better tracking of accounting information 2. Budget and revenue forecasting 3. Audit and operational reports 4. Ability to answer inquiries from other agencies
<ul style="list-style-type: none"> ◦ Respond to data dissemination requests, including detention information for the Governor's Juvenile Justice Advisory Committee, restoration of firearms rights for the New York Times, juvenile prostitution information for SharedHope International, and DUI information for Duke University. 	Completing requests for information assists the courts in being more efficient in their work, aids research into a variety of issues by WSCCR and outside research organizations, provides information to the legislature in their work to craft bills, and provides the courts and AOC with information regarding the efficiency and effectiveness of the judicial process.
<u>Database Unit</u>	
<ul style="list-style-type: none"> ◦ Completed six data base design review requests. 	The work of the database unit supports the ongoing maintenance and improvement of the courts' applications (JIS, SCOMIS, ACORDS, JABS, e-ticketing, etc.)
<ul style="list-style-type: none"> ◦ Coordinated implementation and testing of upgrade to newest version of ER Studio. 	ER Studio is the software used to maintain the data dictionary and entity relationship diagrams, and help to evaluate data base design requests.
<u>Data Management Team</u>	
<ul style="list-style-type: none"> ◦ Continue data quality initiative work: <ul style="list-style-type: none"> ▪ Completed work to determine acceptable levels of quality in the target data. 	The data quality implementation will allow analysis on the quality of data, and present means for improving that quality. The immediate benefits will be seen around person and case management, making better data available to judges and administrators to support court decisions such as pre-trial bail/custody decisions.
<ul style="list-style-type: none"> ◦ Continue work on the unified data model. 	Creating a unified data model will allow the structure of the business data to be uncoupled from the physical implementation of the data, which promotes effective data management as business needs evolve.

Activities Planned for Next Reporting Period	Impact/Value
<u>Data Warehouse Unit</u>	
<ul style="list-style-type: none"> ◦ Implement vehicle and e-ticketing information in the CLJ datamart. 	Added at the courts' request, to increase their ability to track e-ticketing cases and analyze the impact of e-ticketing on caseloads.
<ul style="list-style-type: none"> ◦ PACT: complete presentation for May Juvenile Court Administrators conference. Receive data from PACT vendor. 	The juvenile courts have a rich database of criminogenic information on juvenile offenders. The PACT implementation gives the courts the ability to conduct real time queries on this data allowing them to better understand the needs of the youth they serve, more efficiently determine where to allocate resources, and continue to provide the most effective evidence based programs.
<ul style="list-style-type: none"> ◦ Maintenance activities. 	Continual maintenance of the data warehouse improves response times, increases functionality of the warehouse, maintains the integrity of the data, and ensures the latest versions of related software are implemented.
<ul style="list-style-type: none"> ◦ Continue accounting prep work as time allows. 	Adding accounting information to the data warehouse will provide: <ol style="list-style-type: none"> 1. Better tracking of accounting information 2. Budget and revenue forecasting

	<p>3. Audit and operational reports 4. Ability to answer inquiries from other agencies</p>
<ul style="list-style-type: none"> ◦ Respond to data dissemination requests. 	<p>Completing requests for information assists the courts in being more efficient in their work, aids research into a variety of issues by WSCCR and outside research organizations, provides information to the legislature in their work to craft bills, and provides the courts and AOC with information regarding the efficiency and effectiveness of the judicial process.</p>
<u>Database Unit</u>	
<ul style="list-style-type: none"> ◦ Support data base design review requests. 	<p>The work of the database unit supports the ongoing maintenance and improvement of the courts' applications (JIS, SCOMIS, ACORDS, JABS, e-ticketing, etc.)</p>
<u>Data Management Team</u>	
<ul style="list-style-type: none"> ◦ Continue data quality initiative work: <ul style="list-style-type: none"> ▪ Create communications plan. 	<p>The data quality implementation will allow analysis on the quality of data, and present means for improving that quality. The immediate benefits will be seen around person and case management, making better data available to judges and administrators to support court decisions such as pre-trial bail/custody decisions.</p>
<ul style="list-style-type: none"> ◦ Continue work on the unified data model. 	<p>Creating a unified data model will allow the structure of the business data to be uncoupled from the physical implementation of the data, which promotes effective data management as business needs evolve.</p>

