

BI-WEEKLY ISD PROJECT REPORT

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

JIS Operational Plan: Initiation

Reporting Period 3/31/2012 - 4/14/2012

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

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

Business Area Manager:
William Cogswell (Acting)

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:

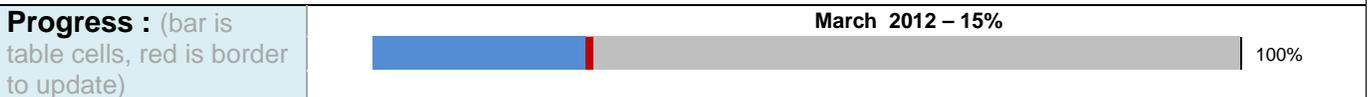
These reports will give the courts better tracking of accounting information, better budget and revenue forecasting, new or improved audit and operational reports, and the ability to answer accounting inquiries from other agencies.

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 type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input type="checkbox"/> Close
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Schedule	Planned Start Date: Aug 2011	Planned Completion Date: Jan 2013
	Actual Start Date: Aug 2011	Estimated Actual Completion Date:

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Activities Completed		Impact/Value
✓ Completed RDS and prototypes for “Detail of A/R type codes entered, paid, outstanding” schedule for release in April 17.	✓	In process of obtaining user final approval of report
✓ Completed requirements for first review for “Summary of A/R type codes entered, paid, outstanding” for review by the work group at their March 20 meeting.	✓	Obtain complete user requirements
✓ Began design of tables for reports 5 based on additional business requirements	✓	Obtain complete user requirements
✓ Finalized modifications to obligation history and obligation summary tables to support report 3 and 4 .	✓	Provide data for requested reports
✓ Continued design of new trust table to support” Cases with A/Rs Paid-in-Full – INCLUDING TRUST”.	✓	Provide data for requested reports
✓ Began design work on tables to support reports 6 and 14	✓	Provide data for requested reports
✓ Completed requested changes for obligor and obligation detail reports to add additional person information. Scheduled for April 17 th release.	✓	Provide additional information for reports
✓ Completed requested changes for Cases with ARs Paid-in-Full to optionally exclude disposed cases from the report. Scheduled for April 17 th release.	✓	Enable users to process smaller reports
Activities Planned		Impact/Value
✓ Release “Summary of A/R type codes entered, paid, outstanding”. Scheduled for June release	✓	Obtain user approval
✓ Begin RDS for	✓	Provide new accounting reports, or improve existing reporting capabilities
✓ Begin design of RDS for “Monthly interest accruals associated with A/R type codes”	✓	User 1 st review of requirements and prototype
✓ Complete design of interest, trust, and revenue table and obtain design committee approval; begin loading data to development environment. Need for report 5 and 6	✓	Provide data for requested reports
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

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Additional Comments

Approved report priority list

Group A	1. Cases with A/Rs Paid-in-Full – EXCLUDING TRUST	Released to production 12/20/2011
	2. Cases with finding date and A/Rs in "potential" status	Released to production 2/21/2012
	3. Detail of A/R type codes entered, paid, outstanding	Scheduled for release 4/17/2012
	4. Summary of A/R type codes entered, paid, outstanding	2 nd review scheduled 5/15/2012 Scheduled for release 6/17/2012
	5. Monthly interest accruals associated with A/R type codes	1 st review scheduled 5/15/2012
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: 03/17/12 – 3/30/2012

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

Tier 2 assessment forms are being evaluated by the AOC for the intention of submitting on boarding requirements to DES for Tier 2 DES release group start up. DES is reporting a 30 day delay in their current release group. This has pushed the start of the Tier 2 group out to May 1st.

Next steps: Work with the Tier 2 courts (Lynnwood, Fife, and Tacoma) on the on-boarding collaboration with JINDEX and the Department of Enterprise Services.

Work on transitioning the VRV on boarding process to Operations is in progress.



