



DATA MANAGEMENT STEERING COMMITTEE

THURSDAY, OCTOBER 20, 2011

9:30 A.M. – 12:00 P.M.

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

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

**This will be an online meeting.* <https://aocecccl.adobeconnect.com/dmsc>

AGENDA

1) Call to order

- a) Introductions
- b) Approval of August 18, 2011 minutes
- c) Review of previous action items

2) Enterprise Data Warehouse Update

- a) Accounting project update
 - i. Charter – for approval
 - ii. Project plan

3) Data Exchange Update

- a) VRV DX Status Update
- b) Superior Court DX
 - i. Status of the project
 - ii. Sierra project plan review
 - iii. Superior Court DX workgroup update
 - iv. Discussion of issues - synchronization

4) Next Steps / Motions / Decisions

5) Future Meetings

- November 17, 2011 9:30 a.m. – 12:00 p.m., conference call
- December 15, 2011 9:30 a.m. – 12:00 p.m., conference call
- January 19, 2012 9:30 a.m. – 12:00 p.m., conference call

Attachments

August 18, 2011 Draft Minutes
Accounting Project Monthly Status Report
Accounting Project Charter
Accounting Project Schedule
Vehicle Related Violations Monthly Status Report
Vehicle Related Violations Status Update
Superior Court DX Monthly Status Report
Superior Court DX Status Update
Superior Court DX Project Plan



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

WEEKLY ISD PROJECT REPORT

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

JIS Operational Plan: Initiation

Reporting Period Sept 19th – October 1, 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:

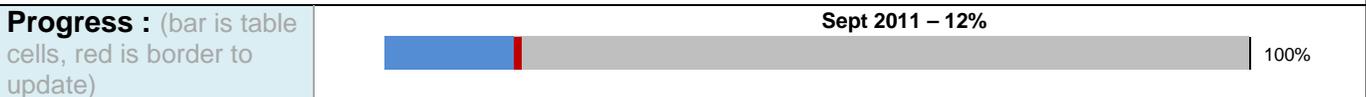
These reports will give the courts better tracking of accounting information, better budget and revenue forecasting, new or improved audit and operational reports, and the ability to answer accounting inquiries from other agencies.

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	●	Schedule	●	Budget	●



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
✓ Obtained Charter Signature	✓ Obtain Signatures
✓ Accounting project team completed two days of end user accounting training	✓ Gain more knowledge about the accounting systems
✓ Completed first draft of report design specification (RDS) for first report and submitted to work group for comments	✓ Obtain complete user requirements

WEEKLY ISD PROJECT REPORT

✓ Completed design and obtained approval for first four source tables (journal voucher, bond, ARs, adjustments)	✓ First step in moving the data to the accounting data mart	
✓ Completed first draft design of accounting universe (user view)	✓ First step in creating user interface for reports	
Activities Planned	Impact/Value	
✓ Begin loading JVO, BND, AR, ADJ tables in with production data	✓ Second step in moving the data to the accounting data mart	
✓ Begin design for next set of required source tables	✓ Prepare for design approval	
✓ Finalize RDS for report 1	✓ Obtain complete user requirements	
Risks Management		
Risk Events	High/ Medium/ Low	Risk Mitigation
<ul style="list-style-type: none"> The Project Manager Wendy Loewen resigned effective 9/28/11. 	<ul style="list-style-type: none"> High 	<ul style="list-style-type: none"> Hire a new project manager. Business Area Manager will provide project management leadership until another PM is assigned.
<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		
Charter Updates need to be incorporated for final charter reviews.		

