

MONTHLY ISD PROJECT REPORT

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

JIS Operational Plan: Initiation

Reporting Period November 1, 2011 – November 30, 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:

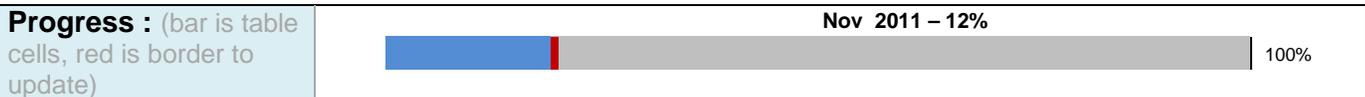
These reports will give the courts better tracking of accounting information, better budget and revenue forecasting, new or improved audit and operational reports, and the ability to answer accounting inquiries from other agencies.

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

Business Drivers (place x in 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 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 (green=on schedule, yellow=potential or current risks, red=significant risk to cost, schedule, deliverables.)	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
✓ Completed development of “Cases with A/Rs Paid-in-Full – excluding trust” for review by work group at their November 17 meeting	✓ Review report for layout, information presented, filters and parameters
✓ Completed prototypes for “Cases with finding date and A/Rs in potential status” for review by the work group at their November 17 meeting	✓ Obtain complete user requirements

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Activities Completed		Impact/Value
✓	Obtained approval of the project charter from the DMSC	✓ Project management control and oversight
✓	Reviewed report design specification (RDS) for "Detail/Summary A/R Report" for review by the work group at their November 17 meeting	✓ Obtain complete user requirements
✓	Created COURT_DATA_MART containing person, case and accounting data for superior and CLJ courts	✓ Database to support the Accounting Universe
✓	Completed design and obtained approval for obligation and superior court judgment tables, and for updates to accounts payable and actor tables. Tables fully loaded in development and production environments.	✓ Measures and attributes needed to produce first 5 accounting reports in their current "as-is" state
Activities Planned		Impact/Value
✓	Release "Cases with A/Rs Paid-in-Full – excluding trust" to production	✓ First report requested by the work group
✓	Begin design for next set of required source tables	✓ Prepare for design approval
✓	Finalize RDS for "Cases with finding date and A/Rs in potential status"	✓ Obtain complete user requirements
✓	Complete draft RDS for Detail/Summary of A/R type codes entered, paid, outstanding	✓ Obtain complete user requirements
Risks Management		
Risk Events	High/ Medium/ Low	Risk Mitigation
<ul style="list-style-type: none"> Space requirements for report development on production server is insufficient 	<ul style="list-style-type: none"> Low 	<ul style="list-style-type: none"> Infrastructure needs to increase disk partitioning and add additional space
Additional Comments		
Approved report priority list		
Group A	1. Cases with A/Rs Paid-in-Full – EXCLUDING TRUST	
	2. Cases with finding date and A/Rs in "potential" status	
	3. Detail/Summary A/R Report	
	4. Detail/Summary of A/R type codes entered, paid, outstanding	
	5. Monthly interest accruals associated with A/R type codes	
Group B	6. Remittance Summary by BARS codes	
	7. Cases with A/Rs Paid-in-Full – INCLUDING TRUST	
Group C	8. A/R balance by type, A/R and payment aging	
	9. Collection case information	
Group D	10. Collection reports for parking cases	
Group B	11. Legal Financial Obligation (LFO) Report	
	12. PMR: Detail/Summary aged accounts receivables	
	13. PMR: Detail/Summary of accounts assigned to various stages of collections	
	14. Case Financial History Report (CFH) – received and ordered	

WEEKLY ISD PROJECT REPORT

Project: Vehicle Related Violations (VRDX) Operational Readiness

Reporting Period: 11/28/11 – 12/11/11

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 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: The three tier 1 courts (Lakewood, Kirkland, and Issaquah) have completed their JINDEX testing. They are currently validating VRV functional test results.

The next steps are to implement the JINDEX upgrades as follows:
 Execute the functional test plan to verify that the VRV message will process properly in the QA environment.
 Set up a production go live date for VRV.



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
✓ Assessment Cycle	Tier 1 VRV Courts, Lakewood, Issaquah, and Kirkland, are working directly and are part of the JINDEX Release Group 1.
✓ JINDEX Phase 3 Connectivity	Exchange URL and security certificates in order to test the web services connection points.

