



Judicial Information System Committee (JISC)

Friday, March 2, 2012 (9:00 a.m. – 3:00 p.m.)

CALL IN NUMBER: 360-704-4103

SeaTac Facility: 18000 INTERNATIONAL BLVD, SUITE 1106, SEATAC, WA 98188

AGENDA

1.	Call to Order Introductions Approval of Minutes	Justice Mary Fairhurst	9:00 – 9:05	Tab 1
2.	Introduction of three New Project Managers	Ms. Vonnie Diseth, ISD Director Mr. Mike Davis, PMO Manager	9:05 – 9:10	
3.	JIS Budget Update	Ramsey Radwan, MSD Director	9:10 – 9:15	Tab 2
4.	13-15 Biennium Budget Process	Mr. Ramsey Radwan, MSD Director	9:15 – 9:35	Tab 3
5.	Legislative Update	Mr. Jeff Hall, Court Administrator	9:35 – 9:40	
6.	JIS Priority Project #2 (ITG 2): Superior Court Case Management Update a. Project Update and High Level Schedule b. SCJA/ Administrators and County Clerks Spring Conferences c. Quality Assurance Vendor Status d. Special Assistant Attorney General (SAAG) e. Break f. Funding of Local Court Implementation – Decision Point g. RFP Release Decision Point • Process Agreement	Ms. Kate Kruller, PMP Ms. Vonnie Diseth, ISD Director Ms. Maribeth Sapinoso, PMP Ms. Vonnie Diseth, ISD Director Mr. Jeff Hall/Judge Jeanette Dalton Ms. Vonnie Diseth & Mr. Jeff Hall	9:40 – 10:30 10:30 – 10:45 10:45 – 12:00	Tab 4
	Lunch - Working		12:00 – 12:20	
7.	IT Governance Requests a. Operational Capacity	Ms. Vonnie Diseth, ISD Director	12:20 – 12:50	Tab 5
8.	DB2 February 9th Upgrade Status	Ms. Vonnie Diseth, ISD Director	12:50 – 1:00	
9.	JIS Priority Project Status Reports a. #1 (ITG 121) - Superior Court Data Exchange (SCDX) b. #3 (ITG 45) - Appellate Court EDMS c. #5 (ITG 41) – Remove CLJ Archiving and Purge Certain Records d. #6 (ITG 81) - Adult Risk Assessment (ARA) e. Vehicle Related Violations (VRV)	Mr. Bill Burke, PMP Mr. Bill Burke, PMP Mr. Dan Belles, PMP Mr. Martin Kravik, PM Mr. Mike Walsh, PMP	1:00 – 2:15	Tab 6
10.	Information Networking Hub (INH) Project Status Update	Mr. Dan Belles, PMP	2:15 – 2:30	Tab 7

11.	Committee Reports a. Data Dissemination Committee b. Data Management Steering Committee <ul style="list-style-type: none"> • JIS Priority #4 (ITG 9) – Add Accounting Data to the Data Warehouse 	Judge Thomas Wynne Mr. Rich Johnson	2:30 – 2:40 2:40 – 2:50	
12.	Meeting Wrap-Up	Justice Mary Fairhurst	2:50 – 3:00	
13.	Information Materials a. ISD Monthly Report b. IT Governance Status Report			Tab 8
Persons with a disability, who require accommodation, should notify Pam Payne at 360-705-5277 Pam.Payne@courts.wa.gov to request or discuss accommodations. While notice 5 days prior to the event is preferred, every effort will be made to provide accommodations, when requested.				