MONTHLY ISD REPORT

Approved Project: Vehicle Related Violations (VRVDX) Operational Readiness	Reporting Period: March 1 – 31, 2011
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Executive Sponsor(s) Data Management Steering Committee Rich Johnson, Chair of Committee	IT Project Manager: Michael.walsh@courts.wa.gov 360-705-5245 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 Benefits: 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 (place x in box)	Improve Decision Making <input type="checkbox"/>	Improve Information Access <input checked="" type="checkbox"/>	Improve Service or efficiency <input type="checkbox"/>	Manage Risks <input type="checkbox"/>
	Maintain the business <input type="checkbox"/>	Manage the costs <input type="checkbox"/>	Increase organizational capability <input checked="" type="checkbox"/>	Regulatory compliance or mandate <input type="checkbox"/>

JISC Approved Budget	Allocated (thru July 31st 2010)	Actual
	\$ 0.00 (Budget will be pulled from MSD)	\$0.00 (Budget will be pulled from MSD)

Current Status	Scope	●	Schedule	▲	Budget	●
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Status Notes: The JINDEX RMS Implementation project schedule has stabilized with an anticipated VRV onboarding to start in August 2011. Mike Walsh is scheduled to meet with the tier 1 on-boarding partners (Kirkland, Issaquah, and Lakewood) to re-engage in the planning activities needed to integrate with JINDEX and the VRV data exchange. Tier 2 on-boarding partners (Tacoma, Fife, and Lynnwood) are tentatively planned for October 2011.

Progress (Update progress in % and fill in bar)	January - 95 % 	100%
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Project Phase (place x in box)	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input type="checkbox"/> Execute	<input checked="" type="checkbox"/> Close
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Schedule (use JISC approved plan dates if avail)	Planned Start Date: 3/22/2010	Planned Completion Date: 10/31/2011
	Actual Start Date: 3/24/2010	Actual Completion Date:

MONTHLY ISD REPORT

Activities Completed this Reporting Period (Indicate significant completions or ongoing work here for the reporting period only.)	Impact/Value (For each activity there should be a statement describing why we are doing and what the benefit or impact to the court community will be)
✓	
✓	
Activities Planned Next Reporting Period (Indicate upcoming work here for the next reporting period only)	Impact/Value (For each activity there should be a statement describing why we are doing and what the benefit or impact to the court community will be)
<ul style="list-style-type: none"> ◦ Code sample revisions to VRV data exchange portal. 	
<ul style="list-style-type: none"> ◦ Transition support responsibilities to operations/maintenance. 	Move the VRV data exchange services to the organizations that are resourced to support and sustain the business process.
<ul style="list-style-type: none"> ◦ Meeting with Kirkland, Issaquah, and Lakewood to assess their integration planning and readiness. 	We assessed and prioritized the first courts to onboard following the RMS project over six months ago. We need to meet with these partners to verify order and readiness.

MONTHLY ISD PROJECT REPORT

Initiative: Superior Court Data Exchange (SCOMIS DX)

JIS Operational Plan: (What Phase or Initiative)

Reporting Period: March 1 – 31, 2011

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	Scope	●	Schedule	●	Budget	●
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Status Notes: A revised project plan was presented and approved by the JISC on January 21st.



