JIS Information Technology Governance Stakeholder Comment Process

Adopted by the Judicial Information System Committee (JISC) on , 2010
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Introduction

The JIS IT Governance Framework, approved by the JISC March 5, 2010 determines how IT investment decisions are made, communicated, and overseen. IT governance focuses on the alignment of IT decisions with the overall organizational strategy and the delivery of the greatest value from those decisions. The JIS Information Technology Governance Policy (See JIS Policy 1000-P1) establishes the importance of transparency and inclusion in the decision-making process through participation and communication with the court user community.

Purpose

The IT Governance Stakeholder Comment Process outlines the method for court community stakeholders to receive notification and provide comment on IT governance requests proceeding through the IT governance process.

Authority

RCW 2.68.010 gives the JISC the authority to “determine all matters pertaining to the delivery of services available from the judicial information system.” JISC Rule 1 provides for AOC to operate the Judicial Information System (JIS) under the direction of the JISC and with the approval of the Supreme Court pursuant to RCW 2.56.

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Scope

This process applies to all persons, organizations, or agencies that operate, manage, use, or could be impacted by the portfolio of IT products and services provided by AOC (see JIS Portfolio Management Policy 2000 – P1).

Process

1. The JISC-approved Initial Stakeholder List (see Appendix A) comprises the initial group of stakeholders that will be contacted regarding notification and comment.

2. AOC will contact stakeholder groups on the Initial Stakeholder List to determine whether they wish to be included on the ITG Stakeholder Notification List.

3. Any additional stakeholder groups wishing to be added to the ITG Stakeholder Notification List will make the request to the AOC.

4. Stakeholder groups wishing to be notified of pending IT governance requests will provide contact information, including an email address, for a single point of contact to act on behalf of their group.

5. AOC will maintain the ITG Stakeholder Notification List, with contact information provided by stakeholder groups that have requested to be on the list.

6. It is the responsibility of the stakeholder group to notify AOC when there is a change in its contact information.

7. AOC will provide a mechanism for notifying the listed stakeholder group contact when an IT governance request has been confirmed by one of the Endorsing Groups identified in the JIS Information Technology Governance Policy (see JIS Policy 1000-P1).

8. It is the responsibility of the stakeholder group point of contact to notify the group of pending IT governance requests.

9. AOC will provide a mechanism for stakeholder groups to provide comment on specific IT governance requests through the public AOC IT Governance web page.

10. All comments must be verified by the stakeholder group's point of contact.

11. Verified comments will be posted to the specific IT governance request to which they relate.

12. Stakeholder comments may be considered by the governance bodies in their deliberations on IT governance requests.

13. Stakeholder input is limited to written comments attached to an IT governance request.

Maintenance

The JISC will review the ITG Stakeholder Notification List and the Initial Stakeholder List (Appendix A) annually. After that review, AOC will contact stakeholder groups that previously declined inclusion to determine whether they are interested in being on the ITG Stakeholder Notification List.

This process will remain in effect for a minimum of one year, subject to revision by the JISC.

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Appendix A: Initial Stakeholder Group List

Access to Justice Board
Minority and Justice Commission
Gender and Justice Commission
Interpreter Commission
Commission on Children in Foster Care
WA State Center for Court Research
Board for Public Guardians
Board for Judicial Administration
WSBA (including sections)
WA Association of Sheriffs and Police Chiefs
WA Association of Prosecuting Attorneys
WA Association of County Officials
Washington State CASA
Council on Public Defense
Washington Defender Association
WA Association of Criminal Defense Lawyers
Team Child
County bar associations
Asian Bar Association
Korean American Bar Association
Loren Miller Bar Association
Northwest Indian Bar Association
QLaw
South Asian Bar Association
American Immigration Lawyers Association (WA State Chapter)
Government Lawyers Bar Association
Washington Defense Trial Lawyers
WA State Association of Municipal Attorneys
WA State Association for Justice (formerly WSTLA)
Washington Women Lawyers
ACLU
Equal Justice Coalition
LAW Fund
NW Immigrant Rights Project
NW Justice Project
NW Women's Law Center
Allied Media
National Association of Professional Background Screeners
American Society for Industrial Security – WA Chapters
Criminal justice agency partners
Department of Licensing

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