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: 6/30/2012
	Actual Start Date: 3/24/2010	Actual Completion Date:

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Activities Completed		Impact/Value	
✓	Business and Technical assessments have been received and business routing rules defined.	These are the technical requirements DES requires to set up the web service connectivity.	
Activities Planned		Impact/Value	
◦	Prep for JINDEX on boarding	Complete business and technical assessment forms, submit to WTSC to schedule a JINDEX release group and start date.	
◦	Complete the Maintenance Transition Plan	Finalize the operational sustainability of VRV to the Operations.	
Milestones Planned and Accomplished			
Milestone	Original Date	Revised Date	Actual Date
On-board Tier 1 (Issaquah, Lakewood)	4/01/2011	3/1/2012	3/13/2012
On-board Tier 2 (Tacoma, Lynnwood, and Fife)	5/01/2011	June 2012	
Complete VRV Maintenance Transition	6/1/2011	July 2012	
Risks Management			
Risk Events	High/ Medium/ Low	Risk Mitigation	
Additional Comments			

Bi-WEEKLY ISD PROJECT REPORT

Initiative: Superior Court Data Exchange (SCOMIS DX)

Reporting Period: 03/19/12 – 03/30/12

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

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

Business Area Manager: Bill Cogswell

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: SCDX Production Increment 1 is 8 weeks behind schedule. Development, testing and AOC validation took longer than planned.

Progress : (bar is table cells, red is border to update)	SCDX Increment 1 - March - 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
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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: 12/31/2012
	Actual Start Date: 1/2/2011	Actual Completion Date:

Schedule Increment 1	Original Start Date: 8/29/2011	Original Completion Date: 1/31/2012
	Planned Start Date: 8/29/2011	Planned Completion Date: 5/11/2012
	Actual Start Date: 8/29/2011	Actual Completion Date:

Schedule	Original Start Date: 1/2/2012	Original Completion Date: 3/30/2012
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Increment 2	Planned Start Date: 2/1/2012	Planned Completion Date: 6/20/2012
	Actual Start Date: 2/1/2012	Actual Completion Date:
Activities Completed		Impact/Value
<ul style="list-style-type: none"> ✓ The AOC has completed reviewing (9) Sierra Systems Technical Design Documents for SCDX Increment 2 web services. These web services are associated with Case Participant and Person Alias web services. This review identified minimal changes to these design documents. 	<p>These documents define the detailed web service designs and need to be approved by the AOC prior to Sierra Systems to begin software implementation</p>	
<ul style="list-style-type: none"> ✓ The AOC completed the deployment of SCDX Increment 1 to the QA environment on March 28. This deployment was delayed due to AOC resource limitations associated with Disaster Recovery planning and procedures validation. 	<p>This deployment is necessary to begin formal AOC QA testing of SCDX Increment 1.</p>	
<ul style="list-style-type: none"> ✓ A Kick-off Meeting was conducted with the AOC Java team on March 20 to begin assigning SCDX Increment 4 web service development to the AOC Java developers. The Java team identified the Case Seal Update (10.23) would be developed in-house with an estimated completion date of April 30. Once the team has completed this development, they will have a better understanding of the amount of time required to complete additional web services. 	<p>This effort is intended to provide an opportunity for the AOC Java team to gain some SCDX development experience and off-load some of the web services that Sierra Systems will need to develop. Since the AOC Java team will need maintain the SCDX following the completion of the project, this effort is intended to provide the Java team with the opportunity to gain that experience while the Sierra Systems team is engaged on the project.</p>	
<ul style="list-style-type: none"> ✓ The AOC is working on developing a model/process to onboard a Court to begin using the SCDX. This onboarding process will include the following components: <ul style="list-style-type: none"> - A web portal containing documentation and standards required by a remote Court to interface to the SCDX. - SCDX Interface implementation template/steps required for interfacing to the SCDX. - An estimate of the AOC time required to support a remote court in their development of an interface to the SCDX. - AOC Service Level Agreement that defines the AOC level of production support for the SCDX <p>This documentation is being developed similar to the documentation developed for the Vehicle Related Violation (VRV) project and will be used to assist Pierce County in their SCDX Interface development effort.</p> 	<p>Having a well defined SCDX Court onboarding process will provide remote Courts with the necessary information for planning and implementing their SCDX Interface development effort and give the AOC a resource estimate of the support required from the AOC to support this effort.</p>	
Activities Planned		Impact/Value
<ul style="list-style-type: none"> ◦ The AOC QA team will continue testing of SCDX Increment 1 web services. 	<p>These are formal tests by the AOC to confirm that SCDX Increment 1 meets the AOC documented requirements.</p>	
<ul style="list-style-type: none"> ◦ Re-run the SCDX performance tests in the AOC QA environment. 	<p>Provide an estimate of the SCDX performance that can be expected in production.</p>	