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: 5/15/2009	Planned Completion Date: TBD
	Actual Start Date: 5/15/2009	Actual Completion Date:

Activities Completed	Impact/Value
<ul style="list-style-type: none"> ✓ Released the Request for Qualifications and Quotes (RFQQ) for a National Information Exchange Model (NIEM) Information Exchange Package Documentation (IEPD) expert and completed the evaluation of Vendor responses. The AOC selected Soos Creek Consulting to provide this support. The IEPD expert is expected to join the project team on April 25 and will support the project until October 31. 	This NIEM IEPD expert will provide the necessary technical skills for the AOC to develop the XML message formats between the Data Exchange and local Court systems.
<ul style="list-style-type: none"> ✓ The team is continuing to work on the 	The amount of project documentation required drives both

MONTHLY ISD PROJECT REPORT

<p>documentation requirements for completing the project. Documentation templates have been defined for most Vendor document deliverables. These templates will be included in the RFP. The team is continuing to work on the functional specifications for each of the (60) SCOMIS services and is also working on developing a system requirements document for the SCOMIS Data Exchange.</p>	<p>the project cost and schedule and is required for the RFP.</p>
<p>✓ Several IEPDs have been completed during the month which define the XML schemas and provide documentation for the web message formats. These IEPDs will need to be reviewed once the Soos Creek IEPD expert joins the project team.</p>	<p>IEPDs are required to define the XML schemas for the web message formats between the SCOMIS Data Exchange and local Court systems.</p>
<p>✓ Started modifying the SCOMIS Data Exchange RFP document to reflect current project scope.</p>	<p>Required to bring a contractor onboard to perform the Jagacy and BizTalk development.</p>
Activities Planned	Impact/Value
<p>◦ Continuing work on developing the (60) SCOMIS functional specifications that define the sequence of SCOMIS screens and screen actions for each SCOMIS service.</p>	<p>These specifications are needed to define the Jagacy development required to perform SCOMIS screen scraping.</p>
<p>◦ Complete the SCOMIS Data Exchange system requirements document.</p>	<p>Required to establish a well defined project scope.</p>
<p>◦ Continue working on the SCOMIS Data Exchange RFP document.</p>	<p>Required to bring a contractor onboard to perform the Jagacy and BizTalk development.</p>



