ITG Request 41 - CLJ Revised Computer Records Retention and Destruction

Project Update

Kate Kruller, Project Manager

December 7, 2012

ITG 41 Project Objectives

- Eliminates all Courts of Limited Jurisdiction computer record archiving in JIS applications
- Destruction of case records processes in JIS will be revised, based upon the records retention policy from the Data Dissemination Committee

ITG 41 Project Activity

- ✓ September 13 -14: Steering Committee reviewed Initial Draft Project Charter
- ✓ October 4 - Selected technical approach
- November 16 - Steering Committee address business criteria questions
- Data Dissemination Committee address policy questions
- Developing Detailed Business Requirements Document

Active Project Risks

Total Project Risks		
Low Exposure	Medium Exposure	High Exposure
1	0	0

Significant Risk Status

Risk	Severity/Impact	Mitigation
Business Analyst Left	High/Medium	Assigned New Court-Experienced BA

Active Project Issues

Total Project Issues			
Active	Monitor	Deferred	Closed
2	0	0	0

Significant Issues Status

Issue	Category	Action
Project Approach Change	High/High	Steering Committee Reviews /Approves Project Charter
Project Interdependencies	Medium/Medium	AOC Internal Technical Reviews

ITG 41 Next Steps

MILESTONE	DATE
Steering Committee Project Charter approval	November 2012
Develop Detailed Project Plan	December 2012
Steering Committee Detailed Business Requirements Document Review	December 2012
Develop Technical Requirements	December - January 2013