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		

ID	%Comp	L2Sum	Report Group	Task Name	Duration	Start	Finish	August					September				October			November				De			
								7/24	7/31	8/7	8/14	8/21	8/28	9/4	9/11	9/18	9/25	10/2	10/9	10/16	10/23	10/30	11/6		11/13	11/20	11/27
440	0%	No		REPORTS	70 days	Mon 8/1/11	Fri 11/4/11																				
441	0%	Yes	A	RPT 1.1: Cases with A/R PIF-Excluding Trust	22 days	Thu 10/6/11	Fri 11/4/11																				
457	0%	Yes	B	RPT 1.2: Cases with A/R PIF-Including Trust	22 days	Thu 10/6/11	Fri 11/4/11																				
473	0%	Yes	A	RPT 2: Cases with finding date & A/R in "potential" status	22 days	Thu 10/6/11	Fri 11/4/11																				
489	0%	Yes	A	RPT 3: Detail/Summary A/R Report	22 days	Thu 10/6/11	Fri 11/4/11																				
505	0%	Yes	A	RPT 4: Detail/Summary A/R Type Codes Entered, Paid, Outstanding	22 days	Thu 10/6/11	Fri 11/4/11																				
521	0%	Yes	A	RPT 5: Monthly Interest Accruals associated with AR Type Codes	22 days	Thu 10/6/11	Fri 11/4/11																				
537	0%	Yes	B	RPT 6: Remittance Summary by BARS Codes	22 days	Thu 10/6/11	Fri 11/4/11																				
553	0%	Yes	C	RPT 7: AR Balance by Type, AR and Payment Aging	22 days	Thu 10/6/11	Fri 11/4/11																				
569	0%	Yes	D	RPT 8: Collection Reports for Parking Cases	22 days	Thu 10/6/11	Fri 11/4/11																				
585	0%	Yes	B	RPT 9: Legal Financial Obligation (LFO) Report	22 days	Mon 8/1/11	Tue 8/30/11																				
601	0%	Yes	B	RPT 10.1: PMR-Detail/Summary aged accounts receivable	22 days	Thu 10/6/11	Fri 11/4/11																				
617	0%	Yes	B	RPT 10.2: PMR-Detail/Summary of accounts assigned to various stages of c	22 days	Thu 10/6/11	Fri 11/4/11																				
633	0%	Yes	B	RPT 11: Case Financial History Report received & ordered [Limited to Oblig	22 days	Thu 10/6/11	Fri 11/4/11																				
649	0%	Yes	C	RPT 12: Collection Case Information	22 days	Thu 10/6/11	Fri 11/4/11																				
665	0%	No		Closing	5 days	Mon 11/21/11	Fri 11/25/11																				

Project: 20111012_ITG09
Date: Fri 10/14/11

Task Progress Summary Deadline L2Sum Progress

Split Milestone Project Summary Level 2 Summary

WEEKLY ISD PROJECT REPORT

Project: Vehicle Related Violations (VRDX) Operational Readiness

Reporting Period: 9/19/11 – 9/30/11

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 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: The three tier 1 courts (Lakewood, Kirkland, and Issaquah) are now fully engaged in DIS JINDEX on-board activities for an implementation target date of 11/4/2011.

DIS has created a schedule for the their first three JINDEX releases. VRV Tier 1 is part of JINDEX Release group 1. VRV Tier 2 courts (Tacoma, Fife, and Lynnwood) is part of JINDEX release group 3 and is tentatively schedule for January 16, 2012 through March 16, 2012.



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: 3/22/10	Planned Completion Date: 10/31/11
	Actual Start Date: 3/24/10	Actual Completion Date:

Activities Completed	Impact/Value
✓ Assessment Cycle	Tier 1 VRV Courts, Lakewood, Issaquah, and Kirkland, are working directly and are part of the JINDEX Release Group 1.
Activities Planned	Impact/Value
◦ JINDEX Phase 3 Connectivity	Exchange URL and security certificates in order to test the web

WEEKLY ISD PROJECT REPORT

	services connection points.
◦ JINDEX Phase 4 Pre-Implementation.	Document and approved the end to end business rules, along with test cases, needed to complete the web service message routing testing.
◦ JINDEX Phase 5 User Acceptance Testing	Test the end to end message routing capabilities between the VRV ticket message sending services and the DIS JINDEX message routing service.

Milestones Planned and Accomplished

Milestone	Original Date	Revised Date	Actual Date
On-board Tier 1 (Kirkland, Issaquah, Lakewood)	4/1/11	8/31/11 11/4/2011	
On-board Tier 2 (Tacoma, Lynnwood, and Fife)	5/1/11	10/31/11 3/16/2012	

Risks Management

Risk Events	High/ Medium/ Low	Risk Mitigation

Additional Comments

DIS has released a tentative release schedule for adding new entities to JINDEX. VRV Tier 1 courts, Lakewood, Issaquah, and Kirkland are part of Release group 1 and activities needed to deploy. Release 1 is underway with a implementation target date of 11/4/2011.