Superior Court Data Exchange Project Status

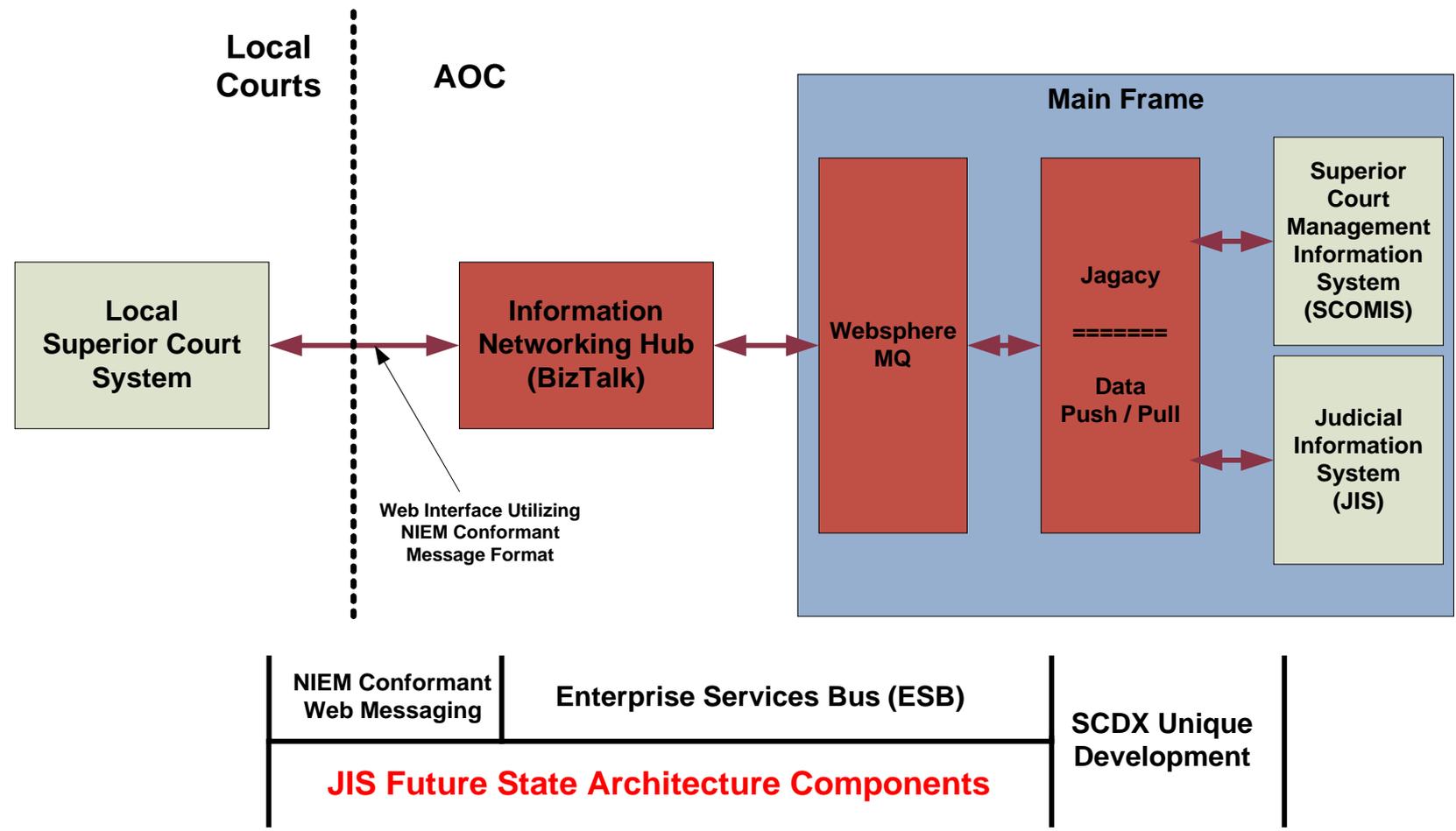
April 21, 2011

Superior Court Data Exchange Project

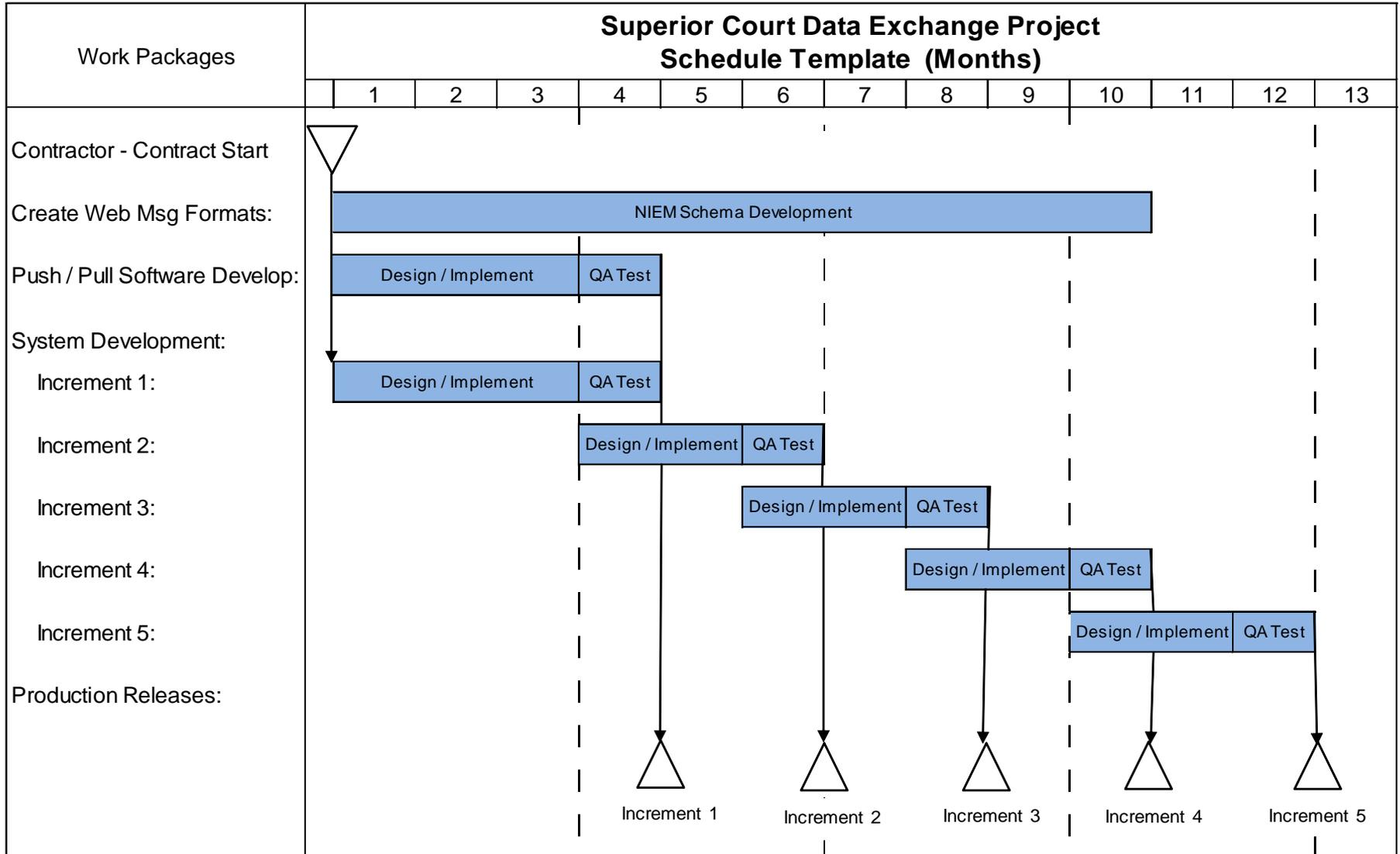
Project Plan:

- Deploys a Data Exchange that can be used by all local Superior Court systems:
 - Delivers (58) Superior Court Data Exchange (SCDX) services via National Interface Exchange Model (NIEM) conformant web messaging.
- Implements a data push/pull solution to access Superior Court services to avoid SCOMIS/JIS redesign.
- Issue an RFP to select a Vendor to perform project development

Superior Court Data Exchange Planned – System Architecture



 - Color denotes areas of development



Note: The project will be deployed in (5) production releases with each Increment representing approximately 20% of the work. Each Increment will deliver a set of production ready Docketing services.

Superior Court Data Exchange Project

Current Status:

- Completed RFQQ solicitation for a web messaging expert:
 - Soos Creek Consulting was the selected Vendor
 - Soos Creek Consultant will start April 25
- Acquired additional project team resource started April 4
- Working on detailed documentation for Superior Court Data Exchange Production Increment 1. Documentation includes:
 - Business Capability Document
 - Unified Modeling Language (UML) Diagram
 - Mapping Spreadsheets – Business & Web Message
 - Functional Specification
 - Web Messaging Format Documentation (Interface Exchange Packaging Documentation - IEPDs)



Superior Court Data Exchange Project

Current Status (Cont'd):

- Working on the RFP for a development contractor to implement the Superior Court Data Exchange:
 - Includes detailed Production Increment 1 Documents
 - Subsequent detailed Production Increment documents will be provided post contract award.
 - Scheduled to release RFP by May 6



Superior Court Data Exchange Project

Next Steps:

- Evaluate Vendor proposals and select Vendor to complete SCOMIS Data Exchange development
- Establish a contract with development contractor
- Begin detailed implementation planning with selected contractor



