WASHINGTON
COURTS

AOC Expedited Data Exchange Pilot Implementation Project

Project Steering Committee Charter

Version 1.5
July 1, 2015

Prepared by
Vonnie Diseth
AOC Director/CIO of Information Services Division

ADMINISTRATIVE OFFICE OF THE COURTS
1206 Quince Street SE • P. O. Box 41170 • Olympia, WA 98504-1170
360-753-3365 • 360-586-8869 • www.courts.wa.gov

Document Revision History

Author	Version	Date	Comments
Vonnie Diseth	1.0	04/28/15	Created Initial Draft
Vonnie Diseth	1.1	05/15/15	Included edits from King County
Vonnie Diseth	1.2	05/26/15	Included edits from Sriram Jayarama; Eric Kruger, Dan Belles: removed Stephen Bell from signature page
Vonnie Diseth	1.3	06/10/15	Included edits from the 5/29 Steering Committee discussion.
Vonnie Diseth	1.4	06/24/15	Included edits from the 6/11 Steering Committee discussion and the 6/16 meeting with the Executive Sponsors.
Vonnie Diseth	1.5	07/01/15	Accepted final round of edits from the 6/25 Steering Committee meeting.

Contents

1 Authorizing Signatures 4
2 Authority 5
3 Introduction 5
4 Vision 6
5 Scope 6
6 Governing Principles 7
7 Decision Process 8
8 Committee Membership 8
9 Roles and Responsibilities 8
10 Meetings 10

FINAL

1 Authorizing Signatures

This Project Steering Committee Charter for the AOC Expedited Data Exchange Pilot Implementation Project represents an agreement among the Administrative Office of the Courts (AOC), and King County representatives as authorized by the Judicial Information System Committee (JISC). Signatures indicate that this Project Steering Committee Charter has been reviewed and the current members of the committee concur with its content.

Vonnie Diseth Date 8/3/15

Vonnie Diseth
ISD Director/CIO
Administrative Office of the Courts

Bill Kehoe Date 7/22/15

Bill Kehoe
CIO
King County

C Rene Chun Date 3 Aug 15

TBD
INH Program Manager
Administrative Office of the Courts

Othniel D. Palomino Date 7/22/15

Othniel Palomino
Chief Administrative Officer
King County District Court

Dan Belles Date 8/3/2015

Dan Belles
INH/EDR Project Manager
Administrative Office of the Courts

Date 7/22/15

Enrique Kuttemplon
IT Service Delivery Director
King County District Court

Callie T. Dietz Date 8/4/15

Callie T. Dietz
State Court Administrator
Administrative Office of the Courts

Date 7/14/15

TBD
IT Services Division Manager
Department of Judicial Administration (DJA)
King County Clerk's Office

Lea Ennis Date 7/17/15

Lea Ennis
King County Superior Court Administration

Courtesy copies provided to:

Justice Mary Fairhurst – Washington State Supreme Court/JISC Chair
Fred Jarrett, King County Deputy Executive
Judge Susan Craighead, Presiding Judge – King County Superior Court
Judge Donna Tucker, Presiding Judge – King County District Court
Paul Sherfey, Chief Administrative Officer – King County Superior Court
Barbara Miner, King County Clerk
Honorable Andy Hill – Washington State Senator
Honorable Zack Hudgins – Washington State Representative
Honorable Ross Hunter – Washington State Representative

2 Authority

This Steering Committee will be chartered by the Judicial Information System Committee (JISC) which operates under Judicial Information System Committee Rules (JISCR) and RCW Chapter 2.68.

RCW 2.68.010 gives the JISC the authority to "determine all matters pertaining to the delivery of services available from the judicial information system." JISC Rule 1 provides for AOC to operate the Judicial Information System (JIS) under the direction of the JISC and with the approval of the Supreme Court pursuant to RCW 2.56.

3 Introduction

The AOC Expedited Data Exchange Pilot Implementation Project Steering Committee is established to provide project oversight and strategic direction to ensure the effort is focused and responsive to meeting established project timelines. While the AOC Data Exchange will ultimately be available for use by all courts and clerks who are planning to implement their own local case management systems; this "expedited" pilot implementation is urgent to meet the established timelines of King County's case management system replacement projects for both the District Court and Superior Court Clerk. For this reason, initial membership on the Steering Committee is being limited to AOC and King County representatives. At a later time (after pilot implementation), the Steering Committee may be expanded to include other courts such as Seattle Municipal Court, Spokane Municipal Court and Pierce County Clerk who either have or are planning to implement their own local case management systems independent of the statewide case management initiatives.