VRV Tier 2 courts, Tacoma, Fife, and Lynnwood, are tentatively scheduled for JINDEX Release Group 3 and is expected to start on 1/16/2012 with a 3/16/2012 implementation target date.

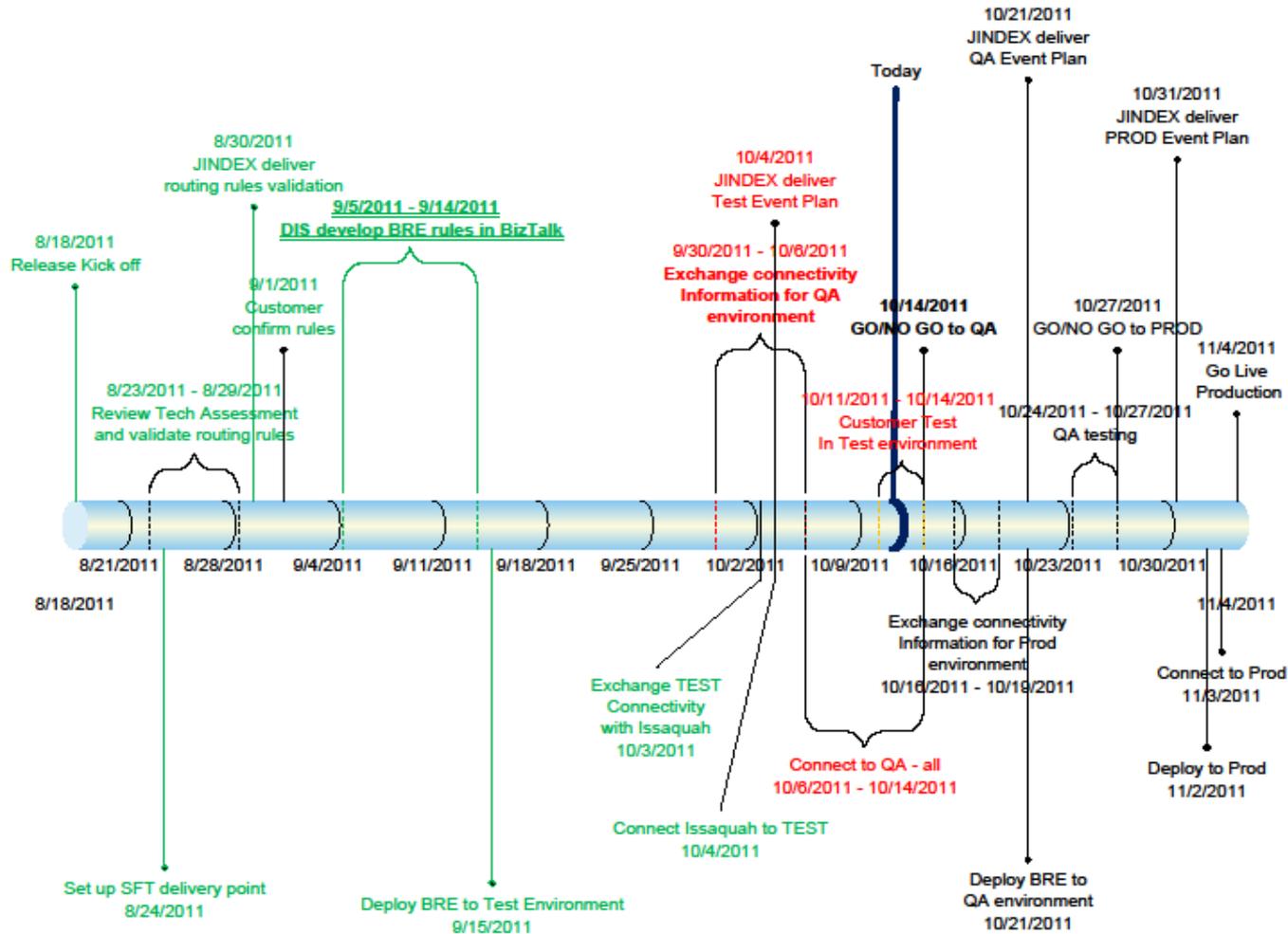
Vehicle Related Violations (VRV) Status Update

October 20, 2011

VRV Tier 1 Current Status

- The JINDEX Release 1 implementation is falling behind schedule.
- Weekly project stand up meetings have been scheduled to help step up the pace.
- The VRV Tier 1 pilot courts, Lakewood, Kirkland, and Issaquah, are in the process of connecting and testing their web services with JINDEX
- The current release schedule has the three courts targeted for a November 4th production date.