**Attachment 1: SCOMIS Data Exchange Project
Production Increment 1
SCOMIS Services**



#	Service Name	Description	SCDX Project Prod Increment	LINX System Priority
1	AocDxCasDocketSuperiorAdd	Add Docket Entry supports the ability for a Superior Court to submit a docket entry from their local system to SCOMIS. A docket entry describes an event in the case which is usually associated with a court instrument. Docket entries are appended to the end of the docket for the case.	1	1
2	AocDxCasDocketSuperiorDelete	Delete Docket Entry supports the ability for a Superior Court to delete a specified docket entry for a specified case number. All sub-dockets or continuation lines will be deleted.	1	1
3	AocDxCasDocketSuperiorInsert	Insert Docket Entry supports the ability for a Superior Court to insert a new docket entry into a specific location in a case's docket.	1	1
4	AocDxCasDocketSuperiorUpdate	Update Docket Entry supports the ability for a Superior Court to update an existing docket entry.	1	1
5	AocDxCasDocketSuperiorGet	Get Case Docket supports the ability to query Superior Court case management data, based upon provided Case Docket information and returns the requested case management records with unique Docket Row Token identifier.	1	1
6	AocDxCasCompletionSuperiorDelete	Delete Case Completion supports the ability for a Superior Court to remove any existing Case Completion data on file for the identified case. This capability resets the Case Completion Date and Case Completion Code fields to empty values. This capability is limited to case types 1-8. Judgment cases are handled through the Update Judgment Status business capability.	1	2
7	AocDxCasCompletionSuperiorUpdate	Update Case Completion supports the ability for a Superior Court to utilize one of two key concepts used by case management and caseload statistical reporting: Completion. Completion means that all dispositive documents have been filed with the clerk. A case must be resolved before it can be completed, but in some cases a case can be resolved and completed at the same time.	1	2
8	AocDxCasResolutionSuperiorDelete	Delete Case Resolution supports the ability for a Superior Court to remove any existing Case Resolution data on file for the identified case. This capability resets the Case Resolution Date and Case Resolution Code fields to empty values.	1	2
9	AocDxCasResolutionSuperiorUpdate	Update Case Resolution supports the ability for a Superior Court to utilize one of two key concepts used by case management and caseload statistical reporting: Resolution. Resolution means that all issues for all parties in the case have been settled. This capability is limited to case types 1-8. Judgment cases are handled through the Update Judgment Status business capability.	1	2



#	Service Name	Description	SCDX Project Prod Increment	LINX System Priority
10	AocDxCASESuspendedStatusHistorySuperiorAdd	Add Case Status History supports the ability for a Superior Court to add a case suspended status to an active SCOMIS case, types 1-8. Judgment case status is not supported by this capability. Use the Update Judgment Status capability.	1	2
11	AocDxCASESuspendedStatusHistorySuperiorDelete	Delete Case Status History supports the ability for a Superior Court to remove a status history entry for an active SCOMIS case, types 1-8. Judgment case status is not supported by this capability. Use the Update Judgment Status capability.	1	2
12	AocDxCASESuspendedStatusHistorySuperiorUpdate	Update Case Status History supports the ability for a Superior Court to manually update the suspended status for active SCOMIS cases, types 1-8. Judgment case status is not supported by this capability. Use the Update Judgment Status capability.	1	2
13	AocDxCASESuperiorCivilFile	File Civil Case supports the ability for a Superior Court to file a civil case without having to include other case related information. The capability supports adding participants as identified persons if required or to file a civil case without identified persons.	1	3
14	AocDxCASESuperiorCivilUpdate	Update Civil Case supports the ability for a Superior Court to update the basic case information for an existing civil case in SCOMIS. This is required to support data entry errors or changes discovered through subsequent court activity. Only applicable to case types 2, 3, 4, 5, and 6.	1	3
15	AocDxCASESuperiorDelete	Delete Case supports the ability for a Superior Court to delete a case accidentally created in SCOMIS through data entry error. Most often these are caused by having the court document from another case mistakenly processed with a newly initiated case. The case that has been created needs to be deleted from SCOMIS.	1	3



