



Washington State Administrative Office of the Courts

ISD Transformation

ISD Monthly Status Report for the Judicial Information System Committee (JISC)

October 2011

(Report Period Ending September 30, 2011)



Table of Contents

Background & Overview	2
Background.....	3
JIS Transformation & Project Plan Overview.....	4
Summary of Activities	7
Major Changes Since Last Report.....	8
ISD Staff Recognitions.....	9
IT Governance Request Status	11
Transformation Initiative Summary	12
Approved JIS Projects Summary.....	13
Detailed Status Reports	14
Transformation Initiative Status Reports.....	16
Transformation Program Track.....	17
COTS Preparation Program Track.....	19
Information Networking Hub (INH) Program Track.....	20
12.1 Natural to COBOL Conversion.....	22
DB2 Upgrade	23
BizTalk Upgrade	24
CA Clarity Implementation	26
Project Status Reports.....	28
Superior Court Data Exchange	29
Superior Court Case Management System (SC-CMS) RFP	31
ITG #28-JIS Parking Module Update Feasibility Study.....	35
ITG #45-Appellate Courts Electronic Document System (EDMS)	36
Parking Module Enhancement –VRV Data Services	38
ITG#081 - Adult Risk Assessment STRONG 2 Implementation.....	40
ITG #009-Accounting in the Data Warehouse	42
ISD Operational Area Status Reports.....	43
Operational Area: IT Policy and Planning.....	44
Operational Area: Architecture & Strategy.....	46
Operational Area: Infrastructure.....	49
Operational Area: Data & Development.....	50
Operational Area: Operations	51
Operational Area: Project Management Office & Quality Assurance.....	56

Background

In 2008, the Judicial Information System Committee (JISC) directed the Administrative Office of the Courts (AOC) to modernize and integrate the Judicial Information System. For the 2009-2011 biennium, the Legislature approved funds to fulfill that direction. The budget proviso stipulated that a portion of those funds was for the development of a comprehensive Information Technology (IT) strategy and detailed business and operational plan. This strategy included the development of a fully operational Project Management Office (PMO), the implementation of IT Governance, the establishment of an Enterprise Architecture (EA) Program, the implementation of a Master Data Management (MDM) solution, and a focus on Data Exchanges.

To plan the modernize-and-integrate strategy, AOC contracted with two industry leaders, Ernst & Young and Sierra Systems. The firms performed analysis of the current business problems, the organization's capability and maturity to successfully implement the modernization and integration strategy, and planned a detailed IT strategy to guide the modernization over the next several years.

Upon the completion of an IT strategy and business plan, AOC's Information Services Division (ISD) began implementation of a multi-year operational plan with the launch of five transformation initiatives in September 2009: Project Management Office (PMO), IT Portfolio Management (ITPM), Enterprise Architecture Management (EAM), Information Technology Governance (ITG), and Organizational Change Management (OCM).

In addition to the transformation initiatives, AOC ISD continues to work on other approved priorities including data exchanges, e-ticketing stabilization, equipment replacement, disaster recovery and on-going maintenance and operations of legacy systems.

JIS Transformation & Project Plan Overview

October 2011

Original Roadmap per IT Strategy June 19 - 2009

Actual

Revised or Planned

STATUS KEY



= active/on track



= Changes w/ Moderate impact



= Significant rework/risk



= Not active



= Completed

JIS Transformation Initiatives	Status		CY09 Q3	CY09 Q4	CY10 Q1	CY10 Q2	CY10 Q3	CY10 Q4	CY11 Q1	CY11 Q2	CY11 Q3	CY11 Q4
1.0 Organizational Change Management - Phase I												
1.1 Develop Organizational Change Strategy	✓	Planned										
		Actual			✓							
1.2 Implement New Organization Structure	✓	Planned										
		Actual			✓							
2.0 Capability Improvement – Phase I												
2.1 Implement Change Management & Communications – CIO Directed Communications	✓	Planned										
		Actual							✓			
2.2 Implement IT Governance (ITG)	✓	Planned										
		Actual				✓						
2.3 Implement Project Management Office (PMO)	✓	Planned										
		Actual						✓				
2.4 Implement IT Portfolio Management	✓	Planned										
		Actual						✓				
3.0 Capability Improvement – Phase II												
3.1 Implement Enterprise Architecture Management	✓	Planned										
		Actual			✓							
3.2 Implement Solution Management	●	Planned										
		Actual										
3.3 Implement Relationship Management	✓	Planned										
		Actual				✓						
3.4 Implement IT Service Management – change, configure, release	⊖	Planned										
		Actual										
Establish Governance Bodies (EGB)	●	Planned										
		Actual										
4.0 Capability Improvement – Phase III												
4.1 Establish Vendor Management	⊖	Planned										
		Actual										
4.2 Mature Application Development Capability	⊖	Planned										
		Actual										
4.3 Establish Enterprise Security	⊖	Planned										
		Actual										
5.0 Capability Improvement – Phase IV												
5.1a Implement IT Service Management – Service Catalog, Service Level Management, Enterprise Requirements Management	✓	Planned										
		Actual								✓		
5.1b Implement IT Service Management – Incident, Problem	⊖	Planned										
		Actual										
5.2 Implement Performance Reporting (formerly Financial Management Reporting)	✓	Planned										
		Actual						✓				
6.0 Capability Improvement – Phase V												
6.1 Establish Custom Development Capabilities	⊖	Planned										
		Actual										
7.0 Master Data Management												
7.1 Develop Data Governance Model	✓	Planned										
		Actual							✓			
7.2 Implement Data Quality Program	✓	Planned										
		Actual									✓	

Actual

Revised or Planned

STATUS KEY

● = active/on track

▲ = Changes w/ Moderate impact

◆ = Significant rework/risk

⊖ = Not active

✓ = Completed

Initiatives JIS Transformation	Status		CY09	CY09	CY10	CY10	CY10	CY10	CY10	CY11	CY11	CY11	CY11
			Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
7.3 Develop Unified Data Model	✓	Planned											
		Actual									✓		
7.4a Implement MDM Tool – Ramp up & analysis	⊖	Planned											
		Actual											
7.5 Optimize Data Warehouse	⊖	Planned											
		Actual											
8.0 Migrate Data Exchanges													
8.1 Develop Migration Strategy	⊖	Planned											
		Actual											
8.2 Develop File Based Exchanges	⊖	Planned											
		Actual											
8.3 Develop Transactional Transfers	⊖	Planned											
		Actual											
8.4 Migrate Exchanges Including JIS Link	⊖	Planned											
		Actual											
9.0 Migrate Web Sites													
9.1 Develop Migration Strategy	⊖	Planned											
		Actual											
9.2 Redirect Web Application Data Sources	⊖	Planned											
		Actual											
10.0 JIS Application Refresh													
10.1a Superior Court Case Management Feasibility Study (ITG #002)	✓	Planned											
		Actual											✓
10.1b RFP for Superior Court Case Management	●	Planned											
		Actual											
10.1c Transition Planning for Superior Court Case Management	⊖	Planned											
		Actual											
10.2 Purchase, Configure and Deploy Superior Court Case Management	⊖	Planned											
		Actual											
11.0 Organization Change Management – Phase II													
11.1 Change Management in Support of JIS	⊖	Planned											
		Actual											
Other Projects & ITG Activities													
12.1 Natural to COBOL Conversion	●	Planned											
		Actual											
12.2 Superior Court Data Exchange	●	Planned											
		Actual											
12.3 E-ticketing stabilization	✓	Planned											
		Actual											
12.5 Conduct Market Study – Superior Courts	✓	Planned											
		Actual											
12.6 Conduct Feasibility Study – Road to Toll Support	✓	Planned											
		Actual											
12.8 Equipment Replacement – External	●	Planned											
		Actual											
12.8 Equipment Replacement – Internal	●	Planned											
		Actual											

Actual

Revised or Planned

STATUS KEY



= active/on track



= Changes w/ Moderate impact



= Significant rework/risk



= Not active



= Completed

Initiatives JIS Transformation	Status		CY09 Q3	CY09 Q4	CY10 Q1	CY10 Q2	CY10 Q3	CY10 Q4	CY11 Q1	CY11 Q2	CY11 Q3	CY11 Q4
Other Projects and ITG Activities												
ISD – Feasibility Workgroup – Superior Court Adult Risk Assessment	✓	Planned										
		Actual								✓		
ISD- Records Management (RMS)	✓	Planned										
		Actual										✓
ISD-Knowledge Management	⊖	Planned										
		Actual										
ISD-Capability & Maturity Model	●	Planned										
		Actual										
ISD-Compliance Monitoring	⊖	Planned										
		Actual										
ISD-Clarity Implementation	●	Planned										
		Actual										
Vehicle Related Violations (VRV)	▲	Planned										
		Actual										
ISD – Software Quality Assurance (SQA)	●	Planned										
		Actual										
DB2 Upgrade	●	Planned										
		Actual										
BizTalk Upgrade	▲	Planned										
		Actual										
Resource Management	✓	Planned										
		Actual										
ITG #028 JIS Parking Module Upgrade Feasibility Study)	●	Planned										
		Actual										
ITG #045 Appellate Courts Electronic Document Management System	●	Planned										
		Actual										
ITG #081 Adult Risk Assessment Strong 2 Implementation	●	Planned										
		Actual										
ISD-Transformation Program Track	●	Planned										
		Actual										
ISD-COTS Preparation Program Track	●	Planned										
		Actual										
ISD-Information Networking Hub (INH) Program Track	◆	Planned										
		Actual										
ITG #009 Accounting Data in the Warehouse	●	Planned										
		Actual										

Summary of Activities

Major Changes Since Last Report

This section provides a quick summary of initiatives or projects that have had major changes during the reporting period and includes operational areas or staffing changes that impact the work, timeline, or budget.

Initiatives & Major Projects Underway

- 12.1 Natural to Cobol Conversion
- 12.2 Superior Court Data Exchange
- 12.8 Equipment Replacement
- Records Management (RMS)
- Vehicle Related Violations (VRV)
- Software Quality Assurance (SQA)
- DB2 Upgrade
- BizTalk Upgrade
- CA Clarity Implementation
- JIS Parking Module Upgrade Feasibility Study (ITG #28)
- Appellate Electronic Document Management System (ITG #45)
- Adult Risk Assessment Implement Strong 2 Tool (ITG #081)

Initiatives or Projects Started

- 10.1b Superior Court Case Management System RFP (SC-CMS)
- Transformation Track
- COTS Preparation Track
- Information Networking Hub (INH) Track

Initiatives or Projects Completed

- 10.1a Superior Court Case Management Feasibility Study (SCMFS)
- Records Management System (RMS)

Status Changes

- BizTalk Upgrade was **red**, and is now **yellow**.
- CA Clarity Implementation was **yellow**, and is now **green**.
- Superior Court Data Exchange was **yellow**, and is now **green**.

Staffing Changes in ISD

ISD welcomes the following new staff:

Bing Cai – Enterprise Architect

Cheryl Mills– Vendor Relations Coordinator

Kim Radar– JAVA programmer

Ravi Somasundaram– Legacy programmer

Brian Stoll– Solutions Architect

James Porter - Tester

Marie Constantineau– PMO Coordinator

ISD Staff Recognitions

Individual Recognition

- **Charlene Allen** was recognized by TJ Bohl, the Assistant Administrator for Probation in the Pierce County Juvenile Court, for going to Chelan and presenting BOXI to the JPM's. Charlene was acknowledged for her incredible understanding of the BOXI tool and the way she always presents in an understandable manner that is easy to track. After her presentation to the group, there was a lot of great feedback and excitement. They were appreciative for all Charlene has done to help the courts as they move towards a data driven learn, manage, improve model. Way to go, Charlene!
- Appreciation to **John Howe** and **Sriram Jayarama** for stepping in to provide Heather Morford with the information she needed for the Legislative Proviso Report that was due last month regarding the plan for Data Exchanges. Not only did they get her the information she needed, but they did it with lightning speed. Their willingness to step in and help out a colleague working under a tight deadline was very much appreciated. Thanks, guys!
- Thanks to **Pam Payne** for all the hard work she puts into coordinating and supporting the JISC members. Members who have to travel to the meetings expressed appreciation for Pam always taking care of everything for them and being on top of all their travel details. Larry Barker from Klickitat County Adult Probation expressed . . .

"Thanks for all you do for us. We'd never make it without you!"

