



Judicial Information System Committee (JISC)

Friday, April 26, 2013 (9:00 a.m. – 12:00 p.m.)

CALL IN NUMBER: 800-591-2259 PC: 288483

SeaTac Facility: 18000 INTERNATIONAL BLVD, SUITE 1106, SEATAC, WA 98188

AGENDA

1.	Call to Order Introductions Approval of Minutes a. February 22 b. March 22 – Special Meeting	Justice Mary Fairhurst	9:00 – 9:05	Tab 1
2.	Legislative Update	Ms. Mellani McAleenan	9:05-9:10	Tab 2
3.	JIS Budget Update a. 11-13 Biennium b. 13-15 Budget Update c. JIS Fund Forecast	Mr. Ramsey Radwan, MSD Director	9:10 – 9:35	Tab 3
4.	JIS Priority Project #2 (ITG 2): Superior Court Case Management Update a. Project Update b. Independent QA Report c. Special Meeting Possible (May)	Ms. Maribeth Sapinoso, PMP Mr. Allen Mills, Bluecrane Inc.	9:35 – 9:45	Tab 4
5.	JISC Bylaw Change for Data Dissemination Committee	Judge Thomas Wynne	9:45 – 10:00	Tab 5
6.	JIS Priority Project #3 (ITG 45) Appellate Court ECMS a. Project Update b. Decision Point: Approve AOC to proceed with contract negotiations with Apparent Successful Vendor	Mr. Martin Kravik, PM Ms. Vonnie Diseth, ISD Director Justice Debra Stephens, Chair, ECMS Steering Committee	10:00 – 10:15	Tab 6
	Break		10:15 – 10:30	
7.	JIS Priority Project Status Reports a. #1 (ITG 121) - Superior Court Data Exchange <ul style="list-style-type: none"> ▪ Pierce County Update b. #5 (ITG 41) – CLJ Revised Computer Records Retention and Destruction Process c. Information Networking Hub (INH)	Mr. Mike Walsh, PMP Ms. Kate Kruller, PMP Mr. Dan Belles, PMP	10:30 – 11:00 11:00 – 11:10 11:10 – 11:20	Tab 7
8.	Committee Reports a. Data Dissemination Committee b. Data Management Steering Committee <ul style="list-style-type: none"> • JIS Priority #4 (ITG 9) – Add Accounting Data to the Data Warehouse 	Judge Thomas Wynne Mr. Rich Johnson	11:20 – 11:35 11:35 – 11:50	
9.	Meeting Wrap-Up	Justice Mary Fairhurst	11:50 – 12:00	
10.	Information Materials a. ISD Monthly Report b. IT Governance Status Report			Tab 8

Persons with a disability, who require accommodation, should notify Pam Payne at 360-705-5277 Pam.Payne@courts.wa.gov to request or discuss accommodations. While notice 5 days prior to the event is preferred, every effort will be made to provide accommodations, when requested.

Future Meetings:

2013 Schedule:

April 26, 2013

June 28, 2013

September 6, 2013

October 25, 2013

December 6, 2013

JUDICIAL INFORMATION SYSTEM COMMITTEE

February 22, 2013
9:00 a.m. to 11:30 p.m.
AOC Office, SeaTac, WA

DRAFT - Minutes

Members Present:

Mr. Larry Barker
Chief Robert Berg
Judge Jeanette Dalton
Ms. Callie Dietz (phone)
Justice Mary Fairhurst, Chair
Judge James Heller
Mr. William Holmes
Mr. Rich Johnson
Ms. Joan Kleinberg
Judge J. Robert Leach
Ms. Marti Maxwell
Ms. Barb Miner
Ms. Aimee Vance
Judge Thomas J. Wynne

Members Absent:

Mr. Steward Menefee
Judge Steven Rosen
Ms. Yolande Williams

AOC Staff Present:

Mr. Kevin Ammons
Mr. Dan Belles
Ms. Kathy Bradley
Mr. Bill Cogswell
Mr. Keith Curry
Ms. Vonnie Diseth
Mr. Mike Keeling
Mr. Martin Kravik
Ms. Kate Kruller
Ms. Vicky Marin
Mr. Dirk Marler
Ms. Mellani McAleenan (phone)
Ms. Pam Payne
Mr. Ramsey Radwan (phone)
Ms. Maribeth Sapinosa
Mr. Mike Walsh
Ms. Heather Williams
Mr. Kumar Yajamanam

Guests Present:

Mr. Shayne Boyd
Ms. Lea Ennis
Mr. Allen Mills

Call to Order

Justice Mary Fairhurst called the meeting to order at 9:00 a.m. and introductions were made.

December 07, 2012 Meeting Minutes

Justice Fairhurst asked if there were any additions or corrections to the December 7th meeting minutes. Justice Fairhurst deemed them approved with minor corrections.

Legislative Update

Ms. Mellani McAleenan presented the Legislative Update regarding legislation before the Washington State House of Representatives and Senate that could have impact within the judicial system. Ms. McAleenan noted legislation regarding court interpreters did not pass out of the Senate, but was proceeding to an Appropriations hearing in the House. The bills would: require the use of interpreters in civil cases; require data be reported from the courts to the AOC; and provide 50% reimbursement for interpreter services by 2017. House Bill 1961 would extend the sunset date for the Judicial Stabilization Trust Account surcharges for two more years. Two pieces of legislation that have an impact to JIS systems include the non-conviction data bills (Senate and House companions), and the juvenile records bills (Senate and House companions). The non-conviction data bills have a significant fiscal impact in order to implement in the near term as written, although the wording allows for an extended implementation time as needed. The juvenile records bills would require sealing juvenile records, with some exceptions, and creates a very significant impact. If the legislation proceeds, which the juvenile records bills appear to be doing, funding would be need to be requested beyond the current funds in the JIS account.

JIS Budget Update (11-13 Biennium)

Mr. Ramsey Radwan presented the committee with the JIS budget report (green sheet). The report showed the current JIS allocations, expenditures and variations. The report illustrated spending was at a rate slightly slower than normal, primarily due to the SC-CMS project.

JIS Fund Forecast

Mr. Radwan presented a report regarding collections and funds for the AOC in the current biennium. The forecast indicated that revenues will come in at about \$38.5 M for the current biennium. Infraction filings were projected down, with the information compiled through December 2012. Work with the House of Representatives fiscal staff is close to reconciling budget numbers, with the fund balance forecast projecting a little higher than anticipated.

State general fund revenues appear to be about 1% higher than forecast. The next forecast is scheduled to be released in mid March 2013. Expenditures within the AOC and the ISD are lower than anticipated.

ITG #2 - SC-CMS Update

Ms. Maribeth Sapinoso, project manager, presented the current status of the Superior Court Case Management System (SC-CMS) Project. Since the December JISC meeting, the project steering committee met and reviewed the RFP, vendor response, evaluation team scores and the financial risk assessment.

After reviewing the documents, the Project Steering Committee (PSC) voted that there was only one viable Vendor that could potentially provide a COTS solution and the PSC should focus on them for further consideration. The motion was unanimously passed by the PSC to focus further consideration on Tyler Technologies.

The Legal Team comprised of John Bell (AOC Attorney), Suzanne Shaw (WA State Attorney General's Office) and Rich Wyde (Special Assistant Attorney General), expressed their concern that should the Project Steering Committee pursue open dialogue with only one Vendor without first announcing an Apparent Successful Vendor (ASV), this could present an unlevel playing field with the other Vendor, thus presenting a high risk to the project.

On January 29, 2013 the Project Steering Committee passed the motion to select Tyler Technologies as the Apparent Successful Vendor (ASV). A three day face-to-face meeting with Tyler Technologies was successfully completed on February 21, 2013. February 19 and February 20 focused on Clerk related functions and February 21 focused on Judge, Court Administrator, IT Staff, and Court Education Services related functions and included general questions from AOC staff. The meeting appeared to be successful in addressing the evaluators' concerns and outstanding issues raised from the client on-site visits and vendor demonstrations.

Over the next few weeks the PSC will re-review all documents mentioned earlier. The project team is preparing a fair market value assessment based on the request of the Project Steering Committee to help determine if Tyler Technologies' initial cost proposal is comparable and fair in today's market. A total of six states (NM, MD, OR, IN, SD, ND) are being targeted for

consideration based on the criteria that these states have recently implemented Tyler Technologies' COTS solution in the last two years or are currently in the process of being implemented.

The Legal Team also presented their concern of an appearance of a conflict of interest with Kevin Stock's participation and membership on the PSC due to his direct or indirect connection with the Pierce County Legal Information Network Exchange (LINX). On January 29, 2013 the Washington State Association of County Clerks (WSACC) replaced Kevin Stock with Kim Morrison from Chelan County.

The Court User Work Group (CUWG) successfully conducted their first "Kick Off" meeting in January 2013 and has scheduled their next meeting in March 2013. All representatives for the CUWG membership have been selected.

Ms. Callie Dietz, Ms. Vonnie Diseth, and Mr. Ramsey Radwan provided a project update to the House Appropriations Subcommittee on General Government meeting on January 30, 2013.

Milestone dates for Phase 1 and Phase 2 schedules have been updated to push back the PSC's final recommendation to the JISC approximately one month due to the current activities. This means that we will likely need to schedule a special JISC meeting toward the end of March to present the Steering Committee's final recommendation. The exact date will be determined.

ITG #102 - CLJ CMS Request Update

Ms. Vonnie Diseth presented the JISC with an update on the CLJ CMS request. Ms. Callie Dietz, Mr. Dirk Marler, and Ms. Vonnie Diseth met with the DMCJA on February 8th. The DMCJA and DMCMA are both concerned about the timeline and available funding to begin working on their ITG Request #102. It was discussed that since representatives of the CLJ's have been participating on the SC-CMS project from the beginning and are well aware of the capabilities and functionality that a COTS package has to offer, conducting another feasibility study to look at COTS packages would likely not result in anything new or different than what we already know and have learned from the SC-CMS project acquisition process that is currently underway. Therefore, it was determined that if the DMCJA and the DMCMA would be willing to commit to a COTS solution rather than an alternative; then AOC would propose not doing a feasibility study and instead move directly to beginning the work of developing the business and technical requirements for the CLJ's. This decision would eliminate a year or more of conducting the feasibility study. The DMCMA executive board agreed to write a letter of support requesting a COTS solution for the CLJs.

ITG #45 Appellate Court ECMS Update

Mr. Martin Kravik presented a status update on the AC-ECMS project. Mr. Kravik reported the RFP was approved by the Executive Steering Committee and released on November 26, 2012. Approximately ten vendors sent letters of intent to bid. Two proposals were received by the deadline of January 4, 2013, neither met minimum qualifications.

AOC held debriefings with vendors and three reasons were given for the low rate of proposal submissions:

- the cost cap in the RFP
- timing over the holidays

- some RFP requirements were unclear

The RFP was revised and released on January 29, 2013.

Significant next steps include receiving and evaluating written vendor proposals, selecting vendors for demonstrations, identification of an Apparent Successful Vendor, and approval by the JISC to move forward with contract negotiations. The project is targeting the April 26, 2013 JISC meeting to seek approval to move forward.

Ms. Vonnie Diseth led the discussion on the Decision Point to increase the project's budget allocation.

Motion: Judge J. Robert Leach

I move that the JISC adopt the Appellate Court ECMS Project Executive Steering Committee recommendation to increase the budget allocation to acquire and implement an Appellate Enterprise Content Management System to an amount not to exceed \$1.5 million.

Friendly Amendment: *The current decision package request for on-going staff support in the 13-15 biennium will be taken out of the current biennium and delayed to the 2014 supplemental budget process.*

Second: Judge Jeanette Dalton

Voting in Favor: All present (Ms. Dietz, phone)

Opposed: None

Absent: Mr. Stew Menefee, Judge Steven Rosen, Ms. Yolande Williams

The strategies to secure project funding for the next biennium include:

- moving the existing AC-ECMS allocation of \$980,000 to the next biennium;
- moving the remainder of the ITG Projects amount (\$470,600) to the next biennium; and
- delay the decision package for increased staffing to support the AC-ECMS system until the supplemental budget.

ITG #121 Superior Court Data Exchange Update

Mr. Michael Walsh presented an update on the Superior Court Data Exchange Project (SCDX). The vendor, Sierra Systems has met all their delivery commitments of the project. The contract is being audited for compliance and closure.

The Pierce County docket service roll out has been delayed by a few processing issues discovered during their on boarding test and verification. Modifications have been agreed to and development is in progress with an anticipated finish in March. Corrections will require major program changes for both the AOC and Pierce County data exchanges.

The web service testing and release when ready deployment strategy is in full swing. Twenty nine web services have been deployed and are ready for Pierce County to initiate web service connections. An additional 12 services are being verified by the AOC test team.

Mr. Rich Johnson raised a concern whether AOC staff was prepared to meet the technical capability and support priority for the SCDX solution. Mr. Walsh acknowledged the concern by

stating that AOC support staff has been working alongside the vendor and has developed thirteen of the 66 web services. In addition, the Data Exchange Operations team is in place to support the technologies utilized in SCDX. The transition to technical project resources from the vendor to AOC staff is being closely monitored for performance and accuracy by the Project Manager. Those metrics will be shared with ISD leadership on a regular basis.

Judge Wynn wanted to know if AOC was on target to complete deployment of web services by July 2013. Mr. Walsh acknowledged that the project was still on schedule to meet the July target date. Judge Wynne also asked; when the JISC could consider eliminating the payment to Pierce County for the dual data entry. Ms. Vonnie Diseth responded the discussion of when that payment would stop has not yet taken place with Pierce County. It is still too soon to have that discussion as no services are yet being used in the production environment.

ITG #41 Remove CLJ Archiving and Purge Certain Records

Ms. Kate Kruller, Project Manager provided a project update on ITG 41.

In January and February, ITG 41 Project acquired Project Charter signatures, completed detailed business requirements document for the Restore Archive Cases process, and concurrently worked through the technical aspects of the project to prepare for the Restore Archive Cases process.

The Restore Archive Cases process begins March 4, 2013 and will allow the ITG 41 Project to move all records that should be retained out of the JIS archives into the Active Tables and discontinue archiving for all CLJ cases before the end of 2013.

Next steps for the project include:

- 1) Conducting final Business Requirements Reviews through June. This is the final push to capture and verify all of the Records Retention and Destruction rules to be implemented at the end of the project. CLJ Court Community Stakeholder outreach efforts will be made with these requirements to help everyone understand what changes will occur and how it will impact them.
- 2) Implement the Restore Case Process from March through September. For approximately six months, AOC will move over seven million files out of its CLJ archives and restore them to the active case database. During this time, communication processes will be in place to help everyone understand what changes will occur, how it will impact them and acknowledge project progress as key milestones are achieved.

During this time, no additional cases are archived, archived cases are gradually moved to the active database, current destruction rules still apply as long as cases are in archive and no destruction rules apply to active tables during this process.

End users will eventually notice over time that when they look for a case file, less and less of them need to be requested from the archive. This restore process may affect courts that download case data from JIS, due to an increase in number of cases in the active database. Courts that download data should consult with their IT department to discuss impacts.

INH Data Exchange Initiative

Mr. Dan Belles, Project Manager, provided a status update on the Information Networking Hub (INH) Project. Mr. Belles began by stating the INH project had made good progress over the last two months. Mr. Belles continued by sharing the project was focused on two primary areas of work: Middleware Data Exchanges and the Enterprise Data Repository (EDR). Mr. Belles continued by providing status on recent project activities, including work on the Biz Talk platform, data exchanges, a security model for the exchanges and quality assurance (QA) testing.

Mr. Belles then provided status on the EDR regarding the current database design review process and the data quality automation Proof of Concept (POC) with Informatica. Mr. Belles provided some additional background information on the vendor Informatica, and clarification on the purpose of the data quality automation effort and the POC.

Mr. Belles then reviewed the INH project schedule for the current year and explained the goal was to complete the services before the end of the year. He also shared that they may still require some design modifications once the SC CMS vendor was hired. Mr. Belles stated that the project currently maintains a detailed list of the INH services and what state each service is in.

Mr. Belles stated that another goal of INH was also to ensure all the technical documentation was completed by the time the SC CMS vendor was contracted to start work to help with the integration effort.

Mr. Belles then reviewed the current project risks and mitigation status. Mr. Belles stated that the high risks concerning the shared QA environment conflict, critical project interdependencies and the database design review processes were being mitigated successfully. The shared QA environment risk has been addressed by requesting a separate environment for use by INH and SCDX projects.

Mr. Belles stated that he was working closely with the project manager for the SCDX project to coordinate efforts and address resource issues encountered by the SCDX project that had impacts on INH.

The presentation was concluded by covering the next steps in the project, which will focus on continuing the work on middleware services, EDR design review and completing the POC with Informatica.

Access to Justice Principles Report

Ms. Diseth updated the JISC on the status of the Access to Justice Principles Annual Report. The report is being put together by the AOC in collaboration with the Access to Justice Board. The draft report will be available for review at the April JISC meeting.

Committee Reports

Data Dissemination Committee: Judge Wynne reported on a meeting from February 12, 2013. The committee meeting dealt with questions regarding the Washington State Bar, traffic infraction data, statutory issues with the Department of Licensing and federal highway funds.

The JISC determined that the Data Dissemination Committee may seek an informal Attorney General opinion through its own authority, without first seeking approval from the JISC. The Data Dissemination Committee is also taking on amendments to GR 15 regarding sealing and unsealing of court records, and intends to bring the rule up-to-date with current case law.

Data Management Steering Committee: Mr. Rich Johnson reported the Data Warehouse project is proceeding according to schedule. There have been some issues related to trust data in the report that is being analyzed by the AOC regarding dissemination.

Adjournment

The meeting was adjourned by Justice Fairhurst at 11:30 p.m.

Next Meeting

The next meeting will be April 26, 2013, at the AOC SeaTac Facility; from 9:00 a.m. to 3:00 p.m.

Action Items

	Action Item – From March 4 th 2011 Meeting	Owner	Status
1	At the end of the legislative session, ask the Supreme Court Rules Committee if it wants the Data Dissemination Committee to revisit GR15 in light of <i>Ishikawa</i> and <i>Bone-Club</i> .	Vicky Marin, Justice Fairhurst	<u>Postponed</u>
	Action Item – From October 7th 2011 Meeting		
2	Confer with the BJA on JISC bylaw amendment regarding JISC communication with the legislature.	Justice Fairhurst	
	Action Item – From September 7th 2012 Meeting		
3	Provide the high-level schedule for IT Governance Project #41: CLJ Revised Computer Records Retention and Destruction Process.	Vicky Marin Kate Kruller	Completed 2/22/13
	Action Item – From February 22nd 2013 Meeting		
4	Draft amendment to JISC Bylaws giving Data Dissemination Committee the power to request an AG opinion through the Court Administrator, without the prior approval of the JISC.	Vicky Marin	

JUDICIAL INFORMATION SYSTEM COMMITTEE

March 22, 2013 – Special Meeting
10:00 a.m. to 11:30 p.m.
AOC Office, SeaTac, WA

DRAFT - Minutes

Members Present:

Mr. Larry Barker
Chief Robert Berg
Judge Jeanette Dalton (phone)
Ms. Callie Dietz
Justice Mary Fairhurst, Chair
Judge James Heller (phone)
Mr. William Holmes
Mr. Rich Johnson
Ms. Joan Kleinberg (phone)
Judge J. Robert Leach
Ms. Marti Maxwell
Mr. Steward Menefee
Ms. Barb Miner
Ms. Aimee Vance
Ms. Yolande Williams
Judge Thomas J. Wynne (phone)

Members Absent:

Judge Steven Rosen

AOC Staff Present:

Mr. Bill Cogswell (phone)
Mr. Keith Curry
Ms. Vonnie Diseth
Ms. Vicky Marin
Mr. Dirk Marler
Ms. Pam Payne
Mr. Ramsey Radwan
Ms. Maribeth Sapinoso
Ms. Heather Williams
Mr. Kumar Yajamanam

Guests Present:

Ms. Betty Gould
Mr. Frank Maiocco
Judge Craig Matheson
Mr. Allen Mills
Ms. Kim Morrison
Ms. Yvonne Pettus
Ms. Brooke Powell
Mr. Chris Shambro
Mr. Paul Sherfey
Judge Chuck Snyder

Call to Order

Justice Mary Fairhurst called the meeting to order at 10:00 a.m. and introductions were made.

Justice Fairhurst recognized and thanked each member of the RFP Steering Committee for their dedication and involvement.

ITG #2 - SC-CMS Update

Ms. Vonnie Diseth presented the decision request to the committee. The motion before the committee today:

I move that the JISC approve the SC-CMS RFP Steering Committee's recommendation that the Administrative Office of the Courts (AOC) should proceed with contract negotiations with Tyler Technologies, Inc., the Apparent Successful Vendor (Tyler) to secure a statewide case management system for Superior Courts and County Clerks subject to the parameters set forth in the attached "Addendum - SC-CMS Contract Negotiation Desired Outcomes."

Included in the material is the background description of the Superior Court Case Management System (SC-CMS) project purpose, along with the milestones and motions that have brought us to this decision.

Ms. Diseth reminded the committee of two previous motions; 1) to include funding for Local Courts as part of the SC-CMS costs as a concept, 2) the committee accepted a motion recommending that a specific dollar amount (to be determined) for funding and implementation costs be included in the budget allocations for the SC-CMS project.

Mr. Frank Maiocco presented the recommendation parameters for AOC to proceed with contract negotiations with Tyler Technologies, Inc.

Mr. Maiocco shared the Project Steering Committees outline of five key points (listed in the material) that are very important for the desired outcome of the product.

Q: Yolande: Did the RFP steering committee include the estimated cost in their recommendation?

A: Judge Dalton: Yes

Mr. Paul Sherfey added - the committee had an in-depth discussion as to the responsibilities of the steering committee and the JISC regarding budget and reasonable value.

Q: Justice Mary Fairhurst: is it anticipated that the local implementation costs would be covered some by Tyler Technologies, some by the state, or by local entities? Can you talk us through what the steering committee was thinking about that and how that fit in?

A: Paul Sherfey: a workgroup was formed (Barb, Frank, Betty) started down that path and came up with a preliminary number, recognizing that we needed to go through much more detail to find out what the exact number is. One of the concerns of the steering committee had has as we bump up to the edge of the \$30 million – do we still have enough funding in the budget to include the local costs. It is the intention of the committee to continue the workgroup to work through and get more definitive numbers.

Barb added the local expense involves a lot of different factors: staff time to convert data, technology staff to prepare for the new system, by re-writing programs against SCOMIS for conversion; along with the cost to change case numbering format for all the entities that are affected.

Q: Justice Mary Fairhurst: Another question I have is related to #5 the functionality of the “out of scope list”. I would like some understanding of what the SC is thinking about that, because the things that were out of scope, we didn’t do all the requirements and detail that we did for the “in scope” case management system. I acknowledge we asked them about the ability to do these things, thinking out to the future, my question is: we have developed a governance process that has a process of elevating the areas that need work and the approvals – I understand you are trying to see what else you can get for the bid, in essence what is the maximum value. I am trying to understand the expectation so that if it happens or doesn’t the SC will be viewing that – or what is considered a success? Is it to have the ability to acknowledge we can flip that switch once have done all the work or is it more immediate than that?

A: Frank: In some ways the question is related to Yolande’s earlier – early on the draft of this actually included a \$30 million dollar price tag, what we believe the bid to be – and the thinking additionally was shame on us if we get down the road a few years and the judicial receipting system fails on us and now we have to come back to the JISC for additional funds to bring in a new receipting system. Our thinking in not staying with that 30 million price tag is that maybe there is some opportunity that we can incorporate as a module that will increase the price a little more than the 30 million, some give and take with the negotiations - maybe we can get it all!

In terms of trying to figure out our expectations in managing finances and bringing in that module, certainly we recognize we have not set forth a set of business requirements for financial and we know they will be very complex. At the least what we are hopeful for is that we can drive to holding the vendor in the contract to an hourly rate, or a pool of hours or professional services, for implementing a financial model. If we can reserve that - we can hold them to today professionals service dollars – rather than waiting years out and having to go back deal with them at a different rate.

Barb added – if you look at the bubble chart – showing the decision that was made for what was in and what was out – to a great degree those of us that were recommending this decision left out some of the pink things even though they had in an earlier version of the project. There was a cost concern potentially, when you factor in the fact that we had JIS consultants tell us the JRS in particular is vulnerable and what we found out in the bidding process that the vendors product includes the financial management system and many of these other components of the five listed. They are not extra components that need be purchased they are integrated in. They are part parcel of the product. The risk is greatly reduced we are not asking them to build something for us as in the other project for instance – that was a nightmare.

Judge Dalton: Another consideration was for the CLJ project – judicial receipting is a big part of CLJ, this could ease that transition also.

Paul Sherfey: just a point of clarification – this list is in priority order.

Rich Johnson: back to Justice Fairhurst’s question about exceptions as we consider this motion; it says the total price of the contract should include the following functionality – does that mean that the SC is expecting they will have document management for all superior courts as an end result of this contract?

Judge Dalton: Yes

Barb : to clarify – not that all counties will use it – but that it would be available.

Rich: So it kind of goes to the “local cost” question – how does this fit in with the cost of the bid – what they bid, does it include document management in any form? My understanding is that the product does – it is how do we configure it to meet our needs? “Yes” - Is that something that is expected to be paid for by the JIS as part of this project or when we buy the product it is inherited but if you want to use that functionality that is a local cost?

Barb: as part of the hours of configuration relative to document management we would configure to the state of Washington and if any county wanted to use it they would be using what configured for the state. We are not sure what the local cost would be.

Q: Rich: is this motion designed that we would have the contract negotiators trying to identify a cost for a fixed price as part the contract that would go to this functionality so we know how much each part of it – or would it be one big amount?

A: Paul Sherfey: the intent in the negotiations will be to discuss how many hours each respective side thinks it will take to include or not include certain things. Ultimately they will all be part of one package for one fixed price.

Q: Justice Fairhurst: Am I correct that the COTS system they have offered has the ability to do these 5 things?

A: Yes

Q: Justice Fairhurst: so the question - how it does those 5 things vis a vis – Washington.

A: Yes

Q: Justice Fairhurst – so then question is at this point; Washington doesn't have a system that does these, so with some we could day yes we will do it your way as we don't have another way. But with Finances we do have a way to do that, is it the SC view that if we were to say yes, we are going to do Tyler's finances that however Tyler does it we would – or would things have to be done to do it the way Washington has done it or be sure we get the same; our whole goal with the CMS was to have it be as good or better, not worse that we are.

A: Vonnie: of the five things they are not all equal in their implementation. Some will be easier than others. The biggest concern of the SC is the financials. As you stated we have a system, and it is not as simple as use what is out of the box, that introduces higher risk. We have business requirements that may or may not be good, and we will have to spend time in that area as opposed to some of the other areas.

Justice Fairhurst: I don't mind trying to get all that we can for the bid they made. I have this little nagging concern only because we have been so careful with the CMS to be sure we did it all right, and I don't want us in this excitement that we might be able to have this – and I agree we need receipting, and that it is a very important component – my only concern is that we don't somehow just fall back to how we were in the old days and just say ok – let go with it and not have requirements and then have it implode. I am willing to spend some money or if it is included and we can work going forward – so I just want to understand the ideas or the expectations so I can be comfortable or feel that we are sitting back here in a couple months that everyone can be on the same page. I am going to Barb or Paul to answer my question.