Attachment 2: SCOMIS Data Exchange Project Document Deliverables



#	Number of Documents	Who Produces	Document Title	Needed For	Description
1	1	AOC	Inventory of Superior Court Data Exchange Services	RFP	Lists each SCDX service. Document was developed by Cayzen and is being revised on an exception basis for each service.
2	60	AOC	Business Capability Documents (1)	RFP	One document for each SCDX service. Documents were developed by Cayzen and are being revised on an exception basis.
3	1	AOC	SCDX Application Requirements	RFP	Define the application requirements for the Superior Court Data Exchange project. Security, Logging, Error Handling, Build environment, Test Driver, Message Latency,
4	1	AOC	Technical Architecture - To Be System Architecture	RFP	High-level Data Exchange architecture. Document was developed by Cayzen and has been revised to reflect a screen scraping solution.
5	60	AOC	Unified Modeling Language (UML) Diagrams (1)	RFP	One document for each SCDX service. Documents were developed by Cayzen and are being revised on an exception basis. These diagrams will be incorporated into the IEPDs.
6	60	AOC	Mapping Spreadsheets - Business (1)	RFP	Defines the mapping for the input & output for each SCDX service: Business Name, DB Name, Field Name, Screen Name, Screen Row, Screen Column & field length. This information will be needed to perform the SCOMIS/JIS screen scraping.
7	60	AOC	Mapping Spreadsheets - NIEM (1)	RFP	Defines the mapping for the input & output for each SCDX service and the corresponding NIEM parameter. These spreadsheets will be incorporated into the IEPDs.
8	60	AOC	SCOMIS Functional Specifications (1)	RFP	Defines the SCOMIS screen sequence & screen actions required to perform a specific SCOMIS service. This information will be needed to perform the SCOMIS screen scraping.



#	Number of Documents	Who Produces	Document Title	Needed For	Description
9	60	AOC	Information Exchange Package Documentation (IEPDs) (1)	RFP	Define the XML NIEM web messaging schemas & associated documentation
10	1	AOC	SCDX QA Test Plan	Application Acceptance	AOC QA team will develop
11	1	AOC	SCDX QA Test Procedures	Application Acceptance	AOC QA team will develop
12	1	Vendor	Project Implementation Plan	Contract Start + 30 days	The selected Vendor will develop this document within 30 days of contract award and as a minimum this document will need to include the following: <ul style="list-style-type: none"> o Overview of Project Scope o Project Assumptions o Project Risks o Project Staffing Plan / Project Team Structure o Project Dependencies o Detailed Project Schedule (in MS Project)
13	Bi-Weekly	Vendor	Project Status Report & Updated Project Schedule	Contract Start + 30 days	The selected Vendor will provide a Bi-Weekly Status Report and an updated project schedule (MS Project). The updated project schedule will reflect the current % Work Complete for all scheduled activities and an estimate to complete.
14	Maintain	Vendor	Maintain Project Tracking Logs	Contract Start + 30 days	The selected Vendor will maintain the following project tracking logs: <ul style="list-style-type: none"> o Project Risk Log o Project Issues Log o Project Decision Log o Project Change Control Log
15	1	Vendor	Application Design Document	RFP	Defines the Data Exchange application and the high-level design for each of the following components & how these components interact in the process of performing SCOMIS services: IIS, BizTalk, MQ Services & Jagacy.