Future Meetings:

May 4, 2012

- 9:00 a.m. – 3:00 p.m. AOC SeaTac Facility
- Long Range Plan for Updating the JIS Portfolio
 - Budget Status Report
 - IT Governance Requests and Prioritization
 - JIS Priority Project Reports
 - JIS and ISD Policy Revisions
 - JIS and ISD General Policies

June 22, 2012

- 9:00 a.m. – 3:00 p.m. AOC SeaTac Facility
- Budget Status Report
 - JIS Priority Project Reports
 - IT Governance Policy for Supreme Court and COA Requests

JUDICIAL INFORMATION SYSTEM COMMITTEE

December 2, 2011
9:00 a.m. to 3:00 p.m.
AOC Office, SeaTac, WA

DRAFT - Minutes

Members Present:

Mr. Larry Barker
Ms. Linda Bell
Chief Robert Berg
Judge Jeanette Dalton
Justice Mary Fairhurst, Chair
Mr. Jeff Hall
Judge James Heller
Mr. William Holmes
Mr. N. F. Jackson
Mr. Rich Johnson
Judge J. Robert Leach
Mr. Steward Menefee
Ms. Barb Miner
Judge Steven Rosen
Ms. Yolande Williams
Judge Thomas J. Wynne

Members Absent:

Mr. Marc Lampson

AOC/Temple Staff Present:

Mr. Kevin Ammons
Mr. Dan Belles
Mr. Bill Burke
Mr. Bill Cogswell
Ms. Jennifer Creighton
Mr. Mike Davis
Ms. Vonnie Diseth
Mr. Martin Kravik
Mr. Eric Kruger
Ms. Kate Kruller
Ms. Vicky Marin
Ms. Heather Morford
Ms. Pam Payne
Mr. Ramsey Radwan

Guests Present:

Ms. Betty Gould – by phone
Ms. Marti Maxwell
Mr. Chris Shambro
Ms. Aimee Vance
Mr. Shayne Boyd
Mr. Mike Zanon
Mr. Gary Egner
Ms. Lea Ennis

Call to Order

Justice Mary Fairhurst called the meeting to order at 9:00 a.m. and introductions were made.

October 7, 2011 Meeting Minutes

Justice Fairhurst asked if there were any changes to the October 7th meeting minutes. Hearing no changes, Justice Fairhurst deemed them approved.

Budget Update

Mr. Ramsey Radwan provided an update on the expenditures and obligations through October 31, 2011. Allocations for the following activities were changed: \$40,000 was added to item 2.4 Implement IT Portfolio Management; \$378,000 was added to item 12.1 Natural to COBOL Conversion; \$280,000 was added to 12.2 SCOMIS DX; the entire amount allocated to item 11.1 Change Management in Support of JIS (\$320,000) was eliminated as this activity can be completed with in-house staff. Funding was reallocated from item 11.1 and from one-time monies available as a result of pre-payments.

Revenues are coming in a little below anticipation, but are within the \$38 million currently projected.

SC-CMS Update

Since the October JISC meeting, the SC-CMS Project completed and signed the project charter for the Request for Proposal (RFP). The SC-CMS Project RFP Steering Committee has been meeting weekly to oversee all stages of the requirements gathering activity currently underway – as well as the RFP development, evaluation process and evaluation criteria development.

During November, the SC-CMS Project team completed six full-day requirements sessions with representatives from key stakeholder groups to validate the business requirements gathered (including King County requirements). To meet the requirements of a legislative proviso, the presidents of the Superior Court Judges Association, Association of Washington Superior Court Administrators and the Washington State Association of County Clerks must affirmatively confirm that it meets the needs of their members in thirty-nine (39) counties before the RFP is issued. This agreement is due December 30, 2011.

AOC's SC-CMS Project Business Analyst Team provided the latest copy of the SC-CMS Business Requirements Document (BRD) and the Glossary of Terms Document to the three associations November 22, 2011. We are reviewing the comments from the association presidents and expect to conclude work on this draft and deliver the document to the proviso team by December 8, 2011.

Next steps for the SC-CMS Project include assisting the proviso document team in meeting the following deadlines:

1. Produce a legislative proviso report draft on December 8, 2011.
2. Confirmation letters due from the associations December 19, 2011.
3. Draft of proviso report to JISC Members for feedback December 20-22, 2011.
4. Final draft of the proviso report goes to the JISC Executive Members for approval December 27, 2011.
5. Final proviso report goes to the Legislature December 30, 2011.

