Court of Limited Jurisdiction Case Management System (CLJ-CMS)

Project Update

Mike Walsh - Project Manager

April 25, 2014

Recent Activities

Creation of Project Charter

- Appointment of project manager
- Establishes project goals and objectives
- Commitment of AOC Core Project Team
- Provides a high level project plan

Creation of Project Steering Committee Charter

- Establishes project oversight expectations
- Describes committee roles and responsibilities
- Identifies committee membership

Recent Activities continued

Creation of CLJ Court User Work Group (CUWG) Charter

- Describes purpose
- Establish guiding principles
- Establish membership, commitment, expectations, roles and responsibilities

Project Overview

- Planning the project
- Gathering business requirements
- Determining a procurement strategy

Planning the project

- Project management planning such as:
  - Requirements Management Plan
  - Staffing Plan
  - Governance Plan
  - Communication Plan
  - Change, Risk, and Issues Management Plans
  - Schedule
- Project team formation
- Logistics and team preparation for requirements gathering sessions
- Target July 2014 for start of monthly CUWG meetings
  - dependent on AOC's project team readiness

Requirements Phase

- It's important to have good requirements because they:
  - Are the primary method for communicating the needs of the business
  - Ensure that solutions are designed to meet the business needs
  - Articulate the problems we're trying to solve
  - Get input from stakeholders about their processes
  - Develop criteria for evaluating different COTS products in the market space
- Requirements gathering starts with the previously collected CLJ requirements inventory
  - Functionally not much has changed so re-validating is the first step

Requirements – Baseline Current State

- Acknowledge how things are done today
- Establish a common set of processes from the statewide perspective
- Identify process variability between courts
- Consider efficiencies and deficiencies of the business processes of the current system
- Identify integration touch points and their purpose
- Identify opportunities to change, improve, and standardize processes
- Examine currently produced reports for relevancy
- Collaborate, validate, and document

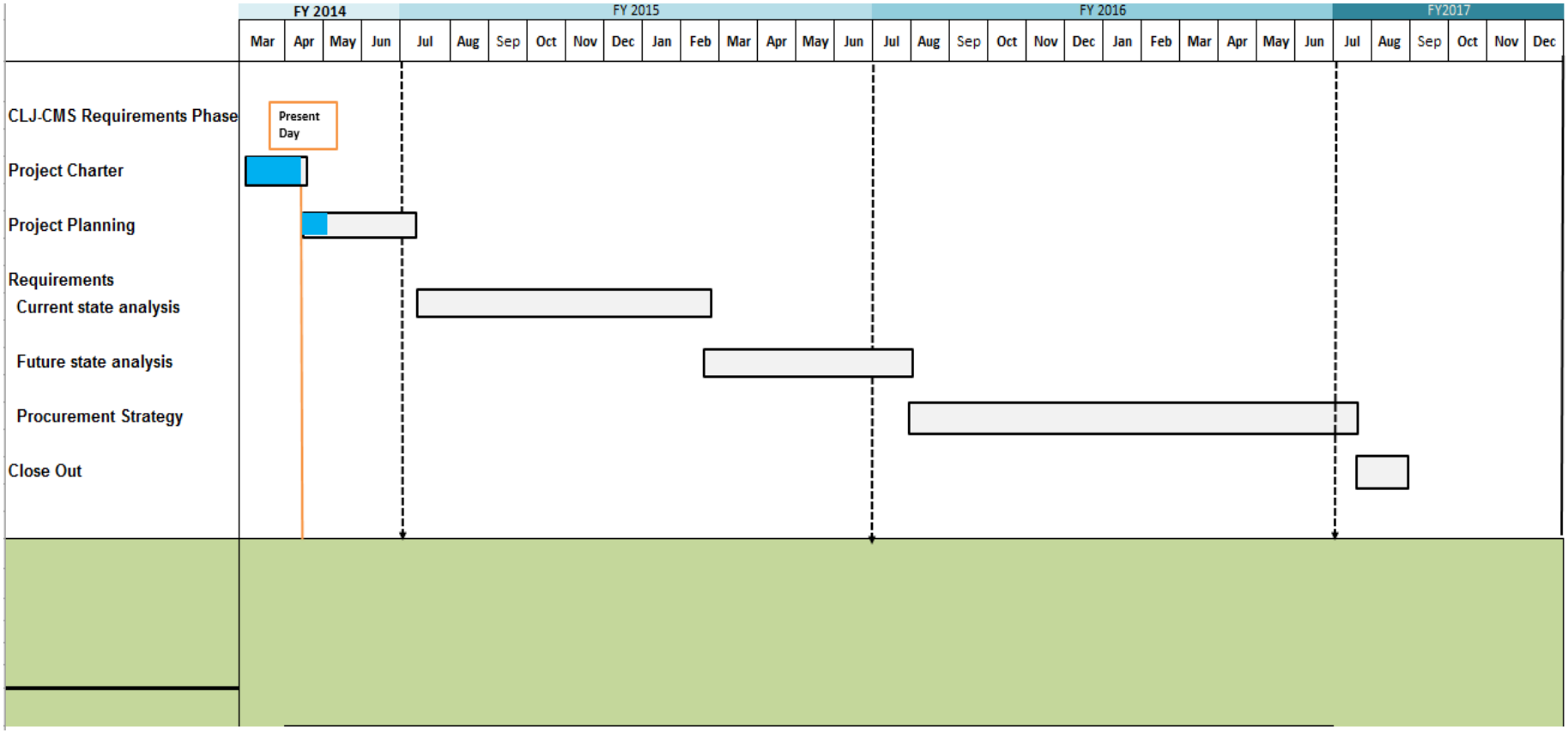
Requirements – Set future state expectations

- Determine the target or desired outcomes
- Rate the performance of current processes
- Decide the course of action as redesign, standardize, or streamline
- Standardize the processes when and where possible
- Transform functionality from “how it is” to “how it should be”
- Prepare the court community for change

Procurement Strategy

- Determine sole source versus competitive procurement
- Develop a schedule based on the procurement decision
- Deliver a procurement plan to include:
  - Governance
  - Evaluation team
  - Contract negotiation team

Schedule


FY 2014
FY 2015
FY 2016
FY2017
Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
CLJ-CMS Requirements Phase
Present Day
Project Charter
Project Planning
Requirements
Current state analysis
Future state analysis
Procurement Strategy
Close Out

Active Project Risks

Low Urgency	Medium Urgency	High Urgency	Closed
0	0	1	0

High Urgency Risk Status

Issue	Urgency/Impact	Action
The CLJs of the state do not share a single vision of what services AOC should provide on a state-wide basis	High/Med	•The project will identify the standard data elements required for data exchanges

Next Steps

Milestone	Date
Complete new staff hires and project team formation	June 2014
Finalize project planning	July 2014
Complete team training for requirements gathering and meeting facilitation	July 2014
Start monthly CUWG meetings	July 2014
Submit decision package request to the Supreme Court Budget Committee	July 2014

Decision Point