Judicial Information System Committee Meeting, April 25, 2014

DECISION POINT – Courts of Limited Jurisdiction Case Management System (CLJ-CMS) - Project Charters and Appointment of Steering Committee Members

MOTIONS:

1. I move that the JISC approve the Project Charter, the Project Steering Committee Charter, and the Court User Workgroup Charter for the Courts of Limited Jurisdiction Case Management System Project.

2. I move that the JISC approve the CLJ-CMS Project Steering Committee members nominated by the DMCJA, DMCMA, and MCA.

I. BACKGROUND

On July 8, 2011, the District and Municipal Court Management Association (DMCMA) submitted a request for a new CLJ case management system (CMS), ITG Request 102. The DMCMA President also sent a letter to the JISC Chair requesting that the JISC allocate resources for a new case management system.

On November 16, 2011, the District and Municipal Court Judges' Association (DMCJA) President sent a letter to the JISC Chair and Vice-Chair supporting the DMCMA request for a CLJ case management system.

On February 8, 2013, AOC leadership met with the DMCJA Board of Governors, which expressed concerns about the timeline and available funding to work on a CLJ case management system. AOC agreed that business requirements gathering could start in 2014, subject to funding and staff availability.

On March 14, 2013, the DMCMA President wrote a letter to the State Court Administrator expressing DMCMA's commitment to support a commercial off-the-shelf (COTS) CLJ case management system, with the understanding that courts of limited jurisdiction could begin developing business and technical requirements in late 2013 or early 2014, subject to funding and staff availability.

In April, 2013, the Misdemeanant Corrections Association (MCA) made IT Governance Request 174 for a CLJ Probation Case Management System. On September 9, 2013, the CLJ Court Level User Group unanimously recommended including the request in the scope of the CLJ CMS project.

On April 24, 2013, the DMCJA President wrote a letter to the State Court Administrator indicating that the DMCJA Board of Governors had prioritized support of a new CLJ case management system, and authorized support of a COTS system, allowing AOC to bypass the traditional feasibility study and speeding up its ability to provide a new case management system.

In November, 2013, AOC and the presidents of the DMCJA and DMCMA became aware that a number of limited jurisdiction courts were considering acquiring their own case management systems. The presidents sent a joint letter to their members indicating their joint support for making a statewide case management system a priority, and asking courts considering or planning to acquire their own systems to attend a meeting to discuss a strategy for working together toward a statewide CLJ case management system. That meeting was held January 24, 2014.

On February 28, 2014, the JISC made IT Governance Request 102, the CLJ Case Management System, JISC Priority 4, the top priority request for courts of limited jurisdiction on the JISC priority list.

II. DISCUSSION

Replacing a major legacy system is a multi-year effort and a multi-million dollar investment, which begins with the gathering of the business requirements for the courts. The initial phase of the project includes the development of the project's governance structure, in cluding the development of charters and the creation of the governance groups.

The Project Charter is necessary to establish project objectives, scope, organization, and roles and responsibilities. The Steering Committee Charter establishes project oversight expectations, committee membership, roles and responsibilities, and decision process. The Court User Workgroup Charter establishes the purpose, membership, expectations, and decision making and escalation process.

These charters are necessary to establish delegation from the project stakeholders to the appointed project manager.

III. OUTCOME IF NOT PASSED –

If the JISC does not approve the CLJ-CMS charters, the project will be unable to proceed to the business requirements gathering phase. It is critical to the success of any project that the charter concepts be agreed to and resources committed before work gets underway.