Washington State Administrative Office of the Courts

ISD Transformation

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

May 2012
(Report Period Ending April 30, 2012)

WASHINGTON
COURTS
ADMINISTRATIVE OFFICE OF THE COURTS

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Background & Overview

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
May 2012

Original Roadmap per IT Strategy June 19 - 2009	(blue)
Actual	(green)
Revised or Planned	(pink)

STATUS KEY ● = active/on track   ▲ = Changes w/ Moderate impact   ◆ = Significant rework/risk   ⊖ = Not active   ✔ = Completed

(Legend: B = Original Roadmap/blue, G = Actual/green, P = Revised or Planned/pink, ✔ = Completed)

JIS Transformation Initiatives	Status		CY10 Q1	CY10 Q2	CY10 Q3	CY10 Q4	CY11 Q1	CY11 Q2	CY11 Q3	CY11 Q4	CY12 Q1	CY12 Q2
2.0 Capability Improvement – Phase I												
2.4 Implement IT Portfolio Management	✔	Planned	B	B	B	B	B	B				
		Actual	G	G	G	✔						
3.0 Capability Improvement – Phase II												
3.4 Implement IT Service Management – change, configure, release	●	Planned	B							P	P	
		Actual								G	G	
4.0 Capability Improvement – Phase III												
4.2 Mature Application Development Capability	●	Planned			B							P
		Actual										
7.0 Information Networking Hub (INH)												
7.6 Information Networking Hub (INH)	▲	Planned							B	B	B	B
		Actual							G	G	G	G
Ongoing Activities												
12.2 Natural to COBOL Conversion	◆	Planned						B	B	B	B	B
		Actual						G	G	G	G	G
12.3 Superior Court Data Exchange	◆	Planned					B	B	B	B	B	B
		Actual					G	G	G	G	G	G
BizTalk Upgrade	◆	Planned				P	P	P	P	P	P	
		Actual				G	G	G	G	G	✔	
DB2 Upgrade	▲	Planned					B	B	B	B		
		Actual					G	G	G	G		
Vehicle Related Violations (VRV)	▲	Planned	B	B	B	B	B	B	B	B	B	B
		Actual	G	G	G	G	G	G	G	G	G	G
CA Clarity Implementation	▲	Planned					B	B	B	B	B	
		Actual						G	G	G	G	✔
Superior Court CMS (SC-CMS)												
SC-CMS RFP	▲	Planned							B	B	B	B
		Actual							G	G	G	G
COTS Preparation	◆	Planned								B	B	B
		Actual								G	G	G
Court Business Office	●	Planned								P	P	P
		Actual								G	G	G
ITG Projects												
ITG #045 Appellate Court Electronic Document Management System (EDMS)	◆	Planned							B	B	B	B
		Actual							G	G	G	G
ITG #028 CLJ Parking Module Modernization	◆	Planned						B	B	B		
		Actual						G	G	G	G	✔
ITG #081 Adult Risk Assessment STRONG 2 Implementation (ARA)	●	Planned							B	B	B	B
		Actual							G	G	G	G
ITG #009 Accounting in the Data Warehouse	●	Planned							B	B	B	B
		Actual							G	G	G	G

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

- Superior Court Case Management System RFP (SC-CMS) (ITG #002)
- Superior Court Data Exchange (SCDX) (ITG #121)
- Adult Risk Assessment Implement Strong 2 Tool (ITG #081)
- Appellate Courts Electronic Document Management System (ITG #045)
- Add Accounting Data to the Data Warehouse (ITG #009)
- Comments Line on Bench Warrants (ITG #037)*
- Enhance JIS to allow bench warrants to print on plain paper (ITG #058)*
- Remove CLJ Archiving and Purge Certain Records (ITG #041)
- ISD Transformation Track
- Natural to Cobol Conversion
- DB2 Upgrade
- COTS Preparation Track
- Information Networking Hub Track

ITG Requests #037 and #058 have been delayed and are pending rescheduling.

Initiatives or Projects Completed
CA Clarity Implementation
ITG 096 – Allow JABS to Display Plea and Sentencing Data
ITG 028 – CLJ Parking Module Modernization

Initiative or Project Status Changes
There were no status changes reported during April, 2012.

Staffing Changes in ISD
During the reporting period of April 1 – 30, 2012:

ISD welcomed the following new staff:
1. Kathy Bradley – Business Liaison   (4/01/12)
2. Michael Gilbreath – COBOL Programmer   (4/16/12)

ISD Staff Recognitions

Team Recognitions

- May 3, 2012 - Congratulations to our **Web Team,** including **Brian Stoll, Ferd Ang, Beth McGrath, Barry Zickuhr and Virginia Neal**! This team received national recognition from The Consortium for Language Access in the Courts when they awarded the Washington AOC *a Technology Award* for its development of the Interpreter Profile System (IPS). The IPS is a web-based tool that enables credentialed interpreters to manage their personal information published on an online directory for the courts, as well as electronically report their progress in fulfilling biannual compliance requirements such as mandatory continuing education credits.   The IPS tool will permit AOC Court Interpreter Program staff to go "paperless" in many of its functions, automate processes that are currently difficult to track, and provide more accurate information on interpreters to the courts.

- April 11, 2012 – The **Adult Risk Assessment (ARA) Project Team** received a formal letter of congratulations from Spokane County Superior Court Judge Kathleen O'Connor for their efforts in making the ARA project a reality. The project team includes **PM Martin Kravik, Beth McGrath, Mark Oldenburg, Ray Yost, Scotty Jackson, Regina McDougall, and Dexter Mejia, Glen Baugh, John Crutcher, Customer Service, Peter Ellis, Carol Fuchser-Burns, Ileen Gerstenberger, Rebecca Grauman, Lynn Johnson, Nagajyothi Robba, Robin Spisak, Wei Wang, Angie Autry, Elia Zeller, Lynn Johnson, Ted Bailey, Heather Williams, Pam Payne, and Kathie Smalley.**

    "…I want to thank you, ISD Staff and the AOC Staff who worked on this project. I particularly want to acknowledge the work of our Project Manager, Martin Kravik, who kept us advised about its progress every step of the way and managed a reasonable timeline for its completion…I know there were many others who helped along the way; our thanks to them as well."

- March 22, 2012 – ISD Project Manager Sree Sundaram congratulated the **DB2 and ISD Mainframe Support staff,** including **manager Dennis Longnecker, John O'Conner, Wayne Campbell, Norm Hjelm, Kevin Neubert, Pam Stephens, and Robin Trail,** for their support in resolving issues on the Natural to COBOL project.

    "I want to place on record the excellent support being provided by your team throughout the N2C project. In particular, there were several issues in the past few days. All of them were resolved on time to the satisfaction of everyone involved. I know that your folks have put in a lot of hours on Disaster Recovery last week and also that your team is short-handed. However, your team is still able to meet all our demands in support of the N2C project. You have got a great team, Dennis."
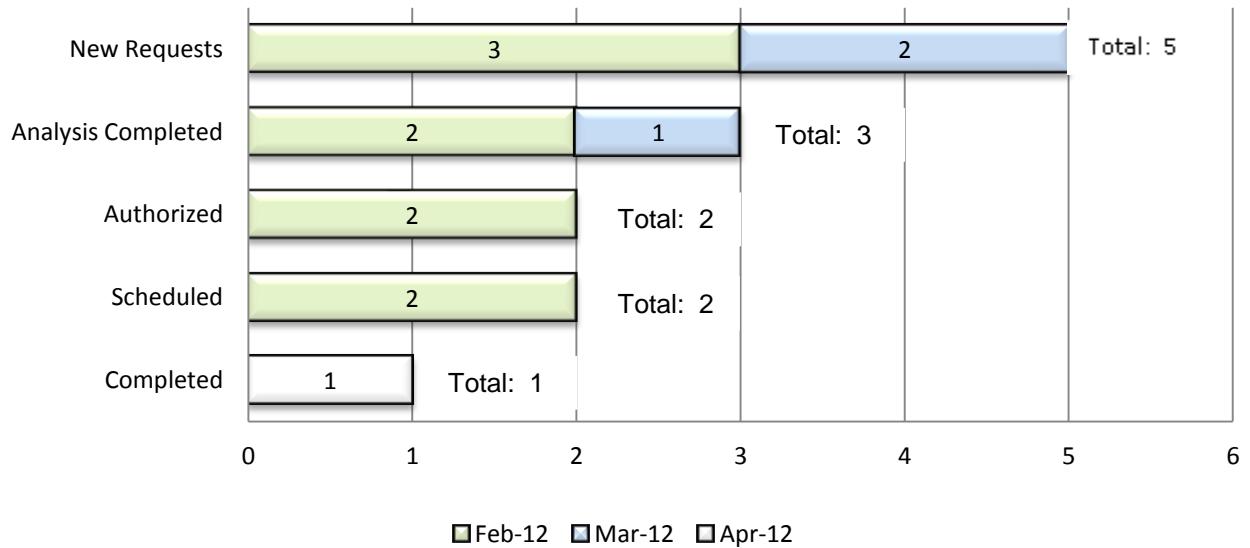
Completed JIS IT Requests in April 2012
ITG 096 – Allow JABS to Display Plea and Sentencing Data
ITG 028 – CLJ Parking Module Modernization

Status Charts

Requests Completing Key Milestones

☐ Feb-12   ☐ Mar-12   ☐ Apr-12

Current Active Requests by:

Endorsing Group			
Supreme Court	0	Data Management Steering Committee	1
Court of Appeals Executive Committee	1	Data Dissemination Committee	0
Superior Court Judges Association	4	Codes Committee	0
Washington State Association of County Clerks	6	Administrative Office of the Courts	4
District and Municipal Court Judges Association	3	Washington State Association of Juvenile Court Administrators	1
District and Municipal Court Management Association	30		

Court Level User Group	
Appellate Court	1
Superior Court	8
Courts of Limited Jurisdiction	20
Multi Court Level	7

Scheduled ITG Request Overview

	May	June	July	August	September	October
Data Warehouse	009 – Add Accounting Data to the Data Warehouse					
JIS	041 – Remove CLJ Archiving and Purge Certain Records					
JABS	037 – Add Warrants Comment Line*					
	058 – Print Warrants on Plain Paper*					
Other Systems	081 – Adult Risk Assessment					
	121 – Superior Court Data Exchange					
Requirements & RFPs	045 – Appellate EDMS Requirements, RFP, and Future Phases					
	002 – SC-CMS RFP Preparation & Release					

*ITG Requests 058 and 037 have been delayed and are pending rescheduling. The dates shown here are estimates.

Schedule Status Based on Current Project Baseline

Implementing Early	On Schedule	2 – 4 Weeks Behind Schedule	> 4 Weeks Behind	Not Started

Summary of Activities April 2012

Transformation Initiative Summary

Transformation Program	
Activities	*Impact/Value*
✓ The Release/Change team reviewed the use cases in five separate sessions throughout the reporting period. Schedule planning has begun.	The requirements will provide detail in terms of roles and responsibilities, workflow through the various processes, approval gates, and triggers for subsequent events.
✓ Decision Process Framework introduction meetings occurred with the Architecture & Strategy, Policy & Planning, PMO/QA, and Operations teams.	Helps establish a more informed process transition.

