ITG Request #45 – Appellate Courts Electronic Document Management System (EDMS)

Vonnie Diseth, ISD Director

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ITG Request #45 – Appellate Courts EDMS

Status:

- ✓ Current Project Manager has resigned from the AOC, impacting the project schedule:
  - ➢ AOC has identified a PM replacement -- Martin Kravik
  - ➢ Schedule impact is being assessed.
- ✓ AC-EDMS project requirements were completed and reviewed by the AOC Architecture Review Team (ART).
- ✓ AC-EDMS Acquisition Plan completed.
- ✓ The AC-EDMS is being re-evaluated to determine appropriate level of Quality Assurance Review.

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History:

The requirements baseline has changed several times since the AC-EDMS Feasibility Study:

- The Feasibility Study identified requirements that defined an EDMS loosely coupled with ACORDS with approximately 6 to 8 measurements passed between these (2) systems.
- While working to finalize EDMS requirements, additional requirements were identified that required an EDMS tightly coupled with ACORDS, where most ACORDS functionality could also be performed on the EDMS with approximately 50 measurements passed bi-directionally between these (2) systems.
- Due to the complexity of the custom interface between the EDMS and ACORDS, the project team evaluated a third approach that required eliminating the interface to ACORDS and having all required ACORDS functionality on the EDMS. The JISC approved this approach June 22.

ITG Request #45 – Appellate Courts EDMS Active Project Issues

Issue	Category	Action
Stakeholders upset with the length of time the project is taking.	High	• Focus on improving communications with stakeholders to keep them better informed of project status and schedule. • Schedule regular recurring meetings with the project Executive Steering Committee.
Transition to a new Project Manager	High	• Current PM resignation letter received Aug 13. • Assigned new PM on Aug 15. • Re-evaluating appropriate level of QA review. • Working to define an RFP release schedule.

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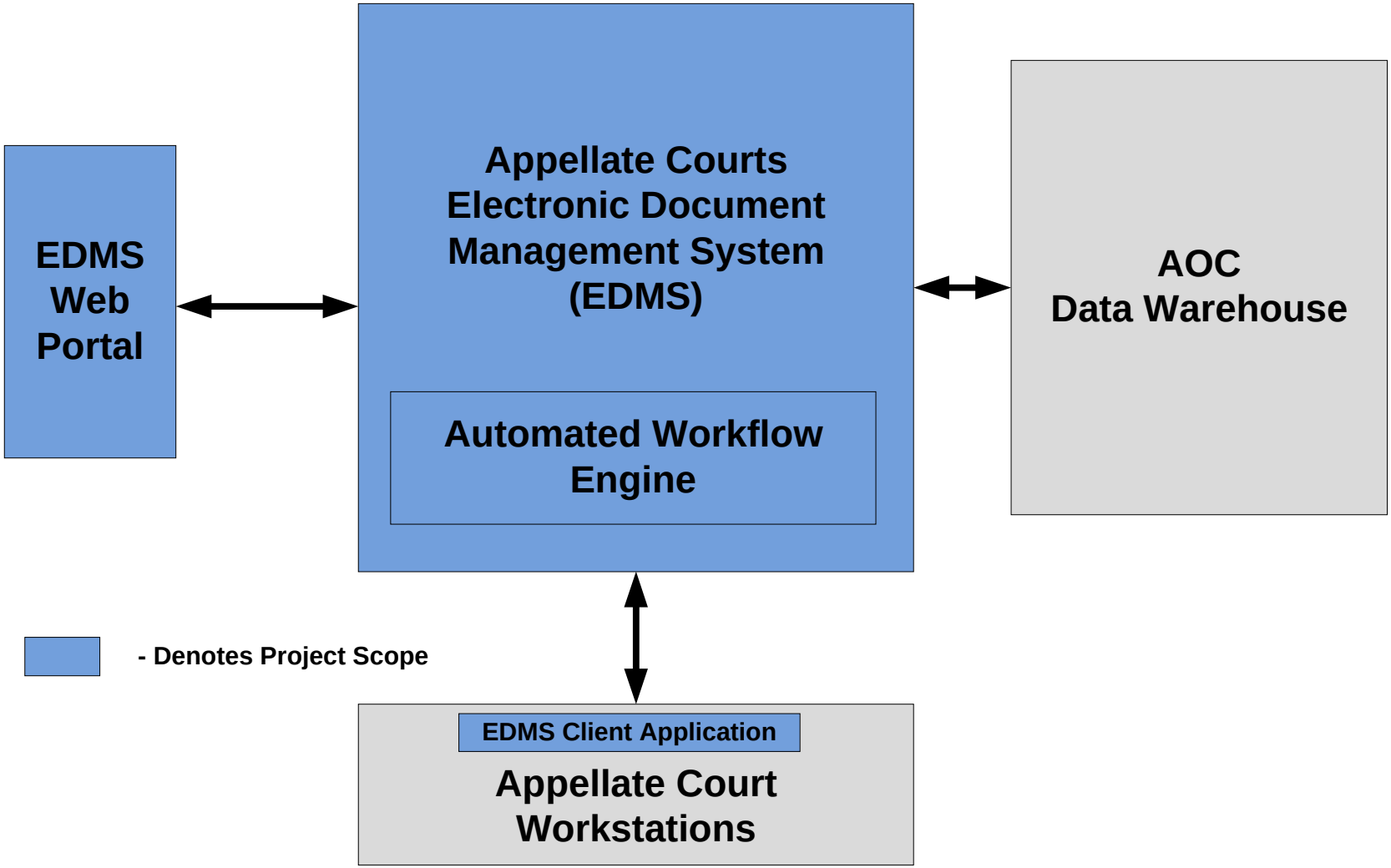
Next Steps:

- Continue transition and ramp-up of newly assigned AC-EDMS Project Manager.
- Continue work on documentation required for AC-EDMS Request For Proposal (RFP).
- Re-evaluate the level of quality assurance review required.
- Define AC-EDMS RFP release schedule.
- Focus on improving communications with stakeholders to keep them better informed on project status and schedule.
- Schedule regular recurring meetings with the project Executive Steering Committee.

Appellate Courts EDMS System Design