- **Kermit Oglesby** and **Kirby Tingle** in Network Services were recognized for their responsiveness during the cubicle moves of the JSD Research staff. Kate O'Donnell was grateful that Network Services is always so responsive whenever they have a question or problem. Keep up the good work!
- Jeff Hall had some words of appreciation for **Tom Sampson** for initiating *Lunch Roulette*, a way to get to know your fellow AOC colleagues.
"I appreciate your initiative in pursuing these lunches and the esprit de corps they engender. I have enjoyed them personally and cannot express how much, from the agency administrator perspective, I value what they bring to the agency as a whole..."
- Thanks to **Dennis Longnecker** for his well received presentation to the State Agency Liaisons at the bi-monthly Emergency Management Division – State Agency Liaisons meeting regarding the JIS Disaster Recovery plan and practices. Your efforts are appreciated!
- Additional thanks to **Dennis Longnecker** for spending a week of his vacation serving the youth of our community. Dennis spent a week as a volunteer adult leader with a group of 14 Boy Scouts from Troop 101 at Camp Easton. The program prepares the youth in our community to be the next generation of leaders and citizens. They teach leadership, citizenship, fitness, and environmental stewardship. It is an experience that the youth treasure for their entire lives. Dennis helped to make that possible! Thank you, Dennis!
- KUDOS to **Yun Bauer**! Yun has been a member of the data warehouse team for five years, and recently moved from integrator – ETL developer to Senior Integrator – Business Objects developer. Prior to working on the data warehouse team, Yun worked in the Research Center for six years, so she brings not only meticulous technical skills to the position, but also a tremendous wealth of business knowledge. Congratulations, Yun!

Team Recognition

- The **Superior Court Case Management Feasibility Study (SCMFS) project team (Kate Kruller, Heather Morford, Tom Sampson, Lori Murphy, Bill Cogswell, Kumar Yajamanam)** received the following recognition from Jeff Hall, the State Court Administrator, after the final presentation at the August JISC meeting. The team received the green light to proceed with the next step of preparing the RFP to acquire a new Case Management System for the Superior Courts.

“Thank you all for your efforts and very good work as we have worked through the CMS Feasibility Study. Our success in reaching this important milestone today falls squarely on your shoulders and I very much appreciate your dedication, excellent work, and good counsel. I am confident that we can continue to meet the challenges this project presents and that confidence is grounded in all of you. I know many others contributed to this effort. Please pass on my appreciation to everyone involved.”

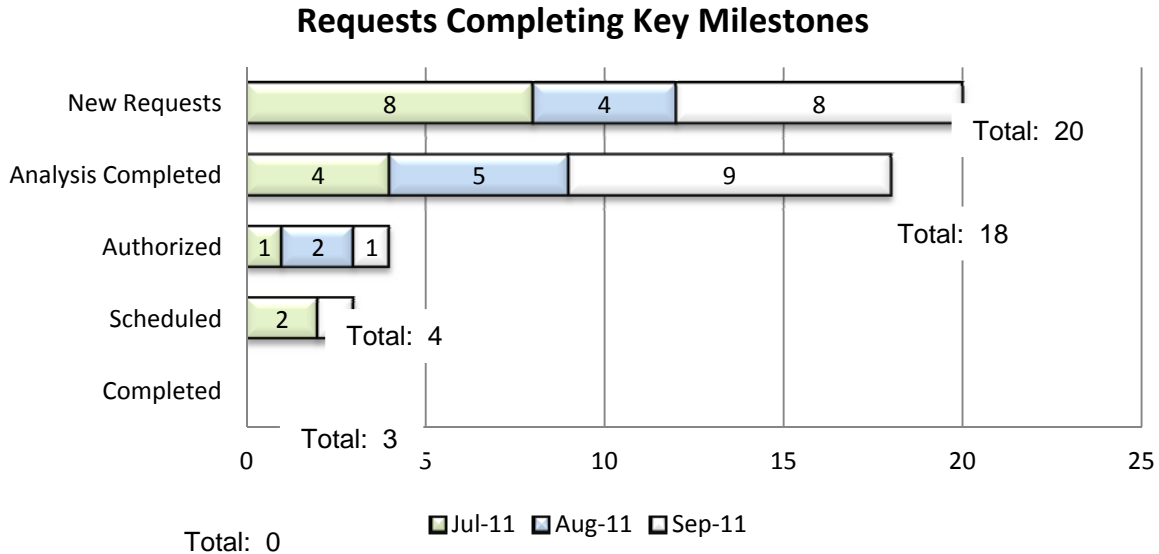
- The **Appellate Court EDMS Feasibility Study Team (Bill Burke, Gary Guinotte, Heather Morford and Maria Padukiewicz)** was recognized for a great team effort on the presentation of the Appellate Courts EDMD Feasibility Study results to the project Steering Committee. They did a great job on the feasibility analysis and presentation of the final results and recommendations. That was followed up by similar results at the presentation to the JISC in August. The project also received the green light and funding by the JISC to move forward. Way to go team!

IT Governance Request Status

Completed JIS IT Requests in September 2011

No ITG requests were completed during the month of September.

Status Charts



Current Active Requests by:

Endorsing Group	
Supreme Court	2
Court of Appeals Executive Committee	2
Superior Court Judges Association	4
Washington State Association of County Clerks	7
District and Municipal Court Judges Association	8
District and Municipal Court Management Association	27
Data Management Steering Committee	1
Data Dissemination Committee	1
Codes Committee	2
Administrative Office of the Courts	1
Washington State Association of Juvenile Court Administrators	1

Court Level User Group	
Appellate Court	4
Superior Court	12
Courts of Limited Jurisdiction	23
Multi Court Level	11
Non-JIS	4

Transformation Initiative Summary

Transformation Program	
Activities	Impact/Value
✓ Approved the Release and Change Management Principles	Starts the Organizational Change Management (OCM) process.
✓ Began work on the deliverables schedule for Enterprise Security, Vendor Management and Application Development Management	Starts the project planning activities for each of the areas.
COTS Preparation Program	
Activities	Impact/Value
✓ Completed 13 mini-charters for each area within the COTS prep program	The COTS prep program scope is defined through 13 mini project charters. These thirteen mini project charters will be incorporated into a program charter for authorization.
Information Networking Hub Program (INH)	
Activities	Impact/Value
✓ Completed the High-Level Project Schedule	This schedule will drive the work needed within the INH program.
12.1 Natural to Cobol Conversion	
Activities	Impact/Value
✓ Continued work on the conversion of Natural entities inventory	Provides conversion of all Natural entities to COBOL
DB2 Upgrade	
Activities	Impact/Value
✓ Completed pre-implementation tasks and testing of all applications impacted by DB2 migration activities	Provides verification on application capability with DB2
BizTalk Upgrade	
Activities	Impact/Value
✓ The Microsoft BizTalk 2010 server patch was installed and tested by the AOC development team. The Microsoft patch resolved the BizTalk 2010 server process restart issue.	This problem needed to be resolved before these servers could be moved to Production.
CA Clarity Implementation	
Activities	Impact/Value
✓ Phase 1 – Project Set up and Initiation deliverable approved	The phase 1 deliverable included the Project kickoff meeting, the Project Management Plan, and the Project Schedule.
✓ Phase 2 – Solution Requirements Specification	The phase 2 deliverables includes the initial “out of the box” installation of Clarity in all three environments (Development, Test, and Production). The architectural analysis and approved architectural diagram. The Installation Reports and the Solution Requirements Specifications Document.

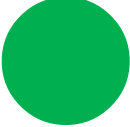

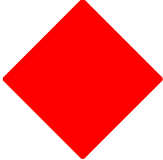
Approved JIS Projects Summary

Note that VRV Data Services and e-Ticketing Stabilization have moved from a development project into maintenance and therefore are not being reported under approved projects but are now reported under the ISD operational area; Standards & Policies.

JIS Project: Superior Court Data Exchange (SCDX)	
Activities	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"> ✓ 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.
JIS Project: Superior Court Case Management RFP	
Activities	Impact/Value
<ul style="list-style-type: none"> ✓ Sent AOC SCMFS Requirements documentation to King County 	Meet deadline for gathering unique King County requirements for Proviso Report.
<ul style="list-style-type: none"> ✓ Establish project governance 	Synchronize AOC efforts between three professional associations that are key stakeholders in the project to assemble a representative steering committee for project oversight.
ITG #028 JIS Project: JIS Parking Module Upgrade Feasibility Study	
Activities	Impact/Value
<ul style="list-style-type: none"> ✓ Complete Review with Solutions Architect into final cost analysis for feasibility study draft 	Completes the feasibility study
ITG #045 Appellate Electronic Document Management System (EDMS)	
Activities	Impact/Value
<ul style="list-style-type: none"> ✓ Appellate Court EDMS team is developing business Use Cases to document the Appellate Court EDMS business requirements. These business requirements will be used to validate the EDMS technical requirements and will also be used as a basis for Appellate Courts acceptance of the EDMS system. The team has identified an initial (22) business Use Cases that will need to be developed and has completed the initial draft of the first (10) Use Cases. 	Define Appellate Court EDMS business requirements using business Use Cases. These Use Cases will be used to validate the EDMS system technical requirements and define the Appellate Courts EDMS acceptance criteria.
Vehicle Relations Violations (VRV)	
Activities	Impact/Value
<ul style="list-style-type: none"> • Completed the Assessment Cycle 	Tier 1 VRV Courts, Lakewood, Issaquah, and Kirkland, are working directly and are part of the JINDEX Release Group 1.
ITG #081 Adult Risk Assessment Implement STRONG 2 Tool	
Activities	Impact/Value
<ul style="list-style-type: none"> • Completed draft Charter for Project Steering Committee 	Provides authorization for the project scope, approach, costs, schedule and resources
<ul style="list-style-type: none"> • Formed the ARA Steering Committee and appointed members from SCJA, DMCMA, AWSCA and AOC 	Provides executive level oversight of the project to ensure business alignment and provide a forum for executive level issue/risk mitigation, discussion of policy issues, and approve change requests.
<ul style="list-style-type: none"> • Requirements analysis was started 	Approved system requirements provide the foundation on which the system is designed, developed, tested and accepted.
ITG #009 Accounting in the Data Warehouse	
Activities	Impact/Value
<ul style="list-style-type: none"> • Completed first drafts of report design specifications, first four source tables and accounting universe 	Preparing for design approval and first steps in creating interface for reports.


Detailed Status Reports

Status Update Key

	Green = Progressing as planned.
	Yellow = Changes with moderate impact.
	Red = Severe changes or significant re-work is necessary.

Transformation Initiative Status Reports

Transformation Initiative Reports

Transformation Program Track								
Reporting Period thru September 30, 2011								
Executive Sponsor(s) Vonnie Diseth, CIO				IT Project Manager: Martin Kravik				
Business Area Manager: William Cogswell, ISD Associate Director				Consultant/Contracting Firm: n/a				
Description: The ISD Transformation Program places the remaining Transformation Initiatives under a single umbrella. The goals of this approach are to expedite the completion of the Initiatives by reducing redundant administrative overhead, ensure better cohesiveness between Initiatives, and provide a more rational and consistent implementation of the Initiatives.								
Business Benefit: <ul style="list-style-type: none"> Prepare ISD processes to support the implementation of Superior Court Case Management System and other COTS Ensure use of consistent and integrated processes across ISD functional areas to enable the efficient delivery of services. Implement a governance organization and decision making processes to maximize investments and utilization of resources. 								
Business Drivers	Improve Decision Making	X	Improve Information Access	<input type="checkbox"/>	Improve Service or efficiency	X	Manage Risks	X
	Maintain the business	X	Manage the costs	X	Increase organizational capability	X	Regulatory compliance or mandate	<input type="checkbox"/>
Current Status	Scope	<input checked="" type="checkbox"/>	Schedule	<input checked="" type="checkbox"/>	Budget	<input checked="" type="checkbox"/>		
Status Notes: The decision was made to fold the implementation of Solution Management into the new Transformation Program Track.								
Progress	<div style="text-align: center;"> Oct 2011 (5%)  </div>							100%
Phase	X	Initiate	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Execute	<input type="checkbox"/>	Close
Schedule	Planned Start Date: July 2011				Planned Completion Date: Sept 2012			
	Actual Start Date: July 2011				Actual Completion: TBD			
Activities Completed					Impact/Value			
✓ Program Charter was reviewed by Vonnie. She asked that funding for Decision Process Framework and Application Development Management be added back in.					Provides authorization for the program scope, approach, costs, schedule, and resources.			
✓ Bill Brush gave a presentation on Enterprise Security to the ISD management team.					Starts Organizational Change Management (OCM) process.			
✓ Kevin and Tim held a Release and Change principles discussion with the ISD management team. With minor changes the principles were approved.					Starts Organizational Change Management (OCM) process.			
✓ PM met with Bill Brush and Cheryl Mills to start development of deliverables schedule for Enterprise Security and Vendor Management.					Starts project planning activities.			
✓ PM met with Jennifer Creighton, Mike Keeling, Mike Sebastian, Sriram Jayarama, and Ray Yost to					Initial meeting to define what version 1.0 of the process looks like.			

discuss deliverables for Application Development Management.	
✓ Project Manager (PM) and Project Management Office (PMO) met with the Architecture Review Team to discuss how the implementation of ART reviews for projects will occur and time schedule.	Helps ensure smooth, rational implementation of the Architecture Review Team (ART) process.
✓ PM, Tim Anderson, Tom Sampson, and Marty Derksema talked to a potential project resource that can help with IBM Rational tools configuration.	Brings in expertise AOC doesn't currently have to kick start the use of the IBM Rational suite of tools for requirements management, quality control management, release management, and change management.
Activities Planned	Impact/Value
◦ Finalize Project Charter.	Approval to start project work.
◦ Begin Project Planning phase.	Develop detailed work plans, cost estimates, work schedules, determine resource requirements and project timelines.