COTS Preparation Program	
Activities	*Impact/Value*
✓ Completed the Infrastructure Program Charter – a program charter supporting six sub-projects.	Defines all project objectives, deliverables, completion metrics and budget/schedule estimates required to complete the "Initiation Phase" and to start the "Planning Phase."

Information Networking Hub Program (INH)	
Activities	*Impact/Value*
✓ Updated the INH Technical Lead Plan	Provides detailed technical guidance on development and implementation strategy for INH foundation components and data exchange services based on real world experience and practices
✓ Began analysis of INH services required to build for SC-CMS support based on their requirements.	Provides detailed list of INH services to build that will support the SC CMS and allows for efficient development of services
✓ Started INH Data Quality and Data Governance requirements analysis.	Provides data quality framework required for INH services to ensure data captured by EDR is cleansed and managed to a standard format

Natural to Cobol Conversion	
Activities	*Impact/Value*
✓ Sample testing is completed. 21 defects were found – 13 of them critical. As a result, the revised Go Live date is 01/12/13.	Revises the implementation plan.

Court Business Office (CBO)	
Activities	*Impact/Value*
✓ Completed the Court Business Office project organization charter.	Describes the purpose, organizational chart, responsibilities, and activities of the Court Business Office.

DB2 Upgrade	
Activities	*Impact/Value*
✓ Infrastructure team (DBA) is opened up in Test LPAR.	Identifies and rectifies any problems.

BizTalk Upgrade	
Activities	*Impact/Value*
✓ Project completed – closed on 3/21/12.	

Vehicle Related Violations (VRV)	
Activities	*Impact/Value*
✓ No activities completed during this reporting period.	

CA Clarity Implementation	
Activities	*Impact/Value*
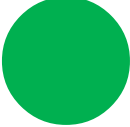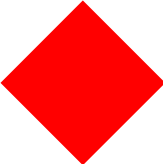
| ✓ Project completed – closed on 4/30/12. | |

ITG #121 Superior Court Data Exchange

Activities	Impact/Value
✓ The QA team continued testing SCDX Increment 1 web services.	Confirms whether this software meets the AOC requirements.
✓ Sierra Systems has completed the remaining Technical Design Documents for SCDX Increment 2 web services.	Defines the detailed web service design.
✓ Continued to develop a court on-boarding model and process, similar to that used for the Vehicle Related Violation (VRV) project.	Provides remote Courts with the necessary information for planning and implementing their SCDX Interface development effort. Gives the AOC its resource estimate of support required for this effort.

ITG #002 Superior Court Case Management RFP

Activities	Impact/Value
✓ Updated and revised Phase 1 Project Schedule.	Provides a more realistic view of the time necessary for personnel to review the RFP.
✓ Submitted RFP version 1.1 review of comments and edits to MTG for their final acceptance.	Prepares the next version of the RFP for final review.
✓ Completed a final review of RFP Steering Committee edits to the Acquisition Plan.	Defines the RFP scope and objectives.

ITG #028 CLJ Parking Module Modernization

Activities	Impact/Value
✓ Routed the project closure report for signature and acknowledgement that the project has been closed.	This step is required to close out the project.

ITG #045 Appellate Electronic Document Management System (EDMS)

Activities	Impact/Value
✓ Completed EDMS Vendor demonstrations.	These demonstrations enable the AOC and Appellate Court stakeholders to review the EDMS Vendor products. The information collected during these demonstrations aid the AOC in drafting the Appellate Courts EDMS Request For Proposal (RFP).

ITG #081 Adult Risk Assessment Implement STRONG 2 Tool

Activities	Impact/Value
✓ Completed ASRA system development.	Creates the assessment application that will be used by local jurisdictions.
✓ Regina McDougall, Heather Williams, and Martin Kravik met to discuss messaging. A "go live" announcement will be sent out on May 4th.	Announces the availability of the system and provides a procedure for local jurisdictions to implement.

ITG #009 Accounting in the Data Warehouse

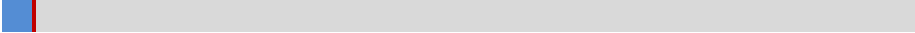| Activities	Impact/Value
✓ Released "Detail of A/R Type Codes Entered, Paid, Outstanding"	Provide new accounting reports or improve existing reporting capabilities.
✓ Released Obligor and Obligation detail reports containing additional person information.	Provide new accounting reports or improve existing reporting capabilities.

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 Program Track

	Reporting Period thru April 30, 2012
Executive Sponsor(s) Vonnie Diseth, CIO/ISD Director	**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:

- 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.

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

JISC Approved Budget	**Allocated through April 30, 2012**	**Actual through April 30, 2012**
	$	$

Current Status	**Scope**	🟢	**Schedule**	🟢	**Budget**	🟢

Status Notes:

Progress	**April - 5%**
	▮▬▬▬▬▬▬▬▬▬▬▬ 100%

Phase	☐ Initiate	☒ Planning	☒ Execute	☐ Close

Schedule	**Planned Start Date:** July 2011	**Planned Completion Date:** Sept 2012
	Actual Start Date: July 2011	**Actual Completion:** TBD

Activities Completed	**Impact/Value**
✓ The Release/Change team reviewed the use cases in five separate sessions throughout the reporting period. Schedule planning has begun.	The requirements will provide detail in terms of roles and responsibilities, workflow through the various processes, approval gates, and triggers for subsequent events.
✓ Decision Process Framework introduction meetings occurred with the Architecture & Strategy, Policy & Planning, PMO/QA, and Operations teams.	Helps establish a more informed process transition.
Activities Planned	**Impact/Value**
° The Release/Change team will continue to review the use cases.	The requirements will provide detail in terms of roles and responsibilities, workflow through the various processes, approval gates, and triggers subsequent events.
° Continue Release/Change project schedule development.	A project schedule published into Clarity provides something against which to track progress and staff time.

° Schedule and conduct introductory Decision Process Framework presentation to Infrastructure section.	Helps establish a more informed process transition.
° Continue work on the Vendor Management Initiative schedule.	A project schedule published into Clarity provides something against which to track progress and staff time.
° Continue the Enterprise Security Management scoping meetings.	Provides the context within which to define the initiative.

COTS Preparation Program Track

Executive Sponsor(s) Vonnie Diseth, CIO/ISD Director	**IT Project Manager:** Ron Kappes
Business Area Manager(s): Dennis Longnecker, Infrastructure Manager William Cogswell, Data & Development Manager (Interim) Michael Keeling, Operations Manager William Cogswell, Associate ISD Director Dirk Marler, JSD Director	**Consultant/Contracting Firm:** N/A

Description:

The COTS Preparation (COTS-P) Program objective is to prepare the AOC JIS environment to support the future transition to a COTS based suite of applications. The Superior Court Case Management System (SC-CMS) Project is expected to be the first COTS based application to be implemented within the AOC JIS. As the first COTS application, the SC-CMS implementation will validate many of the preparation assumptions for supporting future COTS product implementations.

The implementation of the COTS-P Program has been organized into three (3) specific programs categories of sub-project to facilitate effective and efficient planning, management and reporting. The programs are organized as:

- COTS-P Infrastructure Program (Network, Compute and Storage) of six (6) related sub-projects
- COTS-P Application Program (Data Warehouse and Applications) of six (6) related sub-projects
- COTS-P Business Program (Business and Organizational Processes) of one (1) related sub-projects

Note: The Courts Business Office (CBO) projects, which was originally grouped with the COTS-P, was removed and is now a stand-alone project outside of COTS-P.

Business Benefit:

The COTS-P Program outcome will provide at the project level, the appropriate analysis, design, documentation, acquisitions and implementation of technology and processes within the JIS environment to support the future strategic plan to transition from in-house application development to COTS based products.

The COTS-P program will validate the current and future state of the Infrastructure, Application and Business environments necessary to:

- Position AOC to support future COTS based application implementations
- Directly support the SC-CMS and INH project implementations
- Assure no planning, acquisition and/or implementation duplicity or gaps occur across related projects and initiatives.

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

JISC Approved Budget	**Allocated through April 30, 2012**	**Allocated through April 30, 2012**
	$	$

Current Status	**Scope**	🟢	**Schedule**	🔺	**Budget**	🔶

Status Notes:

1. **COTS-P Infrastructure Program**
   - **P1 – Network Capacity & Performance Analysis Sub-project**
     Project is 42% complete and on schedule (execution phase: 7/17/12).

   - **P2 – Compute/Storage SW Licensing Sub-project**
     Due to the SC-CMS "Turn-Key" requirement, it was determined this project is no longer required and will be closed, pending review of the SC-CMS RFP compute/storage requirements.

   - **P3 – SC-CMS Service Level Agreement Analysis (SLA) Sub-project**
     Project is 50% complete and on schedule (execution phase: 7/27/12).

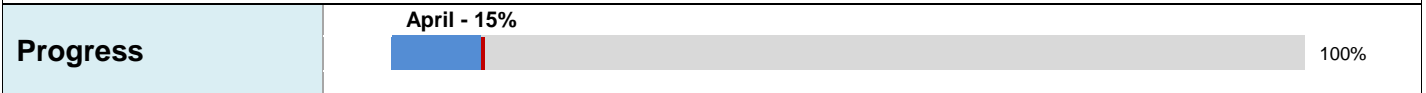   - **P4 – SC CMS Disaster Recovery Analysis Sub-project**

Project is 10% complete and on schedule (execution phase start: 6/1/12).

- **P5 – Network Future State Sub-project**
Project is 10% complete (initiation phase) with the execution phase to start 8/1/12 and complete by 7/2/13.

- **P6 – Compute/Storage Future State Sub-project**
Project is 10% complete (initiation phase) with the execution phase to start 12/3/12 and complete by 11/1/13. Project is also under evaluation per P2 ".

2. **COTS-P Application Program**
Current sub-project challenges is the clarification of project inter-dependencies between SC-CMS, INH and COTS-P App. Meetings have been held to gain a better understanding, with the most recent meeting on 4/24/12. The SC-CMS, INH and COTS-P PMs are developing a document to address the associated risks and issues. The 1st draft distribution review of the Application Program Charter is 05/16/2102.

- **P1 – JIS Link Analysis Sub-project**
A draft Project Scope Statement (PSS) document was provided to MSD (Lynne/Renee) on May 2, 2012 for their review and input. Once we have mutual agreement on the PSS document, the data will be incorporated into the "Application Program Charter". Due to MSD's stakeholder participation, this sub-project may need its own project charter.

- **P2 – Data Warehouse Impacts Sub-project**
Project requirements are under evaluation and will be incorporated into the "Application Program Charter".

- **P3 – Existing Systems Impacts Sub-project**
Project requirements are under evaluation and will be incorporated into the "Application Program Charter".