A: Paul Sherfey: the SC is mindful of the concerns and is one of the reasons that we added number one – the subject matter experts. As the SC started digging into their finance package and determined that it isn't going to work at all – we would be relying on the subject matter experts from the clerks, administrators and judge groups to say; we think this isn't worth going for or we think if it could do 10% more it would be perfect. This is why it was so critical for us to include the subject matter experts as part of the negotiating team.

Barb: Back to the risk factor, as you know our current JRS system is pretty risky as is – and it cause the clerks a lot of duplicate data entry; including the financial from that component allows the clerks to see not only will get us where we are with SCOMIS it may actually show us some of the saving that are hoped for. A fully integrated financials would be great and in terms of the risk – I know we don't all agree with this but from my perspective I would say there is a high level risk with implementing the Tyler system and trying to integrate it to the old JRS system as opposed to bringing in a fully inclusive new system and phasing out the JRS system. I think we reduce the risk frankly – it is not, from my perspective adding a lot risk, and I say that more comfortably because we have started to review requirements for the financial system in looking at the ones from the last time we went through this – my staff experts think we are about 90% there. They are pretty closely done.

Q: Vonnie: I wanted to give Allen Mills an opportunity to provide feedback.

A: Allen Mills, there are risks to increasing the scope, the fact that you have done some review of prior requirements is good. There are other considerations, increasing the scope to do more than you have planned so far will mean increases to resources internal to AOC, a change in the staffing plan. All of these changes can be addressed but as of today there will need to be more analysis and more thought about how to move forward with that. What the SC is recommending makes sense. My word of caution: You have done things right - in the past year, you have done a lot of process, a lot of thinking and a lot of planning to get to this point. I would encourage you to use the processes the project team have put in place. Use those processes to really go through the analysis as you consider taking on more scope and move through the negotiations.

Betty Gould: the SC has been very thoughtful and when we attended the demonstrations for 3 days and looked at what they had to offer with the financial system we saw that there were things that would be a huge improvement for us, and also the functionality was going to save a great deal of time. My staff also looked at the prior summary on the financial system and came up with at least 90%; the work that was done was so complete that we feel that it will not be a huge transition.

Q: Stew Menefee: it is my understanding the proposal is 30 million. It looks like we are looking at continued negotiations if we accept that proposal and go to contract. The steering committee felt that this is a real value. I am wondering how you came to that conclusion.

A: Paul Sherfey: we were surprised and not pleased when we heard that both bids were both approximately 30 million dollars. Several SC members went back to the feasibility study and recognized the estimate was 15 million and it was used as a comparison point whether we go with an off the shelf solution versus some other alternative included in the feasibility study. However we relied on the expertise of the staff in terms mirroring what other jurisdictions' have paid recently for, as best what we can tell, for somewhat similar projects. While the group decided while this is quite high a price it is not inconsistent with what other states are doing. We asked about that in the review and we walked away thinking the feasibility study was inaccurate – but now we have gotten two bids both saying the same amount, the other national comparisons were about the same, so now our question is – as keepers of the state of Washington tax payer money what can we do to get the optimum value out of that \$30 million dollars. We were very interested when Tyler came and demonstrated what they could do in the 5 additional areas. Based upon the research that was done we determined that while we still had some discomfort about the value we could make ourselves more confident by adding these 5 items.

Barb added: the steering committee focused on whether the feasibility study was that far off or were the bids that far off? We had to go from here and explore to see what other projects that are ongoing were landing to see what was right the feasibility study or was the feasibility wrong, or didn't include everything in the RFP. It was a combination of both of those things. Unfortunately there were deficits to the feasibility study and then it didn't exactly match in what we put out in the bid. We haven't as a JIS level put a box around expenses for this project – we don't have a good feel for what the expense are how much this project costs – we haven't given specific directions to CMS team that says you have to find a bid that is xx \$\$\$. Different than what we did with the court of appeals project when they formally came back and asked for more money because their bids came in different. We are working from a bit of a deficit.

Justice Fairhurst: to clarify – we did not put a dollar limit on the appellate court, they put it on themselves and when they had nonresponsive bids they needed to come back because they had approval to put out an RFP and now they wanted to put out a second RFP. So the money limit was something they put on themselves.

Q: Stew Menefee: How confident are we in what the results are going to be in asking for these additional five items and what is the confidence level on what additional costs might be on top of the \$30 million?

A: Paul Sherfey: the SC has assumed there should not be anything over the \$30 million and we are operating within the envelope of the 30 as a cap and that was the max. We have some confidence that some of these things would be added back – because in the meeting a month ago with Tyler we fired about 500 questions at them and they were able to demonstrate for questions responding to the clerks, administrators and judges what they have in the plan.

Vonnie Diseth added: we cannot go beyond the bid due to contract obligations.

Marti Maxwell: I actually worked on the initial scoping project and some of these were not hard fought and some were very hard fought. This is a journey and we are learning as we go and bringing finances into it is clearly a logical thing to do as well as document management. From a personal perspective I would not want to think out of scope at the point to red light the CMS project we have embarked upon. It is very important that we get to these core services and I like the idea of progressing into the other areas and not letting them red light the project.

Judge Thomas Wynne: I have been through two Tyler presentations; the last round seems to have been something we should have done earlier. It is pretty clear from looking at the functionality of the system that Tyler has included in their bid some work we need to do. Document management and finances are part of their system we would be buying so the only thing we pay for additionally is configuration. The electronic filing portion would cost extra – that was not included in their bid, so if we don't need to build a separate arbitration module and the system will do that, we might save enough there to pay for the electronic filing module as part of the contract negotiations. It makes sense to me to include that functionality within the area of which we are negotiating with in terms of the contract, to give us the best bang for the buck.

We already have a Court User Workgroup (CUWG) in place and they are supposed to be the subject matter experts are we using them as for contract negotiations?

A: No, the contract negotiation experts are to be determined.

Justice Fairhurst: The CUWG may be a body to look to because they have already been identified as the experts but they may not be the right people to be in the next room, I will leave it to the SC who has the representation to be sorting out in conjunction with AOC to determine who that group should look like.

Barb added: you might recall the RFP that went out included a request to let us know if you have these components (out of scope in the bubble chart) so every bidder had the opportunity to tell us if we had those components.

Justice Fairhurst: the response was more to the dollar amount if all of a sudden you were going to add more functions to more dollars then another bidder could say – we could have been at

that price too and you might have talked to us, because we could have added those functions for less money so our whole bid would be lower and so I think it is trying to work within the RFP bid proposal so we don't get a challenge versus if you can get these extra things for that price then good for us. The other can't object because their price was higher and did not include them.

Callie Dietz: a comment to Judge Wynne's concern – we have not finalized this – but the SC is leaning towards the subject matter experts be a sub-group composed of member of the steering committee and a couple from the CUWG. We want a smaller group, it will be people who have or currently serve on the CUWG or on the SC.

Justice Fairhurst: this is a committee that will come together just for the purpose of contract negotiations and that will be it. It will be for a specific finite job.

Q: Larry Barker: at one point there was an issue with the Clerks, I am assuming that issue was resolved, and the second part of the question is – is this recommendation from the SC unanimous?

A: Betty responded that once they met with Tyler for the 3 day visit and they put together the 464 questions and covered all case types and worked thought it all by the time we got through that process we realized that some of the information we got during our site visits was not accurate and we also the fact that a lot of information was missing from the site visits. The questions that the tier 1 and tier 2 people worked on were fantastic. The group we used from the clerks are very knowledgeable, and we all came out feeling like they had provided the information we needed to feel comfortable to move forward.

Justice Fairhurst – I appreciate everyone working so hard to satisfy themselves and each other so that if this is a product should negotiations be approved and be successful that it will be a product that will take us into the future and serve well the citizens, the courts and all the users in the state of Washington.

Yolande Williams: I addressed my question initially about the budget to the SC, which was probably inappropriate, so I would like to address it again to Vonnie or Callie: from the stand point of a separate motion for today's action or part of the today's action, that we acknowledge that the Tyler proposal came in at \$29.5 million and that we are operating from that as a base for contract negotiations. So as we sign off approval we as JISC have a point to look back to as the budget is not documented in any of the materials for today.

A: Paul Sherfey: according to the charter – the JISC can only support or reject a recommendation by the SC. It cannot adopt a substitute.

Vonnie Diseth: added – according to the motion the SC will be coming back after contract negotiations to the JISC for final approval. If in contract negotiations we could get all five items and the price would be 31 million the concern of the steering committee is if we put a "not to exceed" it would close an opportunity.

Yolande Williams: I want to offer as a separate motion after we take action - I am suggesting is that we acknowledge in some way as part or apart from this decision that Tyler submitted a proposal for \$30 million dollars and through contract negotiations we will continue to refine that number and bring something back to vote on.

Motion: Larry Barker: *I move that the JISC approve the SC-CMS RFP Steering Committee's recommendation that the Administrative Office of the Courts (AOC) should proceed with contract negotiations with Tyler Technologies, Inc., the Apparent Successful Vendor (Tyler) to secure a statewide case management system for Superior Courts and County Clerks subject to the parameters set forth in the attached "Addendum - SC-CMS Contract Negotiation Desired Outcomes."*

Also incorporated and understood to be part of that is SC-CMS Steering Committee Recommendation on page 2, and also incorporated by the language in the original paragraph is the addendum.

Second: Marti Maxwell

Voting in Favor: All present

Opposed: None

Absent: Judge Steven Rosen

- A second motion was brought forward:

Motion: Yolande Williams: **The JISC in approving the negotiations understands that the bid for received by the apparent successful vendor was 29.5 million dollars. And it is with this dollar amount in mind that we are passing this stop light and going forward.**

Second: Chief Berg

Voting in Favor: All present

Opposed: None

Absent: Judge Steven Rosen

Adjournment

The meeting was adjourned by Justice Fairhurst at 11:20 p.m.

Next Meeting

The next meeting will be April 26, 2013, at the AOC SeaTac Facility; from 9:00 a.m. to 12:00 p.m.

Board for Judicial Administration Opposite House Policy Committee Cutoff Report

Current as of Wednesday, April 10th, 2013

Today is the 87th day of the 105-day legislative session. Tuesday marked the 5th major cutoff of the session, when bills were required to pass out of the fiscal committees in the opposite chamber. Committee work is largely complete for the remainder of the legislative session. With few exceptions, those bills that did not pass should be considered dead unless they are deemed “necessary to implement the budget” (NTIB).

Bills, other than budget bills, need to pass the opposite house completely by 5 pm on April 17th. Bills amended in the opposite house returned to their house of origin to determine whether the originating house will concur with the amendments.

Here are the highlights regarding bills BJA is tracking:

BJA Request Legislation

HB 1159 - Increases the number of superior court judges in Whatcom County.

Position - Request

Status – Passed House 89-8. Died in Senate Law & Justice.

HB 1175 - Increases the number of superior court judges in Benton and Franklin Counties jointly.

Position – Request

Status – Passed House 87-9. Heard in Senate Law & Justice. Referred to Senate Rules.

SHB 1542 - Requires courts to appoint a certified or registered interpreter at public expense in all legal proceedings in which a non-English-speaking person is a party or is compelled to appear. Requires the state to pay 50 percent of the cost of interpreters beginning in January 2017. Requires courts to track and provide interpreter cost and usage data annually to the Administrative Office of the Courts. (Amended in House Appropriations to remove the 2017 deadline for state funding.)

Position – BJA Request

Status – Passed House 54-42. Died in Senate Law & Justice.

SHB 1961 – Extending the expiration date for judicial stabilization trust account surcharges. Amended in House Appropriations to extend sunset date by 4 years rather than 2 due to new budget outlook requirements. The Senate budget assumes a 2-year extension at one-half the amount, but does not have a bill.

Position – BJA Request

Status – House Rules Review. Bill should be considered “necessary to implement the budget” and should not be considered dead, despite its failure to pass the House before cutoff.

SB 5052 - Increases the number of superior court judges in Whatcom County.

Position - Request

Status – Passed Senate 48-1. Heard in House Judiciary and Appropriations Committee on General Government. Referred to House Rules.

SB 5069 - Increases the number of superior court judges in Benton and Franklin Counties jointly.

Position – Request

Status – Passed Senate 49-0. Heard in House Judiciary and Appropriations Committee on General Government. Referred to House Rules.

SB 5398 - Requires courts to appoint a certified or registered interpreter at public expense in all legal proceedings in which a non-English-speaking person is a party or is compelled to appear. Requires the state to pay 50 percent of the cost of interpreters beginning in January 2017. Requires courts to track and provide interpreter cost and usage data annually to the Administrative Office of the Courts.

Position – BJA Request

Status – Died in Senate Law & Justice

Data Dissemination/Access to Court Records

~~HB 1497~~ - Requests the Washington State Supreme Court to adopt court rules redacting or sealing nonconviction court records and, when technologically and economically feasible, providing a process for removing nonconviction information from public court indices. Prohibits employers and landlords from inquiring into, or receiving information through a criminal history background check, about nonconviction records and rejecting an applicant on the basis of nonconviction records. *This bill has significant JIS impact, resulting in 8,400 to 12,000 hours of programming time and a fiscal note ranging from \$1,010,400 to \$1,459,200.*

Position – No position

Status – Died in House Judiciary

SHB 1651 - Provides that juvenile offender records are confidential unless the juvenile has been adjudicated for a sex offense or a serious violent offense. The court may release juvenile records for inspection upon good cause shown. Provides that juvenile offender records may not be published, distributed, or sold. *This bill has significant JIS impact resulting in 4,300 hours of programming time and one-time costs of \$518,400 and an annual loss of \$19,500 in revenue.* Amended in House to increase the number of crimes that must remain open. Amended in Senate Human Services to mirror SB 5689. Court records and public court indices containing nonadjudication or nonconviction information relating to the commission of juvenile offenses are restricted from public access. Nonadjudication or nonconviction information means information contained in records collected by the courts relating to arrest, probable cause hearings, citation, and charges that did not lead to an adjudication; charges resulting in a dismissal or acquittal; and charges dismissed pursuant to a diversion or deferred sentence. Access by agencies for research purposes, as provided elsewhere in statute and expressly permitted for sealed juvenile records is allowed. *This bill requires significant changes to JIS, resulting 8,400 to 12,000 hours of programming time and one-time costs ranging from \$1.1 million to \$1.4 million.* A "null and void" clause was added by Senate Ways & Means. \$518,000 of JIS Account funding is provided in the House budget.
Position – No position. Concerns regarding JIS impact and costs.
Status – Passed House 97-0. On Senate Floor calendar.

~~SB 5344~~ - Requests the Washington State Supreme Court to adopt court rules redacting or sealing nonconviction court records and, when technologically and economically feasible, providing a process for removing nonconviction information from public court indices. Prohibits employers and landlords from inquiring into, or receiving information through a criminal history background check, about nonconviction records and rejecting an applicant on the basis of nonconviction records. *This bill has significant JIS impact, resulting in 8,400 to 12,000 hours of programming time and a fiscal note ranging from \$1,010,400 to \$1,459,200.*
Position – No position
Status – Died in Senate Law & Justice

~~2SSB 5689~~ - Court records and public court indices containing nonadjudication or nonconviction information relating to the commission of juvenile offenses are restricted from public access. Nonadjudication or nonconviction information means information contained in records collected by the courts relating to arrest, probable cause hearings, citation, and charges that did not lead to an adjudication; charges resulting in a dismissal or acquittal; and charges dismissed pursuant to a diversion or deferred sentence. Access by agencies for research purposes, as provided elsewhere in statute and expressly permitted for sealed juvenile records is allowed. *This bill requires significant changes to JIS, resulting 8,400 to 12,000 hours of programming time and one-time costs ranging from \$1.1 million to \$1.4 million.*

Position – No position

Status – Died in Senate Rules

Bills Affecting AOC Employees and/or Judges

~~SHB 1005~~ - Assesses a \$150-\$200 yearly fee to political committees, lobbyists, lobbyist employers, government entities, and elected officials that receive a salary and file personal financial disclosure statements.

Position - Not reviewed

Status – Died in House Rules

SHB 1093 - Imposes personal liability, in the form of a civil penalty of \$100 per statement, on a state agency director who knowingly fails to file lobbying disclosure statements, in addition to any other civil remedy or sanction imposed on the agency. Establishes a civil penalty on any state agency official, officer, or employee who is responsible for or knowingly directs or expends public funds in violation of lobbying restrictions, and specifies that this penalty must be at least equivalent to the amount of public funds expended in the violation.

Position - Not reviewed

Status – Passed House 97-1. Heard in Senate Governmental Operations and referred to Senate Rules.

HB 1266 - Instead of requiring that a district court judge must retire from office at the end of the calendar year in which the judge reaches the age of 75, the judge is allowed to serve until the expiration of the judge's term of office.

Position – Support. DMCJA request

Status – Passed House 98-0. Heard in Senate Law & Justice and referred to Senate Rules.

SB 5046 - Instead of requiring that a district court judge must retire from office at the end of the calendar year in which the judge reaches the age of 75, the judge is allowed to serve until the expiration of the judge's term of office.

Position – Support. DMCJA request

Status – Passed Senate 48-0-1. Passed House 92-0.

SSB 5577 - Knowing acquiescence by a supervisor in the ethics violation of an employee is made an ethics violation. A state employee who files an ethics complaint must be afforded whistleblower protection and receive protection from retaliation. Every state officer and employee must attend an approved ethics training within 60 days of employment and at least every three years thereafter. Amended in committee to apply to executive branch employees.

Position – Not Reviewed

Status – Passed Senate 47-0. Heard in House Government Operations & Elections and referred to Rules.

ESB 5860 - The Attorney General is not required to institute legal actions on behalf of Superior Court judges unless requested to do so by the Administrator for the Courts. Amended by the Senate to require AOC to bear half the legal costs and to institute a 90-day notice requirement and a 120-day period for alternative dispute resolution. Amended by House Judiciary to provide that the Attorney General is not required to institute actions over funding on behalf of superior court judges. **HB 2024** applies the same restrictions to all state officers.

Position – Oppose

Status – ESB 5860 passed the Senate 47-2 and was heard in House Judiciary and Appropriations General Government. HB 2024 was heard in Appropriations General Government. Both bills referred to House Rules.

SB 5867 – Reduces the size of the Supreme Court from 9 to 5 by lottery (drawing straws.)

Position – Not currently reviewed. Presumably opposed.

Status – Died in Senate Law & Justice.

Elections

HB 1195 – The provisions that prohibit a primary election in an odd-numbered year to fill a vacancy in any office that is scheduled to be voted upon for a full term in an even-number year are repealed. Amended in the House to expand the requirement that no primary be held when there are no more than two candidates filing for office to include all nonpartisan offices. Amended in Senate Governmental Operations to include a requirement of prepaid postage for ballots. Amended in Senate Ways & Means to remove the Governmental Operations' amendment.

Position – Oppose

Status – Passed House 96-1. Referred to Senate Rules.

HB 1214 - Requires the Secretary of State to print and distribute a voters' pamphlet for the primary in even-numbered years and for the general election each year.

Position – Support

Status – Died in House Appropriations

HB 1386 - Requires a superior court judge to be a qualified voter in a county served by the superior court he or she is elected or appointed to.

Position – Watch

Status – Died in House Judiciary

HB 1474 - Requires that the names of the two candidates who receive the most votes in races for the office of justice of the Washington Supreme Court, judge of the court of appeals, judge of the superior court, and the Superintendent of Public Instruction appear on the general election ballot. Amended by Senate Government Operations to require voters' pamphlets. Amended by Senate Ways & Means to remove the Government Operations' amendment.

Position – Oppose

Status – Passed House 97-0. Referred to Senate Rules.

HB 1966 - No primary may be held for any single position in any nonpartisan office if there are no more than two candidates filed for the position.

Position – Not reviewed but similar to other bills opposed by BJA

Status – Died in House Government Operations and Elections

HJR 4207 - Amends the state Constitution to modify eligibility requirements for superior court judges in accord with HB 1386.

Position – Watch

Status – Died in House Judiciary

SB 5277 - Several changes eliminate or modify election administration requirements including requiring that primaries not be held for any nonpartisan position, including judicial positions, if only two candidates filed for the position.

Position – Oppose

Status – Died in Senate Governmental Operations

SSB 5637 - Requires the Secretary of State to print and distribute a voters' pamphlet for the primary in even-numbered years and for the general election each year. Amended in Senate Ways & Means to be subject to appropriation.

Position – Support

Status – Died in Senate Rules.

Court Security

HB 1365 - Requires counties, cities, and towns to provide security to district and municipal courts, and to pay the costs associated with courthouse security.

Position – Support. DMCJA Request

Status – Died in House Local Government

~~SHB 1653~~ - Makes an assault offense that is committed in any area used in connection with court proceedings an assault in the third degree offense. Adds a felony "crime against persons" to the list of aggravating circumstances when it occurs in any building that is used in connection with court proceedings. Amended to require courts to develop procedures for notifying the public that an assault offense occurring on the grounds of a court proceeding is a class C felony. (AG request legislation)
Position – Support.
Status – Died in House Appropriations Subcommittee on General Government

~~SB 5240~~ - Requires counties, cities, and towns to provide security to district and municipal courts, and to pay the costs associated with courthouse security.
Position – Support. DMCJA Request.
Status – Died in Senate Law & Justice

~~ESB 5484~~ - Makes an assault offense that is committed in any area used in connection with court proceedings an assault in the third degree offense. Adds a felony "crime against persons" to the list of aggravating circumstances when it occurs in any building that is used in connection with court proceedings. Amended in the Senate to clarify that when the building/area is not in use for judicial purposes, the bill does not apply. Further amended in House Public Safety to require notifying signage. (AG request legislation)
Position – Support
Status – Passed Senate 40-9. Passed House 83-10 as amended. Returns to Senate for further action.

Problem Solving Courts

~~SB 5023~~ - Providing for college DUI courts.
Position – Concerns
Status – Died in Senate Law & Justice

~~SB 5797~~ - The Legislature respectfully encourages the Supreme Court to adopt any administrative orders and court rules of practice and procedure it deems necessary to support the establishment of effective specialty courts. Any jurisdiction that establishes a specialty court may seek state or federal funding as it becomes available for the establishment, maintenance, and expansion of the specialty courts and for the provision by participating agencies of treatment to participating defendants. Amended in House Judiciary to remove certain provisions, add therapeutic courts, municipal jurisdictions, and a study.
Position – Support
Status – Passed Senate 49-0. Heard in House Judiciary and referred to Rules.

Other

~~SHB 1098~~ – Amends professional conduct requirements of bail bond agents. Requires a court to notify the Administrative Office of Courts when the court revokes or reinstates the justification or certification of a bail bond agent to post bonds in the court.

Position - Support

Status - Passed House 92-0-6. Died in Senate Law & Justice.

SHB 1116 - Adopts the Uniform Collaborative Law Act.

Position – Concerns. Support WSBA position of removing sections relating to the regulation of the practice of law. (Issue not corrected in substitute bill.)

Status – Passed House 97-0. Heard in Senate Law & Justice and referred to Rules.

HB 1335 – Repeals “unnecessary” provisions concerning the Washington State Bar Association.

Position - Watch

Status – Died in House Judiciary. Received a work session in Senate Law & Justice.

SHB 1774 - Requires approval before public agencies can obtain a public unmanned aircraft system. Allows a public unmanned aircraft system to be operated, or information gained therefrom, to be disclosed pursuant to a judicial search warrant, if the use is not regulatory enforcement and is reasonably determined to be unlikely to collect personal information, or in an emergency. Includes reporting requirements similar to those for wiretaps.

Position – Watch

Status – Died in House Rules.

HJR 4205 – Requires that all mandatory, regulatory, licensing, and disciplinary functions regarding the practice of law and administration of justice reside exclusively in the Supreme Court.

Position – Watch

Status – Died in House Judiciary. Received a work session in Senate Law & Justice.

HR 4619 – Honoring the life work of Justice Vernon R. Pearson.

Position – Not Reviewed

Status – Adopted by House on February 19th

SSB 5165 - Court commissioners may hear applications and petitions filed in superior court for the purpose of administering antipsychotic medication without consent to a person who has been committed pursuant to the Involuntary Treatment Act. Criminal court commissioners may authorize and issue search warrants and orders to intercept, monitor, or record wired or wireless telecommunications, or for the installation of electronic taps or other devices to include, but not limited to, vehicle global positioning system or other mobile tracking devices, with all the powers conferred upon the judge of the superior court in such matters.

Position – Support

Status – Passed Senate 46-2. Heard in House Judiciary and referred to Rules.

SB 5782 - Establishing standards for the use of public unmanned aircraft systems.

Position – Concerns/Watch

Status – Died in Senate Law & Justice

Budget

ESSB 5034 – Senate budget reduces Office of Civil Legal Aid by \$3 million, Supreme Court by \$500,000, Court of Appeals by \$1.1 million, and Administrative Office of the Courts by \$7.8 million plus \$20 million in transfers from the JIS Account. The Superior Court Case Management System upgrade is not funded. The Office of Public Defense is funded and includes a rate increase for contract attorneys. State Law Library and Commission on Judicial Conduct sustain reductions for “administrative efficiencies.” Restores state employees’ 3% wage reduction.

Position – Oppose

Status – Passed Senate 30-18-1

The House striking amendment on the budget funds the Office of Civil Legal Aid, funds the Office of Public Defense and expands the parents’ representation program, and funds the Court of Appeals, Supreme Court, Law Library, and Judicial Conduct Commission. In the AOC budget, funding for BECCA/truancy and the Office of Public Guardianship is curtailed. Funding is provided for a video remote interpretation pilot. Funding is also provided for Judicial Information Systems projects including the SC-CMS, but some conditions are required. State employees’ wage reduction is restored.

Position – Support, with some changes

Status – Heard in House Appropriations.