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Milestones Planned and Accomplished			
Milestone	Original Date	Revised Date	Actual Date
SCDX Development Complete – Prod Increment 1	11/16/2011	12/16/2011	1/27/2012
SCDX Verification & Validation Complete – Prod Increment 1	12/15/2011	1/31/2012	1/27/2012
Start SCDX Increment 2 Development	2/1/2012	2/1/2012	2/1/2012
Start SCDX QA Testing	12/15/2011	3/23/2012	3/28/2012
SCDX Production Increment 1 Complete	1/31/2012	5/11/2012	
Complete SCDX Increment 2 Development	5/1/2012	5/1/2012	
Complete SCDX Increment 2	6/20/2012	6/20/2012	
Risks Management			
Risk Events	High/ Medium/ Low	Risk Mitigation	
There is a potential scope increase for SCDX Increment 2 due to (3) Judgment web services that are part of the family of web services scheduled for Increment 2.	Medium	Sierra Systems is evaluating the degree of commonality between the current Increment 2 web services and these (3) Judgment web services to determine whether there is a cost or schedule impact.	
The SCDX web services design may have been missed some functionality or data required to eliminate dual data entry between a remote Case Management System and SCOMIS.	Medium	While the SCDX web services design was developed jointly with the Pierce County LINX team, some functionality or data may have been missed during the design phase. Any design issues will be identified when the LINX team attempts to begin using these web services. If any requirement gaps are identified, the SCDX project team will assess resolving these gaps.	
There are a number of non-critical Increment 1 punchlist items that are scheduled to be completed during Increment 2 implementation. There is a potential risk that there might be a schedule impact to Increment 2.	Low	The current list of punchlist items are not expected to impact Increment 2 schedule. Sierra Systems will implement these punchlist items concurrently with Increment 2, so that Increment 2 testing can be used to validate both Increment 2 and Increment 1 punchlist items. March 30 – no development schedule issues have been identified concerning the SCDX Increment 1 Punchlist; this risk is Closed .	
Additional Comments			

BI-WEEKLY ISD PROJECT REPORT

Initiative: Implement Information Networking Hub and Services (INH)

Reporting Period March 19 – March 30, 2012

Executive Sponsor(s):

Vonnie Diseth (Director/CIO)
Jeff Hall (AOC Administrator)

IT Project Manager:

Dan Belles

Business Area Manager: Jennifer Creighton

Consultant/Contracting Firm: SOOS Creek

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

The INH is the required future state architecture needed to support information exchanges between the JIS central database, SC CMS and other local systems. This Project involves a core team of internal and external resources with the experience and knowledge of AOC systems, that will build a robust enterprise architecture capable of exchanging messages from disparate systems with one common messaging standard.

The first phase of the INH project includes the development of the Foundation components and Pilot Deployment of two services. Initially, the components of the INH will be developed in a sequencing priority based on the needs of the SC CMS integration, but will continue to build on meeting the needs for other COTS applications and local systems in the future.

Business Benefits:

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

Business Drivers <small>(place x in box)</small>	Improve Decision Making <input 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 checked="" 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)
	\$	