- **P4 – Existing External Data Exchange Impacts Sub-project**
Project requirements are under evaluation and will be incorporated into the "Application Program Charter".

- **P5 – Statewide Report Impacts Sub-project**
Project requirements are under evaluation and will be incorporated into the "Application Program Charter".

- **P6 – SC CMS/INH Database Linkage**
Project requirements are under evaluation and will be incorporated into the "Application Program Charter".

- **P7 – INH/JIS Database Linkage**
Project requirements are under evaluation and will be incorporated into the "Application Program Charter".

Progress	April - 15%	
	[progress bar ~15%]	100%

Phase	☐ Initiate	X Planning	☐ Execute	☐ Close

Schedule	**Planned Start Date:** 12/19/11	**Planned Completion Date:** 11/30/13
	Actual Start Date: 12/19/11	**Actual Completion:** TBD

Activities Completed	Impact/Value
✓ Completed the Infrastructure Program Charter – a program charter supporting six sub-projects.	Defines all project objectives, deliverables, completion metrics and budget/schedule estimates required to complete the "Initiation Phase" and to start the "Planning Phase."
Activities Planned	**Impact/Value**
° JIS Link Analysis – Project Scope Statement	Negotiate and level set the expectations for scope (in/out), objectives, deliverable and roles/responsibilities. This data will be used to frame the sub-project in the Application Program Charter. Only COTS-P sub-project requiring external ISD stakeholder participation.
° Application Program Charter – (15%) development and approval of program charter supporting six sub-projects	Defines all project objectives, deliverables, completion metrics and budget/schedule estimates required to complete the "Initiation Phase" and to start the "Planning Phase".

Milestones Planned and Accomplished			
Milestone	Original Date	Revised Date	Actual Date
Initiation Phase – COTS-P Program structuring approval	01/25/12	02/09/12	02/02/12
Initiation Phase – Infrastructure Program Charter Approval	02/15/12	02/29/12	02/29/12
Initiation Phase – Business Program Charter Approval	02/15/12	02/29/12	Charter no longer required
Initiation Phase – JIS Link Analysis Project Scope Statement Approval	5/30/12		
Initiation Phase – Application Program Charter Approval	3/15/12	5/30/12	

Information Networking Hub (INH) Program Track

Executive Sponsor(s) Vonnie Diseth, CIO/ISD Director	IT Project Manager: Dan Belles
Business Area Manager: William Cogswell, Data & Development Manager (Interim)	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 Superior Court Case Management System (SC-CMS), it is also building a foundation for data exchanges with other COTS packages and local court systems.

The INH is the required future state architecture needed to support information exchanges between the JIS central database (new and existing) and local systems. This Project involves a core team of resources with the experience and knowledge of AOC systems, "as is" and the "to be" future state to support the building a robust enterprise architecture capable of exchanging messages from disparate systems with one common messaging standard.

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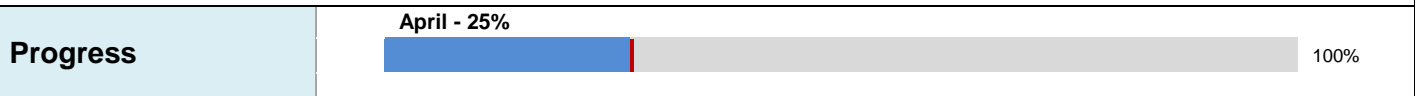
Business Benefit:

- Seamless integration of current and future as well as centralized and local applications that provides better customer experience

- Near real-time information exchanges through "publish-subscribe" mechanisms that facilitates the sharing of data and dramatically reduces duplicate data entry

- Modern architecture that aligns with latest technology trends to provide flexibility and the ability to deliver new customer requests in a timely manner

- A centrally managed data repository governed by data standards and quality

- A centralized security framework that can meet the needs for ensuring data is secure

- Enhanced customer interfaces to improve productivity, advance decision-making capabilities and aid in access to justice

Business Drivers	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

JISC Approved Budget	Allocated through April 30, 2012	Allocated through April 30, 2012
	$	$

Current Status	Scope	▲	Schedule	▲	Budget	●

Status Notes:

Progress	**April - 25%** ▐▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬ 100%

Phase	X	Initiate	X	Planning	☐ Execute	☐ Close

Schedule	**Planned Start Date:** July 2011	**Planned Completion Date:** June 2012
	Actual Start Date: July 2011	**Actual Completion:** TBD

Activities Completed	Impact/Value
✓ Continued INH Enterprise Data Repository (EDR) team meetings to continue work on Conceptual and	Provides a central INH database to store statewide shared data in a standard format that will be made accessible to

	Business Data models	courts through data exchanges
✓	Continued INH Middleware design work on Pilot Services (Get Person and Get Abstract of Drivers Records (ADR)	Provides design templates and factory model framework for the initial two Pilot services being put into production
✓	Updated the INH Technical Lead Plan	Provides detailed technical guidance on development and implementation strategy for INH foundation components and data exchange services based on real world experience and practices
✓	Updated baseline project schedules for middleware services, EDR and Data Quality/Governance	Provides baseline schedule showing preliminary tasks, durations, resources and timeline for planning and refinement
✓	Began analysis of INH services required to built for SC CMS support base on their requirements	Provides detailed list of INH services to build that will support the SC CMS and allows for efficient development of services
✓	Started analysis of Data Quality and Data Governance requirements for INH	Provides data quality framework required for INH services to ensure data captured by EDR is cleansed and managed to a standard format
✓	Started drafting Infrastructure and Security Design document	Provides infrastructure and security design for INH solution to provide data in a secure and near real time.
Activities Planned		**Impact/Value**
°	Continue to implement INH Technical Lead Plan	Provides detailed technical guidance on development and implementation strategy for INH foundation components and data exchange services based on real world experience and practices
°	Continue work on the two INH Pilot Services design and development	Provides service design templates, factory model (repeatable processes) and pilot services
°	Continue work on Enterprise Data Repository business data model design	Provides INH foundation components to support Pilot Services and future data exchange development in subsequent phases of INH
°	Updated baseline project schedules for Middleware Services and EDR sub projects	Provides detailed list of tasks, durations, completion dates for managing schedule for both INH sub projects
°	Continue work on EDR data governance and data quality	Provides for data governance and data quality standards and cleansing mechanisms for EDR

Natural to COBOL Conversion

Executive Sponsor(s)	IT Project Manager:
Vonnie Diseth, CIO/ISD Director	Dan Belles
Business Area Manager:	**Consultant/Contracting Firm:**
William Cogswell, Data & Development Manager (Interim)	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	☐	Improve Information Access	☐	Improve Service or efficiency	X	Manage Risks	☐
	Maintain the business	☐	Manage the costs	X	Increase organizational capability	X	Regulatory compliance or mandate	☐

JISC Approved Budget	Allocated through April 30, 2012	Allocated through April 30, 2012
	$	$

Current Status	**Scope**	🟢	**Schedule**	🔴	**Budget**	🟡

Status Notes: Smoke testing is being performed on Code Drop #1.

Progress	April - 56% ▓▓▓▓▓▓▓▓▓░░░░░░░ 100%

Phase	☐ Initiate	☐ Planning	X Execute	☐ Close

Schedule	**Planned Start Date:** April 2011	**Planned Completion Date:** January 29, 2013
	Actual Start Date: April 2011	**Actual Completion**

Activities Completed	Impact/Value
✓ Smoke test in J2 region is continuing – 351 defects were created – 263 defects were closed – 45 fixes are being validated – there are 43 unresolved defects as of 04/30/12 4:40 PM.	Facilitates validation of the acceptance criteria for second payment of Code Drop #1
✓ Test team and maintenance team are testing the converted code in S2.	Validate and ensure quality of conversion
✓ Sample testing is completed. It resulted in 21 defects – 13 of them were critical. Based on the number of defects of sample test and number of test scenarios to test, it would take 7 months complete function, technical and performance testing. Draft plan with a new Go Live date is 01/12/12.	Revised implementation plan

Activities Planned	Impact/Value
° Screen Scraping is not working in certain scenarios. Working with the vendor for resolution.	Screen scraping is a critical function for customers
° Resolution for VRV conceptual design was provided to the vendor for their validation. Vendor now says that AOC has to make changes to make VRV work with converted code. Vendor still reviews the design proposed by AOC.	Converted code should work with all the interfacing application. This is a requirement in RFP.
° Vendor will continue work on defect fixing and AOC continue to test	Acceptance of Code Drop #1

° A meeting is scheduled to take place on 05/09 with vendor with the upper management on the status of project	To discuss the revised schedule, issues and resolution.

Court Business Office (CBO)

Executive Sponsor(s)	IT Project Manager:
Jeff Hall, State Court Administrator Vonnie Diseth, CIO / ISD Director Dirk Marler, JSD Director	Michael Walsh

Business Area Manager:	Consultant/Contracting Firm:
N/A	N/A

Description: The AOC Court Business Operations Center Project is an internal initiative chartered to organize, start up, and support AOC's transition to a modern Superior Court case management solution.

Business Benefit: Take advantage of opportunities for common statewide configurations that are a result of bringing the Superior Court Case Management System (SC-CMS) online.

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	☐

JISC Approved Budget	Allocated through April 30, 2012	Allocated through April 30, 2012
	$	$

Current Status	Scope	●	Schedule	●	Budget	●

Status Notes: The project team continues to work on the Court Business Office project organization charter.

Progress	April - 80%

Phase	☐ Initiate	☐ Planning	X Execute	☐ Close

Schedule	**Planned Start Date:** December 2011	**Planned Completion Date:** June 2012
	Actual Start Date: December 2011	**Actual Completion Date:** TBD

Activities Completed	Impact/Value
✓ Completed the CBO Project Charter.	Describes the purpose, organizational chart, responsibilities, and activities of the Court Business Office.

Activities Planned	Impact/Value
° Continue execution and monitoring the project.	This defines the activities and events needed to create the new AOC organization.
° Finalize Job Descriptions.	Get the CBO job announcements ready for HR posting.
° Hire CBO Manager.	Completes the deliverables of the CBO project.
° Sign off CBO Charter.	This is the AOC endorsement to proceed with establishing the new operational unit with JSD.
° Complete the Operating Level Agreement.	The document describes how CBO will support of areas of the Courts such as the SC-CMS project.
° Complete the Court User Work Group.	The definition of the court using work group is essential in carrying out the CBO's operational expectations.

DB2 Upgrade

Executive Sponsor(s) Vonnie Diseth, CIO/ISD Director	**IT Project Manager:** Sree Sundaram
Business Area Manager: Dennis Longnecker, Infrastructure Manager	**Consultant/Contracting Firm:** N/A

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.

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.

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

JISC Approved Budget	Allocated through April 30, 2012	Allocated through April 30, 2012

Current Status	**Scope**	🟢	**Schedule**	🟡	**Budget**	🟢

Status Notes:

Progress	April - 96% 100%

Phase	☐ Initiate	☐ Planning	X Execute	☐ Close

Schedule	**Planned Start Date:** March 2011	**Planned Completion Date:** December 2011
	Actual Start Date: March 2011	**Actual Completion:**

Activities Completed	**Impact/Value**
✓ Infrastructure team (DBA) is opened up in Test LPAR.	Identifies and rectifies any problems.