4 Vision

This Project Steering Committee serves as a collaborative and effective decision-making team that speaks for the AOC and King County District Court, King County Superior Court, and King County Clerk's Office in support of the following unified vision:

The Information Networking Hub (INH) and Enterprise Data Repository (EDR) will facilitate courts and clerks, using their own local case management systems, to electronically exchange statewide data with the AOC for access by other courts and clerks across the state.

The INH will:

- be comprised of an essential set of data exchange services, a central data repository (EDR), and infrastructure,
- enable the sharing of statewide data from existing JIS applications, the new SC-CMS application, and the proposed CLJ-CMS application,
- provide a mechanism to share data between courts and judicial partners like the Washington State Patrol (WSP), Department of Social and Health Services (DSHS), the Secretary of State (SOS), etc., through the Administrative Office of the Courts.

Plans for future INH development include data validation and integration with other AOC data sources following the successful implementation of the pilot.

The EDR will be built using the JISC approved JIS Data Standards.

The Expedited Data Exchange project will:

- make information sharing easier throughout the state for courts and clerks using their own local case management systems;
- use a centralized hub-and spoke model for the exchange of data;
- create a central repository for statewide shared court information based on the JIS Standard for Alternative Electronic Court Record Systems;
- expose a set of web services and other transaction interfaces for use by local courts and clerks for exchanging data.

The services provided are targeted for initial use by King County District Court; but are not being specifically developed for only one court. The services will be available for use by all applicable systems statewide.

5 Scope

The Project Steering Committee will actively support and provide careful oversight and guidance on the development and implementation of the data exchanges as part of the Information Networking Hub (INH) and Enterprise Data Repository (EDR) to ensure that it meets the needs of the King County District Court, Superior Court Clerk, and the Administrative Office of the Courts (AOC).

The Project Steering Committee will be in effect throughout the duration of the AOC Expedited Data Exchange project including the following phases:

- Pilot Court Implementation – King County District Court
- Integration of JABS to INH with enhanced capabilities that allow display of data from AOC legacy systems as well as data from courts outside of the legacy systems.
- Early Adopter Implementation – King County Clerk's Office
- Minimal data validation will be implemented through operational means.

The Project Steering Committee will define the quality assurance scope, select a consulting company to perform quality assurance assessments, and approve the contract with the consulting company.

After the Pilot and Early Adopter Implementation Phases, the Steering Committee may be expanded to include other courts and County Clerks and will have the following additional responsibilities:

- On-boarding with Other Courts – (such as Seattle Municipal Court, Spokane Municipal Court, Pierce County Superior Court Clerk, etc.)
- Ongoing INH data governance oversight

In addition, the Project Steering Committee will select a consulting firm to perform independent quality assurance assessments; define the quality assurance scope, and approve the contract. The focus of the assessments will be on the King County District Court and County Clerk project schedules/timelines and all the integration touch points between King County and AOC. At a minimum, the quality assurance vendor will report to the Project Steering Committee on a bi-monthly basis. The quality assurance vendor will provide a *draft* of their report to the committee for input prior to finalization of the report. A quorum must be present at all meetings with the quality assurance vendor. There will be no pre-briefings. The final report will distributed to the Project Steering Committee members, Project Executive Sponsors, and JISC.

6 Governing Principles

The Project Steering Committee has identified and adopts the following principles critical 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 and how to help each other to ensure these data exchanges and integrations projects are successful.
- Be open, honest, and transparent with each other.
- Make timely decisions in as unified a manner as is possible.
- Be respectful of all committee members and project team members.
- Collaborate with each other to solve problems and remove roadblocks for the project team.

- Ensure stakeholder buy-in of the vision and technology direction.
- Promote open communication between committee members, sponsors, and project leadership.
- Enlist active participation of all committee members.

7 Decision Making Process

Project Steering Committee members should consistently attend all meetings so that timely decisions can be made. E-mail voting or proxy voting is allowed. In the event that a Project Steering Committee member cannot attend a meeting and someone attends on their behalf as a proxy, it is the Project Steering Committee member's responsibility to provide project background information to their proxy. The person standing in as a proxy for the Project Steering Committee member will have the authority to make decisions and give approval on behalf of the absent committee member when needed.

- Formal motions will be presented for all decisions put to the committee.
- Each member's vote will be recorded in the meeting minutes.
- A majority vote is enough to carry/pass a motion.
- Co-Chairs will have the ability to appeal the outcome of a vote or escalate concerns to the Executive Sponsors: JISC Chair Justice Fairhurst and Deputy King County Executive Fred Jarrett.