COTS Preparation Program Track

Reporting Period thru September 30, 2011

Executive Sponsor(s) Vonnie Diseth, CIO	IT Project Manager: Mike Walsh
Business Area Manager: Dennis Longnecker, Infrastructure Manager	Consultant/Contracting Firm: n/a

Description:
The AOC COTS Preparation Track is one of three program tracks that were the result of the AOC ISD Roadmap effort in February 2011. ISD Management categorized all tasks, projects and services required at AOC to accommodate the following three efforts underway: (1) the implementation of the division's Transformation Initiative; (2) the design and implementation of the Information Networking Hub aspect of the Enterprise Architecture future state design for AOC; and (3) the implementation of any Commercial Off-The-Shelf (COTS) application that may be procured for AOC's portfolio.

CMS Preparation program track is set up to comprehensively identify and address all the areas that are external to core CMS deployment but are necessary to support the successful configuration, integration and operations of the new CMS. The objectives of this track are:

- Identify the potential areas of impact to existing JIS environment because of the introduction of new COTS package
- Identify the areas of pre-work that is needed to ensure timely deployment of CMS solution
- Develop work plan to address the impacts
- Address the impacts and mitigate the risks

Business Benefit:

Critical Success Factors and Business Benefits are:

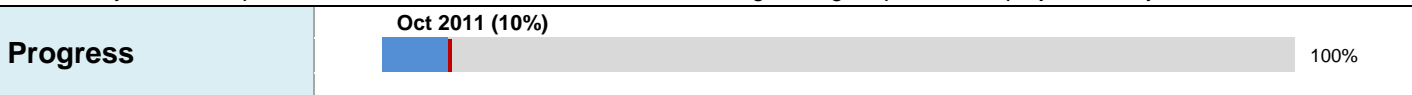
- Impacts and risks are identified
- Costs are known and budget sources are identified
- Work plan and ownership to address the impacts are established
- Identified work and mitigations are completed in time

Business Drivers	Improve Decision Making <input type="checkbox"/>	Improve Information Access <input checked="" type="checkbox"/>	Improve Service or efficiency <input type="checkbox"/>	Manage Risks <input checked="" type="checkbox"/>
	Maintain the business <input type="checkbox"/>	Manage the costs <input type="checkbox"/>	Increase organizational capability <input checked="" type="checkbox"/>	Regulatory compliance or mandate <input type="checkbox"/>

Current Status	Scope	<input checked="" type="checkbox"/>	Schedule	<input checked="" type="checkbox"/>	Budget	<input checked="" type="checkbox"/>
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Status Notes: Very little progress has been made on the completion of the Program Charter due to Mike Walsh's increased involvement in the VRV and Clarity implementation projects.

The September 12th target date for having the program charter ready was missed. Due to Mike Walsh's emergency eye surgery more delays are anticipated until Mike can return to work full time and get caught up on all his project activity.



Phase	<input checked="" type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input type="checkbox"/> Execute	<input type="checkbox"/> Close
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Schedule	Planned Start Date: July 2011	Planned Completion Date: July 2014
	Actual Start Date: July 2011	Actual Completion: TBD

Activities Completed	Impact/Value
✓ Completed the 13 project Mini Charters	The COTS prep program scope is defined through 13 mini project charters. These thirteen mini project charters will be incorporated into a program charter for authorization.
Activities Planned	Impact/Value
◦ Finalize the Program Charter.	Provides the Executive authorization to fund and execute the program
◦ Program plan and schedule.	
◦ Firm up project budgets	

Information Networking Hub (INH) Program Track

Reporting Period thru September 30, 2011

Executive Sponsor(s)
Vonnie Diseth, CIO

IT Project Manager:
TBD

Business Area Manager:
Kumar Yajamanam, Architecture & Strategy Manager

Consultant/Contracting Firm:
n/a

Description:

The Information Networking Hub (INH) has been initiated as one of three separate Project/Program tracks. While the INH is being built to support the implementation of a Case Management System, it is also building a foundation for data exchange with other COTS packages.

The Information Networking Hub and Networking Services is a required architecture to support information interchange between the disparate JIS central (new and old) and local systems. This Project will involve a core team of resources with the experience and knowledge of AOC systems, "as is" and the "to be" state to support the building a robust enterprise architecture capable of handling messages from disparate systems with one common messaging standard.

Initially the components of the INH will be developed in a sequencing priority based on the needs of the CMS requirements but will continue to build on the needs for AOC and COTS packages of the future.

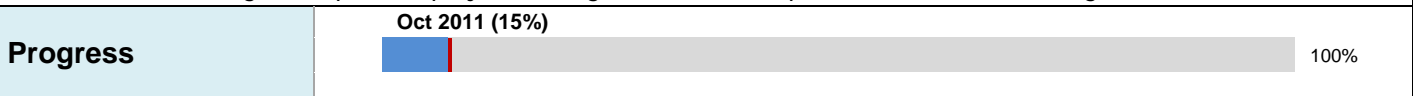
Business Benefit:

- Seamless integration of current and future as well as centralized and local applications that provides better customer experience
- Real-time information networking through "polish-subscribe" mechanisms that facilitates the sharing of data and dramatically reduces duplicate data entry
- Modern architecture that aligns with latest technology trends to provide flexibility and quick response and ability to deliver new customer requests
- A centralized security framework that can meet the needs for ensuring data is secure
- Advanced customer interfaces to improve productivity, advance decision-making capabilities and aid in access to justice

Business Drivers	Improve Decision Making	X	Improve Information Access	X	Improve Service or efficiency	X	Manage Risks	X
	Maintain the business	X	Manage the costs	X	Increase organizational capability	X	Regulatory compliance or mandate	X

Current Status	Scope	▲	Schedule	▲	Budget	◆
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Status Notes: The Project Manager Wendy Loewen resigned effective 9/28/11 and Project Status Report is not up to date. Risk Mitigation: Dan Belles will assume the Project Manager role on 10/10/11. Business Area Manager will provide project management leadership until another PM is assigned.



Phase	<input checked="" type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input type="checkbox"/> Execute	<input type="checkbox"/> Close
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Schedule	Planned Start Date: July 2011	Planned Completion Date: June 2015
	Actual Start Date: July 2011	Actual Completion: TBD

Activities Completed	Impact/Value
✓ Complete high level project schedule	Drives the project work
✓ Continue working with teams on individual task structures	Helps define timelines and work estimates

Activities Planned	Impact/Value
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o Obtain Charter Approvals	Provides a roadmap for the Project, approval for costs, scope, schedule, resources. It provides a guide to manage issues, risks, and project constraints. It is the approval to begin project work after the feasibility and initiation work to complete the charter is finished.
o Data sharing strategy and roadmap to complete	Guide to completing the detailed WBS
o Review potential consultant roles for project	Drives the project work with experience resources
o Obtain Charter Approvals	Provides a roadmap for the Project, approval for costs, scope, schedule, resources. It provides a guide to manage issues, risks, and project constraints. It is the approval to begin project work after the feasibility and initiation work to complete the charter is finished.

Milestones Planned and Accomplished

Milestone	Original Date	Revised Date	Actual Date
Complete Project Initialization	July 2011		July 2011
Finalize Project Charter Draft	July 2011	Sept 2011	Aug 2011
Obtain Project Charter Approvals	July 2011	Sept 2011	
Determine Project Timelines	Aug 2011	Sept 2011	
Complete high level resource plan	Aug 2011		Aug 2011
Develop Data Sharing Strategy & Roadmap	Aug 2011	Sept 2011	
Validate Technology Infrastructure	Oct 2011		
Obtain finalized list of Business Services	Oct 2011		
Complete Detailed Proof of Concept (2 full services)	Dec 2011		
Establish INH Foundation & Framework	Dec 2012		
Complete Resource Planning (contract)	Jan 2012		
Set up stewardship for Data Quality & Data Governance	Feb 2012		
Establish INH Foundation & Framework	Mar 2012		
Analyze impacts to Existing Applications (customers) resulting in implementation of the hub	April 2012		
Analyze Synchronization (linkage) and latency needs	June 2012		
Complete Phase 1 – Implement 28 services	June 2012		
Complete Phase 2 – Implement 26 more services	Dec 2012		
Complete Phase 3 – Implement 44 remaining service in support of CMS	May 2013		

12.1 Natural to COBOL Conversion

JIS Operational Plan:

Reporting Period thru September 30, 2011

Executive Sponsor(s) Vonnie Diseth, CIO	IT Project Manager: Dan Belles
Business Area Manager: Jennifer Creighton, Data & Development Manager	Consultant/Contracting Firm: Most Technologies

Description: To convert the AOC's mainframe applications using the Natural programming language to COBOL.

Business Benefit: The Natural to COBOL conversion provides a number of benefits to the AOC including significant cost savings from reduced licensee fees and the creation of a 3-tier architecture that reduces costs for maintenance and enhancements to code source. It also provides increased system performance and aligns with future state enterprise architectural standards. Finally, it simplifies maintenance coverage, infrastructure support and ISPW (Change Management Application) upgrades.

Business Drivers	Improve Decision Making <input type="checkbox"/>	Improve Information Access <input 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 thru September 30, 2011	Expended thru September 30, 2011
	\$ 275,000	\$ 139,750

Current Status	Scope	<input checked="" type="radio"/>	Schedule	<input checked="" type="radio"/>	Budget	<input checked="" type="radio"/>
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Status Notes: The project is scheduled to be implemented by April 10, 2012. The Proof of Concept deliverable was completed on August 18th. A Go/No Go recommendation/decision was approved by the Project Sponsor on August 23rd. The second deliverable is a project schedule and the complete conversion inventory which has been prepared by MOST for AOC review. resource requirements have been updated. An Integrated Test Plan has been drafted and is under review. Preparation for the conversion inventory continues. Weekly status meetings with MOST continue. Preparations are under way to install MOST's MF-TEST automated test tool for use by the project test team.

Progress	<p>September 30%</p>	100%
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Phase	<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: April 2011	Planned Completion Date: April 2012
	Actual Start Date: April 2011	Actual Completion

Activities Completed	Impact/Value
✓ Continued conversion of Natural entities inventory	Provides conversion of all Natural entities to COBOL
✓ Reviewed baseline project plan and Natural entities inventory received from MOST	Provides schedule to monitor completion of tasks, deliverables, milestones, critical path and overall project health
✓ Drafted Integrated Test Plan completed	Provides overall test strategy
✓ Continued weekly status meetings with MOST	Provides weekly discussion and resolution of tasks, issues, risks, schedule and action items
✓ Continued work on setting up MOST's MF-TEST automated test tool	Provides an automated test tool for conducting unit testing and system integration testing
Activities Planned	Impact/Value
◦ Complete installation of MF-TEST at AOC	Provides an automated test tool for conducting unit testing and system integration testing
◦ Complete work on conversion inventory	Provides complete inventory of natural entities to be converted to COBOL
◦ Complete Integrated Test Plan	Provides overall test strategy
◦ Update Project Risk Log	Provides tracking mechanism for project risks, probability, impact

	and mitigation strategies.
<ul style="list-style-type: none"> Update Baseline project schedule 	Provides status on completion of tasks, deliverables, milestones, critical path and overall project progress.

