WASHINGTON COURTS

Administrative Office of the Courts

Project Steering Committee Charter For the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Project

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Mike Walsh	.01	3/10/2014	Initial draft
Mike Walsh	.02	3/25/2014	Added Justice Fairhurst as signatory
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Authorizing Signatures

This Court of Limited Jurisdiction Case Management System (CLJ-CMS) Project Steering Committee Charter represents an agreement among the District and Municipal court representatives and the Administrative Office of the Courts as authorized by the Judicial Information System Committee (JISC). Signatures indicate that this CLJ-CMS Project Steering Committee Charter has been reviewed and that the signer concurs with the content.

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Date_____
Honorable Mary Fairhurst
Chair
Judicial Information System Committee (JISC)
Justice
Washington State Supreme Court

_____

Date_____
Ms. Aimee Vance
President
District and Municipal Court Management Association (DMCMA)
Administrator
Kirkland Municipal Court

_____

Date_____
Honorable David Svaren
President
District and Municipal Court Judges' Association (DMCJA)
Judge
Skagit County District Court

_____

Date_____
Deena Kaelin
President
Misdemeanant Corrections Association (MCA)
Probation Officer
Puyallup and Milton Municipal Probation Services

_____

Date_____
Callie Dietz
State Court Administrator
Administrative Office of the Courts

_____

Date_____
Vonnie Diseth
Director and CIO
Information Services Division
Administrative Office of the Courts

_____

Date_____
Dirk Marler
Director
Judicial Services Division
Administrative Office of the Courts

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Courtesy copies of this Charter have been provided to:

CLJ-CMS Project Stakeholder Team Members
CLJ-CMS Project Team Members
Kevin Ammons – Manager, AOC Project Management Office
Kathy Wyer – Manager, Court Business/Technology Integration

Authority

The Judicial Information System Committee Rules (JISCR) and RCW Chapter 2.68 provide that the Administrative Office of the Courts is responsible for designing and implementing the statewide Judicial Information System under the direction of the Judicial Information System Committee.

Introduction

The Judicial Information System Committee (JISC) approved the establishment of a governing body for the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Project in April 2014, called the CLJ-CMS Project Steering Committee.

This CLJ-CMS Project Steering Committee consists of representatives of the courts of limited jurisdiction who have expressed an intent to use the statewide case management solution provided by AOC for courts of limited jurisdiction. They provide project oversight and strategic direction for the CLJ-CMS project over the life of the project. The CLJ-CMS Project Steering Committee plays a key leadership role within the project governance structure and is responsible for business decisions regarding the project and for making project recommendations to the JISC.

Mission

This CLJ-CMS Project Steering Committee serves as the business and strategic decision-making team that speaks for the Washington State District and Municipal Courts with a unified voice and vision.

Scope

The CLJ-CMS Project Steering Committee has oversight for all phases of the CLJ-CMS project, which must meet the business and technical needs of the Washington State District and Municipal Courts. The anticipated primary phases are:

- Scope Definition,
- Requirements Gathering and Documentation,
- Procurement,
- Configuration and Validation,

- Deployment:
  - Pilot,
  - Early Adopter,
  - Statewide,
- Project Closeout.

In scope for the CLJ-CMS Project Steering Committee:

- Authorizing the completion of the CLJ-CMS Requirements Document,
- Authorizing the CLJ-CMS Procurement Plan,
- Any go/no go decisions,
- Project oversight and guidance,
- Make recommendations to JISC regarding significant scope, schedule or budget changes,
- Recommend court rule or statutory changes,
- Resolve issues and remove roadblocks for the project,
- Final acceptance of the completed system.

If the CLJ-CMS Project Steering Committee authorizes the release of an RFP, then the scope for the CLJ-CMS Project Steering Committee will also include:

- A recommendation to the JISC on the Apparent Successful Vendor (ASV).

Governing Principles

The CLJ-CMS Project Steering Committee has identified and adopts the following principles important to the success of the project:

- Be positive advocates for the project to other court users and stakeholders throughout the state
- Focus on workable solutions rather than perfection
- Maintain a high level of transparency
- Make timely decisions in as unified a manner as is feasible
- Collaborate with partners and stakeholders
- Leverage the Court User Work Group to facilitate communication
- Continued stakeholder buy-in of the vision and technology direction
- Open communication between committee members, sponsors, and project leadership
- Active participation of all committee members
- Adherence to a consistent method for conducting project reviews and resolving issues

Project Steering Committee Success Criteria

- All escalated scope questions, business requirements, issues, risks, and changes are resolved clearly and timely to facilitate implementation of a case management system for the Washington State District and Municipal Courts.

- The CLJ-CMS Project Steering Committee agrees that the delivered requirements and procurement plan meet their business needs.

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Project Steering Committee Membership

Members must have the authority to make decisions on behalf of their constituent group and be committed to the success of the project. CLJ-CMS Project Steering Committee membership must be consistent to maintain continuity and minimize risk. Substitution must be kept to a minimum. The CLJ-CMS Project Steering Committee will not exceed ten members, appointed by the JISC. Members will elect a Chair of the Committee from their membership.