Activities Planned	**Impact/Value**
o New features will be installed in Production on May 12th.	New features will be available to all users.

Vehicle Related Violations (VRV) Operational Readiness

Executive Sponsor	**IT Project Manager:**
Data Management Steering Committee *Rich Johnson, Chair of Committee*	Michael Walsh
Business Area Manager	**Consultant/Contracting Firm:**
William Cogswell, Data & Development Manager (Interim)	N/A

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	☐	Improve Information Access	X	Improve Service or efficiency	X	Manage Risks	☐
	Maintain the business	☐	Manage the costs	☐	Increase organizational capability	☐	Regulatory compliance or mandate	☐

JISC Approved Budget	**Allocated through April 30, 2012**	**Actual through April 30, 2012**
	$	$

Current Status	**Scope**	🟢	**Schedule**	🔺	**Budget**	🟢

Status Notes: DES is reporting a 45 day delay in their current release group. This has pushed the start of of the Tier 2 group out to June 1st.

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

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

No new status to report for period ending 4/30/2012.

Progress	April - 60%
	100%

Project Phase	☐ Initiate	☐ Planning	X Execute	☐ Close

Schedule	**Planned Start Date:** March 2010	**Planned Completion Date:** August 2012
	Actual Start Date: March 2010	**Actual Completion Date:** TBD

Activities Completed	**Impact/Value**
✓ No activities completed during this reporting period.	

Activities Planned	**Impact/Value**
◦ Complete preparation for JINDEX on-boarding.	Completed business and technical assessment forms and submitted to WTSC to schedule a JINDEX release group and start date.
◦ Complete the Maintenance Transition Plan	Finalize the operational sustainability of VRV to Operations.

CA Clarity Implementation

Executive Sponsor(s) Vonnie Diseth, CIO/ISD Director	**IT Project Manager:** Mike Walsh
Business Area Manager: William Cogswell, Associate Director ISD	**Consultant/Contracting Firm:** WinMill Software, Inc.

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	☐	Manage the costs	☐	Increase organizational capability	X	Regulatory compliance or mandate	☐

JISC Approved Budget	**Allocated through April 30, 2012**	**Actual through April 30, 2012**
	(staffed internally)	(staffed internally)

Current Status	**Scope**	🟢	**Schedule**	🔺	**Budget**	🟢

Status Notes: The BWSR has been deployed to production.
The user acceptance testing completed on 2/16/2012. The report was deployed to production on 2/20/2012.

Progress	March - 100%

Phase	☐ Initiate	☐ Planning	X Execute	X Close

Schedule	**Planned Start Date:** March 2011	**Planned Completion Date:** November 2011
	Actual Start Date: May 2011	**Actual Completion** March 2012

Activities Completed	**Impact/Value**
✓ Project completed – closed out on 4/30/12.	The WinMill contract is complete and all deliverables have been fulfilled.

Project Status Reports

ITG #121 Superior Court Data Exchange

Reporting Period Through April 30, 2012

Executive Sponsor(s) Data Management Steering Committee *Rich Johnson, Chair of Committee*	**IT Project Manager:** Bill Burke
Business Manager: William Cogswell, Data & Development Manager (Interim)	**Consultant/Contracting Firm:** N/A

Description: The Superior Court Data Exchange project will deploy a Data Exchange that will enable all local court Case Management Systems to access the Superior Court Management Information System (SCOMIS) services via a web interface using a standard web messaging format. The project scope consists of deploying (63) web services that will be available to all local court Case Management Systems.

Business Benefit: The 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	X	Improve Information Access	X	Improve Service or efficiency	X	Manage Risks	☐
	Maintain the business	☐	Manage the costs	X	Increase organizational capability	X	Regulatory compliance or mandate	☐

JISC Approved Budget	**Allocated through April 30, 2012**	**Actual through April 30, 2012**
	$	$

Current Status	**Scope**	🟢	**Schedule**	🔴	**Budget**	🟢

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

Progress	SCDX Increment 1 April - 95% 100%

Phase	☐ Initiate	☐ Planning	X Execute	☐ Close

Schedule SCDX	**Planned Start Date:** January 2011	**Planned Completion Date:** December 2012
	Actual Start Date: January 2011	**Actual Completion Date:** TBD

Schedule Increment 1	**Planned Start Date:** Aug 2011	**Planned Completion Date:** May 2012
	Actual Start Date: Aug 2011	**Actual Completion Date:** TBD

Activities Completed	**Impact/Value**
✓ Sierra Systems has completed the remaining Technical Design Documents for SCDX Increment 2 web services. The AOC is currently in the process of reviewing these documents.	These documents define the detailed web service design and need to be approved by the AOC.
✓ Sierra Systems and the AOC Data Exchange team have been working together to finalize the procedures for conducting SCDX performance tests in the AOC Development and QA environments. Initial performance tests have been completed in the Development environment and more thorough performance tests will be performed in the QA environment.	These procedures are necessary for conducting SCDX performance tests.
✓ The AOC continues to develop a Court on-boarding model/process. The process will include the following components:	Provides remote Courts with the necessary information for planning and implementing their SCDX Interface development effort. Gives the AOC its resource estimate of support

- A web portal containing documentation and standards required by a remote Court to interface to the SCDX. - SCDX Interface implementation template/steps required for interfacing to the SCDX. - An estimate of the AOC time required to support a remote Court in its development of an interface to the SCDX. - AOC Service Level Agreement that defines the AOC level of production support for the SCDX.	required for this effort.
✓ A project Change Request has been approved to add (4) additional web services to SCDX Increment 2 and remove (4) web services from SCDX Increment 3. This change was required to fully implement the Case Participant web services in Increment 2 that had corresponding Judgment web services. This change does increase the scope and cost for Increment 2 but reduces the scope and cost for Increment 3. The overall net change in scope and cost balances and is within the JISC funding authorization of the SCDX project for Increments 2 & 3.	This Change Request was required to fully implement SCDX Case Participant web services scheduled for Increment 2.
✓ The QA team is continuing to test SCDX Increment 1 web services. These tests are significantly behind schedule due to the QA team workload. The QA team is also engaged in testing for the Natural to COBOL and Adult Risk Assessment projects.	AOC testing of SCDX Increment 1 confirms whether this software meets the AOC requirements.

Activities Planned	Impact/Value
The AOC QA team will continue testing of SCDX Increment 1 web services.	Confirms that SCDX Increment 1 meets the AOC documented requirements.
Complete the AOC review of the remaining Technical Design Documents for SCDX Increment 2.	Verify that the documentation has sufficient information for the AOC to maintain this software following the completion of the project.
The AOC Java team is continuing to work on developing an SCDX web service. This effort has been delayed as a result of the Java team engagement in resolving ACORDS production problems.	Provide an opportunity for AOC Java team to develop an SCDX web service prior to having to assume maintenance responsibilities for all of the SCDX post-project.
Re-run the SCDX performance tests in the AOC QA environment.	Provide an estimate of the SCDX performance that can be expected in production.

Milestones Planned

Milestone – Increments 1 and 2	Original Date	Revised Date	Actual Date
SCDX Production Increment 1 Complete	1/31/2012	5/25/2012	
Complete SCDX Increment 2 Development	5/1/2012	5/1/2012	
Complete SCDX Increment 2	6/20/2012	6/20/2012	

ITG #002 Superior Court Case Management System (SC-CMS) RFP

Executive Sponsor(s)	**IT Project Managers:**
Superior Court Judges Association (SCJA) *Judge Laura Inveen, President* Washington State Association of County Clerks (WSACC) *Betty Gould, President* Association of Washington Superior Court Administrators (AWSCA) *Frank Maiocco, President*	Maribeth Sapinoso, PMP **Consultant/Contracting Firm:** MTG (Management Technology Group) **Business Manager** Vonnie Diseth, CIO/ISD Director

Description: The Superior Court Case Management System (SC-CMS) Project is intended to procure and implement a software application that will enable the AOC to support the business functions of state superior courts and county clerks by acquiring and deploying a Superior Court Case Management System to all 39 Superior Courts in the state. The SC-CMS will specifically support calendaring and caseflow management functions, along with participant/party information tracking, case records and relevant disposition services functions in support of judicial decision-making, scheduling, and case management.

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	☐	Improve Information Access	☐	Improve Service or efficiency	**X**	Manage Risks	☐
	Maintain the business	☐	Manage the costs	☐	Increase organizational capability	☐	Regulatory compliance or mandate	☐

JISC Approved Budget	**Allocated through April 30, 2012**	**Actual through April 30, 2012**
	$	$

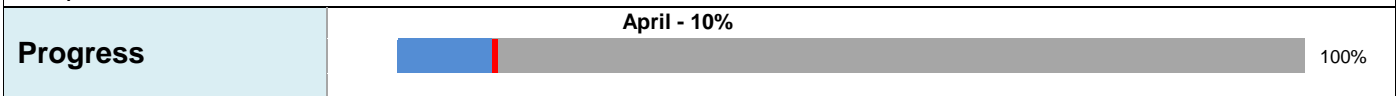| **Current Status**	**Scope**	🟢	**Schedule**	🟡	**Budget**	🟢

Status Notes:

- RFP 1.1 edits were submitted to MTG as scheduled and is targeting May 1 for the RFP Steering Committee, AOC Internal Sponsors, Project Team, SAAG, and QAP to review version 2.0.

- The Project Schedule has been "re-baselined" for Phase 1 due to the impacts of the RFP review dates beings readjusted for more realistic timeframes. This schedule is currently being communicated and shared with AOC staff and the RFP Steering Committee. It is the schedule that will also be presented to the JISC May 4 meeting.

- Project Staffing Plan is underway and in the process of being vetted and reviewed by AOC Internal Sponsors and those on the signature block for this plan.

- Scoring/ Evaluation Method for the process of scoring and selecting an Apparent Successful Vendor has been approved by the RFP Steering Committee.

- Planning with INH and COTS-P project managers to align project schedule, deliverables, and tasks by having weekly project team meetings with each project's technical leads.

- Members of the Project Team are currently being interviewed by the PM to identify currently roles and responsibilities and value added to the project.

- Weekly One-on-One meetings with Vonnie and Dirk and PM have been set effective immediately and will take over the Project Oversight and Coordination team meetings.