Administrative Office of the Courts
Information Services Division Project Allocation & Expenditure Update
Expenditures and Encumbrances March 31, 2013

	Initiatives--JIS Transition	ALLOTTED	EXPENDED	VARIANCE
2.	Capability Improvement Phase I			
2.4	Implement IT Portfolio Management (ITPM)	\$239,400	\$235,909	\$3,491
	Capability Improvement Phase I-Subtotal	\$239,400	\$235,909	\$3,491
3.	Capability Improvement Phase II			
3.4	Implement IT Service Management	\$62,119	\$62,119	\$0
	Capability Improvement Phase II-Subtotal	\$62,119	\$62,119	\$0
4.	Capability Improvement Phase III			
4.2	Mature Application Development Capability	\$68,869	\$0	\$68,869
	Capability Improvement Phase III-Subtotal	\$68,869	\$0	\$68,869
7.	Information Networking Hub (INH)			
7.6	Information Networking Hub (INH)	\$2,582,325	\$640,718	\$1,941,607
	Information Networking Hub (INH) - Subtotal	\$2,582,325	\$640,718	\$1,941,607
	Ongoing Activities			
12.1	Natural To COBOL Conversion	\$515,668	\$515,668	\$0
12.2	SCOMIS DX	\$1,574,344	\$1,554,524	\$19,820
	Ongoing Activities-Subtotal	\$2,090,012	\$2,070,192	\$19,820
	JIS Transition Subtotal	\$5,042,725	\$3,008,938	\$2,033,787
	Superior Court CMS			
	Initial Allocation	\$4,973,000	\$1,637,192	\$3,335,808
	COTS	\$0	\$0	\$0
	Superior Court CMS Subtotal	\$4,973,000	\$1,637,192	\$3,335,808
	ITG Projects			
	ITG #045 - Appellate Court E-Filing Electronic Content Management System (ECMS)	\$980,000	\$9,793	\$970,207
	To be Allocated	\$470,600	\$0	\$470,600
	ITG Projects Subtotal	\$1,450,600	\$9,793	\$1,440,807
	Equipment Replacement			
	Equipment Replacement - External	\$628,000	\$628,000	\$0
	Equipment Replacement - Internal	\$550,000	\$472,422	\$77,578
	Equipment Replacement Subtotal	\$1,178,000	\$1,100,422	\$77,578
	TOTAL 2011-2013	\$12,644,325	\$5,756,345	\$6,887,980
	Additional Funding Requirements			
7.6	Information Networking Hub (INH)	\$881,000	N/A	N/A
	COTS Preparation Track	\$242,000	N/A	N/A
	Unfunded Costs	\$1,123,000	N/A	N/A

2013-2015 Biennial Budget Comparisons

Budget Request Description	Amount Requested	Senate Proposed	House Proposed
Administrative Office of the Courts			
Administrative Reduction <i>Senate Proposal: 5% of adjusted base.</i>	-0-	(\$3,620,000)	-0- (LEAN in second year)
Commission Efficiencies	-0-	(\$300,000)	-0-
Reduce LFO Payments <i>Senate Proposal: Reduce LFO payments by 25%</i>	-0-	(\$740,000)	-0-
Becca/Truancy Funding Shortfall <i>Senate Proposal: Underfund budget proviso House Proposal: Assumes passage of HB 1477</i>	-0-	(\$2,682,000)	(\$12,000,000) HB 1477
Office of Public Guardianship Funding Shortfall	-0-	(\$532,000)	(\$822,000) Eliminate OPG
Fund a portion of JSTA <i>Senate Proposal: Assumes JSTA at 50% (2 years and a lower assessment)</i>	-0-	(\$5,982,000) SGF \$5,982,000 JSTA	(\$6,691,000) SGF \$6,691,000 JSTA
JIS SGF Fund Switch <i>Senate Proposal: Cuts state general fund by \$20 m and replaces with JIS funds.</i>	-0-	(\$20,022,000) SGF \$20,022,000 JIS	-0- Numerous proviso provisions
Video Remote Interpretation State General Fund <i>Funding is requested for a video remote interpretation (VRI) pilot project.</i>	\$384,000	-0-	\$384,000
Access to Justice State General fund <i>Request partial restoration of funding previously eliminated.</i>	\$50,000	-0-	-0-
Legal Financial Assistance Pass-Through State General Fund <i>Increase funding distributed to the County Clerks for costs associated LFO collection.</i>	\$179,000	-0-	-0-

2013-2015 Biennial Budget Comparisons

Budget Request Description	Amount Requested	Senate Proposed	House Proposed
Federal Grant Authority General Fund – Federal <i>Request federal appropriation authority to allow expenditure of federal grants received.</i>	\$1,075,000	\$1,075,000	\$1,075,000
Superior Court Case Management System JIS Account <i>Funding for staff and resources to continue the implementation of the SC-CMS.</i>	\$11,300,000	-0-	\$11,300,000 Numerous proviso provisions
JIS Multi-Project Funding JIS Account <i>Funding to develop and implement small to medium information technology projects.</i>	\$2,000,000	-0-	-0-
Information Networking Hub JIS Account <i>Funding is requested to continue the development and implementation of the INH.</i>	\$1,500,000	\$1,500,000	\$1,500,000 Numerous proviso provisions
Internal and External Equipment Replacement JIS Account <i>Funding to replace aged computer equipment housed at AOC and the courts.</i>	\$3,337,000	\$3,337,000	\$3,337,000 Numerous proviso provisions
Electronic Content Management System JIS Account (amount revised to \$1,426,000 3/26/13) <i>Funding is requested to begin implementation of an appellate electronic content management system (ECMS).</i>	\$1,426,000	\$333,000	\$1,426,000
AOC Totals	\$21,251,000	\$1,629,000	\$6,200,000

Supreme Court – Policy Level			
Administrative Reduction <i>Senate Proposal: 5% of adjusted base.</i>	-0-	(\$514,000)	-0- (LEAN in second year)
Operational Funding State General Fund <i>Funding for costs associated with the most basic operating expenses including telecommunication costs, printing and copying costs, staff training, etc.</i>	\$50,000	-0-	-0-
Supreme Court Totals	\$50,000	(\$514,000)	-0-

2013-2015 Biennial Budget Comparisons

Budget Request Description	Amount Requested	Senate Proposed	House Proposed
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Court of Appeals – Policy Level

Administrative Reduction <i>Senate Proposal: 5% of adjusted base.</i>	-0-	(\$1,139,000)	-0- (LEAN in second year)
Court Commissioner – Division I State General Fund <i>Funding is requested for restoration of funding for a court commissioner.</i>	\$288,000	-0-	\$288,000
Perimeter Fence – Division III State General Fund <i>The U.S. Marshals' Office has recommended that perimeter security measures be implemented.</i>	\$104,000	-0-	\$104,000
COA Totals	\$392,000	(\$1,139,000)	\$392,000

Law Library

Administrative Reduction	-0-	(\$148,000)	-0- (LEAN in second year)
No requests at this time	-0-	-0-	-0-

Office of Public Defense – Policy Level

Administrative Reduction	-0-	(\$18,000)	-0- (LEAN in second year)
Caseload Maintenance State General Fund <i>Increase contract attorney rates by 1.5%. Rates have not been adjusted since 2007.</i>	\$304,000	\$304,000	-0-

2013-2015 Biennial Budget Comparisons

Budget Request Description	Amount Requested	Senate Proposed	House Proposed
Immigration Consequences Advisement State General Fund <i>Due to recent changes in case law, an expansion of the Washington Defender Association's immigration consequences program is required.</i>	\$200,000	-0-	\$200,000
Capital Case Litigation Initiative State General Fund <i>DOJ awarded OPD funding for a death penalty trial training program.</i>	\$152,000	\$152,000	-0-
Parents Representation State General Fund	-0-	-0-	\$3,378,000
OPD Totals	\$656,000	\$438,000	\$3,578,000

Office of Civil Legal Aid – Policy Level			
Administrative Reduction	-0-	(\$2,000)	-0- (LEAN in second year)
Funding Reduction	-0-	(\$3,000,000)	-0-
Adjustment for Personnel and Occupancy Expenses State General Fund <i>Provide funding for increased personnel and occupancy expenses.</i>	\$897,000	-0-	-0-
Mitigate Client Service Capacity Losses State General Fund (as originally submitted) <i>Restore 6 of the 18.5 attorney positions lost to the combined federal and state budget reductions.</i>	\$1,440,000	-0-	-0-
OCLA Totals	\$2,337,000	(\$3,002,000)	-0-

2013-2015 Biennial Budget Comparisons

Budget Request Description	Amount Requested	Senate Proposed	House Proposed
----------------------------	------------------	-----------------	----------------

Budget provisos in the House budget proposal:

The House provisos both the INH (\$1.5m) and a portion of the equipment replacement (internal \$2.1m) by requiring “..until the office of the chief information officer approves a plan developed by the administrative office of the courts and the judicial information systems committee to move the judicial branch servers and data center equipment into the state data center...and the office of the chief information officer certifies that the administrative office of the courts and the judicial information systems committee have begun implementation of the plan.”

The SC-CMS proviso (\$11.3m) directly requires that the steering committee remain intact and that they operate under the current charter agreement. The proviso further states that the chairs or designees of the senate ways & means and house approps be added as full voting members of the JISC.

Superior Court Case Management System (SC-CMS) Project Update

Maribeth Sapinoso, Project Manager
Keith Curry, Deputy Project Manager

April 26, 2013

SC-CMS Project Status

- **Milestones Accomplished**
 - ✓ March 19, 2013 - Project Steering Committee voted unanimously to recommend AOC proceed into Contract Negotiations with Tyler Technologies, Inc.
 - ✓ March 22, 2013 - JISC voted unanimously to approve Project Steering Committee's recommendation.



SC-CMS Project Status

(Continued)

Contract Negotiations

- ✓ Subject Matter Experts Selected by Project Steering Committee
- Legal Team Meets with Tyler April 23-25, 2013
- Subject Matter Experts Meet with Tyler May 9-10, 2013
- Weekly Briefings will be provided to the Project Steering Committee



SC-CMS Project Status

(Continued)

Next Steps

- May/June 2013 – Finalize Contract Negotiations
- June 2013 – Project Steering Committee Recommends to the JISC Whether to Approve the Final Terms of the Contract
- June 2013 – JISC Decision Whether to Approve Project Steering Committee's Recommendation

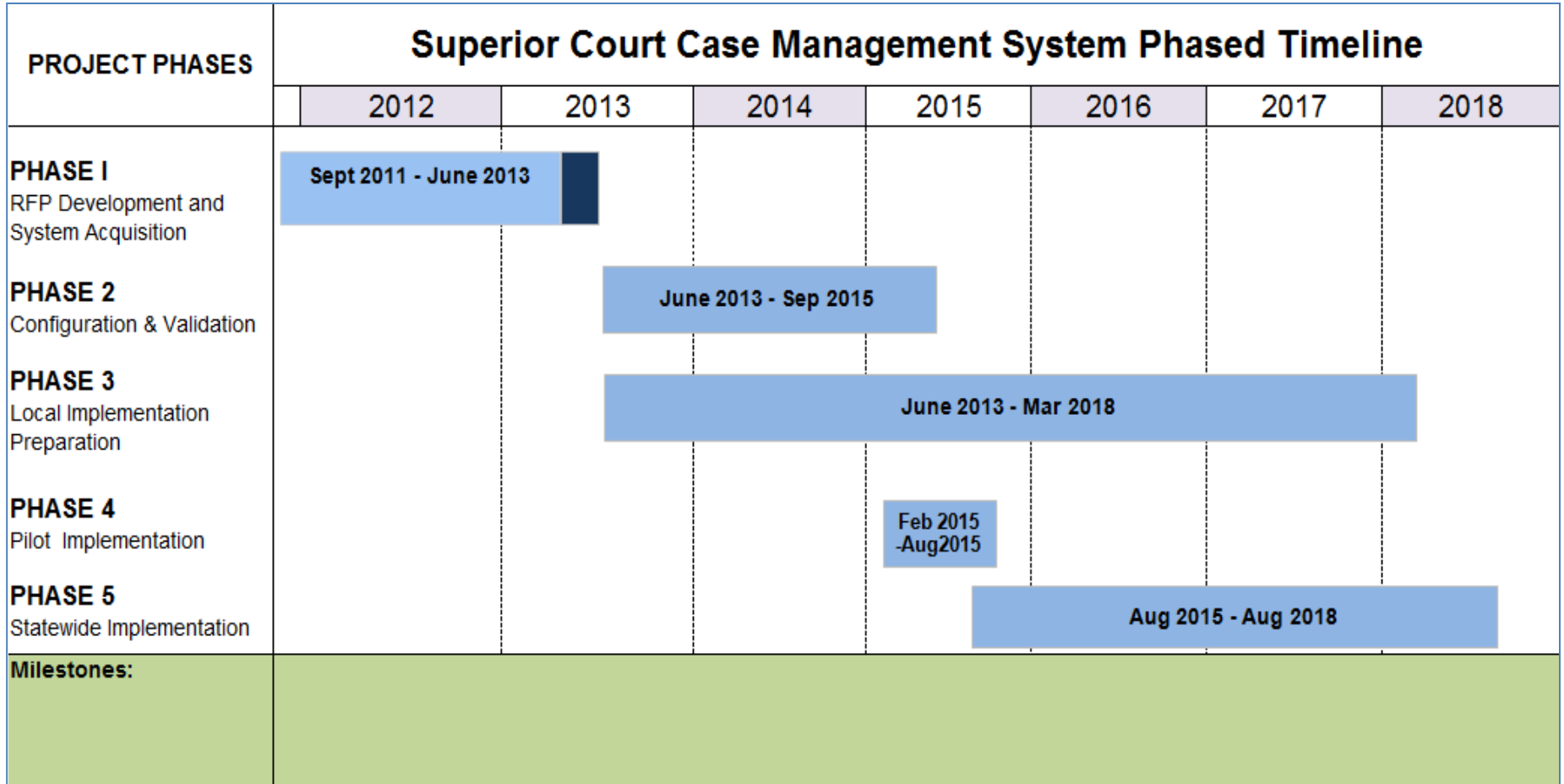
Phase 1 - Acquisition

MILESTONE	DATE
✓ JISC Approval to Release RFP / RFP Published	June 2012
✓ Vendor Proposals Due	August 2012
✓ Evaluate & Score Written Responses	September 2012
✓ Steering Committee Confirms Top Ranked Vendors for Demos	September 2012
✓ Complete Vendor Demos	October 2012
✓ Steering Committee Confirms Top Ranked Vendors for Onsite Visits	October 2012
✓ Complete Onsite Visits	December 2012
✓ Notify Apparent Successful Vendor	January 2013
✓ Steering Committee Makes Recommendation to JISC	March 2013
Complete Contract Negotiations	May/June 2013
JISC Approval to Execute Contract	June 2013
Phase 1 Complete	June 2013

Phase 2 and Phase 3 - Next Steps

MILESTONES	DATE
✓ Court User Work Group Kick Off Meeting	January 2013
➤ Develop and Validate Court Business Process Models	In Progress
➤ Prepare AOC Technical Environment	In Progress
➤ Court Readiness Planning Activities	In Progress
Begin Identifying Interfaces Between SC-CMS and Local Court Applications	2nd Quarter 2013
Begin Selection of Pilot Court	2nd Quarter 2013
Begin Phase 2	June 2013

SC-CMS Project High Level Schedule





MANAGEMENT CONSULTING
FOR
STATE AND LOCAL
GOVERNMENTS

QUALITY ASSURANCE (QA)

PROJECT OVERSIGHT

INDEPENDENT VERIFICATION
AND VALIDATION (IV&V)

PROJECT MANAGEMENT

RISK REDUCTION

TECHNOLOGY ALIGNMENT

**Quality
Assurance
Assessment**

for the
**State of
Washington**

**Administrative
Office of the
Courts (AOC)**

**SC-CMS
Project**

March 31, 2013

Prepared by
Bluecrane, Inc.



bluecrane ®



Table of Contents

Part 1: Executive Summary and Assessment Dashboard	1
Executive Summary	1
<i>bluecrane</i> QA Assessment Dashboard.....	2
Part 2: Review of <i>bluecrane</i> Approach	6
Part 3: <i>bluecrane</i> Detailed Assessment Report for March 2013.....	10



Part 1: Executive Summary and Assessment Dashboard

Executive Summary

This report provides the March 2013 quality assurance (QA) assessment by Bluecrane, Inc. ("*bluecrane*") for the State of Washington Administrative Office of the Courts (AOC) Superior Court – Case Management System (SC-CMS) Project.

Our report is organized by assessments in the project areas of:

- Project Management and Sponsorship
- People
- Application
- Data
- Infrastructure

The SC-CMS Project Steering Committee selected Tyler Technologies as the Apparently Successful Vendor (ASV) in February and elected to conduct a three-day clarification session with Tyler to further analyze the capabilities of Tyler's Odyssey product in meeting the requirements as specified in the RFP and as stated by the Clerks. The clarification session was conducted in February and addressed over 400 questions posed by the Clerks. The session also addressed questions and clarifications by the Judges and Court Administrators as well. Overall, Tyler was able to demonstrate how most of the SC-CMS requirements would be met through configuration of the base system. The SC-CMS Project Steering Committee reviewed the results of the clarification session in March and made a recommendation to the JISC to enter into contract negotiations with Tyler Technologies. The JISC approved the recommendation on March 22 and contract negotiations were scheduled.

The risk of successful procurement was significantly reduced in March with the recommendation from the SC-CMS Steering Committee to the JISC to enter into negotiations with Tyler Technologies and the subsequent acceptance of the recommendation by the JISC. Negotiations with Tyler will begin in April and will continue through May as previously planned.



bluecrane QA Assessment Dashboard

Area of Assessment	Urgency	Jan 2013	Feb 2013	Mar 2013	Summary Status/Recommendations
Project Management and Sponsorship					
Governance	N/A	No Risk Identified	No Risk Identified	No Risk Identified	The SC-CMS Steering Committee made a recommendation to begin negotiations with Tyler Technologies for purchase and implementation of their Odyssey court system. The JISC has approved the recommendation.
Scope	N/A	No Risk Identified	No Risk Identified	No Risk Identified	The recommendation from the SC-CMS Steering Committee to the JISC contains provisions for increasing the scope of the project through the addition of functionality including document management, financial management, and e-filing. AOC has planned for resources to implement and support the SC-CMS project based on the scope currently defined in the SC-CMS RFP. Adding the implementation of one or more additional modules may increase the risk of completing the project successfully. It is imperative that the project utilize its previously established change management process to identify and assess the impacts of any proposed change.
Schedule	N/A	No Risk Identified	No Risk Identified	No Risk Identified	The SC-CMS procurement is currently on schedule to begin contract negotiations with Tyler Technologies in April per the baselined schedule for procurement milestones. The negotiations are expected to continue through May. At this time, there are no significant tasks behind schedule.
Budget	N/A	No Risk Identified	No Risk Identified	No Risk Identified	The cost proposed by Tyler Technologies is approximately \$16M more than what was estimated in the SC-CMS Feasibility Study. Four areas accounting for most of the increase are described on page 13 of this report.
Communication	N/A	No Risk Identified	No Risk Identified	No Risk Identified	Consistent with the Communications Management Plan, the team is utilizing effective communications to manage project activities and to keep stakeholders updated on project status.



Area of Assessment	Urgency	Jan 2013	Feb 2013	Mar 2013	Summary Status/Recommendations
Staffing and Project Facilities	N/A	No Risk Identified	No Risk Identified	No Risk Identified	Project staffing is at appropriate levels. Over the last several months, the project managers and project sponsors re-evaluated the staffing plan and made adjustments based on the needs for system configuration and implementation activities. If the project scope is increased through negotiations with Tyler Technologies, the staffing plan should be re-evaluated to identify any additional resource requirements to support the additional scope.
Change Management	N/A	No Risk Identified	No Risk Identified	No Risk Identified	Adding the implementation of one or more additional Tyler Odyssey modules may increase the risk of completing the project successfully. It is imperative that the project utilize its previously established change management process to identify and assess the impacts of any proposed change.
Risk Management	N/A	No Risk Identified	No Risk Identified	No Risk Identified	Consistent with the Risk Management Plan, the project is identifying and managing risks consistent with the Risk Management Plan.
Issue Management	N/A	No Risk Identified	No Risk Identified	No Risk Identified	Consistent with the Issue Management Plan, the project team is identifying and tracking issues.
Quality Management	N/A	No Risk Identified	No Risk Identified	No Risk Identified	The Quality Management Plan has been presented to the Project Sponsors for review and approval.
People					
Stakeholder Engagement	N/A	No Risk Identified	No Risk Identified	No Risk Identified	Stakeholder engagement and organizational change management activities are underway, including talking points for executives, development of a court readiness assessment, and inquiries to courts regarding interest in participating as "pilots."
Business Processes/ System Functionality	N/A	No Risk Identified	No Risk Identified	No Risk Identified	In March, the Court User Work Group (CUWG) began reviewing and validating the As-Is business process models. Development and validation of the As-Is business processes are scheduled to be completed prior to execution of the Tyler Technologies contract.



Area of Assessment	Urgency	Jan 2013	Feb 2013	Mar 2013	Summary Status/Recommendations
Vendor Procurement	Very Urgent Consideration	Extreme Risk	Risk Being Addressed	No Risk Identified	The SC-CMS Project Steering Committee selected Tyler Technologies as the Apparently Successful Vendor (ASV) in February and elected to conduct a three-day clarification session with Tyler to further analyze the capabilities of Tyler's Odyssey product in meeting the requirements as specified in the RFP and as stated by the Clerks. The clarification session was conducted in February and addressed over 400 questions posed by the Clerks. The session also addressed questions and clarifications by the Judges and Court Administrators as well. Overall, Tyler was able to demonstrate how most of the SC-CMS requirements would be met through configuration of the base system. The SC-CMS Project Steering Committee reviewed the results of the clarification session in March and made a recommendation to the JISC to enter into contract negotiations with Tyler Technologies. The JISC approved the recommendation on March 22 and contract negotiations were scheduled for April.
Contract Management / Deliverables Management	N/A	No Risk Identified	No Risk Identified	No Risk Identified	Outlines of vendor deliverables are being developed. Planning is underway for contract negotiations.
Application					
Application Architecture	N/A	No Risk Identified	No Risk Identified	No Risk Identified	The SC-CMS Architecture Plan has been updated to identify information known at this point. The remaining areas will be updated after the vendor has begun execution of the contract.
Requirements Management	N/A	No Risk Identified	No Risk Identified	No Risk Identified	The Court Business Office has loaded the SC-CMS requirements into the Rational Requirements Composer (RRC) requirements management tool that is being used to document requirements and for traceability. The Court Business Office and Court User Workgroup will document Use Cases for the To-Be processes as needed.



Area of Assessment	Urgency	Jan 2013	Feb 2013	Mar 2013	Summary Status/Recommendations
Application Interfaces	N/A	No Risk Identified	No Risk Identified	No Risk Identified	The INH and COTS-Prep Application projects are defining and preparing interfaces using the information currently available. Additional activities will be planned and executed when the SC-CMS vendor contract has been awarded and further definition of SC-CMS interface requirements are made available.
Data					
Data Preparation	N/A	No Risk Identified	No Risk Identified	No Risk Identified	The Data Quality Coordinator will coordinate preparation of data in AOC and local court applications. One of the activities is the development of a data profiling report which will identify anomalies in data stored in JIS.



Part 2: Review of *bluecrane* Approach

We began our Quality Assurance engagement for the AOC SC-CMS Project by developing an understanding of the project at a macro level. We started by analyzing the following five “Project Areas”:

- ***Project Management and Sponsorship***
- ***People***
- ***Application***
- ***Data***
- ***Infrastructure***

It is not our practice to duplicate Project Management activities by following and analyzing each task and each deliverable that our clients are tracking in their project management software (such as Microsoft Project). Rather, we identify those groups of tasks and deliverables that are key “signposts” in the project. While there are numerous tasks that may slip a few days or even weeks, get rescheduled, and not have a major impact on the project, there are always a number of significant “task groups” and deliverables which should be tracked over time because any risk to those items – in terms of schedule, scope, or cost – have a potentially significant impact on project success.

We de-compose the five Project Areas listed above into the next lower level of our assessment taxonomy. We refer to this next lower level as the “area of assessment” level. The list of areas of assessment grows over the life of the project. The following list is provided as an example of typical areas of assessment:

- ***Project Management and Sponsorship***
 - Governance
 - Scope
 - Schedule
 - Budget
 - Communication
 - Staffing and Project Facilities
 - Change Management
 - Risk Management
 - Issue Management
 - Quality Management
- ***People***
 - Stakeholder Engagement



- Business Processes/System Functionality
- Vendor Procurement
- Contract Management/Deliverables Management
- Training and Training Facilities
- Local Court Preparation
- User Support
- **Application**
 - Application Architecture
 - Requirements Management
 - Implementation
 - Application Interfaces
 - Application Infrastructure
 - Reporting
 - Testing
 - Tools
- **Data**
 - Data Preparation
 - Data Conversion
 - Data Security
- **Infrastructure**
 - Headquarters Infrastructure
 - Regional Infrastructure
 - Partner Infrastructure
 - Technical Help Desk

For each area of assessment within a Project Area, we document in our QA Dashboard our observations, any issues and/or risks that we have assessed, and our recommendations. For each area we assess activities in the following three stages of delivery:

- **Planning** – is the project doing an acceptable level of planning?
- **Executing** – assuming adequate planning has been done, is the project performing tasks in alignment with the plans the project has established?
- **Results** – are the expected results being realized? (A project that does a good job of planning and executing those plans, but does not realize the results expected by stakeholders, is a less than successful project. Ultimately, *results are what the project is all about!*)



Assessed status is rated at a macro-level using the scale shown in the table below.

Assessed Status	Meaning
Extreme Risk	Extreme Risk: a risk that project management must address or the entire project is at risk of failure; these risks are “show-stoppers”
Risk	Risk: a risk that is significant enough to merit management attention but not one that is deemed a “show-stopper”
Risk Being Addressed	Risk Being Addressed: a risk item in this category is one that was formerly red or yellow, but in our opinion, is now being addressed adequately and should be reviewed at the next assessment with an expectation that this item becomes green at that time
No Identified Risk	No Risk: “All Systems Go” for this item
Not Started	Not Started: this particular item has not started yet or is not yet assessed
Completed or Not Applicable	Completed/Not Applicable: this particular item has been completed or has been deemed “not applicable” but remains a part of the assessment for traceability purposes

We recognize that simultaneously addressing all risk areas identified at any given time is a daunting task – and not advisable. Therefore, we prioritize risk items in our monthly reports as:

1. Very Urgent Consideration
2. Urgent Consideration
3. Serious Consideration

Given the current phase of the SC-CMS Project, these priorities translate to:

1. Very Urgent Consideration – Potential Impact to the SC-CMS Vendor Procurement
2. Urgent Consideration – Potential Impact to Project’s Readiness for Implementation
3. Serious Consideration – Potential Impact to the Successful Management of the Project



**Quality Assurance Assessment
SC-CMS Project**

Bluecrane, Inc.
March 31, 2013
Page 9

Rating risks at the macro-level using the assessed status and urgency scales described above provides a method for creating a snapshot that project personnel and executive management can review quickly, getting an immediate sense of project risks. The macro-level ratings are further refined by describing in detail what the risk/issue is and what remedial actions are being taken/should be taken to address the risk/issue. The result is a framework for AOC SC-CMS management to evaluate project risks – in terms of business objectives and traditional project management tasks.

We summarize the *bluecrane* QA Dashboard in Part 1 of our monthly report for review with client executives and project management. Part 3 of our monthly report provides the detailed QA Dashboard with all of the elements described above.



Part 3: *bluecrane* Detailed Assessment Report for March 2013

<i>bluecrane</i> Quality Assurance Dashboard for the Washington AOC SC-CMS Project	
Project Area Summary	
Project Area	Highest Level of Assessed Risk
Project Management and Sponsorship	No Risk Identified
People	No Risk Identified
Application	No Risk Identified
Data	No Risk Identified
Infrastructure	No Risk Identified



Category:	Project Management and Sponsorship	Jan 2013	Feb 2013	Mar 2013
Area of Assessment:	Governance	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

Observation: The SC-CMS Steering Committee has been given the authority to make decisions regarding the procurement of a COTS system to replace the existing SCOMIS application and to make a recommendation on vendor selection for the COTS system to the Judicial Information Systems Committee (JISC). The SC-CMS Steering Committee made a recommendation to begin negotiations with Tyler Technologies for purchase and implementation of their Odyssey court system. The JISC has approved the recommendation.