Release One – VRV
Version: 2-re-baseline





Tier 1 Next Steps

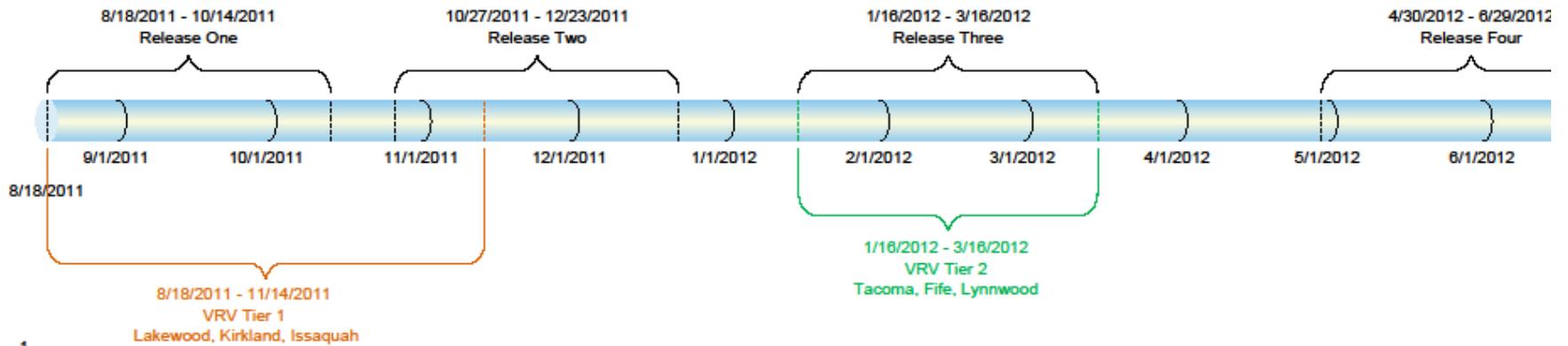
- AOC is putting together a functional test plan to verify that the VRV message will process properly.
- The functional/acceptance testing will start at the completion of the JINDEX Release 1 move to production

Delays and schedule changes

- DIS acknowledged that they underestimated the complexity involved in on-boarding our courts.
- As a result, this has been and continues to be a learning processes for all involved.
- DIS has implemented a release management schedule that provides only one release per quarter.
- It is expected that as we gain more knowledge and experience the process with eventually smooth itself out.

Release One - Target Schedule

Fiscal Year 2011 – 2012
JINDEX Target Release Schedule



VRV Tier 2 update

- Tier 2 courts (Fife, Tacoma, and Lynnwood) are now slotted for inclusion in the JINDEX Jan – Mar 2012 release group 3.
- The ATS and Redflex web services, created for the Tier 1 courts, will be used the Tier 2 courts.
- This will cut down on the time and effort needed to implement the VRV solutions for Tier 2 and all other future business partners.



Tier 2 on boarding strategy

- As we roll off the Tier 1 implementation, AOC will start bi-weekly meetings of the Tier 2 work group.
- We will use these meetings to leverage the lessons learned from the first group of courts.
- We will use the same method of collaboration and coordination used successfully with the Issaquah, Kirkland, and Lakewood.

Bi-WEEKLY ISD PROJECT REPORT

Initiative: Superior Court Data Exchange (SCOMIS DX)

Reporting Period: 9/19/11 – 9/30/11

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

Progress : (bar is table cells, red is border to update)		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
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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:

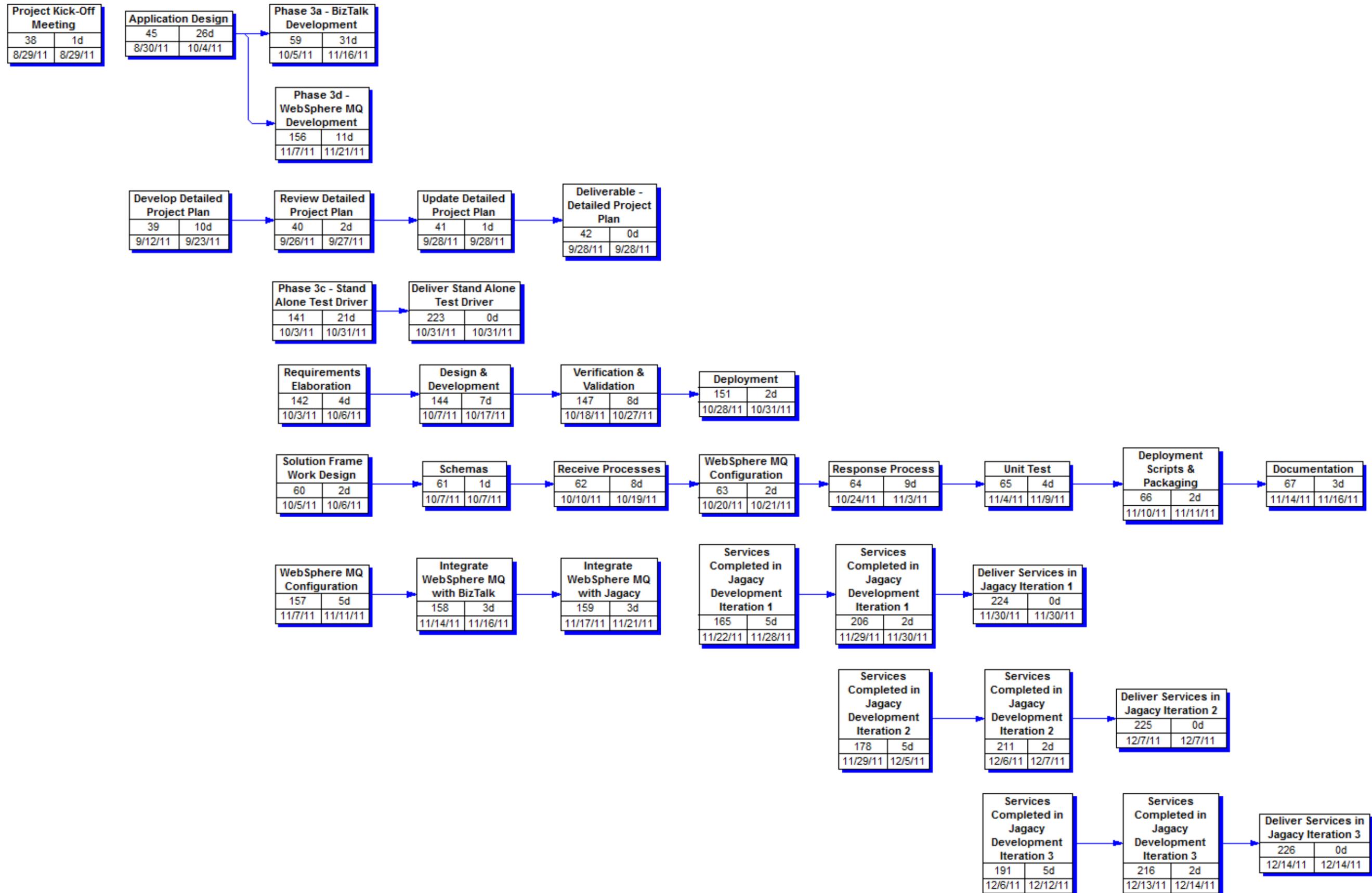
Bi-WEEKLY ISD PROJECT REPORT

Activities Completed	Impact/Value		
<ul style="list-style-type: none"> ✓ Sierra Systems delivered the final draft SCDX implementation schedule. This schedule indicates that Sierra Systems expects to complete SCDX Production Increment 1 by the end of 2011. 	Identifies Sierra System's overall plan for implementing SCDX Production Increment 1.		
<ul style="list-style-type: none"> ✓ Sierra Systems has released the SCDX Application Design document for AOC review. This document defines the mid-level define for the data exchange. The proposed design still has several gaps that will need to be resolved in the next few weeks associated with Websphere MQ, Security and Logging. A formal review meeting is scheduled for October 4. 	Defines the mid-level design for the SCDX.		
<ul style="list-style-type: none"> ✓ The AOC completed the specifications for the Civil Filing and Civil File Update web service. This completes the specifications for all the SCDX Production Increment 1 web services. 	Required to ensure any case management record updates initiated by the LINX system is applied to the correct corresponding case management record in SCOMIS/JIS.		
<ul style="list-style-type: none"> ✓ The AOC SCDX project team met with the Pierce County LINX team to discuss the following: ✓ A) Case record synchronization between SCOMIS and LINX. The approach will define how case records entered prior to the SCDX will be updated once the SCDX is in Production. This issue case will take several more meetings to reach a solution. B) How will Juvenile participants be synchronized between these two systems. The LINX system will need to begin using the JIS IN# for juvenile case participants. 	These meetings are to discuss the implementation of the SCDX web services with the Pierce County LINX team.		