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).
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Progress	April - 10%
	▇▇▮▭▭▭▭▭▭▭▭▭▭▭▭▭ 100%

Project Phase	☐ Initiate	X Planning	☐ Execute	☐ Close

Schedule	Planned Start Date: September 2011	Planned Completion Date: December 2017
	Actual Start Date: September 2011	Actual Completion Date: TBD

Activities Completed	Impact/Value
✓ Phase 1 Project Schedule has been revised and updated.	Provides a more realistic view of the time necessary for personnel to review the RFP. The updated Phase 1 completion date is April 15, 2013.
✓ Submitted RFP version 1.1 review of comments and edits to MTG for their final acceptance.	Prepares the next version of the RFP for final review.
✓ Completed the final review of the RFP Steering Committee's edits to the Acquisition Plan.	Defines the RFP scope and objectives.
✓ A subgroup of the RFP Steering Committee tested the scoring model created to select an Apparent Successful Vendor (ASV). Several scenarios were played out and as a result, this subgroup's recommended model was approved by the RFP Steering Committee.	Increases confidence that the scoring/evaluation model will help select a quality ASV.
✓ Discussed pending RFP version 1.1 comments and issues with the Project Team, focusing on Technical and Business Requirements.	Answered pending questions but also called out areas of the RFP that still require follow-up or updates.
✓ Delivered SC-CMS Project overview and status presentation to JSD Court Education Services staff.	Promotes communication to AOC internal staff, particularly to those that will be impacted by the SC-CMS implementation.
Activities Planned	**Impact/Value**
○ Continue to track and update project schedule as required.	Keep project schedule current and dates relevant.
○ Plan for the development of the Demonstration Scripts with the RFP Steering Committee and recommendations of who will be creating the scripts.	Plans and prepares for the Demonstration Agenda for potential Apparent Successful Vendor.

o Follow up with RFP Steering Committee and those who signatures are required for the Phase 1 Project Charter.	Approval and acceptance of charter.	
o Meet with HR and executive team to help finalize the project's staffing plan.	Defines resources required for Phase 1.	
o Attend the SCJA Conference for Sunday, April 29, 2012.	Meet major stakeholders to the project and promote project benefits and status.	
o Facilitate weekly Steering Committee Meetings, Project Team meetings, and Technical Team meetings and any ad-hoc project related meetings as necessary.	Keeps project team and stakeholders informed and updated of project activities and helps addresses and project related issues/concerns.	
o Continue to participate in the weekly CBO meetings.	Ensures CBO's objectives are aligned with the project.	

Milestones Planned and Accomplished

Milestone	Original Date	Revised Date	Actual Date or Status
Independent QA Begins	3/1/2012	3/12/2012	3/21/2012
Acquisition Plan Finalized	3/16/2012	4/30/2012	In Progress
Initial Draft of RFP Finalized	3/22/2012	5/25/2012	3/27/2012
RFP Steering Committee Approves RFP Final Draft	4/8/2012	5/29/2012	TBD
JISC Begin Review of RFP	4/19/2012	6/6/2012	Review process dates are 6/6/2012 – 6/22/2012
JISC RFP Go/No Go Decision	3/2/2012	6/22/2012	
RFP Published	4/19/2012	6/25/2012	

ITG #028 CLJ Parking Module Modernization

Executive Sponsor(s) Jeff Hall, State Court Administrator Vonnie Diseth, CIO/ISD Director	**IT Project Manager:** Michael Walsh
	Consultant/Contracting Firm: N/A
	Business Manager Mike Keeling, Operations Manager

Description: AOC will undergo the investigation of a number of issues raised by the DMCMA concerning the inability of the JIS parking module in monitoring parking vehicle related violations, receivables and interfaces. The parking module was developed prior to the advent of red-light and photo-speed camera violations (also known as VRV). A feasibility study will be conducted to determine if indeed a better solution is required and to suggest a recommended solution.
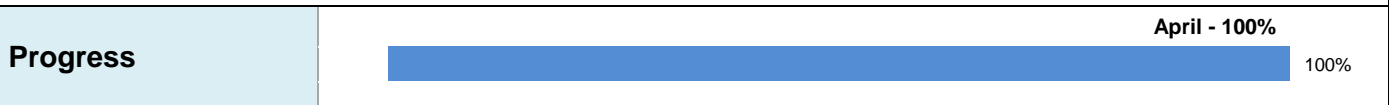
Business Benefits: Updating the existing parking data module will include minimizing clerical resources devoted to data entry and increase the accuracy and completeness of case filing. Increased revenue with more proficient monitoring and use of time payments and collection resources will also occur.

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

JISC Approved Budget	**Allocated through April 30, 2012**		**Actual through April 30, 2012**	
	$		$	

Current Status	**Scope**	🟢	**Schedule**	🔴	**Budget**	🟢

Status Notes: The Feasibility Study has been finalized, approved, and signed. Findings and recommendations were then presented to the Advisory Board, who recommended that AOC not go forward with the project.

Progress	April - 100% ████████████████████████████ 100%

Project Phase	☐ Initiate	☐ Planning	☐ Execute	☒ Close

Schedule	**Planned Start Date:** April 2011	**Planned Completion Date:** June 2012
	Actual Start Date: April 2011	**Actual Completion Date:** TBD

Activities Completed	**Impact/Value**
✓ 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
✓ Present findings to Customers	Go/No Go Decision to continue CLJ-PMM as a project
✓ Lesson learned conducted and recorded. Project Closure Report completed.	This step is required to close out the project.

Milestones Planned

Milestone	Original Date	Revised Date	Actual Date
o Present findings	Oct 2011	~~Feb. 2012~~ April 2012	
o Close project	June 2012	April 2012	

ITG #045 Appellate Courts Electronic Document System (EDMS)

Executive Sponsor(s) Appellate Courts Steering Committee Justice Debra Stevens, Committee Chair Vonnie Diseth, CIO/ISD Director	**IT Project Manager:** Bill Burke
	Consultant/Contracting Firm: N/A
	Business Manager Bill Cogswell, Data & Development Manager (Acting)

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:
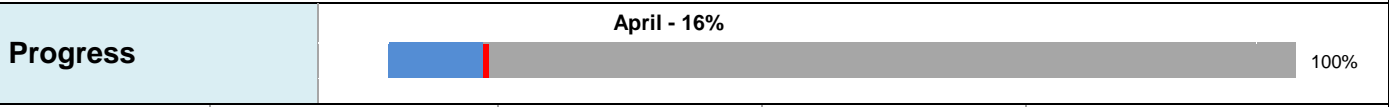
- Reduce the need and cost of converting paper documents to electronic documents
- Reduce the cost of storing hard copy official court documents
- Reduce the time of receiving documents through mail or personal delivery
- Reduce the misfiling of documents
- Eliminate staff time for duplicate data entry
- 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	**X**	Improve Information Access	**X**	Improve Service or efficiency	**X**	Manage Risks	☐
	Maintain the business	☐	Manage the costs	**X**	Increase organizational capability	**X**	Regulatory compliance or mandate	☐

JISC Approved Budget	**Allocated through April 30, 2012**	**Allocated through April 30, 2012**
	$	$

Current Status	**Scope**	🔺	**Schedule**	🔶	**Budget**	🟢
Status Notes:						

Progress	**April - 16%** ████▌░░░░░░░░░░░░░░░░░░░░░ 100%

Project Phase	☐ Initiate	☐ Planning	**X** Execute	☐ Close

Schedule	**Planned Start Date:** Aug 2011	**Planned Completion Date:** December 2012
	Actual Start Date: Aug 2011	**Actual Completion Date:** TBD

Activities Completed	**Impact/Value**
✓ The project team is evaluating EDMS system design alternatives and developing a presentation to the Appellate Court stakeholders. This	This evaluation is necessary to provide the Appellate Court stakeholders with the necessary information to be able to decide which option to recommend to the project's Executive Steering

evaluation will assess the development impacts, operational impacts and risks associated with these options.	Committee for implementation.
✓ Concluded EDMS Vendor demonstrations.	These demonstrations enable the AOC and Appellate Court stakeholders to review the EDMS Vendor products. The information collected during these demonstrations aid the AOC in drafting the Appellate Courts EDMS Request For Proposal (RFP).

Activities Planned	Impact/Value
o Complete a Change Request documenting the changes in the project schedule.	Maintain project change control.
o Continue working on defining the Appellate Courts EDMS Automated Workflow (AWF) requirements.	Defining this process will help the project team determine the extent of the interface between the Appellate Courts EDMS and the ACORDS system.
o Work on developing an Appellate Courts EDMS Request for Proposal (RFP).	The RFP is required for selecting an EDMS Vendor / System.

Milestones Planned

Milestone	Original Date	Revised Date	Actual Date
Appellate Courts EDMS RFP Release	10/14/2011	July 2012	
JISC Approval of Appellate Courts EDMS Vendor price	11/25/2012	Sept 2012	
Appellate Courts EDMS Vendor Contract Award	11/25/2012	October 2012	

ITG #081 Adult Risk Assessment STRONG 2 Implementation

Executive Sponsor Executive Steering Committee, Chair Judge O'Conner Vonnie Diseth, CIO/ISD Director	**IT Project Manager:** Martin Kravik
Business Area Manager Mike Davis, Project Management & Quality Assurance Manager	**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	**X**	Improve Information Access	☐	Improve Service or efficiency	☐	Manage Risks	☐
	Maintain the business	☐	Manage the costs	☐	Increase organizational capability	☐	Regulatory compliance or mandate	☐

JISC Approved Budget	**Allocated through April 30, 2012**	**Actual through April 30, 2012**
	$	$

Current Status	**Scope**	🟢	**Schedule**	🟢	**Budget**	🟢

Status Notes: Still working on process to communicate the vision and scope of the project.
.

Progress	**April - 90%**
	[progress bar ~90%] 100%

Project Phase	☐ Initiate	☐ Planning	**X** Execute	☐ Close

Schedule	**Planned Start Date:** July 2011	**Planned Completion Date:** March 2012
	Actual Start Date: July 2011	**Actual Completion Date:** TBD

Activities Completed	**Impact/Value**
✓ ASRA system development is complete.	Creates the assessment application that will be used by local jurisdictions.
✓ Training document development continues.	The training artifacts are important to the court on boarding process in the future.
✓ Quality control testing started. Defects are being corrected as they come up.	Quality control testing validates the system is working per requirements and as designed.

✓ Regina McDougall, Heather Williams, and Martin Kravik met to discuss messaging. A "go live" announcement will be sent out on May 4th.	Announces the availability of the system and provides a procedure for local jurisdictions to implement.

Activities Planned	**Impact/Value**
○ Finish quality control testing and correct defects.	Finalizes system development.
○ Finalize development of training deliverables.	The training artifacts are important to the court on boarding process in the future.
○ Move system into production environment.	

Milestones Planned

Milestone	Original Date	Revised Date	Actual Date
Quality Control Testing	03/02/2012		
Establish AOC Business Program	02/03/2012		
Develop Training Artifacts	02/03/2012		
User Acceptance	03/09/2012		
Implementation	03/16/2012		
Transition to AOC Operations	03/23/2012		
Project Closeout	03/30/2012		

ITG #009 Accounting in the Data Warehouse

Executive Sponsor(s)	IT Project Manager:
Data Management Steering Committee, Chair Rich Johnson Vonnie Diseth, CIO/ISD Director	Business Area Manager is providing backup
	Consultant/Contracting Firm: N/A
	Business Manager William Cogswell, Data & Development Manager (Interim)

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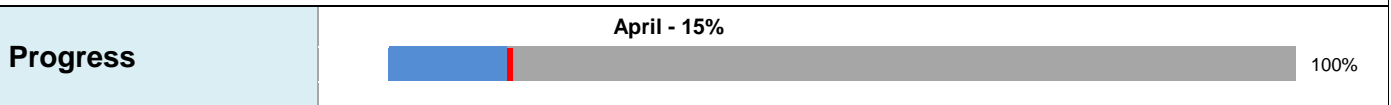
This is a multi-court level request, bringing value to both the Superior Courts and to the Courts of Limited Jurisdiction.