The JISC will be asked to decide on whether or not to release the RFP at the March 2nd meeting.

IT Governance Requests/ Prioritization

Mr. Kevin Ammons presented the ITG Status Report and also discussed the current status of the Information Services Division (ISD) resource utilization. He informed the committee that three small ITG projects had completed in the last two months. The projects that completed were two upgrades to the Judicial Receipting System (JRS) [ITG 50] and a small modification to the Judicial Information System (JIS) [ITG 72].

Justice Mary Fairhurst pointed out that we have been operating within our new governance process for all of our requests. However, that doesn't include the Superior Court Data Exchange (SCDX) project that had already been in process prior to the implementation of the Governance Process. We have always agreed that the Data Exchange project for the Superior Court is our highest priority, but it is not on the JISC priority list. Before us today are requests that need to be approved or disapproved. We need to identify all of our priorities and let AOC come back with a plan of when they might be scheduled based on resource availability.

Ms. Vonnie Diseth agreed that the SCDX project needs to be officially on the list of JISC priorities.

Mr. Kevin Ammons then presented three IT Governance requests for JISC consideration:

ITG 005 – Email/Text Court Date Reminders.

Mr. Ammons explained that this request had been tabled at the May 2011 JISC meeting pending the results of the Baseline Services initiative. After discussion regarding the request, a motion was made and seconded. Justice Fairhurst then called for a vote on the motion.

Motion: Judge Steve Rosen moved to approve a feasibility study on texting.

Second: Judge Jim Heller.

Voting in Favor: William Holmes, Judge Heller, Judge Rosen, Larry Barker, Jeff Hall.

Opposed: Justice Fairhurst, Linda Bell, Chief Berg, Judge Dalton, N.F. Jackson, Rich Johnson, Judge Leach, Stew Menefee, Barb Miner, Yolande Williams, Judge Wynne.

Absent: Marc Lampson.

The motion failed with 11 members voting nay, and 5 members voting yea.

ITG 102 - New Case Management System to Replace JIS/DISCIS.

After discussion, Justice Fairhurst stated that authorizing this request would be establishing a strategic priority on the ITG list which would allow AOC to have some insight into the relative priorities of future efforts. A motion was made and seconded. Justice Fairhurst then called a vote on the motion.

Motion: Justice Fairhurst moved to adopt the CLJ recommendation to do a feasibility study on DISCIS replacement.

Second: Judge Thomas Wynne.

Voting in Favor: William Holmes, Judge Heller, Judge Rosen, Larry Barker, Jeff Hall, Justice Fairhurst, Linda Bell, Chief Berg, Judge Dalton, N.F. Jackson, Rich Johnson, Judge Leach, Stew Menefee, Barb Miner, Yolande Williams, Judge Wynne.

Absent: Marc Lampson.

The motion passed unanimously with all members present.

ITG 085 - JRS Replacement.

The request was discussed by the committee. Justice Fairhurst pointed out that this request was similar in nature to the previous request. After further discussion, a motion was made and seconded. Justice Fairhurst then called a vote on the motion.

Motion: Barb Miner moved to approve a feasibility study on JRS replacement.

Second: Judge Jim Heller.

Voting in Favor: William Holmes, Judge Heller, Judge Rosen, Larry Barker, Jeff Hall, Justice Fairhurst, Linda Bell, Chief Berg, Judge Dalton, N.F. Jackson, Rich Johnson, Judge Leach, Stew Menefee, Barb Miner, Yolande Williams, Judge Wynne.

Absent: Marc Lampson.

The motion passed unanimously with all members present.

Bill Burke presented the Superior Court Data Exchange Update: see *JIS Priority Project Status Reports*.

Mr. Ammons then facilitated the prioritization activity for the approved ITG requests. First, the Superior Court Data Exchange and ITG 081 - Implement Static Risk Tool, STRONG 2 were prioritized in the JISC ITG Priority list. The JISC then prioritized the two new requests.