8 Committee Membership

Committee members must have the authority to make decisions and be committed to the success of the project. The Steering Committee will not exceed nine (9) members. To demonstrate the partnership between AOC and King County, there will be two Co-Chairs, one from King County and one from AOC.

The Co-Chairs will be:

- AOC ISD Director/CIO
- King County CIO

The Committee Membership will be:

- AOC State Court Administrator
- AOC INH Program Manager
- AOC INH/EDR Project Manager
- King County District Court Chief Administrative Office
- King County District Court IT Service Delivery Director
- King County Superior Court IT Director
- King County Clerk's Office Technology Division Manager

9 Roles and Responsibilities

The Co-Chairs 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.
- Mediate conflict among members.
- Ensure decisions or recommendations are adequately resolved and confirmed by the members.

The Project Steering Committee members will:

- Serve as project champions and leaders promoting the project to their colleagues and other stakeholders.
- Encourage and provide open, honest, and respectful communication between committee members, sponsors, and project leadership.
- Be committed to resolving issues in a timely manner so as to not adversely affect the project schedule and implementation timeline.
- Provide strategic direction and decision support when necessary.
- Communicate Project Steering Committee decisions to the groups they represent.
- Monitor and review the project health at bi-weekly committee meetings.
- Control scope as emergent issues require changes to be considered and, if necessary, recommend significant schedule changes to the original plan to the JISC for final approval.
- Actively support the project funding and other resource requirements with association colleagues and legislators.
- Receive reports regarding the selection of any contractors or contracts associated with this project so that committee members can participate in the selection process if appropriate, or provide feedback.
- Executive Sponsors may, upon mutual agreement, escalate significant scope, schedule or budget changes, and risk mitigation strategies to the Judicial Information System Committee (JISC).
- Address any issues and risks identified by the INH Program Manager.
- Ensure project deliverables reasonably satisfy the business and technical needs at the local level.
- Promote continued stakeholder buy in of the vision and technology direction.
- Approve and ensure the availability of appropriate resources.
- Reconcile differences in opinion and approach and resolve disputes in a timely and constructive manner.
- Review and ensure the meeting minutes accurately reflect the decisions and discussions of the meeting, and provide feedback within three (3) business days of receiving meeting minutes if discrepancies or omissions are discovered.

The AOC INH Program Manager will:

- Schedule the Project Steering Committee meetings.

- Prepare draft agendas and the documents associated with those agendas for consideration by the co-chairs at least five (5) days before the scheduled meeting.
- Draft and finalize meeting minutes to be sent to meeting participants within the same work week, when possible, following the meeting for review and comment.
- Make appropriate updates to the meeting minutes based on participant feedback.
- Provide agendas and documents associated with those agendas to the committee members at least four (4) business days before the scheduled meeting.
- Provide detailed budget information including actual and projected expenses.
- Provide reports regarding selection of any contractors associated with this project and allow members to participate in the selection process.
- Provide other information as requested by the Project Steering Committee.

10 Meetings

A quorum consists of five (5) voting members provided that there is at least one representative from King County and one representative from the AOC.

Meeting Frequency

- Meetings will be scheduled bi-weekly for the duration of the project, or more frequently if necessary. Unless otherwise noted, meetings will take place every other Friday at 9:00 am.
- Most meetings will be done via teleconference. On occasion, in-person meetings may need to be scheduled at the AOC SeaTac Office as well as other locations as appropriate
- The duration of each meeting will depend on the complexity of the agenda items.
- Any ad-hoc participants brought to the meeting by the members to provide expert information on a process or subject will be identified in advance to ensure they are included on the agenda and receive meeting materials.
- Optional attendees on meeting schedule notices will be considered observers.

Every attempt will be made to provide Steering Committee meeting participants with the agenda and meeting documents at least four (4) business days prior to the scheduled meeting.

The Project Steering Committee meeting agenda will typically include:

- Overall INH Program Management Update
- King County District Court Project Update
- King County Clerk's Office Project Update
- AOC Enterprise Data Repository (EDR) Update
- AOC JIS Legacy Integrations Updates

- Budget Update
- Update on any issues affecting scope or schedule
- Update on any issues affecting strategic direction
- Update regarding the selection of any contractors or other contracts associated with this project.
- Other items as needed

All updates will be timely and of sufficient detail to fully inform the committee of the current state.

Special or Urgent Meetings:

- Special or urgent meetings may be called by any Steering Committee member.
- Special meetings may be called with (5) full business day's advance notice.
- Urgent meetings may be called ad hoc.

FINAL