<h2 style="margin: 0;">DB2 Upgrade</h2> <p style="margin: 0;"><i>JIS Operational Plan:</i></p>								
Reporting Period thru September 30, 2011								
Executive Sponsor(s) Vonnie Diseth, CIO				IT Project Manager: Dan Belles				
Business Area Manager: Jennifer Creighton, Data & Development Manager				Consultant/Contracting Firm: n/a				
<p>Description: The AOC uses the IBM database product DB2 to provide a repository for statewide court data. Over time newer versions of DB2 are released and older versions of DB2 become unsupported. In order to maintain proper support of the statewide court data, periodic upgrades of the DB2 product need to be implemented at the AOC.</p>								
<p>Business Benefit: The DB2 v10 Upgrade will bring the AOC database up to current maintenance levels of support and meet the goal of staying on a 2 year upgrade cycle.</p>								
Business Drivers	Improve Decision Making	X	Improve Information Access	X	Improve Service or efficiency	X	Manage Risks	X
	Maintain the business	<input type="checkbox"/>	Manage the costs	<input type="checkbox"/>	Increase organizational capability	X	Regulatory compliance or mandate	<input type="checkbox"/>
JISC Approved Budget	Allocated thru September 30, 2011			Allocated thru September 30, 2011				
	(staffed internally)			(staffed internally)				
Current Status	Scope	●	Schedule	●	Budget	●		
<p>Status Notes: The project is on schedule to meet the projected end date of 12/31/2011. The first phase of migration to production will be in conversion mode. Regression testing was completed on September 23rd. There are no outstanding issues with any applications using DB2v10 at this time. Implementation planning has been completed and is scheduled for October 8, 2011. A two week stabilization period is expected to follow. New feature mode is scheduled for implementation on December 10th.</p>								
Progress	September 65%						100%	
Phase	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input type="checkbox"/> Close				
Schedule	Planned Start Date: March 2011			Planned Completion Date: December 2011				
	Actual Start Date: March 2011			Actual Completion				
Activities Completed				Impact/Value				
✓ Completed pre-implementation tasks for DSNP, DSND, DB2P, and DB2D				Migrates selected DB2 databases from version 9 to version 10 and prepares them for smoke and regression testing				
✓ Held implementation day planning session				Provides implementation team with information on implementation tasks, resources, roll back strategy and communications on production rollout				
✓ Completed regression testing of all applications impacted by DB2 migration activities – and continue testing DB2A and DSNA sub-systems in CM mode				Includes regression testing all affected applications to verify compatibility with DB2v10 in conversion mode				
✓ Continued regression testing applications that use DB2				Provides verification on application compatibility with DB2 version10				
✓ Completed pre-implementation tasks for DSNP, DSND, DB2P, and DB2D				Migrates selected DB2 databases from version 9 to version 10 and prepares them for smoke and regression testing				
Activities Planned				Impact/Value				

◦ Hold last implementation day planning session	Provides team with updated information on implementation tasks, resources, roll back strategy and communications on production rollout
◦ Implementation of DB2v10 in conversion mode into production	Moves DB2v10 in conversion mode (no new features) into production and allows time for stabilization prior to moving to new feature mode.
◦ Update project schedule, resource requirements and continue Core Team meetings	Project execution, monitoring and control activities to ensure completion of tasks, management of resources, risks and quality
◦ Hold last implementation day planning session	Provides team with updated information on implementation tasks, resources, roll back strategy and communications on production rollout

BizTalk Upgrade <i>JIS Operational Plan:</i>					
Reporting Through September 30, 2011					
Executive Sponsor(s) Vonnie Diseth, CIO			IT Project Manager: Bill Burke		
Business Area Manager: Jennifer Creighton, Data & Development Manager			Consultant/Contracting Firm: n/a		
Description: This project will perform the following: <ul style="list-style-type: none"> • Deploy new redundant BizTalk servers • Upgrade BizTalk 2006 to BizTalk 2010 • Upgrade SQL Server 2005 to SQL Server 2008R2 <p>This project is intended to be deployed to production prior to the SCOMIS Data Exchange (DX) project so that the new BizTalk programs developed by the SCOMIS DX project can be developed for BizTalk 2010 and will not have to be re-hosted from the BizTalk 2006</p>					
Business Benefit: Provide additional capacity and ensure vendor support for the AOC BizTalk server solution.					
Business Drivers	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 thru September 30, 2011 (staffed internally)		Allocated thru September 30, 2011 (staffed internally)		
Current Status	Scope	<input checked="" type="checkbox"/>	Schedule	<input checked="" type="checkbox"/>	Budget
Status Notes: Project is on-hold awaiting resolution of BizTalk server problem where services are shutting down (normal) but not being restarted. Microsoft is engaged in working this issue. Also, coordinating with DIS, WSP & DOL for supporting an integration test.					
Progress					100%
Phase	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input type="checkbox"/> Close	
Schedule	Planned Start Date: October 2010		Planned Completion Date: October 2011		
	Actual Start Date: November 2010		Actual Completion		
Activities Completed			Impact/Value		
<ul style="list-style-type: none"> ✓ The Microsoft BizTalk 2010 server patch was installed and tested by the AOC development team. The Microsoft patch resolved the BizTalk 2010 server process restart issue. 			This problem needed to be resolved before these servers could be moved to Production.		

<ul style="list-style-type: none"> ✓ The AOC is testing the security certificates for the new BizTalk 2010 servers to ensure they have the required attributes. Once this testing has been completed, the project will begin QA testing 	<p>Validate the BizTalk 2010 security certificates have the required attributes.</p>
Activities Planned	Impact/Value
<ul style="list-style-type: none"> ◦ Complete QA testing of the BizTalk 2010 servers, 	<p>Validate BizTalk 2010 servers can support VRV and eTicketing Production applications.</p>
<ul style="list-style-type: none"> ◦ Schedule an integrated BizTalk 2010 test with DIS, DOL, DOT & LEA to confirm VRV and eTicketing message routing with these new servers. 	<p>Verify BizTalk message routing.</p>

CA Clarity Implementation

JIS Operational Plan:

Reporting Period Through September 30, 2011

Executive Sponsor(s) Vonnie Diseth, CIO	IT Project Manager: Mike Walsh
Business Area Manager: Bill Cogswell, Associate Director ISD	Consultant/Contracting Firm: TBD

Description: AOC requires a process to accurately monitor and measure the costs and performance of IT assets in order to make sound decisions regarding all IT investments. ISD is committed to the implementation of IT Portfolio Management (ITPM) in order to thoroughly document and manage IT assets. Common standards generated by ITPM assist IT Governance (ITG) and the Project Management Office (PMO) to assess the costs, initial and ongoing, as well as the value, anticipated and returned, on single or aggregated assets. The AOC implementation of CA Clarity outcome of the ITPM initiative is a process through which ISD can model its strategic IT decisions and a methodology supporting consistent asset management.

Business Benefit: The Clarity implementation will automate manual ITPM and PMO processes and provide a unified, single data source for portfolio management. Using Clarity will provide the AOC Portfolio Manager and PMO with tools to manage AOC's portfolios. These tools include: real time reporting, resource management functions, and document management integration.

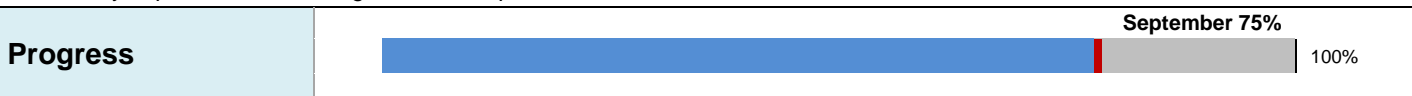
Business Drivers	Improve Decision Making	X	Improve Information Access	X	Improve Service or efficiency	X	Manage Risks	X
	Maintain the business	<input type="checkbox"/>	Manage the costs	<input type="checkbox"/>	Increase organizational capability	X	Regulatory compliance or mandate	<input type="checkbox"/>

JISC Approved Budget	Allocated (thru June 30, 2011)	Actual (thru June 30, 2011)
	(staffed internally)	(staffed internally)

Current Status	Scope	●	Schedule	●	Budget	●
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Status Notes: The project remains on schedule and on budget. Phase 3 Design and Prototype of the functional screens, portlets, and reports is finished and the Design Functional Specification document has been delivered by WinMill for AOC review. Phase 4 Solution Configuration is in progress and wrapping up, deliverables are expected in October. Phase 5 Acceptance. The Test Plan has been review by WinMill (Jim P) and AOC (Mike Walsh and Tim Anderson) and is approved. The Testing Kickoff meeting is scheduled for Monday Oct. 3rd. Training is start the week of October 10th.

The Clarity implementation is targeted for completion date is 11/8/2011.



Phase	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	X Execute	<input type="checkbox"/> Close
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Schedule	Planned Start Date: February 2011	Planned Completion Date: November 2011
	Actual Start Date: February 2011	Actual Completion

Activities Completed	Impact/Value
✓ Phase 1 – Project Set up and Initiation deliverable approved	The phase 1 deliverable included the Project kickoff meeting, the Project Management Plan, and the Project Schedule.
✓ Phase 2 – Solution Requirements Specification	The phase 2 deliverables includes the initial “out of the box” installation of Clarity in all three environments (Development, Test, and Production). The architectural analysis and approved architectural diagram. The Installation Reports and the Solution Requirements Specifications Document.
Activities Planned	Impact/Value
• Phase 3 – Solution Design, Prototyping, and Functional Testing	Phase 3 deliverables include the Solution Design Functional Specification and the Solution Design Technical Specifications.
◦ Phase 4 – Solution Configuration	Phase 4 deliverables Configured and unit tested AOC version of the Clarity implementation. User Training Materials; on-line help

	web pages (aka CAPA); and the IT Governance Interface.
<ul style="list-style-type: none">Phase 5 – Acceptance Test	Phase 5 deliverables include the Test Plan, Requirements Traceability Matrix and the Test Results Summary.

Project Status Reports

Approved Project Status Reports

Superior Court Data Exchange								
Reporting Period Through September 30, 2011								
Executive Sponsor(s) Data Management Steering Committee <i>Rich Johnson, Chair of Committee</i>			IT Project Manager: Bill Burke					
Business Manager: Mike Davis, Project Management Office Manager			Consultant/Contracting Firm: TBD					
Description: The Superior Court Data Exchange project will build and implement computer services and other infrastructure components to exchange data necessary for creation and maintenance of information in the Judicial Information System (JIS). 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). It also work to eliminate redundant data entry, improve data accuracy, provide real-time information for decision making and reduce support costs by a common solution for sharing data.								
Business Benefit: The Data Exchange will eliminate redundant data entry, improve data accuracy, provide real-time information for decision making and reduce support costs through a common technical solution for sharing data. At the end of Phase I (Detailed Analysis and Design), AOC will have a complete list of business requirements driven by the customer groups and established a list of services based on these requirements. At the end of Phase II (Implementation), Superior Court data will be available for both query and updates using the nationally recognized NIEM standard and SOA.								
Business Drivers	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 type="checkbox"/>	Increase organizational capability	<input checked="" type="checkbox"/>	Regulatory compliance or mandate	<input type="checkbox"/>
JISC Approved Budget		Allocated (thru June 30, 2011)		Actual (thru June 30, 2011)				
		\$524,600		\$ 13,950				
Current Status	Scope	<input checked="" type="checkbox"/>	Schedule	<input checked="" type="checkbox"/>	Budget	<input checked="" type="checkbox"/>		
Status Notes: Sierra Systems price proposal for implementing the Superior Court Data Exchange exceeds JISC funding authorization. AOC project team is engaged to identify opportunities for reducing price.								
Progress	SCDX Increment 1 – 5% 							100%
Phase	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input type="checkbox"/> Close				
Schedule SCDX	Planned Start Date: May 2009			Planned Completion Date: July 2012				
	Actual Start Date: May 2009			Actual Completion Date: TBD				
Schedule Increment 1	Planned Start Date: Aug 2011			Planned Completion Date: Dec 2011				
	Actual Start Date: Aug 2011			Actual Completion Date:				
Activities Completed				Impact/Value				
✓ 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.				
✓ 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.				
✓ The AOC completed the specifications for the Civil Filing and Civil File Update web service. This				Required to ensure any case management record updates initiated by the LINX system is applied to the correct				

completes the specifications for all the SCDX Production Increment 1 web services.	corresponding case management record in SCOMIS/JIS.		
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 – Increment 1	Original Date	Revised Date	Actual Date
Sign contract with SCDX Development Contractor	8/1/2011	8/29/2011	8/29/2011
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	

Superior Court Case Management System (SC-CMS) RFP

Reporting Period Through September 30, 2011




Executive Sponsor(s) Superior Court Judges Association (SCJA) <i>Judge Laura Inveen, President of Association</i> Washington State Association of County Clerks (WSACC) <i>Betty Gould, President of Association</i> Association of Washington Superior Court Administrators (AWSCA) <i>Frank Maiocco, President of Association</i>	IT Project Manager: Kate Kruller, PMP
	Consultant/Contracting Firm: MTG (Management Technology Group)
	Business Manager Mike Davis, Project Management Office Manager

Description: The Superior Court Case Management (SC CMS) Project is intended to procure and implement a software application that would meet the business needs of the Superior Courts for managing for case flow functions, calendaring, participant/party information tracking, case records and relevant disposition services functions in support of judicial decision making, scheduling and case management. This project has performance gates beginning with gathering requirements that the courts agree upon for inclusion in the Request For Proposal (RFP) by December 31, 2011. If approved, the project will continue on with procurement by publishing the RFP by the end of Q1, 2012

Business Benefits: The Superior Court Case Management (SC CMS) will define requirements for and procure a case management system that (1) is consistent with the business and strategic plans approved by the JISC; (2) follows the JISC guidelines and priorities for IT decision making; (3) modernizes AOC technology; (4) works within planned technology architecture; (5) supports improvements in superior court operations; and (6) provides the opportunity and incentives to retire legacy systems such as SCOMIS.

Business Drivers	Improve Decision Making <input type="checkbox"/>	Improve Information Access <input 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 thru September 30,2011	Allocated thru September 30,2011
	\$ 4,973,000	\$ 48,300

Current Status	Scope		Schedule		Budget	
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Status Notes: The Superior Court Management Feasibility Study (SCMFS) Project was green in scope, schedule and budget. JISC has approved the SC CMS Project to move forward into the Request For Proposal (RFP) development stage. SEE MOTION AS APPROVED IN DETAIL AT END OF THIS STATUS SECTION.