- Two judicial officers nominated by the District and Municipal Court Judges' Association:
  - Judge Kim Walden, Tukwila Municipal Court
  - Judge Glenn Phillips, Kent Municipal Court
- Three court managers nominated by the District and Municipal Court Management Association:
  - Cynthia Marr, Pierce County District Court
  - Lynne Campeau, Issaquah Municipal Court
  - Aimee Vance, Kirkland Municipal Court
- Two Misdemeanant Corrections Association representatives nominated by the Misdemeanant Corrections Association:
  - Larry Barker, Klickitat County Adult Probation Services
  - Melanie Vanek, Issaquah Municipal Court Probation Services
- Three Administrative Office of the Courts members:
  - Callie Dietz, State Court Administrator, AOC
  - Vonnie Diseth, Information Services Division Director/CIO
  - Dirk Marler, Judicial Services Division Director

Roles and Responsibilities

- The CLJ-CMS Project Steering Committee and its members will:
  - Provide decision support and strategic direction throughout the life of the project
  - Determine and recommend funding and other resource requirements
  - Oversee project budget, schedule, and scope and escalate significant scope, schedule, or budget changes and risk mitigation strategies, to the JISC through the AOC CIO
  - Oversight responsibilities throughout the various phases of the project must include, but are not limited to, vendor management, contract and deliverable management, and assuring satisfaction of the business and technical needs at the local level
  - Authorize or decline requested changes to the project
  - Ensure adherence, or recommend changes, to the project scope, schedule and budget
  - Monitor project progress and intervene as needed to provide direction and guidance
  - Provide and approve resources consistent within the authority approved by the JISC
  - Act as an advocate for the project, the project manager and the project team.
  - Foster positive communication outside of the committee regarding the project's progress and outcomes
  - Address issues and risks posing major impact to the project
  - Provide timely decisions and resolution of escalated issues

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  - Reconcile differences in opinion and approach within the project and resolve disputes
  - Provide timely review and approval of key project deliverables
  - Review meeting materials in advance of a Project Steering Committee meeting
  - Review and ensure the meeting notes accurately reflect the decisions and discussions of the meeting, and provide timely feedback if discrepancies or omissions are discovered
  - Notify the Chair and Project Manager when a Project Steering Committee member cannot attend a CLJ-CMS Project Steering Committee meeting
  - Notify the Chair and the Project Manager in advance of a meeting when a proxy will be attending a CLJ-CMS Project Steering Committee meeting on a member's behalf
    - CLJ-CMS Project Steering Committee members are responsible for briefing their proxy in advance of the meeting
  - Communicate CLJ-CMS Project Steering Committee decisions to the groups they represent
  - Express opinions openly during the meetings

- The Chair of the Steering Committee will:
  - Review and approve draft agendas and minutes
  - Conduct meetings according to the agendas
  - Ensure that all members are encouraged to provide input throughout the meetings
  - Ensure decisions or recommendations are adequately resolved and confirmed by the members

- The Project Manager will:
  - Schedule monthly CLJ-CMS Project Steering Committee meetings
  - Prepare meeting agendas
  - Send meeting notes to meeting participants for review and comment in a timely manner
  - Make appropriate updates to the meeting notes based on participant feedback
  - Ensure that decisions and recommendations are appropriately documented
  - Post final CLJ-CMS Project Steering Committee meeting notes on the project website and distribute copies to CLJ-CMS Project Steering Committee members via e-mail

Decision Process

CLJ-CMS Project Steering Committee membership must be consistent to maintain continuity and minimize risk. Substitution of members and proxy voting must be kept to a minimum.

- Five (5) voting members constitute a quorum for decision-making, provided at least one voting member from each group (DMCJA, DMCMA, MCA and AOC) is present in person, electronically, or by e-mail or written proxy.
- Formal motions will be presented for all decisions put to the committee.
- Decisions will be by majority rule.

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Meetings

Meeting information:

- The Project Manager will schedule at least one CLJ-CMS Project Steering Committee meeting each month.
- Remote access to attend via Phone Bridge and online access to see documents will be provided at all meetings.
- The duration of each meeting will depend on the complexity of the agenda items, with a goal not to exceed one hour.
- Any ad hoc participants brought to the meeting by agreement of the members – to provide expert information on a process or subject – should be identified in advance to ensure that they are included on the agenda and that they receive meeting materials.
- CLJ-CMS Project Steering Committee members are mandatory meeting attendees on meeting schedule notices and every effort will be made by the Project Manager to avoid scheduling conflicts by scheduling meetings in advance.
- E-mail voting or proxy voting is allowed.
- The person standing in as a proxy for the CLJ-CMS Project Steering Committee member must have the authority to make decisions and give approval when needed.
- If it becomes apparent prior to a CLJ-CMS Project Steering Committee meeting that a quorum will not be in attendance, the Chair can decide to cancel the meeting.
- Meetings canceled due to the lack of a quorum will be rescheduled.

CLJ-CMS Project Steering Committee meeting participants will receive the following items within timely advance of a scheduled meeting:

- Agenda
- Minutes from the last meeting
- Supporting documents for agenda items

The CLJ-CMS Project Steering Committee meeting agenda will typically include:

- Review and approval of meeting minutes
- Project update
- Issues, risks, decisions
- Discussion of pertinent topics
- Next steps
- Confirmation of date, time and venue for the next meeting
- Other items as needed

Special meetings:

- Special meetings may be called by the Chair.
- Quorum attendance requirements are applicable for special meetings.

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