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	☐

JISC Approved Budget	Allocated through April 30, 2012	Actual through April 30, 2012
	$	$

Current Status	Scope	🟢	Schedule	🟢	Budget	🟢
Status Notes:						

Progress	April - 15%
	▮▮▮▮ 100%

Project Phase	☐ Initiate	☐ Planning	X Execute	☐ Close

Schedule	**Planned Start Date:** August 2011	**Planned Completion Date:** January 2013
	Actual Start Date: August 2011	**Actual Completion Date:** TBD

Activities Completed	Impact/Value
✓ Completed RDS and prototypes for "Detail of A/R type codes entered, paid, outstanding" schedule for release in April 17.	In process of obtaining user final approval of report
✓ Completed requirements for first review for "Summary of A/R type codes entered, paid, outstanding" for review by the work group at their March 20 meeting.	Obtain complete user requirements
✓ Began design of tables for reports 5 based on additional business requirements	Obtain complete user requirements
✓ Finalized modifications to obligation history and obligation summary tables to support report 3 and 4 .	Provide data for requested reports
✓ Continued design of new trust table to support" Cases with A/Rs Paid-in-Full – INCLUDING TRUST".	Provide data for requested reports
✓ Began design work on tables to support reports 6 and 14	Provide data for requested reports
✓ Completed requested changes for obligor and obligation detail reports to add additional person information. Scheduled for April 17th release.	Provide additional information for reports

✓ Completed requested changes for Cases with ARs Paid-in-Full to optionally exclude disposed cases from the report. Scheduled for April 17th release.	Enable users to process smaller reports
Activities Planned	Impact/Value
° Release "Summary of A/R type codes entered, paid, outstanding". Scheduled for June release	Obtain user approval
° Begin RDS for	Provide new accounting reports, or improve existing reporting capabilities
° Begin design of RDS for "Monthly interest accruals associated with A/R type codes"	User 1st review of requirements and prototype
° Complete design of interest, trust, and revenue table and obtain design committee approval; begin loading data to development environment. Need for report 5 and 6	Provide data for requested reports

ISD Operational Area Status Reports

ISD Operational Area Reports

Operational Area: IT Policy and Planning
William Cogswell, ISD Associate Director

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

Description: The IT Policy and Planning 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
Portfolio Coordinator	
✓ Completed 5 procedure documents for addressing data quality issues in Clarity	Documented processes will help ensure timely, accurate and complete data in Clarity which will provide reliable data for decision making around resource capacity, investment scheduling, project tracking, etc.
✓ Prepared presentation slides for portfolio modernization presentation to JISC	Metrics will be used as input to develop roadmap to modernize JIS application portfolio.
✓ Entered the SC-CMS high-level project schedule into Clarity as the pilot approach to project tracking.	Will provide an interim means for inputting high-level project schedule data into Clarity to produce more meaningful information on project schedules, status and tracking.
✓ Began working with Resource Coordinator on ISD employee skills inventory	Visibility of IT resource skill sets to inform ISD management and enable better project scheduling.
✓ Participated in discussions to modernize JIS application portfolio	The outcome is to develop a long range roadmap to inform investment decisions.
✓ Updated AOC application portfolio	Better understanding and visibility of applications that are maintained in the portfolio for investment decision making.
✓ Gather information for IT Portfolio Report	Biennial IT Portfolio Report informs stakeholders of current and planned IT investments.
✓ Gathered application portfolio information from Supreme and Appellate Court.	Identifying portfolio items will help the discussion with the divisions of the Appellate Court in mapping out a strategy to simplify the portfolio.
Service Delivery	
✓ Taught three ITIL Overview classes for 25 newer ISD employees	Provided ITIL-related orientation showing how AOC performs some ITIL processes
✓ Completed the use case review for configuring ClearQuest to serve as out Release and Change Management tool	Provides Nandita the needed input to continue with the configuration
✓ Participated in the SharePoint working group	Helping prepare AOCs SharePoint strategy related to the likely project to implement 2010
Organizational Change Management	
✓ Continued knowledge transfer of Decision Process Framework to functional managers.	Increases the likelihood that the Decision Process Framework will be utilized to document management's decisions. This leads to increased consistency in decisions and transparency of decisions to staff.
✓ Drafted and published job aids for ISD staff.	Clarifies management's expectations and provides an additional tool to which staff can refer in completing tasks not related to a project.
✓ Obtained Organizational Change Management certification	Enables ISD to utilize a structured change management process and set of tools in order to increase the likelihood of a project's success.
✓ Continued coordination of the review and approval process for ISD policies and standards.	Provides a set of structured policies and standards on which to base ISD services and deliverables, which contributes to the organization's increased maturity.
Clarity Administrator	
✓ Created communications for time reporters	

✓ Developed method for users to view previously submitted timesheets	
✓ Created "Project assignments for Planned Leave" report.	
Resource Coordinator	
✓ Compare actuals against projected allocations, work with PM and managers to level resources more accurately. Update allocations from updated project schedules. Assist staff as necessary.	Building trust and open communication with FM and PMO. Helps to ensure timely, accurate, complete and reliable data in Clarity. Better data building confidence in the tool.
✓ Maintain and distribute Vacancy Report.	Keep management, HR & Comptroller apprised of vacant positions and projected hiring dates.
✓ Oversee timely submission of Clarity Timesheets. Assist staff with completing timesheets, respond to questions etc.	Timesheets are a critical component of timely, accurate and complete data in Clarity.
✓ Completed Limited English Proficiency (LEP) assignment.	The Court Interpreter Program Coordinator is currently conducting an agency wide assessment to write the AOC Language Access Plan and determine how to improve access to the LEP community.
✓ Began working with Portfolio Coordinator, Clarity Administrator and PMO on developing an ISD employee skills inventory in Clarity.	Visibility of IT resource skill sets to inform ISD management and enable better project scheduling.
✓ Assist documenting Clarity procedures to support resource management, project scheduling, project status reporting.	Repeatable processes in Clarity will streamline the effort among the various workgroups and improve data quality.
Business Liaison	
✓ Coordinated session to bring guest judge and administrator from Indiana to Superior Court Judges Conference	Provided first-hand experience to our customers from colleagues who had implemented a case management system in their own state.
✓ Provided updates and reports to associations on IT activities relating to superior courts and appellate courts	Continued communications help customers to understand better the activities in ISD and for ISD to get valuable feedback to better meet the customer needs.
✓ Distributed communications on the SC-CMS project to all stakeholders	Delivering communications and messages to the customers keeps them informed and improves credibility, transparency and trust
✓ Staffed DSMC meetings and IT Governance group meetings	Provide staffing and support for committees and groups to effectively carry out their decision processes.
✓ Participated in resolving issues with court customers around caseload reports and other activities	Responding to customer needs improves relations and provides customers with the thing they need to effectively do their jobs in the courts.
✓ Provided feedback and insight from customers to SC-CMS project	Ensuring that the customer's concerns and ideas are included in the SC-CMS project will help to deliver a solution that meets the customers' needs.
✓ Participate in JISC meeting preparation	Provide additional insight and help with coordination of JISC meeting materials, preparation and follow up.
✓ Reviewed AOC web sites, policies, and procedures	Gained knowledge about the agency and processes.
✓ Read 09-11 JIS Strategy book	Gained knowledge about the activities and strategy of the agency.
✓ Drafted ISD external communication policy; reviewed corresponding standard and began drafting the corresponding procedure.	Ensures that AOC managers and staff review external communications prior to delivery and that external recipients receive high quality communications from ISD.
✓ Drafted an ISD external communication process flow diagram.	Provides ISD staff with a visual guide for the external communication process.
✓ Drafted an ISD Communication Cover Sheet.	Ensures that authors follow defined review and approval steps for external communications and that AOC staff are informed of the communication in advance of delivery.
✓ Drafted ISD external communication style guide for emails and ListServ content.	Presents ISD to external recipients as a unified organization by delivering consistent communication content.
✓ Attended various project meetings and JISC prep meetings.	Provides background information for future interaction with the projects and staff.
✓ Prepared materials, participated in preparation sessions, and briefed JISC members for March JISC meeting.	Thorough preparation for JISC meetings enables AOC staff to be better prepared and address emerging issues before each meeting.

Activities	Impact/Value
✓ Worked on development of comprehensive JIS policies and standards, as well as coordination with ISD policies.	Having consistent and integrated JIS and ISD policies will guide ISD staff and court stakeholders in the IT governance process and ISD operations.
✓ Continued liaison work on the Parking Module Feasibility Study, Vehicle-Related-Violations, Adult Risk Assessment, and other IT Governance implementation projects.	Ensuring that customer needs are taken into consideration and customers are informed about the progress of projects.
✓ Staffed JISC and ISD work groups developing policy and standards for approval of local case management systems.	Having consistent policies and standards for JISC approval of local case management systems ensures that courts have the flexibility to develop solutions that meet their needs while ensuring the integrity of statewide data.
✓ Staffed IT Governance group meetings and provided assistance with IT Governance requests	Good internal communication and cooperation on IT governance requests ensures a smooth IT governance experience for customers and gives them the decision-making tools they need.
✓ Reported status of AOC activities and progress on projects to associations, boards, and commissions.	Communicating status of AOC activities and gathering feedback from the court community provides an opportunity for increased communication and understanding with our customers.
✓ Coordinated activities and communication with JSD staff for court community meetings.	Good cross-division communication and coordination ensures consistent customer communication and better responsiveness to our customers.
✓ Communicated ITG and other projects' status and addressed stakeholder concerns at association meetings.	Direct communication and interaction with broader customer groups increases their understanding of ISD services and activities, and builds trust in AOC.
✓ Worked with Judicial Services Division staff, courts, and Department of Licensing staff on numerous issues related to drivers' records.	Working with the courts and agencies involved to ensure that violations are accurately reflected on drivers' records.
Vendor Relations	
✓ Report Q1 savings from ISD contracts resulting from contract negotiations and audits	Identify budget saving opportunities and obligations for ISD; Implement fiduciary responsible methods to avoid undue costs
✓ Provide contract guidance and payment resolution regarding availability of AOC QA resources for Acceptance of Vendor deliverables	Mitigate project risk through Vendor communications; Manage Vendor relationships and performance for ISD.
✓ Hold Vendor Demonstrations following the response due date for the EDMS (ECM) RFI (ITG45)	Establish and implement ISD acquisition standards; Mitigate project risk through Vendor communications; Manage Vendor relationships and performance for ISD.
✓ Work with PM on the development of the RFP for the Appellate Court Enterprise Content Management solution	Establish and implement ISD acquisition standards; Mitigate project risk through Vendor communications.
✓ Provide PM assistance on Phase I project schedule for SC-CMS to bring in compliance with acquisition process and plan	Mitigate project risk through PMO communications.
✓ Work with SC-CMS project team on reviewing, assessing and editing RFP documents for incorporation into Final Draft RFP.	Mitigate project risk through Project team communications; Create well written RFP documents to establish Vendor opportunities to develop high quality proposals
✓ Assisted AOC executives and management in SC-CMS procurement strategy planning	Establish and implement ISD acquisition and contract standards.
✓ Administer documentation and information provided in RFP Document site for SCCMS RFP review	Establish and implement ISD acquisition and contract standards; create transparency of acquisition process for both internal and external stakeholders.
✓ Utilize agency Subject Matter Experts (SMEs) to vet specific concerns/issues for SCCMS RFP	Streamline internal review process for RFP to help expedite resolution and support/maintain the SCCMS Project Schedule.
✓ Leverage administrative staff resources for logistics of SCCMS RFP evaluation activities	Leverage existing administrative resources allowing VRC and PM to focus on internal RFP review and resolution process.
✓ Assist in the resolution for CA Clarity issues with interface to Microsoft Project	Support ISD in the resolution of product applications with high criticality to AOC.
Activities Planned	**Impact/Value**
Portfolio Coordinator	
° Continue documenting Clarity procedures to support	Repeatable processes in Clarity will streamline the effort among the various workgroups and improve data