Justice Mary Fairhurst asked – does everyone think we need to give Superior Court Data Exchange (SCDX) a number and prioritize it? The general consensus was ‘Yes – it should be on the list with a real priority number’.

Kevin highlighted the current JISC Priorities. Currently, there are seven requests and the first four are “In Progress”. According to the IT Governance rules, all requests that are already underway; are locked in and can’t be changed.

Justice Mary Fairhurst stated we have two requests to add to the list: the SCDX and the Adult Risk Assessment (ARA) tool. Prioritization also needs to be done with these in mind. She then asked the committee by a show of hands the following questions:

How many think SCDX should be #1? – 9

How many think SCDX should be #2? – 1

How many think SCDX should be #3? – 4

Given the vote – SCDX will be the new #1 priority. All previously prioritized requests will move down one position.

Regarding the second request (Adult Risk Assessment), Judge Rosen asked for clarification . . . if we were told by the Legislature to fund this with the small projects fund that we were given; then is it true that we can’t “unfund” it? Vonnie Diseth responded that we are doing the ARA project in-house with ISD staff. Therefore, there isn’t actually a cash expenditure associated with it.

Justice Fairhurst then asked for priority ranking for ARA by a show of hands:

How many think ARA should be #1? – 0

How many think ARA should be #2? – 0

How many think ARA should be #3? – 0

How many think ARA should be #4? – 0

How many think ARA should be #5? – 0

Rich Johnson suggested that ARA should be the last one of the “in-progress” projects. The committee agreed that it should be #6.

Justice Fairhurst stated we are done with prioritizing the “in-progress” projects and they are 1 thru 6 on our priority list. Now, we need to insert the two additional requests – Feasibility Study for JRS Replacement and Feasibility Study for CLJ CMS in our priority list. We have renumbered our list and now we currently have 11 items on our priority list. Not all of these have been started.

Justice Fairhurst asked, based on the priority of the CLUGS and our current list of “authorized projects”, whether everyone was comfortable making the current numbers 6 - SCOMIS Field for CPG, and 7 - Prioritize Restitution Recipients and Combine True Name and Aliases for Time Pay our bottom 2 priorities? The committee responded “Yes” and the majority carried.

Justice Fairhurst stated that we now have three requests to prioritize:

- Expanded Seattle Municipal Court Case Data Transfer
- CMS to replace JIS (DISCIS)
- JRS Replacement

How many think Expanded Seattle Municipal Court Case Data Transfer should continue at #1 of this group? Majority passed. Making this our #1 authorized project of these three. How many think the feasibility study to replace CLJ CMS should be #2? Majority passed. By default of our first two votes, that makes the Feasibility Study for JRS replacement our #3.

Justice Fairhurst stated that we now have our priorities. Vonnie can now go work with her team to determine what can be scheduled. Vonnie will come back with a plan for the March 2 meeting.

The JISC's adopted priority list is:

Priority	ITG #	Request Name	Status	Approving Authority	JISC Importance
1	121	Superior Court Data Exchange	In Progress	JISC	High
2	002	Superior Court Case Management System	In Progress	JISC	High
3	045	Appellate Courts EDMS	In Progress	JISC	High
4	009	Add Accounting Data to the Data Warehouse	In Progress	JISC	High
5	041	Remove CLJ Archiving and Purge Certain Records	In Progress	JISC	High
6	081	Implement Static Risk Tool, STRONG 2 (ARA)	In Progress	JISC	High
7	027	Expanded Seattle Municipal Court Case Data Transfer	Scheduled Feb 2012 – Jan 2013	JISC	High
8	102	New Case Management System to Replace JIS (DISCIS)	Authorized	JISC	High
9	85	JRS Replacement	Authorized	JISC	High
10	007	SCOMIS Field for CPG	Authorized	JISC	Medium
11	026 & 031	Prioritize Restitution Recipients and Combine True Name and Aliases for Time Pay	Authorized	JISC	Medium

DB2 Upgrade Update

Ms. Vonnie Diseth reported that ISD infrastructure staffs are working with IBM to determine the cause of the slow-down that occurred in October in the first upgrade attempt. The plan is to try again on December 8, 2011. E-mails have been sent to listserv's to inform all court staff of what is expected to take place and possible alternative scenarios.