The JISC Charter, Steering Committee Charter, Governance Management Plan and Court User Work Group Charter have been approved by the project sponsors and JISC.

Category:	Project Management and Sponsorship	Dec 2012	Jan 2013	Feb 2013
Area of Assessment:	Scope	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

Observation: The scope of the SC-CMS project has been established in the SC-CMS RFP requirements for procurement of the COTS system. The recommendation from the SC-CMS Steering Committee to the JISC contains provisions for increasing the scope of the project through the addition of functionality including document management, financial management, and e-filing. AOC has planned for resources to implement and support the SC-CMS project based on the scope currently defined in the SC-CMS RFP. Adding the



implementation of one or more additional modules may increase the risk of completing the project successfully. For example, if financial management were to be added to the project without a subsequent increase in AOC resources to support the implementation, the successful implementation of the entire project could be at risk. In order to identify and assess the impacts of any proposed change in scope and the likely resultant changes to resources, schedule, and budget required to support the change, it is imperative that the project utilize its previously established change management process.

Category:	Project Management and Sponsorship	Dec 2012	Jan 2013	Feb 2013
Area of Assessment:	Schedule	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

Observation: The project is utilizing a project schedule to organize, assign, and track project work. The SC-CMS procurement is currently on schedule to begin contract negotiations with Tyler Technologies in April per the baselined schedule for procurement milestones. The negotiations are expected to continue through May. At this time, there are no significant tasks behind schedule.

Category:	Project Management and Sponsorship	Dec 2012	Jan 2013	Feb 2013
Area of Assessment:	Budget	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

Observation/Risk: The AOC Management Services Division and the project are utilizing an effective approach to management of cost and budget. The cost proposed by Tyler Technologies is approximately \$16M more than what was estimated in the SC-CMS Feasibility Study. However the items in the following list developed by the AOC project team account for most of the increase:



1. The feasibility study considered support and maintenance costs through 2021; the RFP requires those costs through 2023. This accounts for \$2.2 million of the cost difference.
2. The RFP includes additional requirements than were used in estimating costs in the feasibility study. The additional requirements include technical requirements that were added and an increased level of support. This accounts for \$3.3 million of the cost difference.
3. The vendor proposed a higher cost of maintenance and support. This accounts for over \$4.7 million of the cost difference.
4. The vendor personnel hourly rates in the RFP responses were higher than the rates used in the Feasibility Study. This accounts for \$4.3 million of the cost difference.

Category:	Project Management and Sponsorship	Dec 2012	Jan 2013	Feb 2013
Area of Assessment:	Communication	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

Observation: Consistent with the Communications Management Plan, the team is utilizing effective communications to manage project activities and to keep stakeholders updated on project status.

Status: The Communications Management Plan contains an approach for both internal and external communications activities. Internal communication activities include project status reports, performance reports, and project team meetings. External communications are used to inform stakeholders and end-users, in particular, of project activities that will affect them.

Project status is communicated primarily orally in various project meetings. A project status report is developed bi-weekly but published only to the project library.



Category:	Project Management and Sponsorship	Dec 2012	Jan 2013	Feb 2013
Area of Assessment:	Staffing and Project Facilities	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

Observation: Consistent with the Staffing Management Plan, the project is utilizing a staffing matrix to manage the capacity and timing of project staff.

Status: Project staffing is at appropriate levels. Over the last several months, the project managers and project sponsors re-evaluated the staffing plan and made adjustments based on the needs for system configuration and implementation activities. If the project scope is increased through negotiations with Tyler Technologies, the staffing plan should be re-evaluated to identify any additional resource requirements to support the additional scope.

Category:	Project Management and Sponsorship	Dec 2012	Jan 2013	Feb 2013
Area of Assessment:	Change Management	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

Observation: Consistent with the Change Management Plan, the project is utilizing the change management process to manage changes to scope, schedule, and budget.



Category:	Project Management and Sponsorship	Dec 2012	Jan 2013	Feb 2013
Area of Assessment:	Risk Management	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

Observation: Consistent with the Risk Management Plan, the project is identifying and managing risks consistent with the Risk Management Plan.

Category:	Project Management and Sponsorship	Dec 2012	Jan 2013	Feb 2013
Area of Assessment:	Issue Management	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

Observation: Consistent with the Issue Management Plan, the project team is identifying and tracking issues.

Category:	Project Management and Sponsorship	Dec 2012	Jan 2013	Feb 2013
Area of Assessment:	Quality Management	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

Observation/Risk: The project team has developed a Quality Management Plan.

Status: The Quality Management Plan has been presented to the Project Sponsors for review and approval.



Category:	People	Dec 2012	Jan 2013	Feb 2013
Area of Assessment:	Stakeholder Engagement	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

Observation: Stakeholder engagement and organizational change management activities are underway, including talking points for executives, development of a court readiness assessment, and inquiries to courts regarding interest in participating as “pilots.”

Category:	People	Dec 2012	Jan 2013	Feb 2013
Area of Assessment:	Business Processes / System Functionality	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

Observation: In 2012 and early 2013, the Court Business Office (CBO) performed analysis and validation of the existing court business processes and began developing As-Is process models. In March, the Court User Work Group (CUWG) began reviewing and validating the As-Is business process models. Development and validation of the As-Is business processes are scheduled to be completed prior to execution of the Tyler Technologies contract.



Category:	People	Dec 2012	Jan 2013	Feb 2013
Area of Assessment:	Vendor Procurement	Extreme Risk	Risk Being Addressed	No Risk Identified
Urgency:	Very Urgent Consideration			

Observation: The SC-CMS Project Steering Committee selected Tyler Technologies as the Apparently Successful Vendor (ASV) in February and elected to conduct a three-day clarification session with Tyler to further analyze the capabilities of Tyler’s Odyssey product in meeting the requirements as specified in the RFP and as stated by the Clerks. The clarification session was conducted in February and addressed over 400 questions posed by the Clerks. The session also addressed questions and clarifications by the Judges and Court Administrators as well. Overall, Tyler was able to demonstrate how most of the SC-CMS requirements would be met through configuration of the base system. The SC-CMS Project Steering Committee reviewed the results of the clarification session in March and made a recommendation to the JISC to enter into contract negotiations with Tyler Technologies. The JISC approved the recommendation on March 22 and contract negotiations were scheduled.

Status: The risk of successful procurement was significantly reduced in March with the recommendation from the SC-CMS Steering Committee to the JISC to enter into negotiations with Tyler Technologies and the subsequent acceptance of the recommendation by the JISC. Negotiations with Tyler will begin in April and will continue through May as previously planned.



Category:	People	Dec 2012	Jan 2013	Feb 2013
Area of Assessment:	Contract Management / Deliverables Management	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

Observation/Risk: Outlines of vendor deliverables are being developed. Planning is underway for contract negotiations.

Category:	Application	Dec 2012	Jan 2013	Feb 2013
Area of Assessment:	Application Architecture	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

Observation: The SC-CMS Architecture Plan has been updated to identify information known at this point. The remaining areas will be updated after the vendor has begun execution of the contract.



Category:	Application	Dec 2012	Jan 2013	Feb 2013
Area of Assessment:	Requirements Management	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

Observation: The Court Business Office has loaded the SC-CMS requirements into the Rational Requirements Composer (RRC) requirements management tool that is being used to document requirements and for traceability. The Court Business Office and Court User Workgroup will document Use Cases for the To-Be processes as needed.

Category:	Application	Dec 2012	Jan 2013	Feb 2013
Area of Assessment:	Application Interfaces	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

Observation: The INH and COTS-Prep Application projects are defining and preparing interfaces using the information currently available. Additional activities will be planned and executed when the SC-CMS vendor contract has been awarded and further definition of SC-CMS interface requirements are made available.



Category:	Data	Dec 2012	Jan 2013	Feb 2013
Area of Assessment:	Data Preparation	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

Observation: The Data Quality Coordinator will coordinate preparation of data in AOC and local court applications. One of the activities is the development of a data profiling report which will identify anomalies in data stored in JIS.

**JUDICIAL INFORMATION SYSTEM COMMITTEE
BYLAWS**

Article One - Membership

Section 1: Members of the Judicial Information System Committee shall be appointed by the Chief Justice in accordance with the Judicial Information System Committee Rules (JISCR).

Section 2: The Committee by the adoption of a motion may designate ex-officio members. Ex-officio members shall not vote.

Article Two - Officers

Section 1: In accordance with JISCR 2(c) the Supreme Court Justice shall be the chair and the members of the committee shall elect a vice-chair from among the members who are judges.

Section 2: The chair, in addition to any duties inherent to the office of chair, shall preside at each regular or special meeting of the committee, sign all legal and official documents recording actions of the committee, and review the agenda prepared for each meeting of the committee. The chair shall, while presiding at official meetings, have full right of discussion and vote.

Section 3: The vice-chair shall act as chair of the committee in the absence of the chair.

Article Three - Meetings

Section 1: Regular meetings of the committee shall be held bi-monthly pursuant to schedule available through the Administrative Office of the Courts. The chair may, at his or her discretion, cancel a meeting. Meetings of the committee and all standing or special committees may be held by teleconference, videoconference, or any technology that allows all persons participating to hear each other at the same time.

Section 2: The chair may call a special meeting at any time. Notice of a special meeting must be given at least twenty-four hours before the time of such meeting as specified in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted.

Section 3: Agenda - The agenda for all regular meetings of the committee shall be recommended by the ISD Director and approved by the chair.

Section 4: Records of Committee Action - All business transacted in official committee meetings shall be recorded in minutes and filed for reference with the Administrative Office of the Courts. A staff member from the Administrative Office of the Courts must attend all regular and special meetings of the committee, and keep official minutes of all such

meetings. Official committee minutes will be distributed in a timely manner to all members and persons who request copies on a continuing basis.

Section 5: Parliamentary Procedure - Eight members of the committee shall constitute a quorum, and no action shall be taken by less than a majority of the committee members present. In questions of parliamentary procedure and other relevant matters not specifically provided for in these bylaws, the actions of the committee shall be conducted according to Robert's Rules of Order, newly revised.

Section 6: The chair shall have the right to limit the length of time used by a speaker for the discussion of a subject. Nonmembers may speak if recognized by the chair.

Article Four - Fiscal Matters

Section 1: Expenses - Members shall be compensated for necessary travel expenses to attend meetings of the JIS Committee, its Executive Committee, and the Data Dissemination Committee according to State of Washington travel regulations.

Article Five - Amendments

Section 1: Bylaws of the committee may be amended by majority vote of the committee provided such changes are proposed at least one meeting prior to the meeting at which the vote is taken. Bylaws may be revised by unanimous vote of the membership of the committee at the same meeting at which the revision is originally proposed.

Article Six - Executive Committee

Section 1: Purpose - The Judicial Information System Committee's (JISC) Executive Committee is created to act on behalf of the entire JISC regarding those matters specified herein between regular JISC meetings. It shall be the objective of the Executive Committee to facilitate communication among JISC standing committee chairs, ISD management, and the JISC chair; to improve the quality of work done by the JISC; and to serve as a voice of the user community on JIS issues.

Section 2: Powers and Responsibilities - The Executive Committee shall have the power and responsibility to act only on the following matters:

1. Review and approve JIS budget requests for submission to the legislature.
2. Review and recommend for submission to the full committee recommendations on governance and other policy matters.
3. Offering advice, oversight, and consultation to ISD management.
4. Representing the JISC in communications with the legislature and, as needed, with other interested groups.
5. Other powers as assigned by the JISC.

Section 3: Composition and Leadership - The Executive Committee membership shall consist of the following drawn from the membership of the JISC:

The JISC Chair
The JISC Vice Chair
The Administrator for the Courts

A county clerk appointed by the JISC Chair
One judge each from the court of appeals, the superior courts and the courts of limited jurisdiction, provided that the vice-chair shall be deemed the judge representing their level of court on the executive committee.

The JISC Chair shall be the Executive Committee Chair.

Section 4: Voting - Each member of the Executive Committee is entitled to one vote. Members present shall be a quorum. Majority vote shall decide all issues.

Section 5: Meetings - Meetings of the Executive Committee shall be called by the Chair of the JISC as needed.

Article Seven - Data Dissemination Committee

Section 1: Purpose - The Judicial Information System Committee's (JISC) Data Dissemination Committee is created to act on behalf of the entire JISC to address issues with respect to access to the Judicial Information System and the dissemination of information from it.

Section 2: Powers and Responsibilities - The Data Dissemination Committee shall have the power and responsibility to act only on the following matters:

1. Review and act on requests for access to the JIS by non-court users in cases not covered by existing statute, court rule or JIS policy.
2. Hear appeals on administrative denials of requests for access to the JIS or for dissemination of JIS data.
3. Recommend to the JIS Committee policy on access to the JIS.
4. Recommend to the JIS Committee changes to statutes and court rules regarding access to court records.

5. Request written opinions of the Washington State Office of the Attorney General through the State Court Administrator on questions of law related to access to and dissemination of JIS data.

5.6. Other powers as assigned by the JISC.

Section 3: Composition and Leadership - The Data Dissemination Committee membership shall consist of the following drawn from the membership of the JIS Committee:

The JISC Vice Chair
Two superior court judges
Two court of limited jurisdiction judges
A county clerk
An appellate court representative
A trial court administrator appointed by the JISC Chair

The JISC Vice Chair shall be the Data Dissemination Committee Chair.

Section 4: Voting - Each member of the Data Dissemination Committee is entitled to one vote. Members present shall be a quorum. Majority vote shall decide all issues.

Section 5: Meetings - The Data Dissemination Committee shall meet bi-monthly. The chair may, at his or her discretion, cancel a meeting. The chair may call a special meeting at any time. Notice of a special meeting must be given at least twenty-four hours before the time of such meeting as specified in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted.

ITG Request 45 – Appellate Courts Enterprise Content Management System (ECMS)

Project Update

Martin Kravik, Project Manager

April 26, 2013

Recent Activities

- ✓ Received four vendor proposals on March 6, 2013
- ✓ Two proposals passed mandatory requirement screening and advanced to the written proposal evaluation phase
- ✓ Executive Steering Committee met on March 15, 2013 and elected to advance the highest scoring vendor to the demonstration phase
- ✓ Demonstration scripts were completed and sent to the vendor
- ✓ Conducted vendor demonstration on April 10 – 11, 2013
- ✓ Executive Steering Committee meeting on April 17, 2013 to discuss the overall results of the proposal evaluation process and develop a recommendation to the JISC

Active Project Risks

Total Project Risks		
Low Exposure	Medium Exposure	High Exposure
2	0	0

Significant Risk Status

Risk	Probability/Impact	Mitigation

Active Project Issues

Total Project Issues			
Low Urgency	Medium Urgency	High Urgency	Closed
1	0	0	5

Significant Issues Status

Issue	Urgency/Impact	Action

Next Steps

Milestone	Date
✓ Project Executive Steering Committee (ESC) selects Apparent Successful Vendor	April 17, 2013
Approval of the ESC recommendation by the JISC	April 26, 2013
Notification of ASV	April 29, 2013
Contract execution	May 2013
Develop the project implementation schedule	30 days after contract execution



Decision Point

Judicial Information System Committee Meeting

April 26, 2013

DECISION POINT – Appellate Court Enterprise Content Management System Apparent Successful Vendor Contract Negotiations

MOTION:

I move to adopt the Appellate Court ECMS Project Executive Steering Committee recommendation to proceed with contract negotiations with the Apparent Successful Vendor to acquire and implement an Appellate Court Enterprise Content Management System.

I. BACKGROUND

The Washington appellate courts currently have no common electronic document management system. The Supreme Court uses a paper-based system, and each division of the Court of Appeals uses its own system. The appellate courts require a statewide enterprise content management system that provides robust document management, allows for the creation of user configurable business workflows, and provides integration with other business tools such as Microsoft Outlook.

In 2011, the JISC approved the purchase of an Electronic Document Management System (later renamed Enterprise Content Management System, ECMS) for the Court of Appeals and the Supreme Court, with an estimated cost of \$980,000. The system's requirements were refined, and in June, 2012, the JISC approved an integrated enterprise content management system that would provide document management, business workflow, and include the functionality of the Appellate Courts Records and Data System (ACORDS). With the information available at that time, it was believed that an integrated system could be acquired within the previously approved allocation.

In November, 2012, AOC released a request for proposals (RFP) for an appellate ECMS. This RFP had a cost cap of \$850,000. Two vendors responded to the RFP, and neither response met the minimum qualifications. The project Executive Steering Committee removed the cost cap, refined and clarified the RFP requirements, and released a second RFP on January 29, 2013.

On February 22, 2013, the JISC approved an increase in the project funding allocation to \$1.5 million dollars to cover contractual costs and unforeseen project costs.

The Executive Steering Committee received four vendor proposals on March 6, 2013. Two proposals met initial screening criteria. On April 10-11 2013, the project held demonstrations with one of the vendors.

II. DISCUSSION

On April 17, 2013, the Appellate Court Enterprise Content Management System Project Executive Steering Committee voted unanimously to recommend that the JISC approve the selection of ImageSoft Inc. as the Apparent Successful Vendor for the AOC Request for Proposal ACQ-2013-0129-RFP.

Appellate ECMS Steering Committee Recommendation

The Appellate Enterprise Content Management System Project Executive Steering Committee recommends to the Judicial Information System Committee that the Administrative Office of the Courts (AOC) should proceed with contract negotiations with ImageSoft Inc. as the Apparent Successful Vendor.

OUTCOME IF NOT PASSED –

The Apparent Successful Vendor's proposal expires September 3, 2013. If a decision is not made prior to that date, an extension of the proposal would be necessary.



Superior Court Data Exchange

Project Update

Mike Walsh, Project Manager

April 26, 2013

Recent Activities

Increment 1 Status (10 web services):

- Problem discovered in docket service validation: Pierce County docket entries when submitted out of file date order, may create an incorrect case status in SCOMIS
 - Corrections and testing of the program changes are in progress
- Pierce County will continue to validate other web services as planned

Increment 2 Status (19 web services)

- ✓ All 19 services are ready for Pierce County to start validating

Recent Activities

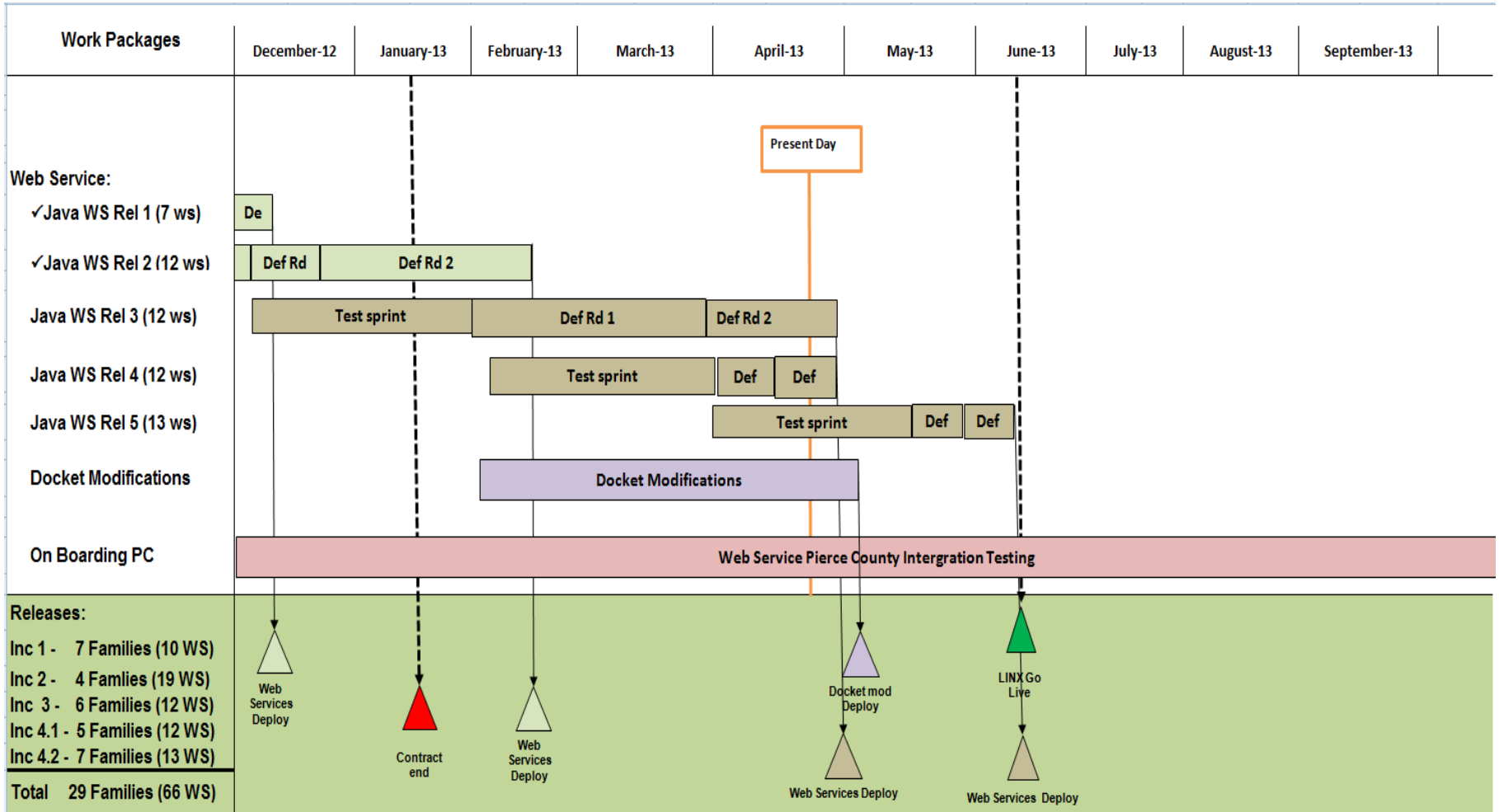
Increment 3 Status (12 web services)

- ✓ All services have passed testing
- Awaiting approval and deployment

Increment 4 Status (25 web services)

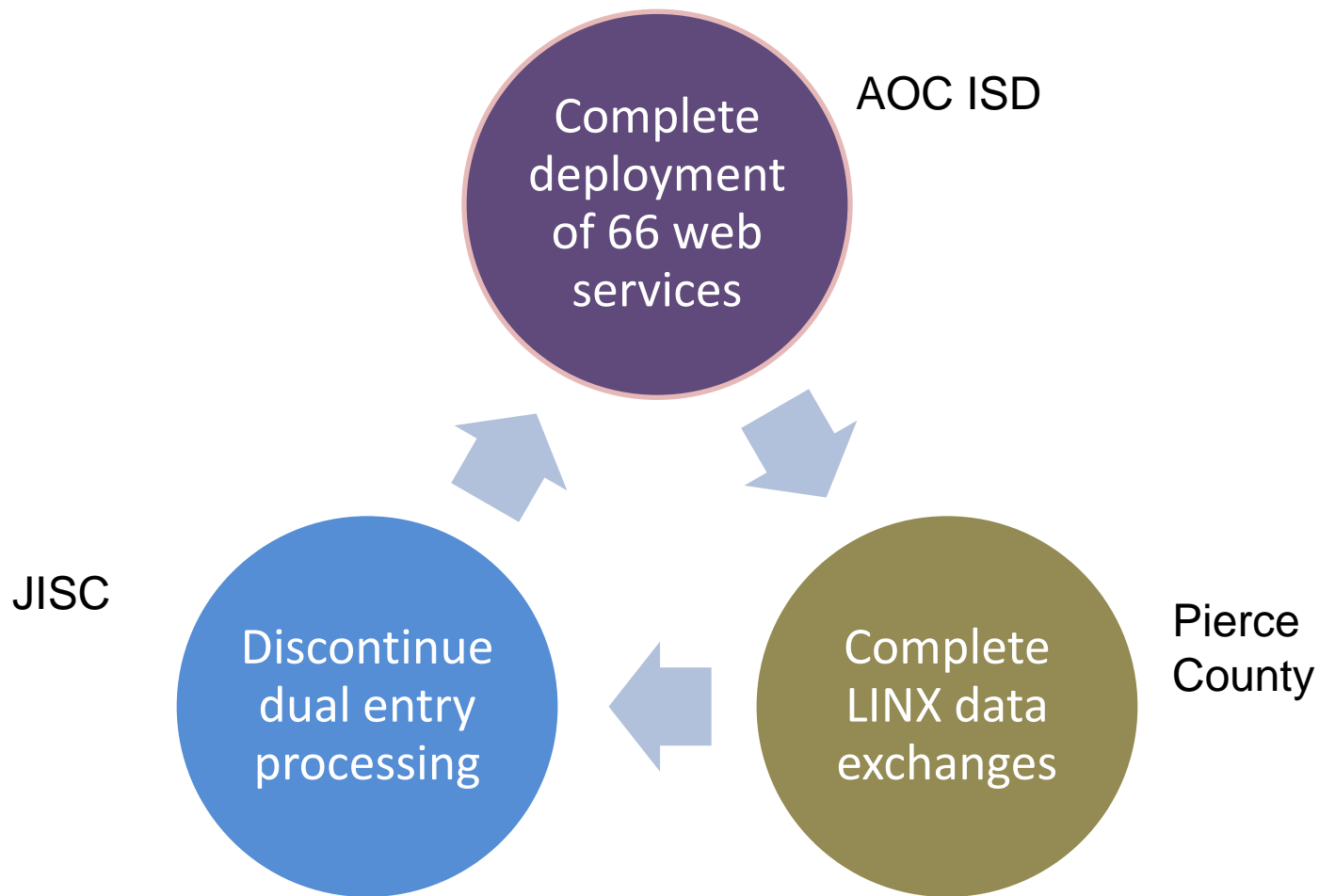
- ✓ 12 of 25 services have passed testing
- Awaiting approval and deployment
- The remaining 13 services are in first round testing

Schedule





When are we done?