resource management, project scheduling, project status reporting, etc.	quality.
° Catalog Courts of Appeal application portfolio	Better understanding and visibility of applications that are maintained in the portfolio for investment decision making.
° Begin drafting biennial IT Portfolio Report	Biennial IT Portfolio Report informs stakeholders of current and planned IT investments.
° Participate in JIS application portfolio modernization effort	The outcome is to develop a long range roadmap to inform investment decisions.
Service Delivery	
° Present one ITG request to the JISC and five ITGS requests to AOC/ISD for authorization.	Makes more ITG requests available for future work.
Organizational Change Management	
° Complete the knowledge transfer of the Decision Process Framework to the functional managers.	Increases the likelihood that the Decision Process Framework will be utilized to document management's decisions. This leads to increased consistency in decisions and transparency of decisions to staff.
° Draft and publish job aids for ISD staff.	Clarifies management's expectations and provides an additional tool to which staff can refer in completing tasks not related to a project.
° Continued coordination of the review and approval process for ISD policies and standards.	Provides a set of structured policies and standards on which to base ISD services and deliverables, which contributes to the organization's increased maturity.
Clarity Administrator	
° Obtain support for problems associated with the Clarity/MSP integration problem	Enable project managers to manage project schedules in MSP and import the content directly into Clarity.
° Continue examination of Clarity V13 Release	Support for version 12 of Clarity ends at the end of 2012. This will continue our support for the product.
° Report – Resource Allocation (Fixed Period)	Requested by portfolio manager - includes resource availability, allocations for a fixed period (typically 6 month) for selected projects (e.g., top 20 rated projects)
° Report – ISD Program Summary	Requested by PMO Scheduler - creates a rollup summary of programs and their subprojects. Includes indicators on risk, status, start & finish dates, current actual and baseline hours, and percents expended and complete.
Business Liaison	
° Continue work on DMSC role in new internal governance structure	Ensuring that we have the appropriate customer involvement and oversight on projects and programs helps to deliver solutions that meet the needs of the customers.
° Participate in developing data governance structure	Providing a holistic view point into the data governance model has a broad impact across internal operations and external customer stakeholders.
° Prepare for JISC meeting in June	Provide additional insight and help with coordination of JISC meeting materials, preparation and follow up.
° Staff DMSC and IT Governance Groups	Provide staffing and support for committees and groups to effectively carry out their decision processes.
° Distribute communications on the SC-CMS project to all stakeholders	Delivering communications and messages to the customers keeps them informed and improves credibility, transparency and trust
° Provide updates and reports to associations on IT activities relating to superior courts and appellate courts	Continued communications help customers to understand better the activities in ISD and for ISD to get valuable feedback to better meet the customer needs.
° Participate in projects and programs as a customer liaison, providing a customer perspective	Ensuring that the customer perspective is considered and heard on customer impacting projects is essential to delivering a solution that meets the needs of our customers.
° Complete the draft ISD External Communication Policy.	Ensures that AOC managers and staff review external communications prior to delivery and that external recipients receive high quality communications from ISD.
° Complete the draft ISD External Communication Standard and Procedure.	Ensures that AOC managers and staff review external communications prior to delivery and that external recipients receive high quality communications from

		ISD.
°	Complete the communication style guide; incorporate ListServ formatting into style guide.	Presents ISD to external recipients as a unified organization by delivering consistent communication content.
°	Complete the ISD External Communication Cover Sheet.	Ensures that authors follow defined review and approval steps for external communications and that AOC staff are informed of the communication in advance of delivery.
°	Work on development of comprehensive JIS policies and standards, as well as coordination with ISD policies.	Having consistent and integrated JIS and ISD policies will guide ISD staff and court stakeholders in the IT governance process and ISD operations.
°	Continue liaison work on the Parking Module Feasibility Study, Vehicle-Related-Violations, Adult Risk Assessment, and other IT Governance implementation projects.	Ensuring that customer needs are taken into consideration and customers are informed about the progress of projects.
°	Staff JISC and ISD work groups developing policy and standards for approval of local case management systems.	Having consistent policies and standards for JISC approval of local case management systems ensures that courts have the flexibility to develop solutions that meet their needs while ensuring the integrity of statewide data.
°	Staff IT Governance group meetings and provide assistance with IT Governance requests	Good internal communication and cooperation on IT governance requests ensures a smooth IT governance experience for customers and gives them the decision-making tools they need.
°	Report status of AOC activities and progress on projects to associations, boards, and commissions.	Communicating status of AOC activities and gathering feedback from the court community provides an opportunity for increased communication and understanding with our customers.
°	Coordinate activities and communication with JSD staff for court community meetings.	Good cross-division communication and coordination ensures consistent customer communication and better responsiveness to our customers.
°	Communicate ITG and other projects' status and address stakeholder concerns at association meetings.	Direct communication and interaction with broader customer groups increases their understanding of ISD services and activities, and builds trust in AOC.
°	Work with Judicial Services Division staff, courts, and Department of Licensing staff on numerous issues related to drivers' records.	Working with the courts and agencies involved to ensure that violations are accurately reflected on drivers' records.
Vendor Relations		
°	Develop acquisition evaluation materials and training for SCCMS RFP	Establish and implement ISD acquisition standards
°	Provide contract guidance and complete resolution for performance issues with Vendor related to Superior Court Data Exchange project	Mitigate project risk through Vendor communications; Manage Vendor relationships and performance for ISD.
°	Continue to work on the development of the draft Contracts Management 101 training course	Establish fundamental knowledge in ISD for applying due diligence to these obligations
°	Compile and analyze monthly savings from ISD contracts resulting from contract negotiations and audits and incorporate into the Q2 ISD Savings Report	Identify budget saving opportunities and obligations for ISD; Implement fiduciary responsible methods to avoid undue costs
°	Continue to provide contract support regarding performance issues on Natural-to-COBOL project with MOST	Mitigate project risk through Vendor communications; Manage Vendor relationships and performance for ISD.
°	Continue to work with SC-CMS project team on reviewing, assessing and editing RFP documents for incorporation into Final Draft RFP.	Mitigate project risk through Project team communications; Create well written RFP documents to establish Vendor opportunities to develop high quality proposals
°	Attend debrief meetings with JISC regarding RFP review as prep for Go/No Go publication decision	Mitigate acquisition and project risk through communications with IT governing body.
°	Develop Appellate Court ECM RFP.	Establish and implement ISD acquisition standards; Mitigate project risk through Vendor communications
°	Continue to utilize agency Subject Matter Experts (SMEs) to vet specific concerns/issues for SCCMS RFP	Streamline internal review process for RFP to help expedite resolution and support/maintain the SCCMS Project Schedule
°	Continue to leverage administrative staff resources for logistics of SCCMS RFP evaluation activities	Leverage existing administrative resources allowing VRC and PM to focus on internal RFP review and resolution process

°	Recruit non-perm assistant for VRC	Provide direct support to VRC: aid in establishing Vendor Relations framework within ISD, assist in development and delivery of program training to ISD.
°	Resolve CA Clarity issues with interface to Microsoft Project	Support ISD in the resolution of product applications with high criticality to AOC.
°	Continue to collaborate with PMO scheduler for scheduling of all ISD projects	Establish and implement ISD acquisition and contract standards; Mitigate project risk through PMO communications.

Operational Area: Architecture & Strategy
Kumar Yajamanam, Architecture & Strategy Manager

Includes: Enterprise Architecture, Solutions Management and Business Analysis

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
✓ Completed development of portfolio and modernization issues for delivery to the JISC at their May 4th meeting.	The modernization strategy will provide a comprehensive view of the JIS portfolio (considering the total costs of ownership, strengths/weakness/opportunities/threats, and maintenance/replacement/retirement plans for each of the applications). The strategy will culminate in a recommended JIS roadmap.
✓ Continued providing oversight and planning information to support INH project activities.	Translates INH high-level strategy into detailed objectives.
✓ Participated in SC-CMS RFP v1.0 review.	Guides selection of a CMS solution that is aligned with the AOC architecture and strategy.

Planned Activities	Business Value
o Enhance the draft JIS Application Modernization Strategy Roadmap report based on feedback from the May 4th JIS presentation.	The JIS Application Strategy and Roadmap report will provide guidance for long term planning. This document provides an overview of the current JIS applications, an assessment of changes that are needed for each (as evidenced by existing projects, ITG requests, problem reports, and known issues), and proposed initiatives to better align the applications with the desired future state architecture. The recommendations provide a basis for development of a comprehensive vision for maintaining and improving current applications which are sustainable, replacing those which are not, and retiring those which now (or soon will) no longer provide cost-effective business value to the court community.
o Plan activities needed to complete the JIS Baseline Services.	The JIS Baseline Services model will 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 thru the ITG process
o Finalize the SC-CMS RFP Technical Requirements.	Well defined Technical Requirements will assist in selecting the most qualified SC-CMS vendor.
o Participate on review of Use cases related to the implementation of a new lifecycle requirements management process utilizing ClearQuest.	The new requirements management / change request life-cycle will produce a better structure for implementing software release in a controlled manner that will improve quality and customer satisfaction.