Information Networking Hub (INH) Program Overview and Status

Mr. Dan Belles gave an overview of the transformation activities initiated by the JISC over the last two years that brought about the creation of the Information Networking Hub (INH). Mr. Belles then spoke about the INH program's primary data sharing capabilities and foundation components. The initial primary focus is preparing the INH for the SC-CMS rollout.

Mr. Eric Kruger then provided a non-technical overview of INH: providing a summary of the problems to resolved; program components; and a business focused description of the services to be provided. The primary problem to be solved by the INH is reducing complexity by migrating away from specialized data exchanges to generic multiple purpose reusable exchanges. The INH will also standardize data for consistent decision making and minimize redundant data by providing entry application integration. My Kruger briefly reviewed the INH Program components consisting of: infrastructure, development, support, and business services. He expanded on the business services by describing the seven categories of services to be provided.

Mr. Belles presented an overview of the INH schedule and a discussion of the SC-CMS schedule's milestones. He also discussed the question "What if INH was not ready in time for the SC-CMS?" Mr. Belles explained that the INH was focused on being ready for SC-CMS but was also a separate, stand-alone effort. INH would be needed regardless of whether we continue with the SC-CMS project or not. He discussed the interim contingency plan for connecting SC-CMS directly to JIS in the event that INH was not ready in time. He stated that the work being done by the SCDX project would allow for a direct data exchange connection that could be used as a short term solution until INH is ready.

Mr. Mike Davis used a swim lane diagram to provide an overview of how INH relates to the current architecture, and the SCDX and SC-CMS projects. He described the pinch points where there is the greatest risk of encountering difficulty with each of the projects. He described the need to reconcile the data in the new SC-CMS COTS application with the existing JIS database within the INH.

Ms. Barb Miner, King County Clerk asked a question on whether the INH schedule was dependent on the SC-CMS schedule and what happens if they didn't come together as expected. Mr. Dan Belles responded that the INH project was not dependent on SC-CMS and needed to go forward regardless of whether SC-CMS was on schedule or delayed. Ms. Miner also asked if outside contractors would be needed to do the INH development. Mr. Belles said outside developers would be needed to assist AOC staff to accomplish the INH work. Justice Mary Fairhurst stated that there was an approved budget line item for the INH project funding.

JIS Priority Project Status Reports

ITG 81 Static Adult Risk Assessment (ARA) Project

Mr. Martin Kravik presented an update on the Adult Static Risk Assessment project. He reported that a project Executive Steering Committee has been formed and is meeting on a monthly basis. It is chaired by Judge Kathleen O'Connor of Spokane Superior Court. The project charter was approved by the Executive Steering Committee. Clark County and Spokane County have volunteered to help AOC design the application user interfaces and develop guidelines for system use by jurisdictions. Cowlitz County and Kittitas County are also likely participants. A review draft for system requirements has been finalized. System design is nearing completion and development of court implementation guidelines has begun. Two issues that were raised were 1) the entry and maintenance of STRONG Severity Codes in the JIS law tables and 2) the formation of an AOC program to provide ongoing support to jurisdictions. Both were raised as information only at this point. Each appears to be on their way to being resolved.

Justice Fairhurst asked if there will be a problem handling new laws enacted during legislative sessions. Jeff Hall said that this is a mature process in AOC which will be able to include the addition of Severity Codes.

Next steps include finalizing system design, starting system development, and engaging the implementation courts in reviews and business process discussion

Vehicle Related Violations (VRV) Project

No update given.