#	Number of Documents	Who Produces	Document Title	Needed For	Description
16	120	Vendor	Technical Design Document	RFP	Defines the program details for each SCOMIS service on CICS (Jagacy) and BizTalk. Includes program logic flow diagrams.
17	1	Vendor	SCDX Verification Test Plan	RFP	For SCDX Verification
18	1	Vendor	SCDX Verification Test Procedures	RFP	For SCDX Verification
19	1	Vendor	SCDX Users Guide	RFP	Defines the necessary information for a local court system to interface to the Superior Court Data Exchange
20	1	Vendor	SCDX OPS Document	RFP	Define the tools & process for building and deploying a SCDX image.
21	1	Vendor	Index of Location For All SCDX Project Deliverables	RFP	Provide the deliverable required for the AOC Data Exchange Website

Notes:

1. The AOC will deliver the detailed documentation for the first (15) SCDX Services with the RFP. This documentation provides all the detailed information the Vendor will need to implement SCDX Production Increment 1 and to effectively cost the remaining Production Increments.

SCDX Project - RFP Schedule

#	Activity	Status	Assigned	Start	Finish
IEPD Development:					
1	Continue Working on Developing Draft NIEM IEPDs	In-Work	Michael Dan	Mar 28	May 3
2	Contractor Start Date - NIEM IEPD Expert (Soos Creek Consulting)	Planned	Joel Byford	April 25	April 25
3	Begin NIEM IEPD Review of Draft IEPDs	Planned	Joel Michael Dan	April 25	May 4
Develop SCDX Project Documentation for RFP:					
4	Complete SCOMIS DX System Requirements Document	In-Work	John Wes	April 4	April 22
5	Define Description / Template for SCOMIS DX Misc Contractor Documents: <ul style="list-style-type: none"> o SCDX Interface Control Document o SCDX OPS Document o AOC Data Exchange Website o Index Document of Location for All Project Deliverables 	In-Work	John Wes	April 4	April 22
6	Complete Documentation for (15) SCOMIS Services: <ul style="list-style-type: none"> o Business Capability o Unified Modeling Language (UML) Diagram o Functional Specification 	In-Work	Elaine Dale Wes Mark	Mar 14	April 22
7	Complete SCOMIS DX Functional Specification for Common Services	In-Work	Elaine Dale Wes Mark	April 4	April 22
8	Complete Mapping Spreadsheets for (15) SCOMIS Services	In-Work	Sriram	Mar 14	April 22

SCDX Project - RFP Schedule

#	Activity	Status	Assigned	Start	Finish
9	Develop SCDX RFP for Development Contractor	In-Work	Bill	Mar 28	April 22

SCDX Project - RFP Schedule

#	Activity	Status	Assigned	Start	Finish
Review SCDX Project Documentation for RFP:					
10	DMSC Review SCDX Project Documentation for RFP	Planned	DMSC	April 11	April 25
11	Final Team Review & Update SCDX Project Documentation for RFP	Planned	SCDX Proj Team	April 25	April 28
12	AOC Management Review SCDX Project Documentation for RFP	Planned	AOC Mgt	April 29	May 3
RFP Final Packaging & Release:					
13	Implement Final RFP Updates & RFP Packaging	Planned	SCDX Proj Team	May 4	May 5
14	RFP Release	Planned	SCDX Proj Team	May 6	May 6
15	Vendor Written Questions Due to AOC	Planned	SCDX Proj Team	May 13	May 13
16	AOC Provides Written Response to All Questions	Planned	SCDX Proj Team	May 16	May 16
17	Vendor Proposals Due	Planned	SCDX Proj Team	May 23	May 23
18	AOC Completes Evaluation of Vendor Proposals	Planned	SCDX Proj Team	May 26	May 26
19	Notification of Apparent Successful Vendor	Planned	SCDX Proj Team	May 27	May 27

Notes:

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|---|---|
| <p>1) John's Scheduled Leave:</p> <ul style="list-style-type: none"> o April 18 - 22 o June 13 - 24 <p>2) Bill's Scheduled Leave:</p> <ul style="list-style-type: none"> o May 27 - June 3 | <p>4) Sriram's Scheduled Leave:</p> <ul style="list-style-type: none"> o April 5 - 8 |
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SCDX Project - RFP Schedule

#	Activity	Status	Assigned	Start	Finish
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- 3) Michael's Scheduled Leave:
 - o April 18 - 20