The next stage is now called the Superior Court Case Management System (SC CMS) Project. All project documents – either in draft form or final are posted at: <http://insidecourts.wa.gov> >Judicial Info System (JIS) > Projects as the SC CMS Project Produces them.

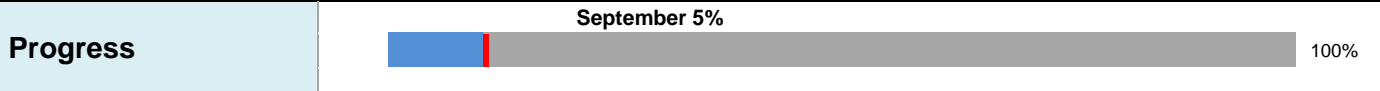
The JISC approved the establishment of a new governing body for the RFP stage, called the SC CMS RFP Steering Committee. It will be made up of a group 3 clerks and a second group of 3 as a combination of Judge/Administrators (one of the last group must be from King Co.). That formation will occur soon, along with the creation of their charter. MTG is working with the project on what it will take to mitigate any risk increases related to this activity (advising the project primarily on addressing what is in scope and roles/responsibilities possibilities - and reducing risk as we work on the requirements.)

MOTION APPROVED BY JISC SEPTEMBER 9, 2011:

JISC direct AOC to develop an RFP that would implement the recommendation of MTG Management Consultants, in the Superior Court Case Management Feasibility Study Report, Version 1.3, that AOC acquire, implement, and centrally host a statewide, full-featured, commercial case management system for superior courts, subject to the following conditions:

- A new RFP Steering Committee needs to be formed, with a new charter and structure.
- There will be formal motions for all decisions and detailed minutes of all meetings held.
- The committee will be composed as follows:
 - 3 Clerks
 - 3 Judges/Court Administrators (at least 1 judge and 1 administrator). And of the three, 1 must be from King County.
 - 2 AOC representatives with limited voting ability (State Court Administrator and CIO. No vote on final recommendation.
- There will be a majority Vote (of four) for all decisions.

- The JISC cannot override a “no” vote or a “none of the above” vote from the RFP Steering Committee.
- The JISC can only support or reject a recommendation from the Steering Committee. It cannot adopt a substitute.
- A “none of the above” recommendation from the steering committee on the COTS alternative will result in review of the other feasibility study alternatives without going back through the IT Governance process.
- To meet the requirements of the legislative proviso, the presidents of the Superior Court Judges Association, Association of Washington Superior Court Administrators and the Washington State Association of County Clerks will affirmatively confirm that it meets the needs of their members in the 39 counties before the RFP is issued.
- The intention of the project is that this new CMS will eventually replace SCOMIS in the JIS Portfolio.
- There will be two stoplights in the process to re-evaluate before moving forward:
 1. After the RFP Development (Yes/No) (prior to release of the RFP). A “no” is an acceptable decision and would also be considered a success.
 2. Prior to contract award, if the RFP is issued. A “non-contract award” is an acceptable decision to not go forward.
- There must be recognition that the Data Exchange/Information Networking Hub (INH) must be completed regardless of this project. But, it is not a deliverable of this project.
- There is agreement among the above-named associations that there should be no net increase in the County Clerks’ labor with a new system. Meeting the County Clerks’ needs will be based on results (what needs to be done), not process (the manner in which it is done).
- 95% of King County’s functional requirements must be met.
King County must be part of the first rollout (first 18 months of the project).



Project Phase	<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: April 2010	Planned Completion Date: June 2011
	Actual Start Date: June 2010	Actual Completion Date: March 2012

Activities Completed	Impact/Value
✓ Send: AOC SCMFS Requirements documentation to King County	Meet deadline for gathering unique King County requirements for Proviso Report.
✓ Attend: SCOMIS JIS Training	Project Management methodology documentation to establish expectations in the areas of Communications and Risk.
✓ Establish project governance	Synchronize AOC efforts between three professional organizations to assemble a representative steering committee for project oversight.
✓ Contract w/ MTG for RFP Phase of Project Completed: September 19-23	Meet approved Phase II minimums; consider additional work as a result of any scope increase.

Activities Planned	Impact/Value
✓ Create a draft SC CMS RFP Steering Committee Charter	Project Management methodology documentation to establish expectations in the area of Project Initiation.
✓ Create SC CMS Project RFP Steering Committee Schedule	Project Management methodology documentation to establish expectations in the area of Project Initiation.
✓ Create New SC CMS Project Communications Plan	Project Management methodology documentation to establish Project Management Plan in the area of Project Planning.
✓ Create SC CMS Project Risk Management Plan	Project Management methodology documentation to establish Project Management Plan in the area of Project Planning.

Milestones Planned and Accomplished

Milestone	Original date	Revised Date	Actual Date
<i>PHASE I Feasibility Report</i>			
Establish project governance bodies	10/01/2010	11/01/2010	11/01/2010
Vendor contract begins	11/1/2010		11/1/2010
Complete project initiation documents (Charter, Plan, Schedule)	11/22/2010	12/29/2010 03/11/2011	12/29/2010

Complete High Level Cost Estimate	12/31/2010	02/11/2011	02/11/2011
Complete High Level Business Requirements Document (Stage 1 - FS)	02/28/2011	Hand-off to MTG: 01/21/2011 Final: 02/28/2011	02/28/2011
Complete High Level Technical Requirements (Stage 1 - FS)	02/28/2011	03/28/2011 Draft	01/20/2011
Complete Requirements Gap Analysis	02/28/2011	03/28/2011 Draft 04/15/2011	06/03/2011/
Complete Migration Strategy	02/28/2011	03/28/2011 Draft 04/225/2011	06/08/2011
Complete Integration Evaluation	02/28/2011	04/07/2011	06/08/2011
Complete Business Requirements Document (Stage 2 – RFP)	03/16/2011	Hand-off to MTG: 03/31/2011 Final: 04/16/2011	06/08/2011
Complete Technical Requirements Document (Stage 2 – RFP)	03/16/2011	03/11/2011	03/11/2011
Complete Refined Cost Estimate	4/30/2011	04/29/2011	06/15/2011
Complete Feasibility Report	04/30/2011	06/24/2011	09/09/2011
PHASE II Procurement RFP			
Procurement RFP	06/30/2011	01/03/2012 Requirements identified by 21/31/2011 Depending upon JISC approval, publish RFP 03/02/2012	
Risks Management			
Risk Events	High/ Medium/ Low	Risk Mitigation	
Common Vision/Shared Destiny. Stakeholder pool has increased – to ensure high quality requirement. Superior Court Customer communications channels have increased exponentially from a factor of 136 (JISC) to 190 (Judge/Admin SMEs) to 528 (addition of Court Clerk SMEs). Need to keep all stakeholders informed and collaborating towards the same result.	H	<ul style="list-style-type: none"> Work at the direction of the JISC Generate detailed Project Communications Management Plan Provide clear communications on project plan Provide process transparency De-mystify options with statements of fact Provide clear recommendations for success LINX Technical Team meeting CBO meeting with AOC Leadership	
Scope of work update re-clarified; needs prioritizing. For example: Case Creation is integral to overall case mgmt but the former isn't in scope. Additionally, the products are process-focused rather than actor focused. For example, the ability to create or manage a case isn't based on a judge, clerk, or admin. A process-centric view	L	<ul style="list-style-type: none"> UPDATE: JISC has approved scope recommended by the ESC in March (Scope confirmed as including SCOMIS functionality) Involve executive sponsors across the three superior court customers in resolving scope issues Executive Sponsor Committee (ESC) on 	

<p>makes it difficult to separate out functionality by judge & admin to remain within our current scope.</p>		<p>proposed prioritization</p> <ul style="list-style-type: none"> • Enlist clerk, judge, & admin participation & focus on a small set of counties for this study with an emphasis on end-to-end processes
<p>Project Dependencies: SCMFS is directly related to several projects delivering solutions putting pieces of the EA architecture in place. Some of these projects haven't started, others are started but having difficulty, others are in progress: SCDX, INH and JIS Baseline.</p> <p>SCMFS will place parameters around scope of alternatives based on artifacts from other projects that may not have started or are not completed. One project is in contention for resources with SCMFS once it reaches the implementation stage and others are running at lower priorities.</p>	<p>M</p>	<ul style="list-style-type: none"> • Clearly document expected artifacts from dependent projects & gauge reliability of delivering these artifacts so that parameters around SCMFS are solid <p>Extend the timeline of SCMFS & concentrate efforts to complete dependent projects sooner</p>
<p>AOC Roadmap Compatibility: Need EA Strategic Plan and ROM Schedule. EA's goal is to implement solutions that can be applicable or usable across all courts. The SCMFS solution may not be applicable across courts, resulting in a "silo" application or limited functionality.</p>	<p>L</p>	<ul style="list-style-type: none"> • Ensure that best-few solutions adhere to an open architecture as defined by EA. • Focus on a small set of functional requirements to satisfy a broader court base. • Document an EA requirement for the SCMFS vendor to consider modular products available for the current scope.

ITG #28-JIS Parking Module Update Feasibility Study

Reporting Period Through September 30, 2011

Executive Sponsor(s) Judicial Information System Committee (JISC) District & Municipal Court Management Association (DMCMA) Vonnie Diseth, CIO AOC	IT Project Manager: TBD
	Consultant/Contracting Firm:
	Business Manager Mike Keeling, Operations Manager

Description: In response to ITG #28, at the request of JISC, AOC will undergo the investigation of a number of issues raised by the CLJ concerning the inability of the JIS parking system in monitoring parking vehicle related violations, receivables and interfaces. The parking component was developed prior to the advent of red-light and photo-speed camera violations (also known as VRV). Requirements will be gathered and a feasibility study completed to determine the technical nature of the issues and what sort of a technical solution might be applied.

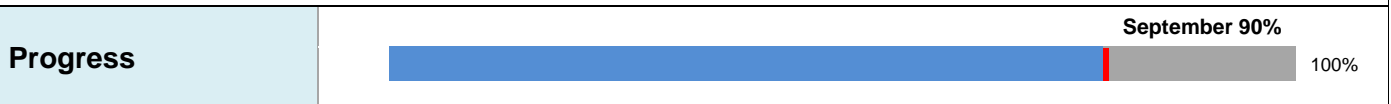
Business Benefits: A feasibility study of the available software vendors and how their products align with customer business needs will allow the courts and JISC to make informed decisions on which software applications would meet the business needs of the Superior Courts for managing case flow and calendaring functions in support of judicial decision making and scheduling.

Business Drivers	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 type="checkbox"/>	Regulatory compliance or mandate <input type="checkbox"/>

JISC Approved Budget	Allocated through September 30, 2011	Allocated through September 30, 2011
	(Staffed internally)	(Staffed internally)

Current Status	Scope ●	Schedule ●	Budget ●
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Status Notes: The Project Manager Wendy Loewen resigned effective 9/28/2011. A new project manager must be hired.



Project Phase	<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: April 2011	Planned Completion Date: Oct 2011
	Actual Start Date: April 2011	Actual Completion Date: TBD

Activities Completed	Impact/Value
<ul style="list-style-type: none"> ✓ Complete Review with Solutions Architect into final cost analysis for feasibility study draft 	
Activities Planned	Impact/Value
<ul style="list-style-type: none"> ○ Final review of Feasibility Document with internal team, leadership team 	Provide costing information for alternative solutions to allow customers to make an educated decision on whether or not to proceed with upgrade
<ul style="list-style-type: none"> ○ Present findings to Customers 	Go/No Go Decision to continue CLJ-PMM as a project

ITG #45-Appellate Courts Electronic Document System (EDMS)

Reporting Period Through September 30, 2011

Executive Sponsor(s) Judicial Information System Committee (JISC) District & Municipal Court Management Association (DMCMA) Vonnie Diseth, CIO AOC	IT Project Manager: Bill Burke
	Consultant/Contracting Firm: N/A
	Business Manager Jennifer Creighton, Data Manager

Description: The Appellate Courts Electronic Document Management System (EDMS) project will implement a common EDMS for the Appellate Courts (Courts of Appeal and Supreme Court) that will support the following:

- Interface to ACORDS
- Provide a web interface for external Court users and public
- Support eFiling of Court documents
- Implement an automated workflow for processing Court documents.

The project will be completed in the following Phases:
 Phase 1 – Finalize Appellate Courts EDMS requirements
 Phase 2 – Release an RFP to select an EDMS Vendor & system
 Phase 3 – Implement the Appellate Courts EDMS system

The JISC has requested a review of EDMS Vendor costs prior to awarding a contract to an EDMS Vendor.