BI-WEEKLY ISD PROJECT REPORT

Current Status <small>(green=on schedule, yellow=potential or current risks, red=significant risk to cost, schedule, deliverables.)</small>	Scope	●	Schedule	●	Budget	●		
Progress : (bar is table cells, red is border to update)		March 2012 – 25%						
		100%						
Phase (what phase is project currently in	<input checked="" type="checkbox"/> Initiate		<input checked="" type="checkbox"/> Planning		<input type="checkbox"/> Execute		<input type="checkbox"/> Close	
Schedule	Planned Start Date: July 2011			Planned Completion Date: June 2012				
	Actual Start Date: July 2011			Estimated Actual Completion Date: TBD				
Activities Completed				Impact/Value				
<ul style="list-style-type: none"> ✓ Held INH Enterprise Data Repository (EDR) team meetings to identify scope and tasks required to build central data repository 				<ul style="list-style-type: none"> ✓ Provides a central INH database to store statewide shared data in a standard format that will be made accessible to courts through data exchanges 				
<ul style="list-style-type: none"> ✓ Continued work on the INH Technical Lead Plan prepared by Joel Byford, Soos Creek 				<ul style="list-style-type: none"> ✓ Provides detailed technical guidance on development and implementation strategy for INH foundation components and data exchange services based on real world experience and practices 				
<ul style="list-style-type: none"> ✓ Updated INH Project Planning Matrix 				<ul style="list-style-type: none"> ✓ Matrix of individual INH projects helps define, interdependencies, project deliverables, milestones, and resources for improved planning and coordination 				
Activities Planned				Impact/Value				
<ul style="list-style-type: none"> ✓ Implement INH Technical Lead Plan – Assign tasks to resources, provide templates and expected completion dates 				<ul style="list-style-type: none"> ✓ Provides detailed technical guidance on development and implementation strategy for INH foundation components and data exchange services based on real world experience and practices 				
<ul style="list-style-type: none"> ✓ Hold INH Project lead meeting with Joel Byford, Technical Data Exchange Consultant 				<ul style="list-style-type: none"> ✓ Provides INH Project Team leads with information on roles and responsibilities and assignments from the INH Technical Lead Plan 				
<ul style="list-style-type: none"> ✓ Continue work on Enterprise Data Repository and Service Development Framework projects 				<ul style="list-style-type: none"> ✓ Provides INH foundation components to support Pilot Services and future data exchange development in subsequent phases of INH 				
<ul style="list-style-type: none"> ✓ Complete INH project charter for signature 				<ul style="list-style-type: none"> ✓ Provides authority and direction for the Project, approval for the budget, scope, schedule, and resources. It provides guidance to manage issues, risks, and project constraints. 				
<ul style="list-style-type: none"> ✓ Complete baseline project schedules for tasks identified in Technical Lead Plan 				<ul style="list-style-type: none"> ✓ Provides detailed list of tasks, durations, completion dates for managing schedule 				

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

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<p>Scope</p> <ul style="list-style-type: none"> Large – multi-year effort to implement INH. Inadequately plan may result in costly miscalculations in cost and time estimates and ultimately project delays or failure. 	<p>High</p>	<ul style="list-style-type: none"> Conduct Pilot Implementation and focus on efforts required to support SC-CMS Conduct phased implementation and improvement of service development Continue to provide visibility on the complexity of this technical effort to AOC Leadership Continue to escalate critical technical and project issues and decisions to AOC Leadership in a timely fashion for resolution INH Strategy and roadmap should be validated by outside an Technical Data Exchange Consultant to identify appropriate solution and minimize/reduce scope creep and/or change
<p>Budget</p> <ul style="list-style-type: none"> Project effort depends on funding from original transformation budget. However the scope of INH is much broader than the scope as defined in the transformation efforts and some funding has been removed. There is not enough funding to cover the estimated costs to complete INH in support of CMS over the entire project timeframe. 	<p>High</p>	<ul style="list-style-type: none"> Leverage other approved ITG projects work products to develop components of INH (e.g. SCDX, ITG27, Spokane, and SC-CMS). Utilize internal resources and tools with data exchange skills and experience where possible. Continue to refine the high level budget estimates as information becomes available to support requests for supplemental legislative funding needed
<p>Resource Allocation</p> <ul style="list-style-type: none"> Resources required to complete INH work efforts are working on multiple projects with competing priorities resulting in resource availability conflicts and delays 	<p>High</p>	<ul style="list-style-type: none"> Continue to work with the Leadership Team clarify the prioritization of projects and to appropriately assign a priority to INH Continue to work with the PMs of the SC DX, SC CMS and COTS Prep projects to coordinate efforts and identify interdependencies and opportunities for efficiency among projects
<p>SC – CMS Coordination</p> <ul style="list-style-type: none"> Detailed technical requirements from the SC-CMS COTS project are not clearly communicated to the INH project team in order for the program support the SC CMS integration when needed 	<p>Med</p>	<ul style="list-style-type: none"> SC CMS and INH Core teams should have ongoing communications regarding the content of the feasibility study and COTS requirements to avoid misinterpretation or misunderstanding of the common technical goals for SC-CMS and the dependencies on the INH. Presentation of Feasibility study content should be provided to INH team to ensure a clear understanding Hold regularly scheduled meetings between INH technical team and the “to be” technical team for RFP selection to ensure project interdependencies are tracked and coordinated
<p>Additional Comments</p>		