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Activities Completed		Impact/Value	
✓	JINDEX Phase 4 Pre-Implementation	Document and approve 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.	
Activities Planned		Impact/Value	
◦	JINDEX Phase 6 Prod Connectivity	Final test (smoke) to verify VRV messages and processing end to end (LEA VRV ticketing solution to the JIS Parking Violations modules). Once test acknowledge Court partner is ready for VRV ticketing go live.	
Milestones Planned and Accomplished			
Milestone	Original Date	Revised Date	Actual Date
On-board Tier 1 (Kirkland, Issaquah, Lakewood)	4/01/2011	12/01/2011 12/31/2011	
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			
VRV Tier 2 courts, Tacoma, Fife, and Lynnwood, are scheduled for JINDEX Release Group 3 and has been changed to a Spring 2012 implementation date.			

Bi-WEEKLY ISD PROJECT REPORT

Initiative: Superior Court Data Exchange (SCOMIS DX)

Reporting Period: 11/28/11 – 12/11/11

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 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: 1/2/2011		Original Completion Date: 7/1/2012	
	Planned Start Date: 1/2/2011		Planned Completion Date: 12/1/2012	
	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:	

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Activities Completed	Impact/Value
<ul style="list-style-type: none"> ✓ The AOC completed the review and approved the SCDX Application Design document. 	Defines the mid-level design for the SCDX.
<ul style="list-style-type: none"> ✓ Sierra Systems conducted a demonstration of Case Docket Add, Case Docket Update and Case Docket Get SCDX web services, using a standalone test driver. This demonstration confirmed the viability of the SCDX design. 	This demonstration test confirms the viability of the SCDX design.
<ul style="list-style-type: none"> ✓ Sierra Systems completed the initial draft of the SCDX Technical Design documents for all SCDX Production Increment 1 web services and submitted these documents for AOC review. 	The SCDX Technical Design documents define the detail design for each web service and are required for the AOC to support this software after the project has been completed.
<ul style="list-style-type: none"> ✓ The AOC completed the review of an SCDX Technical Design document produced by Sierra Systems. The AOC provided their input so that Sierra Systems could make sure the remaining SCDX Technical Design documents all adhere to the changes identified by the AOC. The document changes recommended by the AOC are expected to take only a few hours to implement per document. Once these changes have been incorporated, Sierra Systems will re-submit all the Technical Design documents for AOC review and approval. 	The AOC provided more detail on the expected content and format for these documents.
<ul style="list-style-type: none"> ✓ The AOC QA team has completed the development and review of (7) of (14) SCDX QA Test Procedures. The team is continuing to work on these test documents and expect to have these documents completed within the next few weeks. 	AOC QA Test Procedures are need so that the AOC can confirm that SCDX Production Increment 1 meets the AOC SCDX project requirements.
Activities Planned	Impact/Value
<ul style="list-style-type: none"> ◦ The AOC QA team will complete the development and review of the SCDX QA Test Procedures. 	These procedures are required for AOC QA testing of SCDX Production Increment 1.
<ul style="list-style-type: none"> ◦ Complete the SCDX Technical Design documents for SCDX Production Increment 1 and submit to the AOC for review and acceptance. 	
<ul style="list-style-type: none"> ◦ Begin Sierra Systems verification testing of SCDX web services by December 16. 	Sierra Systems demonstration that the SCDX web services meet AOC requirements.
<ul style="list-style-type: none"> ◦ Begin AOC QA testing of SCDX web services by December 19. 	AOC confirms that SCDX Production Increment 1 is production ready.
<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. 	These specifications are required to implement SCDX web services for Production Increments 2 – 4.

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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	
Start SCDX Verification & Validation Testing – Prod Increment 1	12/02/2011	12/16/2011	
SCDX Verification & Validation Complete – Prod Increment 1	12/01/2011	12/30/2011	
SCDX Production Increment 1 Complete	12/23/2011	1/30/2012	
Risks Management			
Risk Events	High/ Medium/ Low	Risk Mitigation	
Case Docket & Case Participant synchronization is required so when 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> <p>October 14 – Discussed options with the Pierce County LINX team and it was agreed that the AOC would provide the necessary SCOMIS Docket Token's and that the LINX team would begin loading them into the LINX system prior to SCDX Go/Live. Further evaluation is necessary to reach a decision on how to synchronize Case Participant.</p> <p>November 23 – Solution identified and agreed to with Pierce County LINX team. (Closed)</p>	
Additional Comments			