Superior Court Data Exchange (SCDX)

Mr. Bill Burke provided the following status for the Superior Court Data Exchange (SCDX) project:

- Four additional web services (functions) were added to project scope. These functions were originally expected to be provided within the current planned (59) web services but as a result of the changes in the implementation approach approved by the JISC in January 2011, these functions will be implement via separate web services.
- The project is currently on-schedule to complete SCDX Production Increment 1. Development and verification testing is expected to be completed by the end of December and AOC QA testing is planned to be completed by the end of January.
- When the AOC has completed SCDX Production Increment 1, the Pierce County Legal Information Network Exchange (LINX) team will need to develop the software interface for the LINX system to use the SCDX web services. The Pierce County LINX team currently estimates this development will occur during the first Quarter of 2012.

Question: Will the SCDX support an interface to multiple local court Case Management Systems (CMS)?

AOC: Yes. While the Pierce County LINX System will be the first CMS to interface to the SCDX; the SCDX is being designed to support interfacing to multiple local court Case Management Systems concurrently, in real-time.

Question: Why does the current scope of the SCDX project not include Calendaring and Document Indexing?

Rich Johnson: The DMSC directed the SCDX project to focus on the web services required to eliminate dual data entry between local court CMS's and SCOMIS.

AOC: The current project scope was approved by the JISC in January 2011 as part of the project re-plan. If the (4) Calendaring and (2) Document Indexing web services need to be added to the SCDX in a follow-on project, a request can be submitted via the ITG process so that these requirements can be prioritized and go through the JISC project approval process.

Question: What will be required for other local court CMS's to interface to the SCDX?

AOC: The local court will need to develop the interface from their CMS to use the SCDX web services. While the AOC has designed the SCDX to support the interface to multiple local court CMS's, an AOC on-boarding process has not yet been developed to identify the time and resources required for the AOC to support a local court in this development.

The JISC requested that AOC Leadership begin discussions with Pierce County on the following:

- a) Scheduling of the Pierce County development required for the LINX system to interface to the SCDX, and
- b) Phasing out of the AOC payments to Pierce County for dual data entry between the LINX and SCOMIS systems.

The JISC authorized the SCDX project to proceed with implementing SCDX Production Increments 2 & 3 and allocated an additional \$533.4K to the SCDX project, for this effort. (Note: The estimate to complete SCDX Production Increments 2 & 3 is \$608K. The SCDX project has \$74.6K remaining at the completion of Production Increment 1 and requires an additional \$533.4K to complete these increments.)

1st Motion: Linda Bell moved to approve increasing the SCDX project funding authorization from \$1.6M to 2.32M to complete all phases of the project.

Second: Judge Dalton.

Voting in Favor: William Holmes, Judge Heller, Judge Rosen, Larry Barker, Jeff Hall, Justice Fairhurst, Linda Bell, Chief Berg, Judge Dalton, Rich Johnson, Judge Leach, Stew Menefee, Barb Miner, Yolande Williams, Judge Wynne.

Absent: Marc Lampson, N.F. Jackson.

The motion passed unanimously with all members present.

2nd Motion: Chief Berg, move to allocate 533,400 from the JIS Multi-Project Fund for Increments 2 & 3 of the SCDX Project.

Second: Yolande Williams.

Voting in Favor: William Holmes, Judge Heller, Judge Rosen, Larry Barker, Jeff Hall, Justice Fairhurst, Linda Bell, Chief Berg, Judge Dalton, Rich Johnson, Judge Leach, Stew Menefee, Barb Miner, Yolande Williams, Judge Wynne.

Absent: Marc Lampson, N.F. Jackson.

The motion passed unanimously with all members present.

In prioritizing the AOC project portfolio, the JISC decided that the SCDX project is the highest priority project of the AOC project portfolio.

Appellate Court Electronic Document Management System (EDMS)

Mr. Bill Burke provided the following status for the Appellate Courts Electronic Document Management System (AC EDMS) project:

- The AOC is working with the Appellate Courts in developing Use Cases that define the Courts business requirements for the planned EDMS. These Use Cases will be used to validate the EDMS technical requirements and will also be used in defining the automated document workflow processes.
- While the project is following a process that will capture the Appellate Courts EDMS business requirements, the process takes time and the effort is more than 2 months behind schedule.