Operational Area: Infrastructure
Dennis Longnecker, Infrastructure Manager

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
✓ The next Disaster Recovery test is scheduled for September 21-22, 2012. We have begun the preparation meetings of determining what our testing objectives will be.	Disaster Recovery is a JIS activity which ensures the JIS systems would be available in the event of a disaster (either localized or large).
✓ Completed the following Software/Hardware updates: • Upgraded Listserv software to V16.0.2011a • Microcode Upgraded in RamSAN 500 Solid Disk Array. • z/OS Backup software upgraded to current version. • Upgraded Secure Meeting to newest version which fixed a problem scheduling online meetings in Outlook. • Rebuilt the VM (Virtual Server) on newer/fast hardware. Improves access time for those applications running in the Virtual Environment.	Maintaining current and supported software levels ensures users are able to continue to work.
✓ Completed review with Microsoft on our current Microsoft Exchange environment and review plans to migrate to current Microsoft Exchange version.	Maintaining current and supported software levels ensures users are able to continue to work.
✓ Migrated AOC, TOJ, and COA workstations to the replacement centralized Fax System (Biscom). The old system (RightFax) would no longer run on new windows hardware and software technologies.	Maintaining current and supported software levels ensures users are able to continue to work.
✓ 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. Contracts issued to Seattle Muni. COA 2, COA 3 and TOJ Completed. Waiting on COA 1 to determine their equipment requirements. Waiting on Seattle Muni's reimbursement paperwork.	Replace aged (5 year old) equipment with new hardware and operating systems.
Activities Planned	**Impact/Value**
° Start work on FY13 Equipment Replacement.	Replace aged (5 year old) equipment with new hardware and operating systems.
° 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.	Replace aged (5 year old) equipment with new hardware and operating systems.
° Continue work on MS Exchange Upgrade Planning.	

Operational Area: Data & Development
William Cogswell, Data & Development Manager (Interim)

Through April 30, 2012

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.

Activities Completed this Reporting Period	Impact/Value
Data and Development Unit	
✓ Completed the deployment of SCDX Increment 1 into QA successfully. The first 10 web service data exchanges are being tested by the QA team.	Successfully moves the current iteration of the SCDX project toward deployment.
✓ Cleaned up and standardized the NIEM IEPD mappings for all 63 SCDX data exchange web services to follow industry norms and standards.	Positions our agency to be on par with the rest of the industry. This will have tremendous value for the INH project as well as all other DX projects performed in AOC in the future.
Data Warehouse Unit	
✓ Released AR Detail Report.	Provides new accounting reports or improves existing reporting capabilities.
✓ Updated PACT reports to enable automatic scheduling.	Enables reports to be available to courts using the BOXI scheduling feature.
✓ Released Program Roster report.	Assists courts in determining whether their funding is properly allocated for Programs offered in their county.
✓ Performed a Caseload rerun.	Ensures courts have correct counts.
Database Unit	
✓ Hired a Data Quality Coordinator.	Improves the accuracy of overall data quality associated with the AOC/Washington Courts.
✓ Reviewed two sets of data designs related to the ITG009 project.	Supports expanded reporting of Accounting data from the data warehouse.
✓ Provided support to the Information Networking Hub project.	

Activities Planned for Next Reporting Period	Impact/Value
Data and Development Unit	
° Deploy SCDX Increment 2 (19 exchanges as well as fixes for defects and outstanding issues from Increment 1) into DEV and then to QA.	Provides a stable and proven SCDX infrastructure for production use.
° Conduct a Performance Test of the SCDX infrastructure and web services in QA environment.	Determines how well the SCDX application and its infrastructure pieces work in a production server environment. This will give us an opportunity to streamline the code base before implementing the application in Production.

°	Deploy SCDX Increment 1 and 2 to Production.	The total of 29 web service exchanges, when deployed in production, will enable a sizable reduction in the amount of time spent by Pierce County on double data entry.
°	Work on the INH design.	
°	Perform changes to the VRV application relating to the Natural to CoBOL conversion.	
Data Warehouse Unit		
°	Release "Summary of A/R Type Codes Entered, Paid, Outstanding" – scheduled for June release.	Provide new accounting reports or improve existing reporting capabilities.
°	Begin design of RDS for "Monthly Interest Accruals Associated with A/R Type Codes."	Provide new accounting reports or improve existing reporting capabilities.
°	Begin "ARs with Trust Detail".	Provide new accounting reports or improve existing reporting capabilities.
Database Unit		
°	Provide support to the INH project.	
°	Support database design review requests.	

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 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.

Activities Completed	Impact/Value
✓ Completed successful production roll-out of Adult Static Risk Assessment for the initial implementation courts.	Provides judicial staff with vital recidivism risk levels to aid in making bail and sentencing decisions.
✓ Released JABS version 5.1 with ASRA tab, Plea & Sentencing tab, and performance improvements.	Improves ease of access to critical data and enhances the user's experience.
✓ Implemented JCS version 2.35 in the production environment.	Enables courts to more easily schedule workload for juveniles with extended conditions.
✓ Released ACORDS version 72.9.	Corrects minor problems in order to improve the user's experience.
✓ Corrected a technical error on the JIS CAR screen.	Enables court users to avoid making manual data fixes.
✓ Completed testing 384 scenarios to support the Natural to CoBOL conversion.	Ensures proper CoBOL code functionality.
✓ Recompiled more than 200 JIS programs to support the Natural to CoBOL conversion.	Allows the contractor to provide fixes and AOC to test those fixes to ensure the code is working properly.
✓ Assisted Division 2 with security updates on the coa2web.courts.wa.gov site (hosted on our web server).	Enables Division 2 staff to move seamlessly from the coa2 web site to Inside Courts.
✓ The web team provided testing support for changes to the ListServs.	A mail server at a law office was hacked and the hackers sent email to many of our large listservs. ListServ settings needed to be changed to prevent these incidents from happening in the future.
✓ Built a page for the SC-CMS team to manage and share documents as well as post comments about the documentation to a log.	Enhances communication and collaboration among SC-CMS project team members and increases work efficiencies.
Planned Activities	**Business Value**
○ JCS – Implement a Defendant Case History (DCH) report, patterned after the one developed for ASRA.	Will provide additional utility within JCS for juvenile probation staff
○ JCS – Develop accounting display screens for juvenile offenders, similar to JIS.	Will allow juvenile court staff to assess juvenile diversion and restitution status within the JCS system, eliminating the need to log onto JIS for accounting data.
○ ASRA – implement usability, security, and stability enhancements identified during the initial production roll-out.	Will insure that the ASRA application will continue to operate as efficiently as designed with the increased utilization expected as new courts adopt the system.
○ Plain paper warrant project – assist with requirements gathering and technical decision-	Cost savings to be realized when plain paper warrants are

making.	completed.
o JABS – further performance improvements	Improve ease of access to critical data and enhance user experience.
o Superior Court Data Exchange – development of additional web services	Improve data sharing between courts.
o ACORDS – a new release with performance improvements is planned.	Improve reliability of application.
o DX – Troubleshoot suspended VRV orchestrations in BizTalk production environment.	Improve reliability of BizTalk production environment.
o DX – Fix a defect that prevents VRV from accepting the 2nd line of mailing address.	Enable LEAs to report more accurate mailing address info for a parking defendant.
o eTicketing – Complete on-boarding of 14 new Law enforcement agency RMS systems to the eTrip application.	Provides additional incentive for these agencies to file tickets electronically rather than by paper.
o Determine and report on the existence, accessibility and value of Sentencing & Judgment data across state organizations. Continuing effort.	
o Usability survey on site prepared. o Design to access survey in progress. o Review needed with site business owner.	Define plan and strategy for redesign of WA Courts web site, to improve the site's overall usability, making it more effective and efficient for end users.
o Completed compilation of Card Sorting results, summary of results. o Design of "launch page" in lieu of larger "redesign" effort in progress. o User review of design completed. o Build out of pages begun.	Provide greater organization and a unifying design for the three Guardian sites currently on WA courts: (1) Certified Professional Guardian Program, (2) Office of Public Guardianship; and (3) Lay Guardian Training.
o Mental Health Commitments are now being successfully sent to DOL via their new Computer to Computer (C2C) web service. o Convictions are expected to be made available to DOL in May, followed by an extract for Juvenile information.	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.
o Define initial problem statement and business case for solution of enterprise metadata. Work with other team members to flesh out summary and submit an internal ITG request.	Lack of metadata within documents housed by AOC is problematic and is negatively impacting website searches and intranet sites within SharePoint. A multi step approach to address the lack of metadata will improve the organization's overall ability to catalog, index and search for information.
o Complete the population of the redesigned website for the Gender and Justice Commission. o Final stage, preparing to present to commission on May 11.	The redesigned Gender and Justice site has provided the Commission with a much more robust site, in terms of content, allowing them as a group the opportunity to define and consider the type of information they can promote and share within the legal community.
o Install and configure source control for the web environments.	This will allow us to have versions of our code for the purposes of historical preservation, roll-backs, code comparisons, and publishing.
o Participating in a team planning the SharePoint	This will allow the organization and partners/constituents a

2010 upgrade and revising the governance plan for the agency.	better collaboration platform with more organized use and function.
○ Participate in the effort to build a web based form that allows the judge or administrator to submit an announcement of emergency closure. Submission of this form creates an email message to designated AOC staff, a RightNow ticket to Customer Services, and posts a news announcement on the public website.	This effort allows courts an immediate method to communicate emergency closure information.
○ The COA3 needs a portal that will allow them to easily provide large documents to attorneys, prosecutors, etc. This portal will be modeled after the one created for COA2.	The Party Portal will make it easier for the Court to provide large documents to case participants.
○ Create an online form that can be used by the public to file complaints against guardians. Additionally, provide the CPGB with the ability to view uploaded data and to create a spreadsheet of needed information.	General Rule 23 authorizes the Administrative Office of the Courts (AOC) and the Certified Professional Guardian Board (Board) to regulate court-appointed guardians. Regulation includes receiving, electronically storing, and processing complaints. This request assists AOC staff in meeting the requirements of GR 23.

Operational Area: Project Management Office & Quality Assurance
Mike Davis, (PMO/ QA Manager)

Through April 30, 2012

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 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
Project Work without Monthly Project Reports	
✓ The PMO Process Project has completed a survey of PM's to identify areas of needed improvement. Analysis of results and prioritization of focus has been completed. Vonnie has asked for a list of the specific deliverables prior to approving the ITG Request for the project; the team is responding to this.	This project will streamline processes and focus on institutionalizing process with staff. Although there has been significant Transformation work accomplished, the PMO must now turn its attention to process clarification, changing behaviors and conforming to processes.
Quality Control	
° Completed testing for ACORDS Build 72.9.	Ensure a successful upgrade of the ACORDS application for fix CQS.
° Completed testing for JCS Build 131.	Ensure a successful upgrade of the JCS application for fix CQS.
° Completed Procedural Fairness Assessment Utility Testing on web.	Ensure successful completion of new web assessment.
° Completed testing for ASRA project.	Ensure successful completion of new ASRA application.
° Continued Natural to Cobol Conversion testing.	Ensure all affected applications are tested prior to release.
° Continued SCDX project testing.	Ensure all affected applications are tested prior to release.
° Began testing for Sector Build v1.9.9.3.	Ensure all affected applications are tested prior to release.

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