Activities Planned	Impact/Value		
<ul style="list-style-type: none"> ◦ Begin using the Sierra Systems schedule to track progress toward completing SCDX Production Increment 1. 			
<ul style="list-style-type: none"> ◦ Complete the AOC review of the SCDX Application Design document, based upon the SCDX design presented. Work with Sierra Systems toward resolving the gaps currently in this document. 			
<ul style="list-style-type: none"> ◦ Continue working on SCDX web service specifications for remaining web services to be delivered in SCDX Production Increments 2, 3 & 4. 			
Milestones Planned and Accomplished			
Milestone	Original Date	Revised Date	Actual Date
Sign contract with SCDX Development Contractor	8/1/2011	8/29/2011	8/29/2011

Bi-WEEKLY ISD PROJECT REPORT

Milestones Planned and Accomplished			
Milestone	Original Date	Revised Date	Actual Date
SCDX Kick-Off Meeting for Sierra Systems team	8/29/2011	8/29/2011	8/29/2011
LINX – SCDX Coordination Meeting	8/14/2011	8/16/2011	8/16/2011
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	10/30/2011	
Risks Management			
Risk Events	High/ Medium/ Low	Risk Mitigation	
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.	Medium	<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>	
The Sierra Systems team does not have a Websphere MQ resource to engage on the project. The original resource identified during the proposal phase is not available. Sierra Systems is working to resolve this resource issue during the next couple of weeks. This will impact the project schedule if Sierra Systems is unable to assign a qualified resource within the next 3 weeks.	Medium	Risk mitigation strategy not yet defined.	
Additional Comments			