Active Project Issues

Low Urgency	Medium Urgency	High Urgency	Closed
0	0	3	0

High Urgency Issues Status

Issue	Urgency/Impact	Action
Turn around impacting schedule	High/Med	<ul style="list-style-type: none"> • Continue to monitor and adjust
Pierce Docket entry sequence causes erroneous case status in SCOMIS	High/High	<ul style="list-style-type: none"> • Changes to both the Pierce County sending services and the AOC receiving services
Field truncation	High/High	<ul style="list-style-type: none"> •Pierce County will apply truncation rules when generating the web service request

Next Steps

Milestone	Date
AOC deploys modified Docket Services	May 2013
Pierce County starts using Docket services	June 2013
AOC completes deployment of all 66 services	July 2013
AOC supports Pierce County and any other customers as they start consuming services	On-going

ITG Request 41 - CLJ Revised Computer Records Retention and Destruction

Project Update

Kate Kruller, Project Manager

April 26, 2012



Project Objectives

- Eliminate all Courts of Limited Jurisdiction computer record archiving in JIS applications
- Revise destruction of case records processes in JIS, based upon the records retention policy from the Data Dissemination Committee

Recent Activity

- ✓ Completed Project Communications Management Plan
- ✓ Completed Steering Committee Review of Revised Destruction Requirements
- ✓ Conducted outreach to DMCJA Technology Committee and Board
- ✓ Conducted outreach to DMCMA Technology Committee and Board
- Scheduled outreach:
 - DMCMA Spring Regional Training (eleven events through April)
 - DMCMA Spring Conference May 20, 2013
- Restoring cases from archives in progress
 - Approximately 2.5 million cases have been restored to date



Active Project Risks

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

Significant Risk Status

Risk	Probability/Impact	Mitigation



Active Project Issues

Total Project Issues			
Active	Monitor	Deferred	Closed
0	0	0	0

Significant Issues Status

Issue	Urgency/Impact	Action

Next Steps

- Continue Restoring Cases, March – September, 2013
 - No additional cases are being archived
 - Archived cases are being moved to active tables
 - ***Fewer cases for courts to un-archive***
 - ***JIS data will increase for courts that download cases***
 - Current destruction rules still apply as long as cases are in archive
 - No destruction rules apply to active tables during this process

- Restore Cases Complete and Archiving is Decommissioned, November, 2013
 - Updated Destruction of Records Report
 - Preliminary rules applied to cases in active tables

Information Networking Hub (INH)

Project Update

Dan Belles, Project Manager

April 26, 2013



Project Objectives

- INH Middleware Data Exchanges
 - SC CMS Integration – Provide data exchanges that support the integration of legacy data with SC CMS data
- Enterprise Data Repository
 - Provide access to statewide shared data
 - Provide data quality automation
 - Provide reference data management

Recent Activities

INH Middleware Data Exchanges (SC CMS Ready)

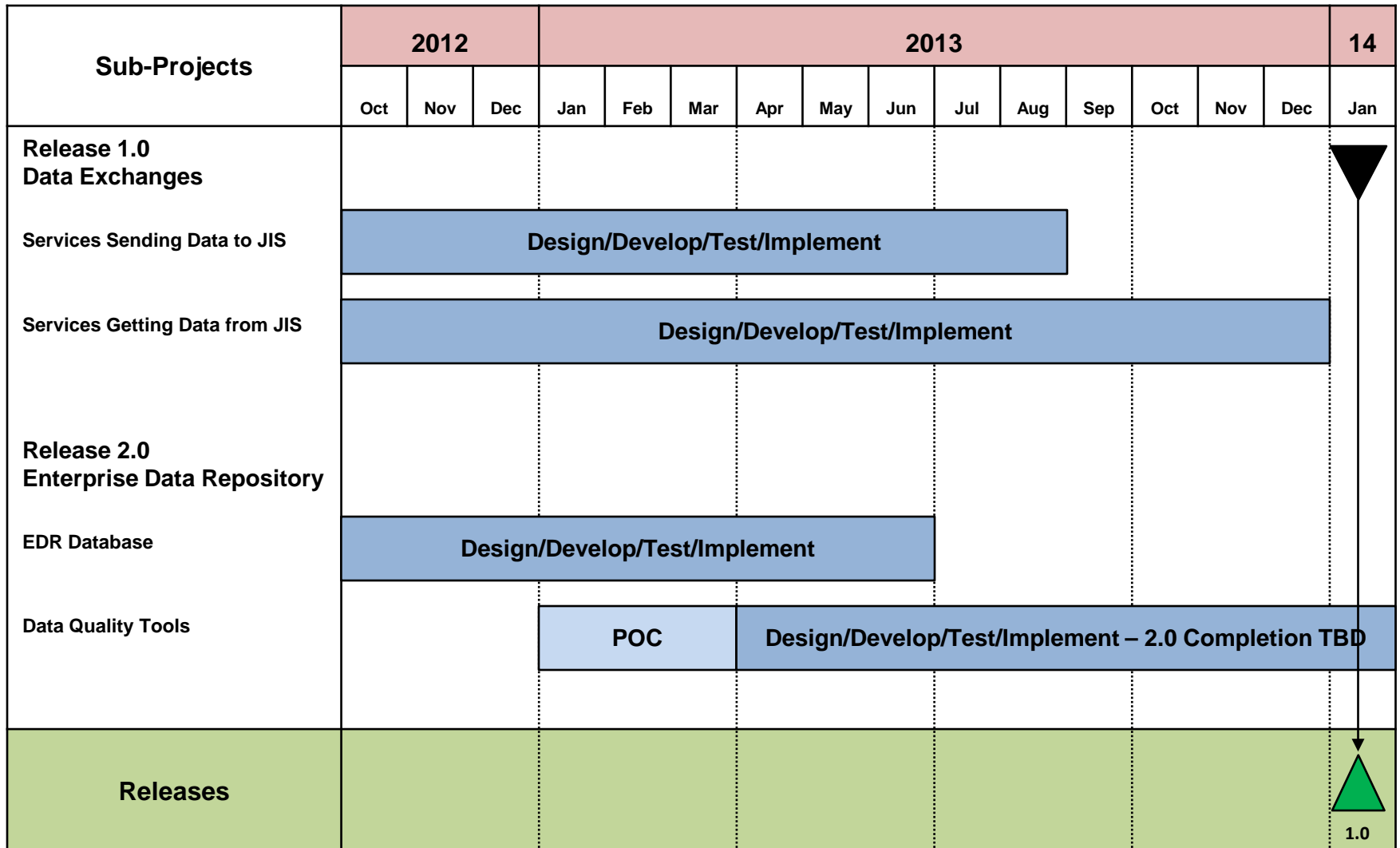
- Continued BizTalk Data Exchange Platform enhancements
- ✓ Developed 8 New Data Exchanges*
- ✓ Prepared 40+ Test Cases

Enterprise Data Repository (EDR)

- ✓ Completed Data Quality Tools Proof of Concept.
The purpose is to evaluate:
 - Data Cleansing and Business Rules Management
 - Reference Data Centralization
 - Data Centralization and Synchronization
- Continued Database Design Review – Validating Completeness and Correctness

*Person Get, Person Relationship Add/Update/Delete, Person Protection Order Get, Case Protection Order Add/Update/Delete

Schedule





Active Project Risks

Total Project Risks		
Low Exposure	Medium Exposure	High Exposure
2	2	1

Significant Risks Status

Risk	Probability/Impact	Mitigation
AOC Java Jagacy Developer Constraint	Medium/High	<ul style="list-style-type: none"> •Hire an additional Java contract developer •Hire additional AOC Java developer

Active Project Issues

Total Project Issues			
Active	Monitor	Deferred	Closed
1	0	0	2

Significant Issues Status

Issue	Urgency/Impact	Action
QA User Acceptance Test Environment Conflicts	High/High	<ul style="list-style-type: none"> • Provide separate QA UAT environment for external partners

Next Steps

Middleware Sub Project (SC-CMS Ready)

Milestone	Date
Develop Data Exchanges and BizTalk Enhancements	April – May 2013
Deploy INH Data Exchanges To QA	April – June 2013
Test INH Data Exchanges	April – June 2013
Resolve Defects - Production Ready*	July – September 2013

Enterprise Data Repository Sub Project

Milestone	Date
Complete Database Design Review	April 2013
Implement Data Quality Tools	April – September 2013
Develop Security Model	February – June 2013
Develop Database	May – July 2013

*NOTE: Data exchanges are considered production ready when all internal AOC testing/defect resolution has been completed. At that point, they become available to the SC CMS vendor for further integration testing and implementation.



Washington State Administrative Office of the Courts

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

March 2013
(Report Period Ending March 31, 2013)

Table of Contents

Background & Overview	2
Background	3
Initiatives & Project Plan Overview	4
Summary of Activities.....	5
Major Changes Since Last Report.....	6
ISD Staff Recognitions	7
IT Governance Request Status	7
Summary of Activities March 2013	9
Initiative Summary	9
Detailed Status Reports	12
Initiative Status Reports.....	14
Transformation Program Track	15
COTS Preparation Application Program Track	16
COTS Preparation – SC-CMS Disaster Recovery	18
Information Networking Hub (INH) Enterprise Data Repository (EDR) Project	20
Information Networking Hub (INH) Middleware Project	22
ITG #121 Superior Court Data Exchange	24
ITG #002 Superior Court Case Management System (SC-CMS) RFP	26
ITG #045 Appellate Courts Enterprise Content Management System (ECMS)	28
ITG #009 Add Accounting Data to the Data Warehouse	30
ISD Operational Area Status Reports.....	34
Operational Area: ISD Policy and Planning	35
Operational Area: Architecture & Strategy	38
Operational Area: Infrastructure.....	40
Operational Area: Data & Development.....	42
Operational Area: Operations	45

Background

This report communicates the status and progress of information technology projects and operational work underway at the Administrative Office of the Courts (AOC).

Under the direction of the Judicial Information System Committee (JISC), the Information Services Division (ISD) within AOC expends significant resources on the development, improvement and implementation of new systems in support of the Washington Courts. ISD resources also maintain and operate these information technology systems and infrastructures once they are in use. The systems and services provided by AOC are used by judges, court administrators and staff, county clerks, numerous government agencies, and the public.

As ISD embarks on the course of implementing the JISC's information technology priorities for Washington Courts, this report is a key to measuring and monitoring progress. It provides the JISC and AOC leadership with the current snapshot of information to keep them informed and prepared to communicate ISD accomplishments.

Initiatives & Project Plan Overview

March 2013

SCHEDULE STATUS KEY



= Active/on track



= Changes w/ Moderate impact



= Significant rework/risk

⊖ = Not active

✓ = Completed

Planned

Actual

Initiatives	Schedule Status		CY10	CY11	CY11	CY11	CY11	CY12	CY12	CY12	CY12	CY13	CY13	CY13	CY13
			Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
3.4 Implement IT Service Management – change, configure, release	⊖	Planned													
		Actual										⊖			
4.2 Mature Application Development Capability	⊖	Planned													
		Actual										⊖			
7.6 Information Networking Hub (INH) Enterprise Data Repository (EDR)	▲	Planned													
		Actual													
7.6 Information Networking Hub (INH) Middleware	▲	Planned													
		Actual													
12.2 Natural to COBOL Conversion	⊖	Planned													
		Actual									⊖				
12.3 Superior Court Data Exchange	●	Planned													
		Actual													
BizTalk Upgrade	✓	Planned													
		Actual								✓					
DB2 Upgrade	✓	Planned													
		Actual								✓					
Vehicle Related Violations (VRV)	✓	Planned													
		Actual									✓				
SC-CMS RFP	●	Planned													
		Actual													
COTS Preparation Application	▲	Planned													
		Actual													
COTS Preparation – Network Capacity/Performance Analysis	✓	Planned													
		Actual										✓			
COTS Preparation – SC-CMS Service Level Agreement (SLA) Analysis	✓	Planned													
		Actual										✓			
COTS Preparation – SC-CMS Disaster Recovery	●	Planned													
		Actual													
ITG #045 Appellate Court Enterprise Content Management System (ECMS)	◆	Planned													
		Actual													
ITG #028 CLJ Parking Module Modernization	✓	Planned													
		Actual									✓				
ITG #081 Adult Risk Assessment STRONG 2 Implementation (ARA)	✓	Planned													
		Actual									✓				
ITG #009 Add Accounting Data to the Data Warehouse	●	Planned													
		Actual													
ITG #041 Revised CLJ Computer Records Retention and Destruction Project	●	Planned													
		Actual													

Summary of Activities

Major Changes Since Last Report

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

Initiatives & Major Projects Underway

- Superior Court Case Management System RFP (SC-CMS) (ITG #002)
- Superior Court Data Exchange (SCDX) (ITG #121)
- Add Accounting Data to the Data Warehouse (ITG #009)
- Revised CLJ Computer Records Retention and Destruction Project (ITG #041)
- Appellate Courts Enterprise Document Management System (ITG #045)
- COTS Preparation Track
- Information Networking Hub (INH)Track

Initiatives or Projects Completed

- No new initiatives or projects were completed during the month of March.

Initiative or Project Status Changes

- Monthly status reporting for the COTS-Preparation Application Program Track project is on-hold until a contract is executed with the SC-CMS vendor.

Staffing Changes in ISD

During the reporting period of March 1 - 31, 2013:

ISD welcomed the following new staff:

- No new staff began work in ISD during the month of March.

The following employees left ISD:

- Ray Yost, uniPaaS Programmer, (3/31/2013)

Employees transferring to the SC-CMS Project:

No employees transferred to the SC-CMS project during the month of March.

ISD Staff Recognitions

Recognitions

March 22, 2013 – **ISD Infrastructure Network Unit: Jesse Christoffer, Wayne Gentry, Brian Heath, Kermit Oglesby, James Peck** – Richard Kimball, Division III LAN Administrator, thanks the ISD Network team for their work to increase the WAN speeds to ten times what they were in all appellate court locations. Your efforts are greatly appreciated by the staff at these Court of Appeals locations. Great Job!

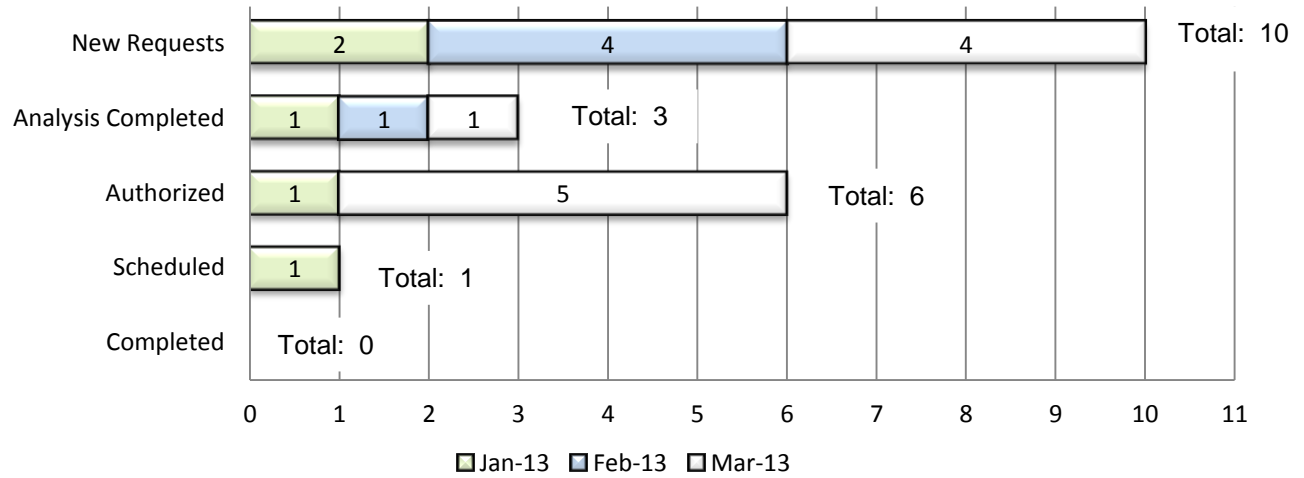
IT Governance Request Status

Completed JIS IT Requests in March 2013

No requests were completed during the month of March.

Status Charts

Requests Completing Key Milestones



Current Active Requests by:

Endorsing Group			
Court of Appeals Executive Committee	1	District & Municipal Court Management Association	23
Superior Court Judges Association	3	Data Management Steering Committee	1
Washington State Association of County Clerks	9	Data Dissemination Committee	1
Washington State Association of Juvenile Court Administrators	2	Codes Committee	2
District & Municipal Court Judges Association	4	Administrative Office of the Courts	8

Court Level User Group	
Appellate Court	2
Superior Court	10
Courts of Limited Jurisdiction	19
Multi Court Level	9

Initiative Summary

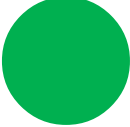

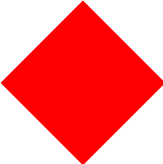
Transformation Program	
<i>Activities</i>	<i>Impact/Value</i>
✓ Projects are on hold due to reassignment of project manager.	Release Management implementation activities are on-hold. Application Development Management activities are on-hold. Enterprise Requirements Management activities are on-hold.
COTS Preparation Application Program	
<i>Activities</i>	<i>Impact/Value</i>
✓ Monthly status reporting for this project is on-hold until a contract is executed with the SC-CMS vendor. All the open questions documented under 'Reason for Scope Variance' column above have been answered/clarified by SC-CMS and INH team. These clarifications reduce the scope of COTS-prep project significantly. The clarifications are posted to COTS-Prep decision log. The same will be posted to SC-CMS SharePoint site.	Provides understanding of current working environment and enables solution design.
COTS Preparation - SC-CMS Disaster Recovery	
<i>Activities</i>	<i>Impact/Value</i>
✓ Monthly status reporting for this project is on-hold until a contract is executed with the SC-CMS vendor. When a contract with an ASV is executed, the Disaster Recovery analysis work relative to SC-CMS will be completed.	Provide disaster recovery services to support future COTS product and SC-CMS implementation.
Information Networking Hub (INH) Enterprise Data Repository (EDR) Project	
<i>Activities</i>	<i>Impact/Value</i>
✓ Met with Database Design Review Team to present the EDR business, logical and physical models. No major issues were found so far. Scheduled a follow up meeting.	Will enable the project to test the current data quality automation tool suite at AOC to determine if it can meet the requirements for the EDR.
✓ Completed work on data quality/synchronization tools Proof of Concept (POC) with Informatica.	Determines if the vendor's tools can meet our requirements with existing or new components.
✓ Continued agenda for final POC presentation to ISD technical staff and Leadership. Began preparing a business value analysis and return on investment.	Communicate the results of the POC.
Information Networking Hub (INH) Middleware Project	
<i>Activities</i>	<i>Impact/Value</i>
✓ Continued BizTalk framework enhancements using the Enterprise Service Bus (ESB).	Provides INH data exchanges.
✓ Completed development of BizTalk automatic deployment script.	Provides INH data exchanges.
✓ Continued development of CaseWarrant Add, Update and Delete data exchanges.	Provides INH data exchanges.
✓ Completed preparations for initial build (.8.0.1) of INH services and enhancements to BizTalk framework for deployment to QA when available.	Provides INH data exchanges.
✓ Continued work on SQL stored procedures for GetProtection Order service. Completed DDRT review and no major issues were found.	Provides INH data exchanges.
✓ QA Tester continued preparation of test cases and the INH test harness for initial build.	Provides INH data exchanges.

ITG #121 Superior Court Data Exchange	
Activities	Impact/Value
✓ Defect corrections and testing continue on the Docket modifications needed to improve Add and Insert Docket services.	Support and Maintenance of all SCDX has been fully transitioned to AOC staff.
✓ Defect corrections and testing continue on the 12 Increment 3 web services developed by Sierra/CodeSmart.	Support and Maintenance of all SCDX has been fully transitioned to AOC staff.
✓ Testing is complete on 12 of 25 Increment 4 web services. These 12 services are awaiting approval and deployment.	Support and Maintenance of all SCDX has been fully transitioned to AOC staff.
✓ Testing for the remaining 13 Increment 4 web services is awaiting the release of the replacement tester's availability and allocation.	Support and Maintenance of all SCDX has been fully transitioned to AOC staff.
ITG #002 Superior Court - Case Management System RFP	
Activities	Impact/Value
✓ In a special JISC meeting on March 22, 2013, the SC-CMS Project Steering Committee presented the motion to move forward to contract negotiations with Apparent Successful Vendor Tyler Technologies, Inc. The JISC unanimously approved the motion and AOC is expected to begin contract negotiations with Tyler Technologies, Inc. in April, 2013.	Provide up to date progress.
ITG #045 Appellate Court Enterprise Content Management System (AC-ECMS)	
Activities	Impact/Value
✓ Four RFP proposals were received. Two proposals were found to be non-responsive.	Improve the efficiency of document management for the courts.
✓ Written proposal scoring on the remaining two proposals was completed and evaluator scores compiled. The scoring compilations were presented to the Project Executive Steering Committee (ESC) on March 15. One vendor was selected by the ESC to move forward to the demonstration phase.	Improve the efficiency of document management for the courts.
✓ The demonstration scripts were completed and delivered to the vendor on March 20.	Improve the efficiency of document management for the courts.
✓ A pre-demonstration teleconference was held with the vendor.	Improve the efficiency of document management for the courts.
✓ Started analysis of the vendor proposal relative to contract negotiations.	Improve the efficiency of document management for the courts.
✓ Work on the web portal requirements was put on hold until the demonstration scripts are complete.	Improve the efficiency of document management for the courts.
ITG #009 Add Accounting Data to the Data Warehouse	
Activities	Impact/Value
✓ Resolved security issue: What level of security should be applied to collections and trust data?	Ensures that data security is in place to prevent unauthorized access.
✓ Received approval from workgroup on accounting Security module.	Ensures that data security is in place to prevent unauthorized access.
✓ Completed design and coding of security in accounting universe.	Ensures that data security is in place to prevent unauthorized access.
✓ Design and coding of tables for receipting.	Provide data for accounting reports.
✓ Designed, coded, and tested data needed for collection reports.	Provide data requirements.
✓ Committee approval of Case Financial History Adjustment Detail Report.	Provide business requirements.
✓ Committee approval of Case Financial History Receipting Detail Report.	Provide business requirements.

✓ Released Case Financial History report summary with Disbursement, Bail and Bond totals.	Provide business requirements.
✓ Released detail report for Case Financial History disbursements.	Provide business requirements.
✓ Final review of Case Financial History receipting and adjustments tables. Tables designed, loaded and tested for receipt and adjustment detail.	Provide technical requirements.
ITG #041 Revised CLJ Computer Records Retention and Destruction Process	
Activities	Impact/Value
✓ Mar 1: Sent Project Update and associated materials to ITG 41 Project Steering Committee.	Manage risks by ensuring the Steering Committee has awareness of project status, which helps keep the project on track.
✓ Mar 4: Began Restore Case Process (archive cases to active – approx. six (6) months).	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
✓ Mar 1- March 29: Continued more business analysis to obtain full functional requirements detail - including plans for court user/Court SME outreach for feedback (representatives from District and Municipal Court Management Association (DMCMA), District and Municipal Court Judges' Association (DMCJA) and Misdemeanant Corrections Association)).	Manage risks by ensuring the Steering Committee has awareness of project status, which helps keep the project on track.
✓ Followed up with ITG 41 Project Steering Committee on materials provided, offer briefings for Q&A and start scheduling ITG 41 Project Steering Committee meeting.	Manage risks by ensuring the Steering Committee has awareness of project status, which helps keep the project on track.
✓ Mar 4 - August 31: Project Team developers prepared to apply current and preliminary new rules to active tables in November (1st Iteration).	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
✓ Mar 8: Briefed the DMCJA.	Manage risks by ensuring the DMCJA has awareness of project requirements, which helps keep the project on track.
✓ Mar 11: DMCMA IT Committee presentation on DORR updates.	Manage risks by ensuring the DMCMA has awareness of project, which helps keep the project on track.
✓ Mar 14: DMCMA Board Meeting - Project Functional Requirements Outreach/Feedback presentation.	Manage risks by ensuring the DMCMA has awareness of project requirements, which helps keep the project on track.
✓ Mar 28: Held ITG 41 Project Steering Committee meeting for Project Status and Draft Communication Plan review, Report DDC Policy Determinations and discuss Functional Requirements and discuss Functional Requirements.	Manage risks by ensuring the Steering Committee has awareness of project status, which helps keep the project on track.

Detailed Status Reports

Status Update Key

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

Initiative Status Reports

Initiative Reports

Transformation Program Track								
Status Reporting on-hold until project manager assigned.				Reporting Period through NA				
Executive Sponsor(s) Vonnie Diseth, CIO/ISD Director			IT Project Manager: Unassigned					
Business Area Manager: William Cogswell, ISD Associate Director			Consultant/Contracting Firm: N/A					
Description: The ISD Transformation Program places the remaining Transformation Initiatives under a single umbrella. The goals of this approach are to expedite the completion of the Initiatives by reducing redundant administrative overhead, ensure better cohesiveness between Initiatives, and provide a more rational and consistent implementation of the Initiatives.								
Business Benefit: <ul style="list-style-type: none"> • Prepare ISD processes to support the implementation of Superior Court Case Management System and other COTS. • Ensure use of consistent and integrated processes across ISD functional areas to enable the efficient delivery of services. • Implement a governance organization and decision making processes to maximize investments and utilization of resources. 								
Business Drivers	Improve Decision Making	X	Improve Information Access	<input type="checkbox"/>	Improve Service or efficiency	X	Manage Risks	X
	Maintain the business	X	Manage the costs	X	Increase organizational capability	X	Regulatory compliance or mandate	<input type="checkbox"/>
Current Status	Scope	●	Schedule	●	Budget	●		
Status Notes: <i>The projects are temporarily on-hold due to the re-assignment of the project manager.</i>								
Progress								
Phase	<input type="checkbox"/> Initiate	<input checked="" type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input type="checkbox"/> Close				
Schedule	Planned Start Date: July 2011			Planned Completion Date: June 2013				
	Actual Start Date: July 2011			Actual Completion: TBD				
Activities Completed				Impact/Value				
✓ Projects are on hold due to reassignment of project manager.				Projects are on hold due to reassignment of project manager.				
Activities Planned				Impact/Value				
° Projects are on hold due to reassignment of project manager.				Project schedule delayed.				

COTS Preparation Application Program Track

Status Reporting on-hold until SC-CMS contract executed. Reporting Period through NA

Executive Sponsor(s) Vonnie Diseth, CIO/ISD Director	IT Project Manager: Sree Sundaram – Application Program 360.704.5521 Sree.sundaram@courts.wa.gov
Business Area Manager(s): Dennis Longnecker, Infrastructure Manager Tamra Anderson, Data & Development Manager Michael Keeling, Operations Manager Kumar Yajamanam, Architecture and Strategy 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 (closed February 2011)

The COTS P Application Program:
 The purpose of this program is to evaluate and determine the impact of the SC-CMS project on AOC's suite of applications and services; identify any technical changes required; and to design, develop, and implement those changes with minimum impact to AOC customers. Defining the scope of the COTS-P Application Program sub-projects is challenging until the SC-CMS design is known.

The Application Program objectives, in support of the SC-CMS project are to:

- Identify the changes to existing systems and applications which are absolutely essential to support implementation of SC-CMS project.
- Implement the changes to existing systems and applications to align with the implementation milestones of SC-CMS project.
- Change existing systems and applications in such a way that it minimizes the impact to AOC customers and any such impacts are identified, communicated and managed in a timely manner.

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

Current Status	Scope	▲	Schedule	▲	Budget	▲
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Status Notes:

Monthly status reporting for this project is on-hold until a contract is executed with the SC-CMS vendor. The Scope, Schedule, and Budget status indicators are yellow until the contract is executed and COTS-Preparation project scope can be defined in more detail.

COTS-P Application Program Progress:	March - 73%
	100%

Phase	<input checked="" type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input type="checkbox"/> Execute	<input type="checkbox"/> Close
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Schedule	Planned Start Date: 1/1/12	Planned Completion Date: 10/12/15
	Actual Start Date: 1/1/12	Actual Completion: TBD

Activities Completed	Impact/Value
✓ Documentation of the existing systems and applications.	Provides understanding of current working environment and enables solution design.

Activities Planned	Impact/Value
◦ Continue to clarify scope definition and perform initial impact analysis where possible.	Provides understanding of current working environment and enables solution design.