Business Benefits: The project will implement an Appellate Courts EDMS that will improve the efficiency of document management for the courts. To achieve this objective, all Appellate Courts need to use the same EDM application(s). Some of the benefits that will be gained are:

- Reduce the need and cost of converting paper documents to electronic documents
- Reduce the cost of storing hard copy official court documents
- Reduce the time of receiving documents through mail or personal delivery
- Reduce the misfiling of documents
- Eliminate staff time for duplicate data entry
- Reduce document distribution costs (mail, UPS, FedEx)
- Ability for cross court sharing/viewing of documents

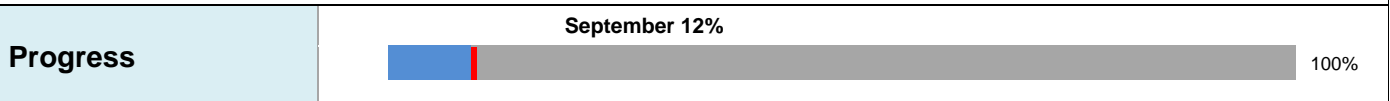
Reduce the time/cost of compiling documents since they will be digitally stored and will be searchable.

Business Drivers	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 through September 30, 2011	Allocated through September 30, 2011
	\$ 980,000	\$ 0

Current Status	Scope	<input checked="" type="checkbox"/>	Schedule	<input checked="" type="checkbox"/>	Budget	<input checked="" type="checkbox"/>
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Status Notes: The Project Manager Wendy Loewen resigned effective 9/28/2011. A new project manager must be hired.



Project Phase	<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: April 2012
	Actual Start Date: Aug 2011	Actual Completion Date: TBD

Activities Completed	Impact/Value
<input checked="" type="checkbox"/> Appellate Court EDMS team is developing business Use Cases to document the Appellate Court EDMS business requirements. These	Define Appellate Court EDMS business requirements using business Use Cases. These Use Cases will be used to validate the EDMS system technical requirements and define the Appellate

<p>business requirements will be used to validate the EDMS technical requirements and will also be used as a basis for Appellate Courts acceptance of the EDMS system. The team has identified an initial (22) business Use Cases that will need to be developed and has completed the initial draft of the first (10) Use Cases.</p>	<p>Courts EDMS acceptance criteria.</p>
<p>Activities Planned</p>	<p>Impact/Value</p>
<ul style="list-style-type: none"> Continue working on developing the Appellate Courts EDMS business Use Cases. 	<p>Define Appellate Court EDMS business requirements using business Use Cases. These Use Cases will be used to validate the EDMS system technical requirements and define the Appellate Courts EDMS acceptance criteria.</p>

Parking Module Enhancement –VRV Data Services##

Reporting Period Through September 30, 2011

Executive Sponsor Data Management Steering Committee <i>Rich Johnson, Chair of Committee</i>	IT Project Manager: Michael Walsh
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Business Area Manager Mike Davis, Project Management & Quality Assurance Mgr	Consultant/Contracting Firm: N/A
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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	Improve Decision Making <input type="checkbox"/>	Improve Information Access <input 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 thru September 30, 2011	Allocated thru September 30, 2011
	(Staffed internally)	(Staffed internally)

Current Status	Scope	<input checked="" type="checkbox"/>	Schedule	<input checked="" type="checkbox"/>	Budget	<input checked="" type="checkbox"/>
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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.

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.



Project Phase	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input type="checkbox"/> Execute	<input checked="" type="checkbox"/> Close
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Schedule	Planned Start Date: March 2010	Planned Completion Date: October 2011
	Actual Start Date: March 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.
Activities Planned	Impact/Value

<ul style="list-style-type: none"> ◦ JINDEX Phase 3 Connectivity 	<p>Exchange URL and security certificates in order to test the web services connection points.</p>
<ul style="list-style-type: none"> ◦ JINDEX Phase 4 Pre-Implementation. 	<p>Document and approved the end to end business rules, along with test cases, needed to complete the web service message routing testing.</p>
<ul style="list-style-type: none"> • JINDEX Phase 5 User Acceptance Testing 	<p>Test the end to end message routing capabilities between the VRV ticket message sending services and the DIS JINDEX message routing service.</p>

ITG#081 - Adult Risk Assessment STRONG 2 Implementation

Reporting Period Through September 30, 2011

Executive Sponsor
Executive Steering Committee, Chair Judge O'Conner
Vonnie Diseth, CIO/Director ISD

IT Project Manager:
Martin Kravik

Business Area Manager
Mike Davis, Project Management & Quality Assurance
Mgr

Consultant/Contracting Firm:
N/A

Description: Develop and implement the static adult risk assessment portion of the WSIPP approved Static Risk and Offender Needs Guide (STRONG) v2 tool. Included in the project is automating scoring using JIS criminal history data and providing an interface to enter out of state criminal history data.

Business Benefit

- Establishes a standard method for generating adult static risk assessments.
- Creates efficiencies by reducing the time to collect, process, and analyze criminal history data from different sources to help arrive to a release/alternative sentencing decision.
- With the static risk level score, judicial officers can make objective and consistent pre-trial decisions about whether to release or detain an offender.
- The static risk score is the first critical step in establishing a system of offender management based on assessment, targeting evidence based interventions to criminogenic needs, applying case management principles, and a system of tracking program effectiveness.
- Establishes an environment for measuring the results in terms of expected outcomes, effectiveness, impacts, and quality of information.
- Protects public safety by identifying higher risk defendants.
- Reduces the likelihood of biases that might result in disproportionate confinement of minorities or other groups or individuals.
- Improves management of the jail population through pretrial decisions and alternative sentencing.

Business Drivers	Improve Decision Making <input checked="" type="checkbox"/>	Improve Information Access <input type="checkbox"/>	Improve Service or efficiency <input type="checkbox"/>	Manage Risks <input type="checkbox"/>
	Maintain the business <input type="checkbox"/>	Manage the costs <input type="checkbox"/>	Increase organizational capability <input type="checkbox"/>	Regulatory compliance or mandate <input type="checkbox"/>

JISC Approved Budget	Allocated thru September 30, 2011	Allocated thru September 30, 2011
	\$0.00	\$ 0.00

Current Status	Scope	<input checked="" type="radio"/>	Schedule	<input checked="" type="radio"/>	Budget	<input checked="" type="radio"/>
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Status Notes: Still working on process to communicate the vision and scope of the project.

Progress	<p>September >5%</p> <p>100%</p>
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Project Phase	<input checked="" type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input type="checkbox"/> Execute	<input type="checkbox"/> Close
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Schedule	Planned Start Date: July 2011	Planned Completion Date: March 2012
	Actual Start Date: July 2011	Actual Completion Date: TBD

Activities Completed	Impact/Value
✓ Charter development continues.	Provides authorization for the program scope, approach, costs, schedule, and resources.
✓ Project schedule development continues.	Details deliverables, tasks, task duration, task dependencies, and task resources.
✓ ARA Executive Steering Committee (ESC) is formed. Members include: <ul style="list-style-type: none"> • Judge Kathleen O'Connor (Chair) • Judge Michael Trickey 	Provides executive level oversight of the project to ensure business alignment and provide a forum for executive level issue/risk mitigation, discussion of policy issues, and approve change requests.

<ul style="list-style-type: none"> • Judge Stephen Warning • Judge Chris Wickham • Judge Stephen Brown • Judge Marilyn Paja • Judge Scott Ahlf • Patricia Kohler – DMCMA • Fona Sugg – AWSCA • Vonnie Diseth – AOC ISD Director 	
<ul style="list-style-type: none"> ✓ First ARA Executive Steering Committee is scheduled for 10/14/2011. 	Official start of the project.
<ul style="list-style-type: none"> ✓ Requirements analysis was started. 	Approved system requirements provide the foundation on which the system is designed, developed, tested, and accepted.
Activities Planned	Impact/Value
<ul style="list-style-type: none"> ○ Finish first draft of charter ARA ESC review. 	
<ul style="list-style-type: none"> ○ Finalize steering committee. Judge O'Connor is going to petition the DMCJA for their member(s) 	
<ul style="list-style-type: none"> ○ Finish first draft of system requirements 	

ITG #009-Accounting in the Data Warehouse

Reporting Period Through September 30, 2011

Executive Sponsor(s) Data Management Steering Committee, Chair Rich Johnson Vonnie Diseth, CIO AOC	IT Project Manager: Business Area Manager till PM is assigned
	Consultant/Contracting Firm: N/A
	Business Manager Jennifer Creighton, Data Management

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 Benefits: 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.

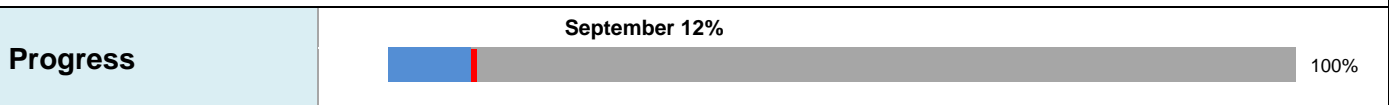
This is a multi-court level request, bringing value to both the Superior Courts and to the Courts of Limited Jurisdiction.

Business Drivers	Improve Decision Making	X	Improve Information Access	X	Improve Service or efficiency	X	Manage Risks	X
	Maintain the business	X	Manage the costs	X	Increase organizational capability	X	Regulatory compliance or mandate	<input type="checkbox"/>

JISC Approved Budget	Allocated through September 30, 2011	Allocated through September 30, 2011
	(Staffed internally)	(Staffed internally)

Current Status	Scope	●	Schedule	●	Budget	●
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Status Notes: The Project Manager Wendy Loewen resigned effective 9/28/2011. A new project manager must be hired.



Project Phase	<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: April 2011	Planned Completion Date: Jan 2013
	Actual Start Date: April 2011	Actual Completion Date: TBD

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
✓ 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

ISD Operational Area Status Reports

ISD Operational Area Reports

Operational Area: IT Policy and Planning

Bill Cogswell, ISD Associate Director

Thru September 30, 2011

Includes: Governance, IT Portfolio, Clarity support, Business Relationships, Performance Reporting, Vendor Management, Resource Management, Release Management and Organizational Change / Communications teams

Description: The Associate Director group is responsible for providing strategic level functions within ISD. AOC ISD Policy and Planning teams support ISD wide transition activities furthering the capabilities and maturities of the entire organization.

Activities Completed this Reporting Period

Impact/Value

DOL = Department of Licensing, ITG = Information Technology Governance ,
ITIL = Information Technology Infrastructure Library

✓ Published the August Project Portfolio List	Visibility of IT project investments for planning purposes
✓ Published the August Resource Management Reports	Maximize ISD resource utilization
✓ Participated in the Clarity Implementation Project	Automate the ITPM capture, analysis and reporting processes and provide greater visibility of the portfolio for planning and managing investments.
✓ Prepared resource management metrics	Improve ISD's service capabilities
✓ Business Liaisons prepared for and staffed regular and special JISC meetings	Staffing the JISC meeting ensures that the materials for the JISC meetings are prepared, organized and that the agenda and presentations are scheduled according to JISC member input..
✓ Liaisons staffed the IT Governance Court Level User Groups and assisted Endorsing Groups with IT Requests	Facilitating the new IT Governance process and assisting stakeholders with the process helps to ensure that the court community is involved, aware and prioritizing IT requests.
✓ Liaisons worked on the Superior Court Case Management RFP Project and collaborated with stakeholders.	The JISC decided to move forward with requirements gathering for an RFP for the CMS project.
✓ Liaisons completed ISD Monthly Report to the JISC	Providing a monthly report of all ISD activities and project status improves communications with stakeholders and creates transparency and accountability.
✓ Liaisons staffed the JIS Local Case Management System Policy Work Group and the JIS Baseline Services Workgroup teams.	Staffing the workgroups assists the JISC members with scheduling, communications and efficiencies.
✓ Liaisons worked on the Parking Module Modernization Feasibility Study	Communications with stakeholders to ensure that the AOC solution matches the request of the group.
✓ IT Service Delivery continued work on the Transformation Program core team.	Received management agreement to guiding principles for Change, Release, and Configuration Management.
✓ IT Service Delivery attended IT Governance Court Level User Group meetings	Advise members on requests before them and the process.
✓ IT Service Delivery attended IT Governance CLUG meetings	Helping to ensure that requests are understood by the CLUG's and that AOC analysis information is conveyed correctly.

Activities Planned

Impact/Value

◦ Prepare Annual IT Portfolio Report	Mandate. Visibility of AOC's IT investments
◦ Publish September Resource Management Reports and Project Portfolio List	OCB Project/Resource scheduling and resource management
◦ Continue work on Clarity Implementation Project	Automate the ITPM capture, analysis & reporting processes
◦ Prepare deliverables for the Transformation Program Track	Improve ISD's service capabilities.
◦ Complete ISD Monthly Report to the JISC	Providing a monthly report of all ISD activities and project status improves communications with

	stakeholders and creates transparency and accountability.
<ul style="list-style-type: none"> ◦ Continue work with the AOC/JSD on a pilot project for Thurston County for judges to view protection orders. 	This pilot project will provide valuable input to AOC on the viability of implementing a similar solution at a statewide level to allow for all trial courts to view contents of protection orders.
<ul style="list-style-type: none"> ◦ Liaisons continue to prepare and plan for the upcoming JISC meetings. 	Staffing the JISC meeting ensures that the materials for the JISC meetings are prepared, organized and that the agenda and presentations are scheduled according to JISC member input.
<ul style="list-style-type: none"> ◦ IT Service Delivery will continue to attend IT Governance Court Level User Group meetings 	Advise members on requests before them and the process.