Superior Court Data Exchange – Production Increment 1





Superior Court Data Exchange Project Status

October 18, 2011

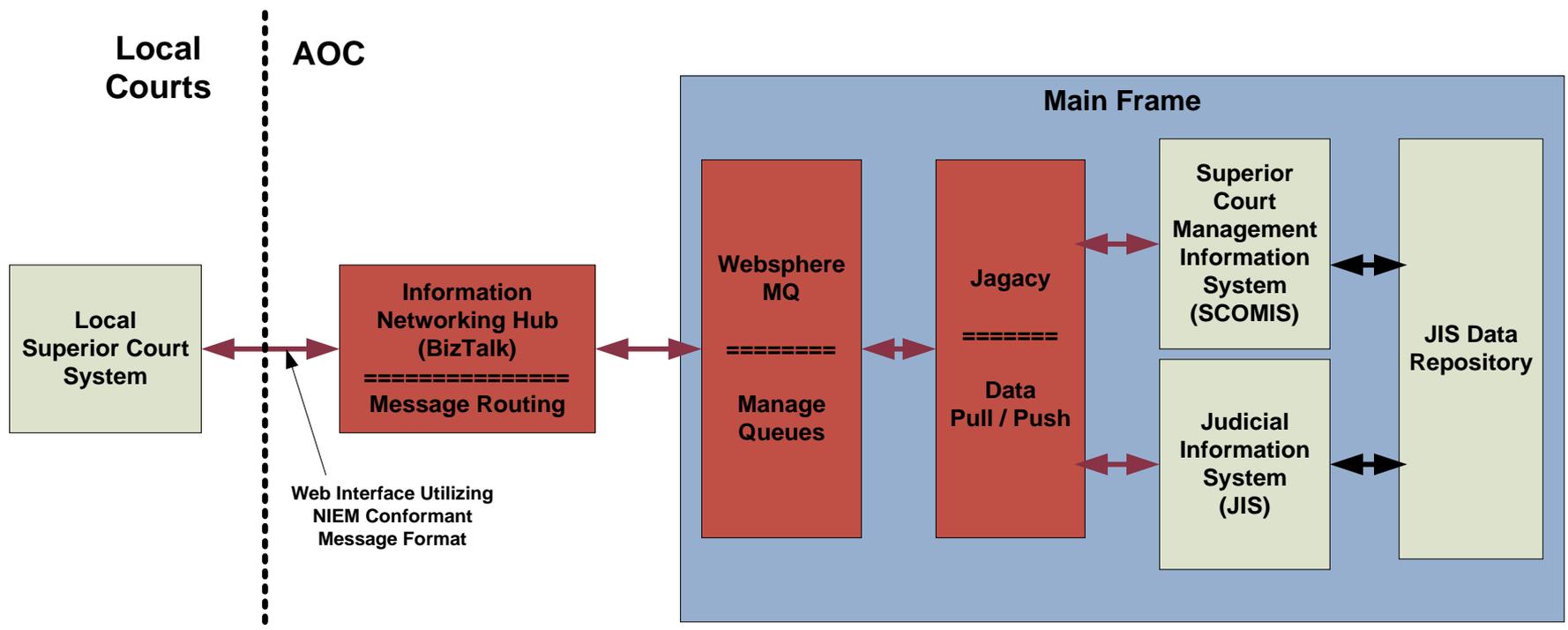
Superior Court Data Exchange Project

Project Status:

- Sierra Systems was awarded an AOC contract to implement the Superior Court Data Exchange (SCDX) for Production Increment 1:
 - Team Kick-off Meeting Held Aug 29 **Cmplt**
 - Project Implementation Plan Released Sept 28 **Cmplt**
 - Draft Application Design Document Released Sept 26 **Cmplt**
 - Revised Application Design Document Released Oct 19 **Plan**
 - Deliver SCDX Production Increment 1 Dec 14 **Plan**
- AOC is working with Pierce County LINX team to coordinate the transition of SCDX web services to Production during 1st Quarter 2012
- Documentation for SCDX Production Increment 1 is available via Inside Courts web portal:

[http://inside.courts.wa.gov/JIS/Projects/Superior Court Data Exchange Project](http://inside.courts.wa.gov/JIS/Projects/Superior%20Court%20Data%20Exchange%20Project)

Superior Court Data Exchange Project High-Level Architecture



- Color denotes areas of SCDX project development

Superior Court Data Exchange Project

Production Increment 1 Web Services:

#	Service Name	Description
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.
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.
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.
4	AocDxCasDocketSuperiorUpdate	Update Docket Entry supports the ability for a Superior Court to update an existing docket entry.
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.

Superior Court Data Exchange Project

Production Increment 1 Web Services (Cont'd):

#	Service Name	Description
6	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.
7	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.
8	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.
9	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.
10	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.

SCDX vs. INH High-Level Project Comparison

Superior Court Data Exchange (SCDX):

- Is deploying some of the core infrastructure that is required by INH:
 - NIEM messaging format
 - BizTalk 2010 server refresh
 - Centralized data logging
 - Websphere MQ for queue management
- Is developing primarily a one way interface to transfer data from local Superior Court systems to the State JIS data repository using (59) web services.
- Is utilizing the Business Rules embedded within the SCOMIS and JIS applications to insert local Superior Court data into the State JIS data repository.

Information Network Hub (INH):

- Additional core infrastructure will be deployed as part of INH.
- Will develop and implement a master Data Strategy between the State JIS data repository and the new CMS.
- Will develop a two way interface between the new CMS and the State's central judicial data repository, and will develop additional web services.
- Will develop Business Rules to update the State JIS data repository without having to have transactions processed via the SCOMIS application.

Note: A more detailed description of the scope of the INH project will be presented at the December JISC.

Superior Court Data Exchange Project

DMSC Sub-Group:

- There has been a discussion concerning forming a DMSC Working Group to review the Superior Court Data Exchange planned design and web services
- Discussion: Does the DMSC want to allocate a future meeting to perform a more thorough review of the Superior Court Data Exchange and open that meeting up to the individuals identified below?

Name	Organization
Chris Shambro	Snohomish
Karen Burrington	Spokane
Heather Barber	Spokane
Frank Maiocco	Kitsap
Janine Cavali	Pierce
Chris Lundquist	Pierce
Lea Ennis	King
Sarina Aiello	King