Milestones Planned and Accomplished

Milestone	Original Date	Revised Date	Actual Date
Start Project	1/1/12	1/1/12	1/1/12
Initiation Phase	8/31/12	10/29/12	10/29/12
Planning Phase	9/17/12	9/28/12	9/28/12
Execution Phase	4/30/15	7/15/15	
Execution of sub-projects	1/28/15		
Closeout Project	7/15/15	7/15/15	
End Project	7/15/15	7/15/15	

COTS Preparation – SC-CMS Disaster Recovery

Status Reporting on-hold until SC-CMS contract executed. Reporting Period through NA

Executive Sponsor(s) Vonnie Diseth, CIO/ISD Director	IT Project Manager: Cindy Palko 360-704-4024 Cindy.Palko@courts.wa.gov
Business Area Manager(s): Dennis Longnecker, Infrastructure Manager Tamra Anderson, Data & Development Manager Michael Keeling, Operations Manager Kumar Yajamanam, Architecture and Strategy 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:
 - P1 – Network Capacity & Performance Analysis Sub-project (*Sub-Project Complete & Closed*)
 - P2 – Compute/Storage SW Licensing Sub-project (*Sub-Project Closed*)
 - P3 – SC-CMS Service Level Agreement Analysis (SLA) Sub-project (*Sub-Project Complete & Closed*)
 - P4 – SC CMS Disaster Recovery Analysis Sub-project
 - P5 – Network Future State Sub-project
 - P6 – Compute/Storage Future State Sub-project
- 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 (closed February 2011)

The COTS P4 – SC CMS Disaster Recovery Analysis sub-project will:

- Determine COTS product impact on Disaster Recovery policies, plans, procedures and IT infrastructure. (Compliance, business, risk factors).
- Determine what Disaster Recovery changes are required to support future COTS product and SC-CMS implementation.
- Implement recommended Disaster Recovery processes and technology changes to support future COTS products and SC-CMS.


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

Current Status	Scope	●	Schedule	●	Budget	●
Status Notes: COTS-P Infrastructure Program P4 – SC CMS Disaster Recovery Analysis Sub-project Monthly status reporting for this project is on-hold until a contract is executed with the SC-CMS vendor. When a contract with an ASV is executed, the Disaster Recovery analysis work relative to SC-CMS will be completed. NOTE: The COTS-P SCCMS DR Sub-project is not a dependency of SC-CMS and will not impact the SC-CMS implementation schedule. But, this sub-project is dependent on receiving information from SC-CMS for completion.						
COTS-P Network Capacity/Performance Analysis Progress:	March - 0%  100%					
Phase	<input type="checkbox"/> Initiate	<input checked="" type="checkbox"/> Planning	<input type="checkbox"/> Execute	<input type="checkbox"/> Close		
Schedule	Planned Start Date: 1/2/12			Planned Completion Date: 2/22/13		
	Actual Start Date: 1/2/12			Actual Completion: TBD		
Activities Completed			Impact/Value			
✓ Monthly status reporting for this project is on-hold until a contract is executed with the SC-CMS vendor. When a contract with an ASV is executed, the Disaster Recovery analysis work relative to SC-CMS will be completed.			Provide disaster recovery services to support future COTS product and SC-CMS implementation.			
Milestones Planned and Accomplished						
Milestone	Original Date	Revised Date	Actual Date			
Start Project	01/02/12	01/02/12	01/02/12			
Initiation Phase	03/16/12	03/16/12	03/16/12			
Planning Phase	4/18/12	10/12/12	10/12/12			
Start Execution Phase	4/19/12	9/27/12				
Research (Data Collection)	05/7/12	11/2/12				
Evaluation (Data Analysis)	05/21/12	12/4/12				
Recommendation Reports	07/12/12	2/7/13				
Closure Phase	07/26/12	4/1/13				
End Project	07/26/12	4/1/13				

Information Networking Hub (INH) Enterprise Data Repository (EDR) Project

Reporting Period through March 31, 2013

Executive Sponsor(s) Vonnie Diseth, CIO/ISD Director	IT Project Manager: Dan Belles
Business Area Manager: Tamra Anderson, Data and Development Manager	Consultant/Contracting Firm: N/A

Description:
The Information Networking Hub (INH) has been initiated as one of three separate Project/Program tracks. While the INH is being built to support the implementation of a 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 building a robust enterprise architecture capable of exchanging messages from disparate systems with one common messaging standard.

The first phases of the INH project began 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 <input type="checkbox"/>	Improve Information Access <input checked="" type="checkbox"/>	Improve Service or efficiency <input type="checkbox"/>	Manage Risks <input type="checkbox"/>
	Maintain the business <input type="checkbox"/>	Manage the costs <input type="checkbox"/>	Increase organizational capability <input type="checkbox"/>	Regulatory compliance or mandate <input type="checkbox"/>

Current Status	Scope	●	Schedule	▲	Budget	●
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Status Notes:

The goal of the first release of EDR continues to be providing a centralized database to store statewide shared data, with a data quality tool, a reference data manager and data load/synchronization capability. The initial EDR is scheduled for implementation after the first SC CMS pilot courts are on-line and operational.

The AOC Data Quality Program needs to be resourced in order to make progress establishing Data Governance policies, stewardship and rules in order for the INH Data Quality Tools to be implemented successfully.

NOTE: The opportunity exists for schedule and staffing conflicts between the INH, SCDX, SC-CMS, and COTS-Prep projects. The project managers of these projects continue to monitor project dependencies and to work with ISD Leadership to resolve any conflicts. The Schedule status indicator is yellow indicating this situation continues to be monitored.



Phase	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input type="checkbox"/> Close
Schedule	Planned Start Date: July 2011		Planned Completion Date: 12/22/14	
	Actual Start Date: July 2011		Actual Completion: TBD	

Activities Completed		Impact/Value	
✓	Met with Database Design Review Team to present the EDR business, logical and physical models. No major issues were found so far. Scheduled a follow up meeting.	Will enable the project to test the current data quality automation tool suite at AOC to determine if it can meet the requirements for the EDR.	
✓	Completed work on data quality/synchronization tools Proof of Concept (POC) with Informatica.	Determines if the vendor's tools can meet our requirements with existing or new components.	
✓	Continued agenda for final POC presentation to ISD technical staff and Leadership. Began preparing a business value analysis and return on investment.	Determines if the vendor's tools can meet our requirements with existing or new components.	
Activities Planned		Impact/Value	
✓	Complete the database design review of the Enterprise Data Repository.	Will enable the project to test the current data quality automation tool suite at AOC to determine if it can meet the requirements for the EDR.	
✓	Prepare proof of concept recommendations and presentation materials.	Determines if the vendor's tools can meet our requirements with existing or new components.	
✓	Complete draft statement of work and milestone schedule for procurement.	Plan the procurement.	
✓	Make a presentation to AOC ISD Leadership Team regarding the Data Quality Tools proof of concept findings and recommendations.	Communicate the results of the proof of concept.	
Milestones Planned and Accomplished			
Milestone	Original Date	Revised Date	Actual Date
Start Project	1/26/12	1/26/12	1/26/12
Physical Data Design	7/20/12	7/20/12	7/20/12
Logical Modeling	7/20/12	7/20/12	7/20/12
Conceptual Modeling	7/13/12	7/13/12	7/13/12
Conceptual Solution Design	6/21/12	6/21/12	6/21/12
Review Data Model	10/1/12	10/1/12	10/1/12
Iteration 2	9/6/12	9/6/12	9/6/12
System Implementation	10/2/12	10/2/12	10/2/12
Iteration 3	9/6/12	9/6/12	9/6/12
Iteration 1	9/7/12	9/7/12	9/7/12
04-Design	6/7/12	6/7/12	6/7/12
03-Requirements	6/6/12	6/6/12	6/6/12
Update Data Model	10/17/12	10/17/12	10/17/12
End Project	12/19/14	12/22/14	

Information Networking Hub (INH) Middleware Project

Reporting Period through March 31, 2013

Executive Sponsor(s) Vonnie Diseth, CIO/ISD Director	IT Project Manager: Dan Belles
Business Area Manager: Tamra Anderson, Data and Development Manager	Consultant/Contracting Firm: N/A

Description:
The Information Networking Hub (INH) has been initiated as one of three separate Project/Program tracks. While the INH is being built to support the implementation of a 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 <input type="checkbox"/>	Improve Information Access <input checked="" type="checkbox"/>	Improve Service or efficiency <input type="checkbox"/>	Manage Risks <input type="checkbox"/>
	Maintain the business <input type="checkbox"/>	Manage the costs <input type="checkbox"/>	Increase organizational capability <input type="checkbox"/>	Regulatory compliance or mandate <input type="checkbox"/>

Current Status	Scope	●	Schedule	▲	Budget	●
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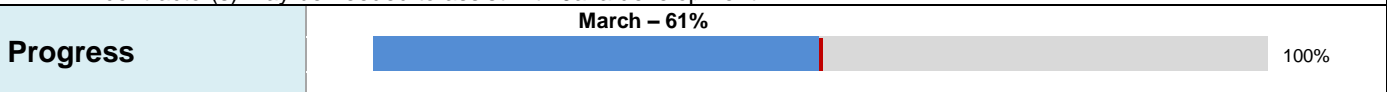
Status Notes:

During the month of March, we continued to make good progress designing, refactoring and developing INH services. We also made progress developing test cases and in making preparations to test the services once we have a new QA environment available.

The new environment is not expected to be available until the end of April. At that time, we plan to deploy our completed set of services to begin conducting functional testing. Progress will slow if there are any delays in getting access to the new QA environment.


The project schedule status indicator is set to yellow as a caution due to two situations.

- 1) We are still waiting for a dedicated QA environment to push INH services to for testing. In the meantime, we are using the existing development environment for smoke testing and bug fixing until the QA environment becomes available. An issue/risk regarding the constraints of using a shared QA environment with the SCDX project and Pierce County has been submitted. A separate dedicated development, Quality Assurance and sandbox environments just for INH and SCDX has been requested. This may delay the deployment of INH services until the new environments are ready.
- 2) Resource contention with SCDX continues but is being addressed at various levels by both project teams. Additional contractor(s) may be needed to assist with Java development.



Phase	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input type="checkbox"/> Close
Schedule	Planned Start Date: January 2012		Planned Completion Date: March 2014	
	Actual Start Date: January 2012		Actual Completion: TBD	
Activities Completed		Impact/Value		
✓	Continued BizTalk framework enhancements using the Enterprise Service Bus (ESB).	Provides INH data exchanges.		
✓	Completed development of BizTalk automatic deployment script.	Provides INH data exchanges.		
✓	Continued development of CaseWarrant Add, Update and Delete data exchanges.	Provides INH data exchanges.		
✓	Completed preparations for initial build (.8.0.1) of INH services and enhancements to BizTalk framework for deployment to QA when available.	Provides INH data exchanges.		
✓	Continued work on SQL stored procedures for GetProtection Order service. Completed DDRT review and no major issues were found.	Provides INH data exchanges.		
✓	QA Tester continued preparation of test cases and the INH test harness for initial build.	Provides INH data exchanges.		
Activities Planned		Impact/Value		
◦	Continue business and technical analysis for next set of INH services.	Provides business requirements for technical specifications that can be developed to.		
◦	Continue work on IEPD transformation documents for services that have the business analysis completed and are ready.	Provides INH data exchanges that can be tested and deployed to Quality Assurance.		
◦	Continue coding and unit testing of CaseWarrant, Update and Delete services.	Provides INH data exchanges that can be tested and deployed to Quality Assurance.		
◦	Continue work on SQL stored procedures and BizTalk framework enhancements.	Provides INH data exchanges that can be tested and deployed to Quality Assurance.		
◦	Deploy completed services in build to QA for testing.	Provides INH data exchanges that can be tested and deployed to Quality Assurance.		
Milestones Planned and Accomplished				
Milestone	Original Date	Revised Date	Actual Date	
Start Project	1/1/12	1/1/12	1/1/12	
Service 12 – Case Orders Get	10/9/12	10/9/12		
Service 6 – Case Get	11/8/12	11/8/12		
Service 2 – Person Get	9/20/12	9/20/12	9/20/12	
INH-001.050 – PersonOrderProtectionGet	1/16/13	1/16/13		
Service 5 – Case Proceedings Add/Update	10/12/13	10/12/13		
Service 4 – Juvenile Reference Update	10/12/12	10/12/12		
Service 3 – Protection Orders Add/Update	9/27/12	9/27/12		
Service 2 – Juvenile Add/Update	9/14/12	9/14/12		
Service B1 – Person Get	9/14/12	9/14/12		
Service A1 – ADR Get	9/14/12	9/14/12	9/14/12	
Service Development	10/15/12	10/15/12	10/15/12	
Platform Updates	1/18/13	1/18/13		
Service B2 – DOL DL Person Search	10/3/12	10/3/12		
End Project	9/13/13	3/14/14		

Approved Project Status Reports

ITG #121 Superior Court Data Exchange								
Reporting Period Through March 31, 2013								
Executive Sponsor(s) Data Management Steering Committee <i>Rich Johnson, Committee Chair</i>			IT Project Manager: Michael Walsh (360) 705-5245 Michael.walsh@courts.wa.gov					
Business Manager: Tamra Anderson, Data and Development Manager			Consultant/Contracting Firm: Sierra/CodeSmart					
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 (66) 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	<input checked="" type="checkbox"/>	Improve Information Access	<input checked="" type="checkbox"/>	Improve Service or efficiency	<input checked="" type="checkbox"/>	Manage Risks	<input type="checkbox"/>
	Maintain the business	<input type="checkbox"/>	Manage the costs	<input checked="" type="checkbox"/>	Increase organizational capability	<input checked="" type="checkbox"/>	Regulatory compliance or mandate	<input type="checkbox"/>
Current Status	Scope	▲	Schedule	●	Budget	●		
Status Notes:								
<ul style="list-style-type: none"> Increment 1 (14 web services) – Production implementation completed August 29, 2012. Increment 2 (19 web services) - QA testing team fully staffed and engaged in testing activities. Increment 2 QA Testing on schedule per revised schedule. QA testing is scheduled to finish November 12, 2012. Increment 3 (12 web services) - All increment 3 web services delivered by vendor and checked by AOC. Test harness has been implemented. Increment 4 (25 web services) - 12 web services by Sierra & 13 web services by AOC. Sierra increment 4 phase plan delivered. First web services family (2 data exchanges) delivered. Contractor delivery is on schedule. AOC Staff web service delivery is on schedule. 								
The Scope status is yellow to reflect the added scope of making the modifications needed to Add and Insert Docket services.								
Progress	March – 87%							
								
Phase	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input type="checkbox"/> Close				
Schedule SCDX	Original Start Date: 1/2/2011		Original Completion Date: 7/1/2012					
	Planned Start Date: 1/2/2011		Planned Completion Date: 2/28/2013					
	Actual Start Date: 1/2/2011		Actual Completion Date:					
Schedule Increment 1	Original Start Date: 8/29/2011		Original Completion Date: 1/31/2012					
	Planned Start Date: 8/29/2011		Planned Completion Date: 8/29/2012					
	Actual Start Date: 8/29/2011		Actual Completion Date: 8/29/2012					
Schedule Increment 2	Original Start Date: 1/2/2012		Original Completion Date: 3/30/2012					
	Planned Start Date: 2/1/2012		Planned Completion Date: 11/16/2012					
	Actual Start Date: 2/1/2012		Actual Completion Date:					
Schedule	Original Start Date: 6/12/2012		Original Completion Date: 11/2/2012					

Increment 3	Planned Start Date: 6/12/2012	Planned Completion Date: 12/21/2012	
	Actual Start Date: 6/12/2012	Actual Completion Date:	
Schedule Increment 4	Original Start Date: 6/12/2012	Original Completion Date: 2/8/2013	
	Planned Start Date: 8/1/2012	Planned Completion Date: 7/26/2013	
	Actual Start Date: 8/1/2012	Actual Completion Date:	
Activities Completed		Impact/Value	
✓	Defect corrections and testing continued on the Docket modifications needed to improve Add and Insert Docket services.	Support and Maintenance of all SCDX has been fully transitioned to AOC staff.	
✓	Defect corrections and testing continued on the 12 Increment 3 web services developed by Sierra/CodeSmart.	Support and Maintenance of all SCDX has been fully transitioned to AOC staff.	
✓	Testing was completed on 12 of 25 Increment 4 web services. These 12 services are awaiting approval and deployment.	Support and Maintenance of all SCDX has been fully transitioned to AOC staff.	
✓	Testing for the remaining 13 Increment 4 web services is awaiting the release of the replacement tester's availability and allocation.	Support and Maintenance of all SCDX has been fully transitioned to AOC staff.	
Activities Planned		Impact/Value	
°	Complete testing, approve, and deploy the 12 Increment 3 web services.	Staying on target to deploy all 66 web services by July 2013.	
°	Complete testing, approve, and deploy the Docket Services Modifications.	This correction will get Pierce back on track for using SCDX services.	
°	Continue Pierce County's on boarding test and validation process.	Keep Pierce County on track for using SCDX services.	
°	Approve and deploy the 12 ready Increment 4 web services.	Maintain Release-when-Ready deployment of SCDX services.	
°	Continue QA Testing the remaining Increment 4 Web Services.	Maintain Release-when-Ready deployment of SCDX services.	
Milestones Planned and Accomplished			
Milestone	Original Date	Revised Date	Actual Date
Start Project	8/27/10		
Superior Court Data Exchange (SCDX) Project	5/28/13	7/26/13	
Develop SCDX Project Documentation		6/24/13	
Increment 2 QA Acceptance Testing		1/18/13	1/18/13
Production Web Services: Perform AOC QA Testing		5/11/13	
Release 3 QA Triage, Defect, and Regression Testing (INC2)		2/25/13	3/8/13
Release 4 QA Triage, Defect, and Regression Testing (INC3)		4/24/13	
Release 4A Docket Services Sequence Modification		3/29/13	
Release 5 QA Triage, Defect, and Regression Testing (INC4)		4/30/13	
Release 6 QA Triage, Defect, and Regression Testing		5/22/13	
Release 7 QA Triage, Defect, and Regression Testing		7/11/13	
SCDX Production Increment 1 Complete		5/14/12	5/14/12
Develop SCDX Project Documentation (Business Capability Requirements)	8/23/12	10/11/12	10/11/12
End Project	5/28/13	7/26/13	

*New or modified date

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

Reporting Period through March 31, 2013

<p>Executive Sponsor(s) <i>Judge Craig Matheson, President</i> Superior Court Judges Association (SCJA)</p> <p><i>Betty Gould, President</i> Washington State Association of County Clerks (WSACC)</p> <p><i>Jeff Amram, President</i> Association of Washington Superior Court Administrators (AWSCA)</p>	<p>IT Project Manager: Maribeth Sapinosa, PMP</p> <p>IT Deputy Project Manager: Keith Curry</p> <p>Consultant/Contracting Firm: MTG (Management Technology Group) Bluecrane, Inc. Rich Wyde, Special Assistant Attorney General</p> <p>Business Manager Vonnie Diseth, AOC- CIO/ISD Director Dirk Marler, AOC-JSD Director</p>
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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 case flow 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 <input type="checkbox"/>	Improve Information Access <input type="checkbox"/>	Improve Service or efficiency <input checked="" type="checkbox"/>	Manage Risks <input type="checkbox"/>
	Maintain the business <input type="checkbox"/>	Manage the costs <input type="checkbox"/>	Increase organizational capability <input type="checkbox"/>	Regulatory compliance or mandate <input type="checkbox"/>

Current Status	Scope	▲	Schedule	▲	Budget	▲
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Status Notes:

This project is currently in Phase I, RFP Development and System Acquisition. The planned and completed activities listed in this report are intended to support the following deliverables to support this phase or to support upcoming phases for this project:

- Plan and implement the procurement of a contractor to develop the Request for Proposal (RFP with an accompanying evaluation process and evaluation criteria for a new case management system.
- Complete processes and agreements required with the Attorney General's Office (AGO) to obtain the services of a Special Assistant Attorney General with expertise in negotiating contracts for the acquisition of complex information technology systems.
- Plan, implement and procure a contract for an independent and external Quality Assurance Professional.
- Develop the necessary business and technical requirements to be included in the RFP.
- Collaborate with the SC-CMS Project RFP Steering Committee to oversee the RFP development, acquisition process, review the past work performance of Vendors via on-site visits and contract finalization.

AOC is expected to begin contract negotiations with Tyler Technologies, Inc. in April, 2013.



Project Phase	<input type="checkbox"/> Initiate	<input checked="" type="checkbox"/> Planning	<input type="checkbox"/> Execute	<input type="checkbox"/> Close
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Schedule	Planned Start Date: September 2011	Planned Completion Date: September 2018
	Actual Start Date: September 2011	Actual Completion Date: TBD

Activities Completed		Impact/Value	
✓ In a special JISC meeting on March 22, 2013, the SC-CMS Project Steering Committee presented the motion to move forward to contract negotiations with Apparent Successful Vendor Tyler Technologies, Inc. The JISC unanimously approved the motion.	Provide up to date progress.		
Activities Planned		Impact/Value	
✓ AOC is expected to begin contract negotiations with Tyler Technologies, Inc. in April, 2013.	Provide up to date progress.		
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	5/15/2012
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	6/5/2012
JISC Begin Review of RFP	4/19/2012	6/6/2012	JISC RFP Briefings: Jun 13 or Jun 14 9-12pm or 1-4pm
JISC RFP Go/No Go Decision	3/2/2012	6/22/2012	GO 6/22/2012
RFP Published	4/19/2012	6/22/2012	6/22/2012
Response Evaluations Completed	9/14/2012	9/14/2012	9/14/2012
Vendor Demos Completed	10/19/2012	10/19/2012	10/19/2012
Onsite Visits Completed	12/7/2012	12/7/2012	12/7/12
Contract Negotiations Begin	4/23/2013	4/23/2013	
Selected Vendor Begins	5/17/2013	5/17/2013	
PHASE 1 COMPLETE	5/17/2013	5/17/2013	

ITG #045 Appellate Courts Enterprise Content Management System (AC-ECMS)

Reporting Period through March 31, 2013

Executive Sponsor(s) Appellate Courts Executive Steering Committee Justice Debra Stephens, Committee Chair Vonnie Diseth, CIO/ISD Director	IT Project Manager: Martin Kravik (360) 704-4148 Martin.Kravik@courts.wa.gov
	Consultant/Contracting Firm: N/A
	Business Area Manager Vonnie Diseth, AOC- CIO/ISD Director

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

- Replace 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 JISC has requested a review of ECMS Vendor costs prior to awarding a contract to an EDMS Vendor.

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

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

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

Current Status	Scope	●	Schedule	◆	Budget	●
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Status Notes:

The schedule status indicator remains red due to past resource constraints and changes in the project approach. Four vendor proposals were received on March 6, 2013. Two were found to be non-responsive. The remaining two were scored and results were presented to the Executive Steering Committee on March 15. Demonstration scripts were delivered to the vendor on March 20.



Project Phase	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input type="checkbox"/> Close
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Schedule	Planned Start Date: Aug 2011	Planned Completion Date: July 22, 2014
	Actual Start Date: Aug 2011	Actual Completion Date: TBD

Activities Completed	Impact/Value
✓ Four RFP proposals were received.	Improve the efficiency of document management for the courts.
✓ Two proposals were found to be non-responsive.	Improve the efficiency of document management for the courts.
✓ Written proposal scoring on the remaining two proposals was completed and evaluator scores	Improve the efficiency of document management for the courts.

compiled.			
✓ The scoring compilations were presented to the Project Executive Steering Committee (ESC) on March 15. One vendor was selected by the ESC to move forward to the demonstration phase.	Improve the efficiency of document management for the courts.		
✓ The demonstration scripts were completed and delivered to the vendor on March 20.	Improve the efficiency of document management for the courts.		
✓ A pre-demonstration teleconference was held with the vendor.	Improve the efficiency of document management for the courts.		
✓ Started analysis of the vendor proposal relative to contract negotiations.	Improve the efficiency of document management for the courts.		
✓ Work on the web portal requirements was put on hold until the demonstration scripts are complete.	Improve the efficiency of document management for the courts.		
Activities Planned	Impact/Value		
◦ Finish analysis of the vendor proposal relative to contract negotiations.	Improve the efficiency of document management for the courts.		
◦ Start back up on finishing the web portal requirements.	Improve the efficiency of document management for the courts.		
◦ Conduct vendor demonstration on April 10th and 11th.	Improve the efficiency of document management for the courts.		
◦ The ESC will convene to develop a recommendation to the JISC on April 17.	Improve the efficiency of document management for the courts.		
◦ JISC will decide on the Executive Steering Committee recommendation on April 26.	Improve the efficiency of document management for the courts.		
◦ Notification of an Apparent Successful Vendor will occur by April 29.	Improve the efficiency of document management for the courts.		
◦ Contract negotiations will begin.	Improve the efficiency of document management for the courts.		
Milestones Planned and Accomplished			
Milestone	Original Date	Revised Date	Actual Date
Start Project	8/15/11		8/15/11
Contract negotiations		5/24/13	
AC-ECMS Web Portal Requirements		12/7/12	12/7/12
AC-ECMS Procurement Documents		3/20/13	3/20/13
AC-ECMS Technical Requirements		8/3/12	8/3/12
AC-ECMS Business Requirements		9/12/12	9/12/12
End of Project	6/22/12	7/22/14	

ITG #009 Add Accounting Data to the Data Warehouse

Reporting Period through March 31, 2013

Executive Sponsor(s)
 Rich Johnson, Chair, Data Management Steering Committee
 Vonnie Diseth, CIO/ISD Director

IT Project Manager:
 Business Manager is providing backup

Consultant/Contracting Firm:
 N/A

Business Manager
 Tamra Anderson, Data and Development Manager

Description: This project is a result of the approval and prioritization of [IT Governance request 009 \(ITG 09\)](#). This request identified eleven reports that are either unworkable in the mainframe format or are new reports to be created.

Business Benefits: These reports will give the courts better tracking of accounting information, better budget and revenue forecasting, new or improved audit and operational reports, and the ability to answer accounting inquiries from other agencies.

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

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

Current Status	Scope	●	Schedule	●	Budget	●
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Status Notes:

The project remains on schedule and within budget. The planned completion date for this project is January 2014. A decision was reached on the appropriate level of security to apply to collections and trust data. The security rules are being applied to the accounting universe. A new version of the Case Financial History report was released to production.



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

Activities Completed	Impact/Value
✓ Resolved security issue: What level of security should be applied to collections and trust data?	Provide business requirements for accounting.
✓ Received approval from workgroup on accounting Security module.	Provide business requirements for accounting.
✓ Completed design and coding of security in accounting universe.	Provide technical requirements for accounting.
✓ Design and coding of tables for receipting.	Provide data for accounting reports.
✓ Review requirements of Time pay report RCM.	Provide technical requirements.
✓ Designed, coded, and tested data needed for collection reports.	Provide data requirements.
✓ Committee approval of Case Financial History Adjustment Detail Report.	Provide business requirements.
✓ Committee approval of Case Financial History Receipting Detail Report.	Provide business requirements.
✓ Released Case Financial History report summary with Disbursement, Bail and Bond totals.	Provide business requirements.
✓ Released detail report for Case Financial History disbursements.	Provide business requirements.