Operational Area: Architecture & Strategy

Kumar Yajamanam, Architecture & Strategy Manager

Through September 30, 2011

Includes: Enterprise Architecture & Solutions Management and Business Analysts

Description: Architecture & Strategy is a group within ISD that is responsible for providing strategic technology guidance in support of all services provided by ISD. The functions provided by the group include enterprise architecture, solution management, service catalog development, vendor management, enterprise security and business continuity planning.

Activities Completed this Reporting Period	Impact/Value
✓ Provided Business Analysis support for the Superior Court Data Exchange Project by assisting with the development and review of business capabilities and functional specifications.	Implementation of Data Exchange using web services and industry standard messaging that enable the sharing of data between the Superior Court Management Information System (SCOMIS) and local court information systems.
✓ Enterprise Business Architect (EBA) presented the JIS Baseline Services report to stakeholder groups and court associations.	Feedback from stakeholders will inform as to the appropriateness of the JIS Baseline Services recommendations.
✓ Business Analyst and SA provided on-going support as needed on ITG 45	Research and development of requirements for the developers and test teams.
✓ Participated in the finalization of ITG 27 SMC AOC Data Exchange Solution.	The analysis of this request will provide the basis for this request to move forward in the ITG process. That will benefit the SMC in a reduction in defendant research times by not being required to enter data into two separate systems. And non-SMC courts a reduction in defendant research times by not being required to use two separate systems.
✓ Solution Architecture continues to work on solution management initiative.	Once established will provide improved Delivery of ISD solutions.
✓ Assisted with project activities for the Natural to COBOL conversion.	The conversion will result in the reduction of technical diversity and provide an estimated cost savings of 1.4 million dollars (licensing fees and labor) over the expected lifespan of the existing JIS. The conversion will also allow for extreme cost and time to market reductions for integrating with the planned Statewide Data Repository (SDR)
✓ Developed security recommendations for inclusion in the Transformation project track.	Developed high-level plan for the implementation of an enterprise-class security program. Presented plan to Transformation core team.
✓ Defining and developing business services and business glossary as part of the INH program	The INH will improve standardization of business and technology processes to support systems integration, minimize the impact of changes to applications, provide for sharing of quality data and build a flexible architecture that easily integrates with new applications.
✓ EA team will create final Strategy and Roadmap for the Information Networking Hub (INH.)	The INH Strategy and Roadmap will provide guidance for the INH team in development activities. The Strategy and Roadmap is also required for presentation to the Legislature (Proviso.)
✓ Present security findings to ISD Leadership team and determined beginnings of a security program implementation plan.	Collaborated with management to develop a security plan which matches business needs and risk tolerance.
✓ Participated in the development of a roadmap for support projects required to successfully implement the planned Superior Court Case Management System.	Successful implementation of the CMS requires that the Enterprise Architecture components are operational so that the new CMS can interoperate and share data with the existing JIS.
✓ Business Analysts will take IBM Rational Doors Administrator and Rational Composer Requirements training.	Set-up, administration, and use of Rational tools for enterprise use and enterprise requirements management.
✓ Business Analysts will visit courts to continue gathering requirements and validating current processes for the SCMFS project	Supports the development and implementation of a SC CMS

✓ Business Analysts and SA provided continued support on ITG 28 (Parking and VRV Case Management) by completion of the associated feasibility study.	Completion of feasibility study for ITG 28.
✓ Business Analysts and SA provide continued support on ITG 28 – Parking and VRV Case Management	Research and development of requirements for the developers and test teams.
✓ Provide Solution Architecture support for the COTS preparation initiative.	Provide technical input for the COTS preparation track.
✓ Develop security recommendations for inclusion in the Transformation project track.	Develop high-level plan for the implementation of an enterprise-class security program. Present plan to Transformation core team.
✓ Business Analysts will apply the IBM Rational Doors Administrator and Rational Composer Requirements training to develop business processes for the Business Analyst unit.	Development of business process that will increase efficiency and quality of Business Analyst output.
✓ Business Analysts will create the production environment for the IBM Rational Doors and Rational Composer Requirements tools.	Configuring the tools so they can be used to gather and capture requirements and other system documentation.
✓ Business Analyst and SA will continue to provide on-going support as needed on ITG 45 by developing Use Case diagrams and specification of the associated business processes.	Research and development the requirements for the developers and test teams in support of ITG 45.
✓ Finalize the Solution Architecture Framework documentation and Toolkit.	Defines the Solution Architecture practice, processes and value in relation to the business of AOC. Creates a library of resources/templates with which to produce deliverables in a standard format.
Planned Activities	Business Value
○ EA will make presentation of the JIS Baseline Services report to the JISC at October 7 meeting.	The JIS Baseline Services presentation and report will allow JISC to decide Workgroup recommendations. The JIS Baseline Services model is intended to provide an objective method for analyzing if a business service should be supported centrally. It will be used to evaluate the services currently provided and as a tool for evaluating new services proposed through the ITG process.
○ Business Analysts will apply the IBM Rational Doors Administrator and Rational Composer Requirements training to develop business processes for the Business Analyst unit.	Development of business process that will increase efficiency and quality of Business Analyst output.
○ Business Analysts will create the production environment for the IBM Rational Doors and Rational Composer Requirements tools.	Configuring the tools so they can be used to gather and capture requirements and other system documentation.
○ Business Analyst to work with King County to finalize their requirements for the SC CMS project	
○ October: Will write processes for the Architecture Review Team meetings.	The ART meetings will provide design, compliance and best practice guidance for AOC projects and other work efforts. Processes written in October will serve as the guiding document for meetings which are planned to begin in January.
○ October: Will re-write the Information Security Plan and present to management.	The Security Plan is AOC's core security document, and details our security standards. This will serve as a guiding document for future security efforts.

<p>✓ EA will make presentation of the JIS Baseline Services report to the JISC at October 7 meeting.</p>	<p>The JIS Baseline Services presentation and report will allow JISC to decide Workgroup recommendations. The JIS Baseline Services model is intended to provide an objective method for analyzing if a business service should be supported centrally. It will be used to evaluate the services currently provided and as a tool for evaluating new services proposed through the ITG process.</p>
<p>✓ Business Analysts will apply the IBM Rational Doors Administrator and Rational Composer Requirements training to develop business processes for the Business Analyst unit.</p>	<p>Development of business process that will increase efficiency and quality of Business Analyst output.</p>
<p>✓ Business Analysts will create the production environment for the IBM Rational Doors and Rational Composer Requirements tools.</p>	<p>Configuring the tools so they can be used to gather and capture requirements and other system documentation.</p>
<p>✓ Business Analyst to work with King County to finalize their requirements for the SC CMS project</p>	
<p>✓ October: Will write processes for the Architecture Review Team meetings.</p>	<p>The ART meetings will provide design, compliance and best practice guidance for AOC projects and other work efforts. Processes written in October will serve as the guiding document for meetings which are planned to begin in January.</p>
<p>✓ October: Will re-write the Information Security Plan and present to management.</p>	<p>The Security Plan is AOC's core security document, and details our security standards. This will serve as a guiding document for future security efforts.</p>

Operational Area: Infrastructure

Dennis Longnecker, Infrastructure Manager

Through September 30, 2011

Includes: Desktop Unit, Network Unit, Server Unit, Support Unit & System Database Unit

Description: AOC ISD operates and supports the computer related operational needs of the AOC, Temple of Justice, and Court of Appeals, along with the Judicial Information System (JIS) applications, the Judicial Receipting System (JRS), Superior Court Information System (SCOMIS), Juvenile and Corrections System (JCS), Appellate Court System (ACORDS), JIS Calendaring (CAPS), e-Ticketing and web services, and applications. The infrastructure team in ISD supports the servers (hardware and operating systems) that run all the necessary software applications. Although existing user systems are dated, the systems they run on are current and state of the art. Having a state of the art infrastructure and a team dedicated to maintaining it ensures that the courts and partners throughout Washington State have access to the JIS systems, the data is secure and that downtime for system users is minimized.

Activities Completed	Impact/Value
<ul style="list-style-type: none"> ✓ Completed the September 2011 Disaster Recovery test. All expectations were met and are updating documentation with lessons learned...Had a new major milestone with this test by inviting non-AOC staff (Paccar), with comparable skill sets, who were able to follow documentation to restore the z/os servers. 	<p>Disaster Recovery is a JIS activity which ensures the JIS systems would be available in the event of a disaster (either localized or large).</p>
<ul style="list-style-type: none"> ✓ All equipment for the JRS Equipment replacement has been ordered and received. Installations are continuing to go well. Two more sites are left. 	<p>Replace aged (5 year old) equipment with new hardware and operating systems.</p>
<ul style="list-style-type: none"> ✓ Continue work with DB2 Version 10 System Upgrade. Planned rollout is October 8, 2011. No issues encountered. 	<p>Staying current on software is a vital part of our system availability. DB2 v9 (our current version) goes out of support next year, so we need to migrate to the current versions and stay current with maintenance. Planned production date is Winter of 2011.</p>
<ul style="list-style-type: none"> ✓ Install SMON Network Backbone which improves the network connection with Department of Information Services. Waiting for contracts to be executed so we can migrate to the backbone. 	<p>Improves the Network Backbone with DIS. Improves our Network Speeds from 100megabytes per second to 1Gigabyte per second. Also provides for a redundant path to DIS in the event one path fails.</p>
<ul style="list-style-type: none"> ✓ Continue the Work for FY12 Equipment Replacement. Includes COA 1, COA 2, COA 3 and TOJ PC's. Courts of Limited Jurisdiction Computers and Laptops. Seattle Municipal. 	<p>Replace aged (5 year old) equipment with new hardware and operating systems.</p>
Activities Planned	Impact/Value
<ul style="list-style-type: none"> ◦ Continue work for FY12 Equipment Replacement. Includes COA 1, COA 2, COA 3 and TOJ PC's. Courts of Limited Jurisdiction Computers and Laptops. Seattle Municipal. 	<p>Replace aged (5 year old) equipment with new hardware and operating systems.</p>
<ul style="list-style-type: none"> ◦ Disaster recover update documentation/procedures for the lessons learned from this test. Set expectations for the next test and start preparations. 	<p>Disaster Recovery is a JIS activity which ensures the JIS systems would be available in the event of a disaster (either localized or large).</p>
<ul style="list-style-type: none"> ◦ Connect AOC/JIS to the SMON Network Backbone. Need to execute contract and finalize connection. 	<p>Improves the Network Backbone with DIS. Improves our Network Speeds from 100megabytes per second to 1Gigabyte per second. Also provides for a redundant path to DIS in the event one path fails.</p>
<ul style="list-style-type: none"> ◦ Finish the DB2 v10 Upgrade 	<p>Staying current on software is a vital part of our system availability. DB2 v9 (our current version) goes out of support next year, so we need to migrate to the current versions and stay current with maintenance. Planned production date is October, 2011.</p>

Operational Area: Data & Development

Jennifer Creighton, Data Management Manager

June 1-11 to June 30 -11

Includes: Database Unit, Development Unit, Data Warehouse Unit

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

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

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

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

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

NOTES

The Data and Development team's work is being reported through the project reports in this report.

Operational Area: Operations

Mike Keeling, Operations Manager

Includes: All application units; Web team, Java team, Legacy team, Juvenile & Corrections System team

Description: AOC ISD Operation's teams support new projects and the ongoing maintenance of legacy systems including the Judicial Information System (JIS) application, the Judicial Receiving System (JRS), Superior Court Information System (SCOMIS), Juvenile and Corrections System (JCS), Appellate Court System (ACORDS), JIS Calendaring (CAPS), e-Ticketing and web services.

