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

Project Update

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CLJ-CMS Project Manager

February 26, 2020

Recent eFiling Project Activity

- ✓ Completed eFiling kick off meetings with 4 pilot courts
  - Pierce District Court
  - Tacoma Municipal Court
  - Gig Harbor Municipal Court
  - Fircrest/Ruston Municipal Court
- ✓ Established weekly eFiling check in meetings with 4 pilot courts

Recent CMS Project Activity

- ✓ Completed Gap Analysis with Tyler
- ✓ Completed the Project Management Plan
  - Project Charter
  - Issue & Risk Management Plan
  - Communication Plan
  - Project Schedule
- ✓ Completed the Project Operational Plan
  - Test Plan
  - Training Plan
  - Data Conversion Plan
- ✓ Installed Odyssey 2019 to AOC servers

eFiling Outreach

- ✓ Project Steering Committee Outreach to the DMCJA and DMCMA (2/19/2021)
  - ✓ Presented by Paulette Revoir – PSC Chair, and Judge Kim Walden – PSC Vice Chair
- Outreach to the WSBA hosted by local judges and administrators
  - Pilot Courts – 2/26/2021
  - Group 1 – 3/3/2021
  - Group 2 – 3/17/2021
  - Group 3 – 3/19/2021
  - Group 4 – 3/26/2021
  - Group 5 – 3/30/2021
  - Group 6 – 4/2/2021

eFiling Go-Live Dates

Event	Association Outreach	Kick off (Week of)	Permissive Go Live (Week of)	Mandatory Go Live (Week of)
Pilot	Friday, February 26, 2021	Monday, January 18, 2021	Monday, June 7, 2021	Sunday, September 5, 2021
Group 1	Wednesday, March 3, 2021	Monday, April 19, 2021	Monday, August 9, 2021	Wednesday, September 8, 2021
Group 2	Wednesday, March 17, 2021	Monday, May 3, 2021	Monday, August 23, 2021	Wednesday, September 22, 2021
Group 3	Friday, March 19, 2021	Monday, May 17, 2021	Tuesday, September 7, 2021	Thursday, October 7, 2021
Group 4	Friday, March 26, 2021	Monday, May 31, 2021	Monday, September 20, 2021	Wednesday, October 20, 2021
Group 5	Tuesday, March 30, 2021	Monday, June 14, 2021	Monday, October 4, 2021	Wednesday, November 3, 2021
Group 6	Friday, April 2, 2021	Monday, June 28, 2021	Monday, October 18, 2021	Wednesday, November 17, 2021

eFiling Communications

- eFile implementation requirements/imperatives
- eFile rollout plan
- Model local rules for mandatory eFiling
- Merchant IDs for non-pilot courts
- Notice to Courts RE: Bar association town halls/info sessions with Tyler and AOC
- Communication with WSBA regarding OFS info sessions
- Info session communication for each region
- eFile FAQ

Work in Progress

- Finalizing the development projects with Tyler, which were identified in GAP analysis
- Working on installation of CLJ-CMS Odyssey to internal AOC servers
- Weekly eFiling check in meetings with pilot courts to prepare for go-live events
- Preparing for development sprints beginning in March 2021

Active Project Risks – January 2021

Total Project Risks			
Low Risk	Medium Risk	High Risk	Closed
2	5	7	0

High Risks Status		
Risk	Probability/Impact	Mitigation
Middleware Solution – The A&S group is exploring new middleware solutions for AOC. The project needs the middleware to bring data from Tyler to AOC.	Likely/Moderate	Ensure that the ability to migrate the current in house solutions is available within the proposed solution which eliminates the later need for rework.
Performance Issues – If Odyssey doesn't perform as well as the current solution due to technology constraints then users may struggle	Moderate/Moderate	Working with the SC Team to understand the perceived issues. Focusing on messages to the courts. Educating the courts on ways to work with the new system

Active Project Risks – January 2021

High Risks Status		
Risk	Probability/Impact	Mitigation
COVID-19 – Working remotely adds complexity to the day-to-day business needs of the project.	Moderate/Moderate	AOC has used remote capabilities to conduct meetings for many years. The project team is comfortable with remote work and has what is needed to be successful.
IT Constraints – When users experience technical difficulties IT support is not as readily available as if the user was working in the office.	Moderate/Moderate	If users experience issues, encourage them to reach out to IT support and request assistance. If additional support is required, work with the infrastructure team to help.
AOC Integrations – If the integrations required are not accurately defined then there is a risk of scope creep which can impact the overall deployment.	Moderate/Moderate	Identifying the required integrations and distinguishing between required and nice to have. Focusing on the required integrations.

Active Project Risks – January 2021

High Risks Status		
Risk	Probability/Impact	Mitigation
Equipment Funding – Additional funds may be needed to assist some courts with the local equipment purchases.	Moderate/Moderate	If the CLJ-CMS project uses a similar funding model to the SC-CMS, then there are additional complexities to consider. There are significantly more CLJ courts which adds to the need. Working with the budget office to determine the best path.
Funding – The state budget is tight and COVID has added extra complexity. If costs are cut, then there can be project impacts.	Moderate/Moderate	The required decision package has been submitted for the CLJ courts. Spending has been limited - only spending as necessary. If additional cost savings are required, then being careful and deliberate on where to cut costs will be crucial.

Next Steps

Milestone	Date
CMS - Case Initiation Sprint	Start – 1 March 2021
CMS - Case Processing Sprint	Start – 22 March 2021
CMS - Calendaring Sprint	Start – 12 April 2021
eFiling – Kick off meetings	Start – 19 April 2021
CMS - Financials Sprint	Start – 3 May 2021
eFiling – Pilot Court Go-Live	6 June 2021

Independent Quality Assurance Update

Mr. Allen Mills
Bluecrane, Inc.

February 26, 2020