✓	Final review of Case Financial History receipting and adjustments tables. Tables designed, loaded and tested for receipt and adjustment detail.	Provide technical requirements.
Additional Comments		
Approved report priority list		
Group A	1. Cases with A/Rs Paid-in-Full – EXCLUDING TRUST	Released to production 12/20/2011.
	2. Cases with finding date and A/Rs in "potential" status	Released to production 2/21/2012.
	3. Detail of A/R type codes entered, paid, outstanding	Released to production 4/17/2012.
	4. Summary of A/R type codes entered, paid, outstanding	Released to production 6/17/2012.
	5. Monthly interest accruals associated with A/R type codes	Released to production 7/17/2012.
Group B	6. Remittance Summary by BARS codes	Released to production 9/18/2012.
	7. Cases with A/Rs Paid-in-Full – INCLUDING TRUST (will have additional release to include bond information)	Released to production 10/16/2012.
Group C	8. A/R balance by type, A/R and payment aging	1 st customer review 1/22/2013.
	9. Collection case information	Customer approval review 3/19/2013.
Group D	10. Collection reports for parking cases.	Removed from list of required reports.
Group B	11. Legal Financial Obligation (LFO) Report	May be removed based on detail from PMR.
	12. PMR: Detail/Summary aged accounts receivables	
	13. PMR: Detail/Summary of accounts assigned to various stages of collections	
	14. Case Financial History Report (CFH) – received and ordered	1 st release to production 1/15/2013. 2 nd release scheduled 3/19/2013. 3 rd release scheduled 4/16/2013. 4 th release scheduled 5/18/13.
New	15. Trust Summary Report	On-hold until security question answered.
New	16. Last AR Payment Report	Released to production 1/15/2013.
Enhancement	17. Cases with A/Rs Paid-in-Full – INCLUDING BOND.	Released to production 2/26/2013.

New Priority List

Priority		Report Name	Court Level
Current	New		
7	1	Cases with A/Rs Paid-in-Full - add trust to report without bond	Both
6	2	Remittance Summary	Both
14	3	Case Financial History Report – received and ordered	Both
n/a	4	*Trust Summary Report – <i>Disbursements and Receipts (was out of scope)</i>	Both
n/a	5	*Trust Summary Report – <i>Bail/Bond and Restitution (was out of scope)</i>	Both
7	6	Cases with A/Rs Paid-in-Full - add trust to report with bond	Both
9	8	Collection case information	Both
8	9	A/R balance by type, A/R and payment aging (TPSE)	Both
11	10	Legal Financial Obligation (LFO) Report	SC only
12	11	PMR: Detail/Summary aged ARs	Both
13	12	PMR: Detail/Summary assigned to collections	Both

Legend: * Requirement added during requirements gathering process

ITG #041 Revised CLJ Computer Records Retention and Destruction Project

Reporting Period through March 31, 2013

<p>Executive Sponsor(s) <i>Judge Thomas Wynne, Chair</i> JISC Data Dissemination Committee (DDC)</p> <p><i>Judge Tripp, President</i> District and Municipal Court Judges Association (DCMJA)</p> <p><i>LaTrisha Kinlow, President</i> District and Municipal Court Management Association (DMCMA)</p>	<p>IT Project Manager: Kate Kruller, MBA, PMP IT Project Manager 360 704 5503 (o) 360 956 5700 (f) Kate.Kruller@courts.wa.gov</p>
<p>Business Area Manager: Mike Keeling, Operations Manager</p>	<p>Consultant/Contracting Firm: N/A</p>

Description: At the direction of the Judicial Information Services Committee (JISC), the Administrative Office of the Courts (AOC) is to remove the archiving requirement for certain courts of limited jurisdiction Records and, by extension, remove archiving of these records from the JIS applications. This request would see the records in the JIS applications “destroyed” at the same time the records are listed for destruction by the courts. This ITG request is a consolidation of requests 14, 15, 16, and 17. The requests were consolidated based upon analysis by AOC Information Services Division (ISD) technical experts.

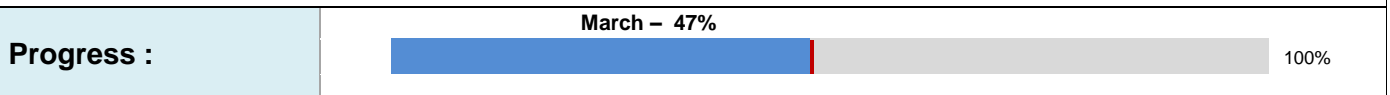
1. Offline to Online.
 - 1.1. Restore all archived cases into the Active Tables/Discontinue archiving for all CLJ cases.
2. Destroy from Online.
 - 2.1. Use existing (today’s) destruction rules to destroy cases off of the Active Tables.
 - 2.2. Incorporate any transition business rules that are approved to date.
 - 2.3. Re-code the system to apply the current and approved rules against the Active Tables.
 - 2.4. Update the destruction of record report (using the approved rules to date) and the actual destruction of record process (using the approved rules to date).
3. Change Destruction Criteria.
 - 3.1. Identify any additional new business rules.
 - 3.2. Implement the new destruction business rules in total.

Business Benefit: Purging these records would remove their visibility from the public website. Removal of the archiving requirement will eliminate the option for court staff to restore archive records. This request was generated based on the JISC adopting the recommendations of the JISC Public Case Search Workgroup on August 18th, 2010. The work detailed in this request will fulfill Recommendation #3 from the report.

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

Current Status	Scope	●	Schedule	●	Budget	●
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Status Note: Project is on target for the schedule reported to the JISC on February 22, 2013.



Project Phase	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input type="checkbox"/> Close
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Schedule	Planned Start Date: (Previous efforts: Circa 2006; August 2010) Current effort: April 23, 2012	Planned Completion Date: July 3, 2014
	Actual Start Date: April 23, 2012	Actual Completion Date: TBD

Activities Completed	Impact/Value
✓ Mar 1: Sent Project Update and associated materials to ITG 41 Project Steering Committee.	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
✓ Mar 4: Began Restore Case Process (archive cases to active – approx. six (6) months).	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
✓ Mar 1- March 29: Continued more business analysis to obtain full functional requirements detail - including plans for court user/Court SME outreach for feedback (representatives from District and Municipal Court Management Association (DMCMA), District and Municipal Court Judges' Association (DMCJA) and Misdemeanant Corrections Association)).	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
✓ Followed up with ITG 41 Project Steering Committee on materials provided, offer briefings for Q&A and start scheduling ITG 41 Project Steering Committee meeting.	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
✓ Mar 4 - August 31: Project Team developers prepared to apply current and preliminary new rules to active tables in November (1st Iteration).	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
✓ Mar 8: Briefed the DMCJA.	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
✓ Mar 11: DMCMA IT Committee presentation on DORR updates.	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
✓ Mar 14: DMCMA Board Meeting - Project Functional Requirements Outreach/Feedback presentation.	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
✓ Mar 26: Updated the project schedule in Clarity.	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
✓ Mar 28: Held ITG 41 Project Steering Committee meeting for Project Status and Draft Communication Plan review, Report DDC Policy Determinations and discuss Functional Requirements and discuss Functional Requirements.	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
Activities Planned	Impact/Value
◦ Apr 1-Apr 30: Continue Restore Case Process (archive cases to active – approx. five (5) months) remaining.	Restoring Cases from Archive.
◦ Apr 1 - June 30: Continue more business analysis to obtain full functional requirements detail - including plans for court user/Court SME outreach for feedback (representatives from District and Municipal Court Management Association (DMCMA), District and Municipal Court Judges' Association (DMCJA) and Misdemeanant Corrections Association)).	Requirements Gathering (All rules)
◦ Apr 1 - August 31: Project Team developers prepares to apply current and preliminary new rules to active tables in November (1st Iteration).	Re-coding the System Active Database (Current and Preliminary rules)
◦ Apr 1 - June 30: Plan to attend Committee and DDC/Associations designated court community outreach meetings to provide project briefings / outreach on requirements (get feedback).	Communicate project status.
◦ Steering Committee meeting for Project Status and Draft Communications Plan review, Report DDC Policy Determinations and discuss Functional Requirements to date.	Communicate project status.
◦ Mar 21-Apr 29: DMCMA Spring Regional Training sessions (court community outreach) Bremerton (Mar-21), Burlington (Mar-28), Olympia (Apr-5), East Wenatchee (Apr-8), Ellensburg (Apr-11), Okanogan (Apr-12), Lake Forest Park (Apr-18), Spokane (Apr-23), Colfax (Apr-24), Pasco (Apr-25), Vancouver (Apr-29).	Communicate project status.
◦ Apr 4: DMCJA Technology Committee (court community outreach).	Communicate project status.
◦ Apr 12: DMCJA Board Meeting (court community outreach).	Communicate project status.

Milestones Planned and Accomplished			
Milestone	Original Date	Revised Date	Actual Date
Start Project	8/1/11	8/1/11	8/1/11
Develop Technical Design/Produce Non-Functional Requirements Document	3/12/13	3/29/13	3/29/13
Deploy Iteration 1 to Production	11/13/13		
Approval of Non-Functional Requirements by AOC Management (Restore Process)	10/7/13		
Develop & Validate Code – Iteration 2 All New Rules	2/14/14		
Deploy Iteration 2 to Production	5/22/14		
Development complete	5/22/14		
Phase V – New Process Acceptance/On-going Planning	7/3/14		
Phase VI – Project Close Completed	7/3/14		
End Project	7/3/14		

Operational Area: ISD Policy and Planning

William Cogswell, ISD Associate Director

Through March 31, 2013

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

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

Activities Completed	Impact/Value
Portfolio Coordinator/Service Delivery	
<ul style="list-style-type: none"> ✓ All active projects have project schedules in Clarity and Project Manager's are using the Clarity / Microsoft Project integration tool. 	Using the Microsoft Project / Clarity integration makes the project schedule more realistic based on actual time reported by staff. Allows the PM to adjust schedule to mitigate impacts.
<ul style="list-style-type: none"> ✓ Transitioned to the temporary role of IT Service Delivery Coordinator. Produced the March IT Governance Status report for the April JISC Meeting. 	The IT Governance process provides visibility, transparency and an investment selection method for new IT requests across the court community.
<ul style="list-style-type: none"> ✓ Participated in the scoring of the Appellate Court Enterprise Content Management System (AC-ECMS) vendor proposals. 	The AC-ECMS will be a commercial computer application that will provide the appellate courts with a common means for conducting their business.
Release/Change Management	
<ul style="list-style-type: none"> ✓ Site visit at Department of Fish and Wildlife. 	Assess Change & Release Management processes in other State Agencies. Understand ITSM tools & fit/purpose for supporting ITIL processes. Determine & review implementation strategy & ITIL "quick wins".
<ul style="list-style-type: none"> ✓ Participated in weekly Network Operations meeting. 	Track future changes to AOC Applications & Services in Production Environment for potential impact and conflicts.
<ul style="list-style-type: none"> ✓ Facilitated BizTalk Outage Notification Workgroup. 	Maintain BizTalk environments at current Microsoft Support levels. Consistency across environments in a timely manner.
<ul style="list-style-type: none"> ✓ Assisted in development of Communication Strategy for Release Note Automation process. 	Provide AOC Resources in support of implementing Release Management processes.
Organizational Change Management	
<ul style="list-style-type: none"> ✓ Prepared and delivered planned communications for Release Notes and Release Calendar. 	Prepare ISD staff to incorporate new ISD processes into their daily work.
<ul style="list-style-type: none"> ✓ Worked with Clarity Team to prepare and deliver training and communications related to Resource Coordination process and Weekly Planner reports. 	Prepare ISD staff to incorporate new ISD processes into their daily work.
<ul style="list-style-type: none"> ✓ Prepared February 2013 monthly reports to CIO and JISC. 	Communicate ISD activities to AOC stakeholders.
<ul style="list-style-type: none"> ✓ Announced the Clarity Timesheet Summary Report and Using Your Clarity Timesheet as an Activity Log. 	Communicate about productive ways to use Clarity tools.
<ul style="list-style-type: none"> ✓ Continued Organizational Change Management work with projects and process improvement efforts. 	Ensure strategies and actions are planned to manage the people side of change.
Clarity Administrator	
<ul style="list-style-type: none"> ✓ Implemented the ISD Planner Report – Provided training to project and functional managers. 	These reports will give time reporters, functional managers, and project a detailed view of what tasks and support activities are planned for the week. It will provide visibility into the impact of new requests for staff time and changed assignments.
Resource Coordinator	
<ul style="list-style-type: none"> ✓ Offered a Resource Management overview during the two Weekly Planner training sessions for the PMO and Functional managers. 	Communicate the benefits of resource management to the Functional Managers and Project Management Office: <ul style="list-style-type: none"> • Improved resource utilization • Improved resource estimation • Improved capacity planning.

✓ Worked with the Associate Director, Functional Managers, Organizational Change Coordinator, and Project Managers to develop a Resource Coordination process.	Implement a well defined process for communicating staff resource requests or changes that is supported by management, project managers and staff.
Business Liaison	
✓ Continued participation in AC-ECMS project meetings; Reviewed and formatted project documents; prepared and distributed evaluation packets to project evaluators.	Delivers a product that will meet the Court of Appeal's business needs.
✓ Scheduled and facilitated an ISD/DMSC workgroup meeting.	As part of the Transformation Project, AOC has incorporated process and service changes into normal operating procedures. Some of these changes overlap with the previous roles and responsibilities of the DMSC. Proposed roles and responsibilities will be presented to the DMSC for their review and approval to ensure that an appropriate court data governance structure is in place.
✓ Participated in BOXI upgrade meeting.	Provides customer impact perspective to the upcoming system upgrade and suggested mitigation strategies for reducing customer impacts.
✓ Worked with the project team, Steering Committee, other stakeholders, and AOC staff on the Computer Records Retention and Destruction project.	Ensuring that customers are involved in the process and informed about the project, that their perspective is heard and their business needs are considered.
✓ Worked with the project team, Steering Committee, other stakeholders, and AOC staff on the Plain Paper/Comments Line on Warrants project.	Ensuring that customers are involved in the process and informed about the project, that their perspective is heard and their business needs are considered.
✓ Visited a court of limited jurisdiction in Western Washington.	Direct visits with court customers create opportunities to build relationships with customers we would not otherwise reach through association meetings and events.
✓ Staffed CLJ and multiple court level IT governance groups.	Assisting IT governance groups with the process enhances their ability to focus on decision making.
Vendor Relations	
✓ Began entering weekly transaction entries in Clarity as related to payments of contract invoicing.	Leverage functionality of current ISD administration applications to streamline processes and create efficiencies across the division.
✓ Continue to work with SC-CMS Project management and MSD Contracts on developing strategies for contracts negotiation with ASV.	Proactively review Vendor proposal and project documentation to develop a strategy for contract negotiations between AOC legal team and ASV.
✓ Continues to be sole source of contact with ASV for SC-CMS for coordination and planning of contract negotiations.	Retain requirement of RFP Coordinator as sole point of contact with Vendor for SC-CMS RFP—from RFP publication date through completion of contract negotiations and execution.
Activities Planned	
Portfolio Coordinator/Service Delivery	
◦ Coordinate the ITG process.	The IT Governance process provides visibility, transparency and an investment selection method for new IT requests across the court community.
◦ Coordinate the IT Portfolio Management process.	The IT Portfolio process provides visibility, research and information on current and planned IT investments.
Release/Change Management	
◦ Continued participation in weekly Network Operations Meetings.	Track future changes to AOC Applications & Services in Production Environment for potential impact and conflicts.
◦ Develop Release Calendar.	Provide Leadership Team & Stakeholders visibility on ISD Software Releases in Production Environment.
◦ Continue development of automated Release Notes Process.	Increased efficiency & reduced process time in support of Software Release Notes for external customer consumption.
◦ Tool Evaluation.	Continued evaluation of Release Tool which may increase efficiency in Release & Deployment Management processes.
◦ Continue JSD Outage Notification Process Improvement.	Determine how we can automate the Content editing, review, & approval process. Standardize the content of the notification.
Organizational Change Management	
◦ Prepare ISD Organizational Change Management procedures and templates to accompany OCM policy.	Provides guidance to ISD employees to define organizational change management, describes the process and tools, and how to work organizational change management in projects and other ISD change efforts.
◦ Roll-out Resource Coordination process to all ISD.	Defines a conversation for coordinating assignment of resources to project work.

◦ Continue Clarity Weekly Planner training for ISD Functional Managers.	Makes work assignments visible to staff, managers, and project managers.
◦ Participate in the AOC Rules of Engagement workgroup.	Develop agreements to define how AOC staff interacts with each other.
◦ Develop and deliver Release Note communications as planned.	Support the Release Note process improvement effort.
Clarity Administrator	
◦ Implement the ISD Planner Report <ul style="list-style-type: none"> - Provide ISD Staff training - Full implementation – distribution of planners to project managers, functional manager, and ISD staff. 	These reports will give time reporters, functional managers, and project a detailed view of what tasks and support activities are planned for the week. It will provide visibility into the impact of new requests for staff time and changed assignments.
◦ Clarity V13 – Implementation: <ul style="list-style-type: none"> - Begin efforts to implement the latest version of Clarity (Continues to be on-hold until we can get support from Infrastructure). 	V13 also has a much improved user interface.
◦ Support the Web Security updates.	Support efforts to make content and access to AOC web sites more secure.
Resource Coordinator	
◦ Attend CA World Conference for Clarity Resource Management training, networking and review changes in Version 13.	Receive formal Resource Management training using Clarity, network with industry peers that have successfully implemented Clarity as a Project, Portfolio and Resource Management tool. Obtain training tools and materials for training ISD staff.
◦ Meet with Functional managers to review and update Core allocations and Core tasks assignments in Clarity.	Data cleanup efforts will result in more accurate information in Clarity in preparation for staff roll out of the Weekly Planners.
◦ Work with Clarity Administrator to review and document the Requisition function in Clarity.	Determine if Clarity or SharePoint offers the best functionality for use as the Resource Requisition tool.
Business Liaison	
◦ Continued participation on ECMS project and in project meetings.	Provides support to the project and project manager, as needed, to help the project meet its goals and objectives.
◦ Attend ECMS vendor demonstrations.	Provides opportunity to view the vendor's product and to learn about it.
◦ Draft DMSC meeting / deliverable schedule; finalize DMSC documents for review.	Identifies and prioritizes AOC's tasks to complete the DMSC assignments.
◦ Complete automation of the Release Notes using SharePoint. Document the process, create training material for users, and draft communication to prepare staff to use the new process. Begin pilot of new process in May.	Reduces the amount of time required to draft, review, and approve a release note. Contains release note information in one area and is available for all AOC to review it.
◦ Provide updates and reports to associations and other stakeholder groups on IT activities relating to courts of limited jurisdiction.	Direct communication and interaction with broader customer groups increases their understanding of ISD services and activities, and builds trust in AOC.
◦ Continue monitoring progress and provided input on ISD projects on behalf of customer groups.	Communicating customer perspective on ISD projects helps ensure that system changes meet customer needs.
◦ Continue staffing CLJ and multiple court level IT governance groups.	Assisting IT governance groups with the process enhances their ability to focus on decision making.
◦ Continue to assist customers and AOC staff with troubleshooting customer issues that arise.	Assisting customers with issues builds relationships and customer confidence in AOC and ISD.
Vendor Relations	
◦ Drafting new automated workflow for invoice approval for review and consideration of Clarity Administrator.	Establish streamlined efficient for tracking of contract expenditures for compliance thus eliminating "paper" log maintained by VRC in ISD contract file.
◦ Continue to work with SC-CMS Project management and MSD Contracts on developing strategy for contracts negotiation with ASV.	Proactively review Vendor proposal and project documentation to develop a strategy for contract negotiations between AOC legal team and ASV.
◦ Audited prior transaction entries for accuracy; worked with Clarity Team to increase Clarity access then corrected errant transactions.	Leverage functionality of current ISD administration applications to streamline processes and create efficiencies across the division.
◦ Prepared SC-CMS acquisition documents for transitioning to MSD Contracts archive storage files.	Verify completeness of acquisition records for all stages of acquisition for proof of competition and complete documentation of full evaluation materials.

Operational Area: Architecture & Strategy

Kumar Yajamanam, Architecture & Strategy Manager

Through March 31, 2013

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	Impact/Value
<ul style="list-style-type: none"> ✓ COTS-Prep: The "Initial Impact Analysis - Summary" has been completed and is being circulated internally for comment. This document lays foundation for examining assumptions and planning next steps. 	<p>Successful SC-CMS implementation depends upon understanding the impacts and issues associated with the COTS implementation, and identifying solution options.</p>
<ul style="list-style-type: none"> ✓ Appellate Court Enterprise Content Management System (AC-ECMS): Completed vendor RFP scoring of the technical components. Completed vendor demo scripts in preparation for vendor demonstrations in April. 	<p>Provide qualified vendors to move forward to the project's vendor-product demos.</p>
<ul style="list-style-type: none"> ✓ DSHS/OFA Data Transfer: Developed requirements for data transfer solution. 	<p>Office of Fraud and Accountability (OFA) will use case information obtained from AOC related to fraudulent behavior that has been referred to a prosecutor for criminal prosecution. The information will be used to monitor the status of the case and to take action to collect restitution if it is ordered.</p>
<ul style="list-style-type: none"> ✓ JIS Codes: Provided enterprise architecture perspective to the JIS Codes Committee and staff in preparation for, and during, their monthly meeting. In March, a new pattern form for harassment no-contact order (criminal case) was considered, as well as a county request for a code to recall a no-contact order. Following thorough discussion, both were tabled for more information. 	<p>The JIS Codes Committee reviews code requests against established guidelines. It prioritizes implementation of those which are approved.</p>
<ul style="list-style-type: none"> ✓ ITG-158 requests that two mental-health screening tools [Massachusetts Youth Screening Instrument-2 (MAYSI-2) and the Mental Health - Juvenile Detention Assessment Tool (MH-JDAT)] be developed electronically on an AOC server. The OCB processed the initial request in October. Based on post-analysis discussions, the requesters narrowed the scope of the request and resubmitted it in January. During February, the analysis was revised accordingly. In March, the requesters withdrew the request; they may submit another revision, with an eye to further revising for a smaller resource demand. 	<p>Implementation of two mental-health screening tools on an AOC server (together with real-time scoring, data storage, and reporting) would provide a central and secure method for juvenile courts to determine the mental-health needs of the youth they detain.</p>
Activities Planned	Business Value
<ul style="list-style-type: none"> ◦ Court User Workgroup (CUWG): The next meeting will be held May 8-9. 	<p>The CUWG serves as the governing body for Court Business Office (CBO) initiatives to optimize, standardize, and continuously improve court business process in conjunction with implementation of a new Superior Court CMS.</p>
<ul style="list-style-type: none"> ◦ Enterprise Data Repository (EDR): Data definitions are being developed, and the models are being reviewed. Target completion of the Logical Data Model is end of April. 	<p>The EDR will support sharing of statewide data between courts and with justice partners.</p> <p>The proposed data model, when synchronized with the Data Standard for Local CMS systems, will provide the target universal data sharing framework for all future enterprise level data exchanges.</p>
<ul style="list-style-type: none"> ◦ ITG 178 (Race & Ethnicity Data Fields): Upon approval, gather and document requirements. 	<p>Improve data collection, classification and quality of race and ethnicity data in the Judicial Information System by modifying the codes for race and ethnicity to conform to federal standards.</p>
<ul style="list-style-type: none"> ◦ ITG 41 (CLJ Revised Computer Records Retention and Destruction Project): Finalized the DRAFT business Requirements Document. Sharing it with stakeholders to obtain approval. 	<p>Ensure that the requirements meet the business need.</p>

<ul style="list-style-type: none"> ◦ ITG 58-37-79 (CLJ Plain-Paper Warrant): Finalizing the requirements for the plain paper format, data, and selection screen. 	<p>Ensure that the business needs are met.</p>
<ul style="list-style-type: none"> ◦ Vehicle-Related Violations (VRV): Continue to improve the on-boarding process. Fife Municipal Court to production on March 1. Renton Municipal Court to production on April 1. Lynnwood Municipal Court scheduled to Production on April 11th. 	<p>Improve the rate at which courts are on-boarded so they can utilize the benefits of the VRV DX.</p>
<ul style="list-style-type: none"> ◦ eTicket: Researched two eTicket disposition bugs. (1) Wrong court being sent in ticket disposition to DOL. (2) Deferred Findings not being sent to DOL correctly. Currently analyzing how to correct affected cases, as well as how to fix the problem. 	<p>Provide accurate data to partner agencies.</p>
<ul style="list-style-type: none"> ◦ Appellate Court – Enterprise Content Management System (AC-ECMS): Work on the requirements for the AC ECMS portal. 	<p>Provides requirements for improving the portal to meet business needs.</p>
<ul style="list-style-type: none"> ◦ Standard for Local Data Systems: Complete draft and submit for internal AOC review. 	<p>A Standard for Local Data Systems will provide guidance to all courts on what data needs to be exchanged with the AOC central database if they adopt a local non-JIS CMS system.</p>

Operational Area: Infrastructure

Dennis Longnecker, Infrastructure Manager

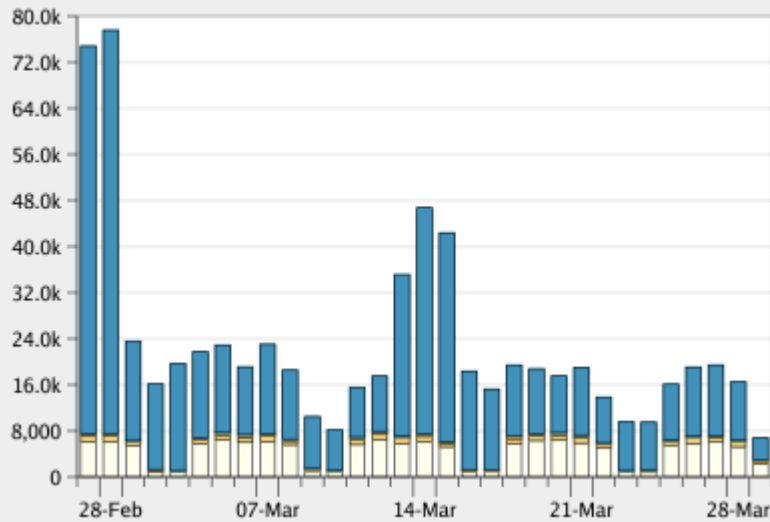
Through March 31, 2013

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

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

Activities Completed	Impact/Value
<ul style="list-style-type: none"> ✓ Had a very successful Spring 2013 Disaster Recover test. This Disaster Recovery test was scheduled for March 08-09, 2013, and consisted of a combined network test with Department of Enterprise Services. We had an issue where Department of Enterprise Services was not able to meet our network needs during their concurrent test. This will need to be resolved. Otherwise the test was successful. 	<p>Disaster Recovery is a JIS activity which ensures the JIS systems would be available in the event of a disaster (either localized or large).</p>
<ul style="list-style-type: none"> ✓ Waiting for testing of Natural 8.2.3 so we can migrate to production. Current version is unsupported by the vendor, and the JIS systems are put at risk not upgrading to supported versions. 	<p>Maintaining current and supported software levels ensures users are able to continue to work.</p>
<ul style="list-style-type: none"> ✓ Waiting for testing of the z/OS 1.13 operating system so we can migrate to production. Current version is unsupported by the vendor, and the JIS systems are put at risk not upgrading to supported versions. 	<p>Maintaining current and supported software levels ensures users are able to continue to work.</p>
<ul style="list-style-type: none"> ✓ Completed the Circuit capacity upgrade for COA's and SeaTac. Initial responses are excellent and the users are pleased with the results. 	<p>Provide higher speed bandwidth.</p>
<ul style="list-style-type: none"> ✓ Processing responses and generating contracts for FY13 equipment replacement. Waiting for responses from other sites. Have until the end of March to complete. 	<p>Replace aged (5 year old) equipment with new hardware and operating systems.</p>
<ul style="list-style-type: none"> ✓ During the month of February 2013, the e-mail systems received 711,200 e-mails, of which 572,900 (80%) were 'Spam' e-mails, and not delivered; thus only 138,300 (19%) were real e-mails and delivered. 	<p>Only delivering the real e-mails saves on staff time, not making them having to deal with all the unnecessary garbage in their inboxes. All saves space in the servers.</p>

Incoming Mail Graph



(blue is spam – white is real e-mail)

- ✓ During the month of March 2013, Virus protection Stopped 20,482 from entering the network. Cleaned up 33 Viruses/spyware. Cleaned up 2 Adware/PIA. Prevented 5 Suspicious files/behavior.