June 1-11 to June 30 -11

Activities Completed	Impact/Value
<p>JCS = Juvenile and Corrections System ETP = Electronic Ticketing Program ITG = Information Technology Governance ITIL = Information Technology Infrastructure Library</p>	
<ul style="list-style-type: none"> ✓ Web - CF9 Upgrade - Final Phase ✓ The final phase for the CF 9 upgrade has been completed. The development server has been rebuilt and unneeded files have been removed. Additionally, as part of the project, error handling and error messages have been standardized. 	<p>Moving to CF 9 will keep our application web server up-to-date and will provide webmaster access to the latest tags and functionality.</p>
<ul style="list-style-type: none"> ✓ Web - Help Manuals Site - ✓ Development sites have been built for the Help Site. A folder structure (based on that provided by JIS Ed) has been created and each folder has been pre-populated with an index.htm file. The environment is ready for JIS Education to begin work at their discretion. 	<p>JIS Education group is undergoing a project to that will create a new web site that will be used to manage/display help manuals for all applications and court levels.</p>
<ul style="list-style-type: none"> ✓ Web -Transfer Bookmarks enhancement ✓ Completed 	<p>Enhancement to existing feature, allowing users to easily transfer website bookmarks to another user</p>
<ul style="list-style-type: none"> ✓ Web -National Adoption Day web pages ✓ Design and review completed 	<p>Help promote the WA State National Adoption Day, by designing and hosting pages for the WA court events.</p>
<ul style="list-style-type: none"> ✓ Web -Gender and Justice Commission web site redesign ✓ Initial design prepped, presented, feedback gathered 	<p>Improves access to information on Domestic Violence and the Gender and Justice Commission.</p>
<ul style="list-style-type: none"> ✓ Web -Penalty Calculator ✓ Stakeholder interviews and requirement gathering completed 	<p>Enhancement to existing process for CLJ courts, allowing them to calculate monetary penalties based on various factors.</p>
<ul style="list-style-type: none"> ✓ Web - ITG 6 - Court Interpreter Database. The first phase has completed, the profile management and maintenance applications are now available. 	<p>Governance approved project to rewrite all Interpreters information from OASYS to a SQL database server, as well as building them an application for record maintenance.</p>
<ul style="list-style-type: none"> ✓ Web - Lay Guardianship - ✓ Lay Guardian online training is now available on the Washington Courts public website. 	<p>Allows potential Lay Guardians to register online and view the training modules online.</p>
<ul style="list-style-type: none"> ✓ Legacy – Responded to 174 Right Now Incidents. 	<p>Each Right Now incident represents a request from a customer either internal or external, therefore 180 customer requests were attended to in the month.</p>
<ul style="list-style-type: none"> ✓ Legacy - Modified the Calendar Caseload report for Kitsap County. 	<p>Saves the court time by not requiring them to sort through out-dated data.</p>

<ul style="list-style-type: none"> ✓ Legacy – Completed a technical change to correct incorrect syntax in code. 	The code will now properly handle errors and is easier to read allowing for less time spent on the program in future maintenance.
<ul style="list-style-type: none"> ✓ Legacy – Modified and released changes to 80 programs to support the DB2v10 upgrade. 	DB2 Version 10 does not support some features that Version 9 supported. These programming changes will allow us to upgrade to Version 10 while continuing to provide the same functionality to customers.
<ul style="list-style-type: none"> ✓ Legacy – Implemented one new Remit Group and two new BARS codes to support ESHB 1922 	Allows affected counties to properly assess and track fees associated with the new legislation.
<ul style="list-style-type: none"> ✓ Legacy – Corrected a bug on the NCCD screen. 	The NCCD screen now deletes all data associated with the eTicket, so that the eTicket case can be reprocessed in ETP.
<ul style="list-style-type: none"> ✓ Legacy – Tested over 700 commands and programs in DB2v10. 	Thorough testing ensures that no customer disruptions will occur as a result of the DB2v10 upgrade.
<ul style="list-style-type: none"> ✓ Legacy – Restore case type 07 cases that are currently offline that were filed after 2000. 	Provides WSCCR with easy access to case type 7 information and statistics.
<ul style="list-style-type: none"> ✓ JCS – Completed testing and install JCS build 129 in production. 	This release included a significant improvement in the way the JCS system resolves incompatibilities between juvenile charges in SCOMIS and the JCS law table.
<ul style="list-style-type: none"> ✓ JCS – completed regression testing of the JCS application for DB2 v 10 	Will insure that there are no interruptions in JCS when the database is migrated to v10.
<ul style="list-style-type: none"> ✓ ACORDS – Completed modifications and testing needed to support conversion to DB2 v10 	Will insure that there are no interruptions for ACORDS users when the database is migrated to v10.
<ul style="list-style-type: none"> ✓ CAPS – Installed DB2 v10 compatible version in the production environment 	Provides advance preparation for the October database upgrade.
<ul style="list-style-type: none"> ✓ JABS – Released version 4.9 which included changes to the order status display, as well as performance improvements and DB2 V10 compatibility upgrades 	Brings JABS up to date with outstanding user requests and infrastructure changes.
<ul style="list-style-type: none"> ✓ Web - CF9 Upgrade - Final Phase ✓ The final phase for the CF 9 upgrade has been completed. The development server has been rebuilt and unneeded files have been removed. Additionally, as part of the project, error handling and error messages have been standardized. 	Moving to CF 9 will keep our application web server up-to-date and will provide webmaster access to the latest tags and functionality.
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<ul style="list-style-type: none"> ✓ Web -National Adoption Day web pages ✓ Design and review completed 	Help promote the WA State National Adoption Day, by designing and hosting pages for the WA court events.

<ul style="list-style-type: none"> ✓ Web -Gender and Justice Commission web site redesign ✓ Initial design prepped, presented, feedback gathered 	Improves access to information on Domestic Violence and the Gender and Justice Commission.
<ul style="list-style-type: none"> ✓ Web -Penalty Calculator ✓ Stakeholder interviews and requirement gathering completed 	Enhancement to existing process for CLJ courts, allowing them to calculate monetary penalties based on various factors.
<ul style="list-style-type: none"> ✓ Web - ITG 6 - Court Interpreter Database. The first phase has completed, the profile management and maintenance applications are now available. 	Governance approved project to rewrite all Interpreters information from OASYS to a SQL database server, as well as building them an application for record maintenance.
<ul style="list-style-type: none"> ✓ Web - Lay Guardianship - ✓ Lay Guardian online training is now available on the Washington Courts public website. 	Allows potential Lay Guardians to register online and view the training modules online.
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<ul style="list-style-type: none"> ✓ Legacy – Tested over 700 commands and programs in DB2v10. 	Thorough testing ensures that no customer disruptions will occur as a result of the DB2v10 upgrade.
<ul style="list-style-type: none"> ✓ Legacy – Restore case type 07 cases that are currently offline that were filed after 2000. 	Provides WSCCR with easy access to case type 7 information and statistics.
<ul style="list-style-type: none"> ✓ JCS – Completed testing and install JCS build 129 in production. 	This release included a significant improvement in the way the JCS system resolves incompatibilities between juvenile charges in SCOMIS and the JCS law table.
<ul style="list-style-type: none"> ✓ JCS – completed regression testing of the JCS application for DB2 v 10 	Will insure that there are no interruptions in JCS when the database is migrated to v10.
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<ul style="list-style-type: none"> ✓ CAPS – Installed DB2 v10 compatible version in the production environment 	Provides advance preparation for the October database upgrade.

<ul style="list-style-type: none"> ✓ JABS – Released version 4.9 which included changes to the order status display, as well as performance improvements and DB2 V10 compatibility upgrades 	Brings JABS up to date with outstanding user requests and infrastructure changes.
Planned Activities	Business Value
<ul style="list-style-type: none"> ○ Web - Convert CAPS Reports from PDF to Word ○ CAPS reports are currently provided in PDF format, but the courts have asked for them in Word. 	Yakima Superior Court is working with a contractor that will be providing them with a new recording system. The recording system can work seamlessly with Word documents, but cannot be used on PDF.
<ul style="list-style-type: none"> ○ Web - DOL Electronic Firearms Transfer - Phase 1. ○ DOL is requesting that case information for commitments and convictions be provided via a web service. The first phase of this project will verify that AOC can successfully communicate with the DOL server. 	In order to comply with RCW 9.41.047 the AOC is currently providing commitment information to DOL in PDF format and courts are individually sending DOL paper copies of conviction information based on information obtained from Inside Courts. This project will eliminate the need for the courts to send paper copies.
<ul style="list-style-type: none"> ○ Web - Gender and Justice Page; RN ticket - 110614-000037. ○ Revise and implement pages based on feedback 	Improves access to information on Domestic Violence and the Gender and Justice Commission.
<ul style="list-style-type: none"> ○ Web -Penalty Calculator ○ Plan to complete coding in Oct. 	Enhancement to existing process for CLJ courts, allowing them to calculate monetary penalties based on various factors.
<ul style="list-style-type: none"> ○ Web -Caseload Reports / Maint utility ○ Revise caseload reporting process. This will be an ongoing task. 	As currently defined, the business value is twofold, 1) create a utility to support caseload report template changes, and 2) leverage project as a training module for me.
<ul style="list-style-type: none"> ○ Web -National Adoption Day web pages ○ Web -Build out pages, review, revise 	Help promote the WA State National Adoption Day, by designing and hosting pages for the WA court events.
<ul style="list-style-type: none"> ○ Web -Finalize revised header design for WA Courts ○ The designs are close, have gathered initial feedback and am working to revise the design 	Provides an updated look and feel for the WA Courts site, without impacting overall site structure or page content.
<ul style="list-style-type: none"> ○ Web - ITG 6 - Court Interpreter - Interpreters Continuing Education Units Review requirements for the next phase. 	Allow new reporting process to be every 2 years instead of 1year cycle and allow new business process for the carry over credits for each individual category.
<ul style="list-style-type: none"> ○ Web - JIS Invoice Credits; RN 110304-000015 - Review Requirements. 	Will allow debit and credit processing in JIS-Link billing.
<ul style="list-style-type: none"> ○ Web - Guardians Continuing Education Units - Review requirements. 	Allow new reporting process to be every 2 years instead of 1year cycle and allow new business process for the carry over credits for each individual category.
<ul style="list-style-type: none"> ○ Legacy – Modify Data exchange with the WSBA to accept larger phone extensions. 	Allows for WSBA to send attorney information with longer phone extensions, providing courts with more accurate contact information for attorneys.
<ul style="list-style-type: none"> ○ Legacy - Make a second modification to the Kitsap County Calendar Caseload Report.. 	Saves the court time by providing them with all required data on the report.
<ul style="list-style-type: none"> ○ Legacy – Programming changes to support ESHB 2777. 	Saves the court time by more efficiently tracking DV Pled and Proved cases.
<ul style="list-style-type: none"> ○ Legacy – Restore case type 07 cases that are 	Provides WSCCR with easy access to case type 7

currently offline that were filed prior to 2000.	information and statistics.
<ul style="list-style-type: none"> ○ JCS – Install JCS Build 130, which will include changes needed to support ESHB 2777, DV Pled and Proved. 	Will allow court staff and prosecutors to more accurately identify cases that are impacted by this legislation.
<ul style="list-style-type: none"> ○ JABS – Implement ITG 084, as well as incremental performance improvements 	Removes hyphens from the DL display on the DOL screen.
<ul style="list-style-type: none"> ○ ACORDS – Release v72.3 which resolves outstanding issues with letter generation and case transfer between courts 	Provides more complete information on letters generated by the courts and insures that case information transferred between courts is complete.
<ul style="list-style-type: none"> ○ WSP Disposition Transfer – Modify to support ESHB 2777 	Provides additional DV Plead and Proved disposition data to WSP.

Operational Area: Project Management Office & Quality Assurance

Mike Davis, (PMO/ QA Manager)

June 1-11 to June 30 -11

Includes: Project Management Office, Software Quality Assurance

Description: Project Management & Quality Assurance is comprised of the Project Management Office (PMO) and the Software Quality Assurance (SQA).

Project Management Office: The PMO provides oversight on all ISD projects. Oversight includes reviewing and approving feasibility of projects, creating and maintaining project plans (schedule, issues, and risks), and managing projects from inception to implementation. Through the use of a standard project management methodology, the PMO adds critical value that improves the probability of project success. Work performed by the PMO is reported separately under the project(s) to which the staff is currently assigned.

Software Quality Assurance: SQA consists of a means of monitoring the software engineering processes and methods used to ensure quality. This encompasses the entire software development process and product integration. SQA is organized into goals, commitments, abilities, activities, measurements, and verification.

The Testing Group is part of Quality Assurance and is responsible for ensuring a testing process is followed on all development efforts, including projects, defect correction, and application enhancements. All testing, test cases, and test scenarios created, test results, and defect work is documented, tracked, monitored, and prioritized. Tester involvement is critical for upholding quality control standards throughout all phases of testing.

Activities Completed	Impact/Value
<u>Project Work without Monthly Project Reports</u>	
<ul style="list-style-type: none"> ✓ The PMO is actively recruiting for 2 new Project Managers and will soon be recruiting for a third which became open when Wendy Loewen resigned on 9/27/11. 	These hires will provide needed capacity to help cover authorized projects. Currently the PMO does not have PM coverage/capacity for the existing projects.
<ul style="list-style-type: none"> ✓ The new PMO Scheduler, Marie Constantineau, started work on 10/3/11 and will begin standardizing scheduling and budget tracking while using the new Clarity PPM tool and Microsoft project. 	The PMO Scheduler will mature schedule management and greatly increase the ability of AOC to predict schedule and budget performance so that corrective actions can be taken to deliver the desired results of projects.
<u>Quality Control</u>	
<ul style="list-style-type: none"> ◦ Requirements validation and verification for Adult Risk Assessment Project 	A STRONG-based static adult risk assessment application system is developed and implemented at AOC and is available to any Washington State Court wanting to use it.
<ul style="list-style-type: none"> ◦ Began user acceptance testing of Clarity 	This provided the ability to track resources and projects within ISD
<ul style="list-style-type: none"> ◦ Completed testing JCS builds 130 	
<ul style="list-style-type: none"> ◦ Completed testing of defects identified during the JRS upgrade 	This provided the ability to see all daily transactions in the daily receipt records



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