Activities Planned	Impact/Value
<ul style="list-style-type: none"> ◦ Complete analysis of the March 2013 Disaster Recovery activities and correct any issues. 	Disaster Recovery is a JIS activity which ensures the JIS systems would be available in the event of a disaster (either localized or large).
<ul style="list-style-type: none"> ◦ Continue Hardware/Software/Firmware Upgrades on system components. 	Maintaining current and supported software levels ensures users are able to continue to work.
<ul style="list-style-type: none"> ◦ Continue work on FY13 Equipment Replacement. Waiting on responses from the courts. 	Replace aged (5 year old) equipment with new hardware and operating systems.
<ul style="list-style-type: none"> ◦ Waiting for testing of Natural 8.2.4 so we can migrate to production. Current version is unsupported by the vendor, and the JIS systems are put at risk not upgrading to supported versions. 	Current Version of Natural is unsupported by the vendor.
<ul style="list-style-type: none"> ◦ Waiting for testing of z/OS 1.13 Upgrade so we can migrate to production. Current version is unsupported by the vendor, and the JIS systems are put at risk not upgrading to supported versions. 	Maintaining current and supported software levels ensures users are able to continue to work.
<ul style="list-style-type: none"> ◦ Continue work on MS Exchange Upgrade Planning. 	Maintaining current and supported software levels ensures users are able to continue to work.

Operational Area: Data & Development

Tamra Anderson, Data & Development Manager

Through March 31, 2013

Includes: Data Warehouse Unit, Development Unit, Data Quality and Governance, & Database Unit

Description: The Data & Development Section is comprised of four separate units:

Data Warehouse: 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.

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

Data Quality and Governance: Data maintained by business applications is viewed as an enterprise asset. In addition to supporting business operations, data is used to support strategic decisions and business process improvements. Data Governance will ensure data is complete, accurate, and timely so the Courts can improve decision making through the Data Quality Program. Data quality management exercises the defined governance processes, policies, and standards required throughout the data life cycle which will result in increased accuracy, consistency, and confidence in the enterprise data within the Washington State Courts System.

Activities Completed	Impact/Value
Data Warehouse Unit	
✓ Resolved security issue: What level of security should be applied to collections and trust data?	Provide business requirements for accounting.
✓ Received approval from workgroup on accounting Security module.	Provide business requirements for accounting.
✓ Completed design and coding of security in accounting universe.	Provide business requirements for accounting.
✓ Design and coding of tables for receipting.	Provide data for accounting reports.
✓ Review requirements of Time pay report RCM.	Provide technical requirements.
✓ Designed, coded, and tested data needed for collection reports.	Provide data requirements.
✓ Committee approval of Case Financial History Adjustment Detail Report.	Provide business requirements.
✓ Committee approval of Case Financial History Receipting Detail Report.	Provide business requirements.
✓ Released Case Financial History report summary with Disbursement, Bail and Bond totals.	Provide business requirements.
✓ Released detail report for Case Financial History disbursements.	Provide business requirements.
✓ Final review of Case Financial History receipting and adjustments tables. Tables designed, loaded and tested for receipt and adjustment detail.	Provide technical requirements.
✓ Completed 4 Eservice Request for Legislation.	Provided BOXI solution.
✓ Completed 7 Eservice Request for Data Dissemination.	Provided BOXI solution.
✓ Completed 15 Eservice Request for new or enhanced BOXI reports.	Provided BOXI solution.
✓ Completed 32 Eservice Request for new BOXI users/Security.	Provided BOXI solution.
Data Exchange/Development Unit	
✓ Continue supporting QA testing for SCDX Increment 3 & 4 Docket services.	Help with completing the QA testing of rest of the SCDX Increments and Docket service modifications.
✓ Continue to triage SCDX defect tickets for AOC development team.	Provides assistance to troubleshoot defect causes.

✓ Coordinated with Pierce County to help them ramp up for consuming Case Docket service in relation to Case Status history.	Continue to support Pierce County to go live in Production.
✓ Support Pierce County with resolving issues with respect to Docket changes, as well as, continues to support their test effort in QA.	Helps Pierce County to go live in Production with Docket services.
✓ Collaborate and coordinate with Pierce County with their code development and testing with respect to the Docket service modifications.	Helps Pierce County to go live in Production with Docket services.
✓ Assist with AOC developers to plan/coordinate the Java build for Docket service changes.	Ensures the quality of services.
✓ Troubleshoot and resolved the issue with Pierce County receiving duplicate response messages.	Provides assistance to Pierce when troubleshooting defect causes.
✓ Collaborate with the INH project to prioritize and promote overlapping web services to Production prior to being consumed by Pierce County.	Prepare the on-boarding of courts to utilize services improved by INH.
Data Quality and Governance	
✓ Met with Court Education to discuss impact of data quality in regards to PBR project.	Identify possible impacts to the data if changes are made.
✓ Draft proposed charters for the DMSC and Data Quality workgroups.	Defines roles and responsibilities to support the Data Governance framework.
✓ Meet with DMSC chair to draft meeting schedule and agenda items.	Establish appropriate meeting expectation.
✓ Continue analysis of foreign key discrepancies.	Proactively research possible data migration impacts.
✓ Engage with SC-CMS CUWG to understand scope of data migration effort and data quality impacts to the new CMS.	Coordinate work teams for effective and efficient process development.
✓ Review 16 database design requests.	Thorough review of all data elements, descriptions, and relationships.
✓ Document 4 issues related to referential integrity, validation rules, and application design that need deeper analysis and cleanup. Participate in resolution of 2 issues.	Research and analysis for data related issues that can negatively impact business functionality.
✓ Update data standards.	Better data designs.
Activities Planned	
Impact/Value	
Data Warehouse Unit	
◦ Design documents for Payment Monitoring Report (PMR).	Provide business requirements.
◦ Approval of Collection Report.	Provide data for requested reports.
◦ Design technical requirements for PMR.	Provide technical requirements for accounting.
◦ Design technical of Time Pay report.	Provide technical requirements for accounting.
◦ Continue design for time pay reports.	Provide technical requirements.
◦ Release Case Financial History Adjustment Detail Report.	Provide business requirements.
◦ Release Case Financial History Receipting Detail Report.	Provide business requirements.
◦ Release accounting universe with security.	Provide business requirements.
Data Exchange/Development Unit	
◦ Continue to support QA testing for SCDX Increment 4 services and Docket services.	Help with completing the QA testing of rest of the SCDX Increments as well as the Docket service modifications.
◦ Deploy all SCDX Increment 3 services to Production.	When Pierce County goes live in Production with SCDX Increment 1, 2 and 3services, it will cause a sizable reduction in the amount of time spent by Pierce County for double data entry. It will also expose all of the three GET services that King county is interested in consuming as a starter.
◦ Coordinate with Pierce County to receive and send messages in QA for Docket service modifications.	Continue to support Pierce County testing to go live in Production.
◦ Support Pierce County with testing the modified approach for Docket services in relation to issues with Case Status history.	Helps Pierce County to go live in Production with Docket Services in April or May.

◦ Continue to work with infrastructure group to set up a new User Acceptance environment.	Minimizes the impact for the external client to work in a stable environment.
Data Quality and Governance	
◦ Continue rule validation against data inconsistencies as identified with Phase II assessment findings.	Establishes the appropriate threshold for data anomalies/inconsistencies.
◦ Planning efforts to identify Stakeholder Data Quality members.	Broader representation of both business and technical subject matter experts.
◦ Continue to format and finalize the Assessment report.	Used to develop the Data Quality Assessment report.
◦ Support Database Design Review requests.	Change Management of database designs.
◦ Data Profiling Project Support.	Research and Analysis of data related issues.
◦ Facilitate installation of ER/Studio 9.5 in test environment.	Support for DB2 version 10 and SQL Server 2012 constructs.

Operational Area: Operations

Mike Keeling, Operations Manager

Through March 31, 2013

Includes: All application units; Web team, Java team, Legacy team, uniPaaS team, Data Exchange team and SharePoint

Description: AOC ISD Operations 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), Judicial Access Browser System (JABS), e-Ticketing, Adult Static Risk Assessment (ASRA), Data Exchanges, SharePoint and Web applications and services.

Activities Completed	Impact/Value
✓ Data Exchange Group (DX) – VRV On-boarding – Fife Municipal Court went live on March 4.	Vehicle-related violation tickets can be sent electronically from LEA to JIS directly, saving court manual ticket entry.
✓ DX – Troubleshoot and resolved a major Production incident caused by firewall configurations.	Ensure normal operation of Data Exchange services.
✓ DX – Defect fixes of SCDX increment 3 and 4.	Part of SCDX project.
✓ DX – Improve query performance of VRV database tables.	Ensure normal operation of VRV with increasing traffic.
✓ Legacy Group – Completed coding of ITG 86 to increase character limit on CPFM screen.	Provides greater functionality to the courts.
✓ Legacy – Completed coding for new Finding Judgment code of NS.	Meets a court user request for a new code as approved by the codes committee.
✓ Legacy – Researched and provided information regarding accounting data to the Data Warehouse team.	Supports ITG 009, adding accounting data to the data warehouse.
✓ Legacy – 1.95 million (out of 7.7 million) CLJ archived cases have been restored to the active tables as of 4/8/13.	Courts will have a fewer number of cases that need to be manually restored on a daily basis.
✓ JABS – Released v 5.4.1 with performance improvements.	Improve reliability of JABS and other systems which run on the same infrastructure.
✓ SCDX - Enhancements to AocDxCasDocketSuperiorAddRequest service and 10 bug fixes in other services.	Allow easier customization and implementation of alternative ways of accessing JIS data.
✓ WSP Disposition Transfer – Updates to the application to support a new disposition code “NS”.	Continue to maintain application as requirements change.
✓ Java Group - work on ITG requests 58/37/79 (Plain Paper Warrants).	Allow courts to print warrants on plain paper instead of impact printer forms, thereby lowering cost and increasing ease-of-use.
✓ JCS – Deploy Build 2.51 in production.	Will provide streamlined workflow for detention staff.
✓ JCS – Complete development of Build 2.52.	Continues the incremental usability and system performance enhancements identified by the Juvenile Departments.
✓ Adult Static Risk Assessment (ASRA) – Complete development of Build 9.	Correct some behavioral issues in various portions of the system.
✓ SharePoint – 2010 Project schedule complete, prototype complete, moving ahead with design and build.	More effective collaboration internally.
✓ SharePoint – External Release Note workflow built and demonstrated.	Automate release note feedback and approval process.
Activities Planned	Business Value
◦ WEB Group – Search revisions to improve results on WWW. - In Progress.	Configuration changes intended to improve search results.
◦ WEB - Washington State Aggression Replacement Training (WSART) App - In Progress.	Courts and Research will be better able to track the progress of juveniles that are required to attend training. The tool will also save the courts time as it will automatically generate rosters and keep probation counselors informed.

<ul style="list-style-type: none"> ◦ WEB – Law Library Updates. In Progress. 	<p>The Law Library site was last updated in 2004/2005 and they would like to implement some changes on their site to improve the user experience, as well as give it a more modern look and feel.</p>
<ul style="list-style-type: none"> ◦ WEB - The Minority and Justice Commission has been rolled into the Gender and Justice Commission efforts, and with that change, they have requested an update to their site. The information design for their site has become somewhat unmanageable and they have some wonderful content that would be great to highlight more. 	<p>This effort will update the existing Minority and Justice Commissions sub-site, providing an updated look and feel, as well as clearer, more concise information architecture to the Commission's site.</p>
<ul style="list-style-type: none"> ◦ WEB - In order to increase web security we are taking a series of steps on our websites. These include: <ul style="list-style-type: none"> • CAPTCHA forms (a type of test used as an attempt to ensure that the response is generated by a human being). • Review and compare Production sites on a schedule to eliminate orphan files. • Changing passwords. • Limiting DSN permissions. • Throttling and separation of email configurations. • Segmentation of enterprise data. • Request filtering. • Data encryption. 	<p>Better security and less risk of compromise.</p>
<ul style="list-style-type: none"> ◦ WEB – Search revisions to improve results on WWW. - In Progress. 	<p>Configuration changes intended to improve search results.</p>
<ul style="list-style-type: none"> ◦ WEB - Washington State Aggression Replacement Training (WSART) App - In Progress. 	<p>Courts and Research will be better able to track the progress of juveniles that are required to attend training. The tool will also save the courts time as it will automatically generate rosters and keep probation counselors informed.</p>
<ul style="list-style-type: none"> ◦ WEB - Provide information to AOC Staff and Appellate Court employees on the Everbridge Mass Communications System. 	<p>The MCS system will be used to facilitate communications with employees when there is information of an urgent nature. This communications system enables AOC to provide important information quickly and efficiently, and offers the opportunity for staff to receive timely information and respond regarding their availability, as necessary.</p>
<ul style="list-style-type: none"> ◦ WEB - Add old Trial Court Staffing and Judicial Needs Estimate reports to the caseload section of the public site. 	<p>Provide access to Trial Court Staffing and Judicial Needs Estimate reports from as far back as 2006.</p>
<ul style="list-style-type: none"> ◦ Data Exchange (DX) Group – VRV On-boarding of Lynnwood, and Renton municipal courts. 	<p>Vehicle-related violation tickets can be sent electronically from LEA to JIS directly, saving court manual ticket entry.</p>
<ul style="list-style-type: none"> ◦ DX – Technical design and development of Person Protection Order Get service. 	<p>Part of the INH project.</p>
<ul style="list-style-type: none"> ◦ Legacy Group – Install ITG 86 to increase character limit on CPFM screen. 	<p>Provides greater functionality to the courts.</p>
<ul style="list-style-type: none"> ◦ Legacy – Install new Finding Judgment code of NS. 	<p>Meets a court user request for a new code as approved by the JISC Codes Committee.</p>
<ul style="list-style-type: none"> ◦ DOL Disposition Sender – Updates to the application to support a new disposition code “NS” and to address several issues. 	<p>Continue to maintain application as requirements change.</p>
<ul style="list-style-type: none"> ◦ SCDX - Support for Superior Court Data Exchange project as it moves from development to production. 	<p>Allow easier customization and implementation of alternative ways of accessing JIS data.</p>
<ul style="list-style-type: none"> ◦ WSP Disposition Transfer – New release to support a new disposition code “NS”. 	<p>Continue to maintain application as requirements change.</p>
<ul style="list-style-type: none"> ◦ JCS – Deploy Build 2.52 in production. 	<p>Continues the incremental usability and system performance enhancements identified by the Juvenile Departments.</p>
<ul style="list-style-type: none"> ◦ SharePoint – 2010 project, complete initial design, get sign off on Use Practices and Policies. 	<p>Moves project forward.</p>



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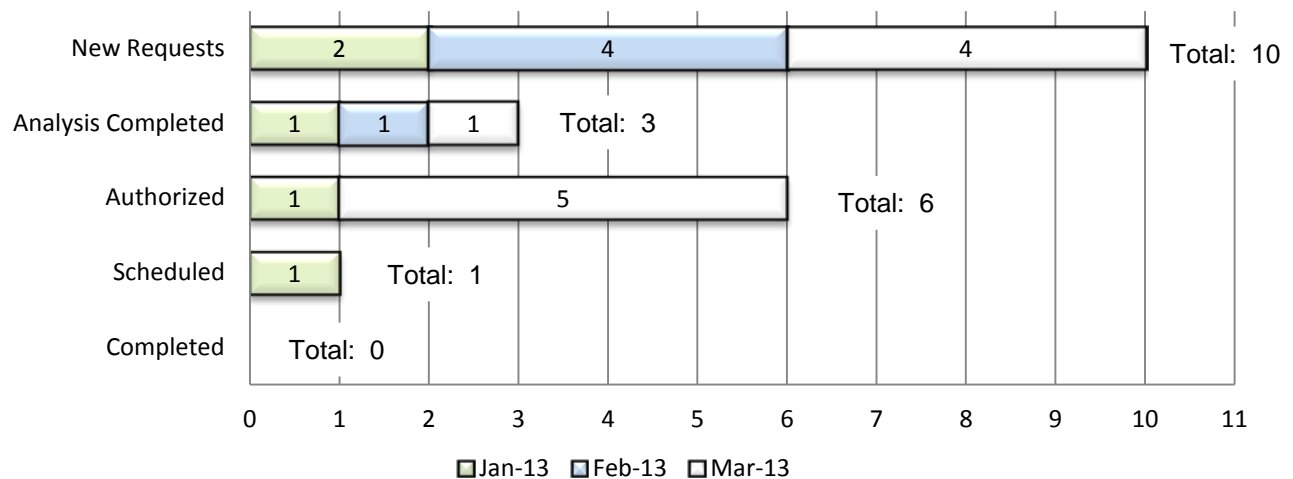
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Completed JIS IT Governance Requests

No requests were completed during the month of March.

Status Charts

Requests Completing Key Milestones



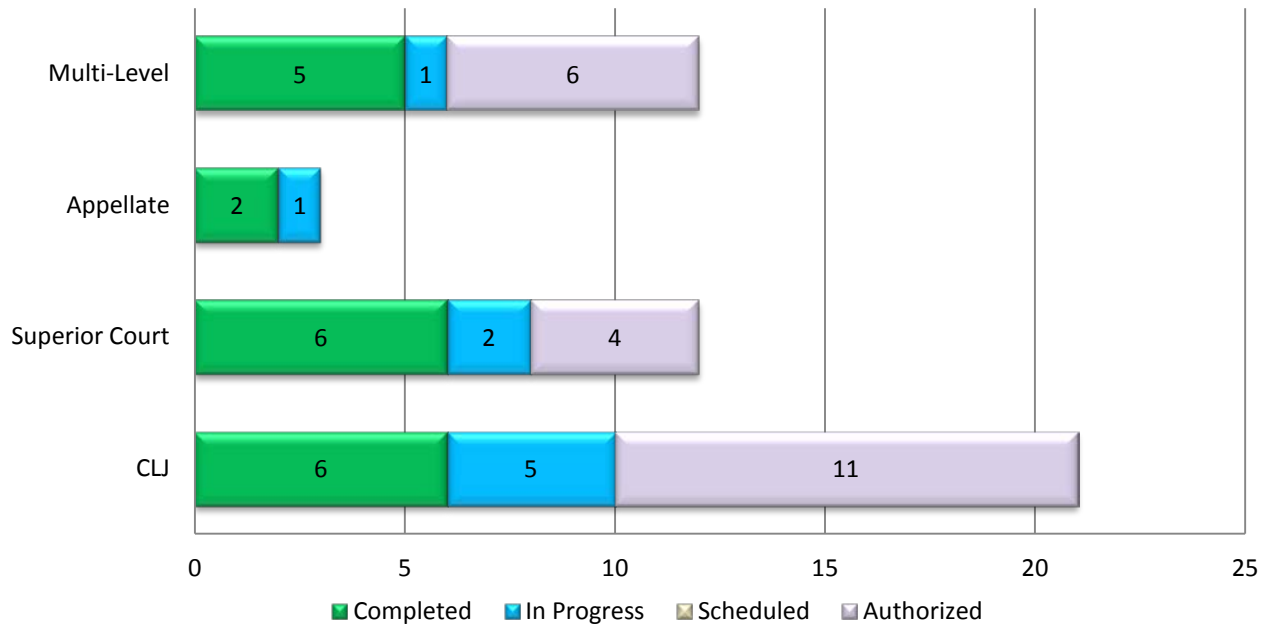
Current Active Requests by:

Endorsing Group			
Court of Appeals Executive Committee	1	District & Municipal Court Management Association	23
Superior Court Judges Association	3	Data Management Steering Committee	1
Washington State Association of County Clerks	9	Data Dissemination Committee	1
Washington State Association of Juvenile Court Administrators	2	Codes Committee	2
District & Municipal Court Judges Association	4	Administrative Office of the Courts	8

Court Level User Group	
Appellate Court	2
Superior Court	10
Courts of Limited Jurisdiction	19
Multi Court Level	9

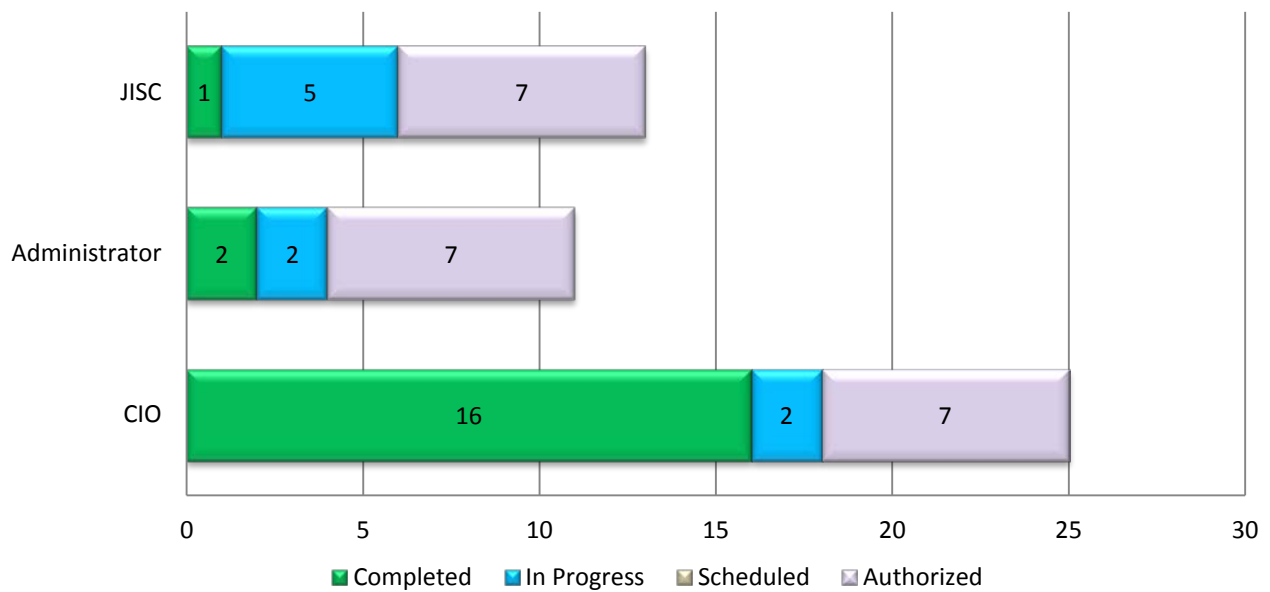
Status of Requests by CLUG

Since ITG Inception



Status of Requests by Authorizing Authority

Since ITG Inception



JISC Priorities					
Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	121	Superior Court Data Exchange	In Progress	JISC	High
2	002	Superior Court Case Management System	In Progress	JISC	High
3	045	Appellate Court ECMS	In Progress	JISC	High
4	009	Add Accounting Data to the Data Warehouse	In Progress	JISC	High
5	041	CLJ Revised Computer Records and Destruction Process	In Progress	JISC	High
6	027	Expanded Seattle Municipal Court Case Data Transfer	Authorized	JISC	High
7	102	Request for new Case Management System to replace JIS	Authorized	JISC	High
8	085	JRS Replacement	Authorized	JISC	High
9	062	Automate Courts DCXT Table Entries	Authorized	JISC	Medium
10	007	SCOMIS Field for CPG Number	Authorized	JISC	High
11	026	Prioritize Restitution recipients	Authorized	JISC	Medium
12	031	Combine True Name and Aliases for Timepay	Authorized	JISC	Medium

Appellate CLUG Priorities					
Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	045	Appellate Courts ECMS	In Progress	JISC	High

Superior CLUG Priorities					
Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	107	PACT Domain 1 Integration	Authorized	Administrator	High
2	070	Access Data from the JIS Payment Monitoring Report	Authorized	Administrator	High
3	085	JRS Replacement	Authorized	JISC	High
4	007	SCOMIS Field for CPG Number	Authorized	JISC	High
Non-Prioritized Requests					
N/A	002	Superior Court Case Management System	In Progress	JISC	High

Courts of Limited Jurisdiction CLUG Priorities

Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	027	Expanded Seattle Muni Case Data Transfer	Authorized	JISC	High
2	102	New Case Management System to Replace JIS	Authorized	JISC	High
3	156	Court Notification when Critical Identifiers changed	Authorized	Administrator	High
4	041	CLJ Revised Computer Records Retention and Destruction Process	In Progress	JISC	High
5	058	CLJ Warrant – Print Page	In Progress	CIO	High
6	037	CLJ Warrant – Comment Line	In Progress	Administrator	Medium
7	079	WRO Screen Change under Bail Options	In Progress	Administrator	High
8	171	Connect CDT and AKA	Authorized	CIO	Medium
9	032	Batch Enter Attorneys to Multiple Cases	Authorized	CIO	Medium
10	077	Allow FTAs to Issue When AR is Zero	Authorized	CIO	Medium
11	086	Increase Characters on CPFM Screen	In Progress	CIO	Medium
12	038	Transfer Code for Judgment Field	Authorized	Administrator	Medium
13	068	Full Print on Docket Public View	Authorized	Administrator	Medium
14	031	Combine True Name & Aliases for Time Pay	Authorized	JISC	Medium
15	026	Prioritize Restitution Recipients	Authorized	JISC	Medium

Multi Court Level CLUG Priorities					
Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	009	Add Accounting Data to the Data Warehouse	In Progress	JISC	High
2	152	DCH and Sealed Juvenile Cases	Authorized	CIO	High
3	087	Allow JIS Password to be Changed in JABS	Authorized	CIO	Medium
4	116	Display of Charge Title Without Modifier of Attempt	Authorized	Administrator	Medium
5	062	Automate Courts DCXT Table Entries	Authorized	JISC	Medium
6	141	Add Bond Transferred Disposition Code	Authorized	CIO	Medium
Non-Prioritized Requests					
N/A	003	Imaging and Viewing of Court Documents	Authorized	Administrator	Not Specified