Committee Reports

Data Management Steering Committee: Mr. Rich Johnson reported the main focus for their last meeting was the status of the Superior Court Data Exchange and making sure the committee was in support of coming back to the JISC and recommending action on the requested funds.

Data Dissemination Committee: no report

Next Meeting

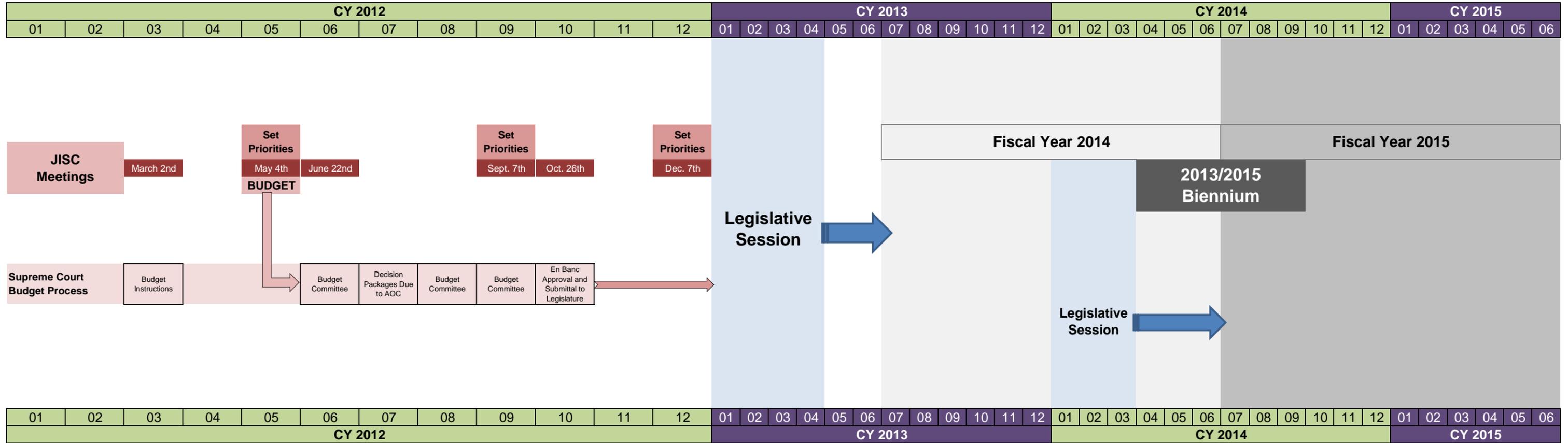
The next meeting will be March 2, 2012, at AOC SeaTac Facility; from 9:00 a.m. to 3:00 p.m.

Action Items:

	Action Items – From March 4th Meeting	Owner	Status
1	At the end of the legislative session, ask the Supreme Court Rules Committee if it wants the Data Dissemination Committee to revisit GR15 in light of <i>Ishikawa</i> and <i>Bone-Club</i> .	Vicky Marin, Justice Fairhurst	<i>Postponed</i>
2	Draft JIS Policy on comment to the BJA/Legislature reflecting JISC consensus from March 4 th meeting.	Vicky Marin	<i>Postponed</i>
	Action Items – From October 7th Meeting		
3	Confer with the BJA on JISC bylaw amendment regarding JISC communication with the legislature.	Justice Fairhurst	
4	Baseline Service Level Team – Add staff recognition to the Baseline Services Report	Jenni Christopher	Completed
	Action Items – From December 2nd Meeting		
5	Present JIS application portfolio plan to the JISC.	Vonnie Diseth	Planned for May JISC
6	Present to the JISC a schedule for work on ITG projects prioritized by the JISC on December 2 nd .	Vonnie Diseth	
7	Discuss with Pierce County reduction of payment for double-data entry following completion of SCDX Increment 1	Jeff Hall	Completed/ In progress

Administrative Office of the Courts
Information Services Division Project Allocation & Expenditure Update
Expenditures and Obligations January 31, 2012

	Initiatives--JIS Transition	ALLOTTED	EXPENDED	VARIANCE
2.	Capability Improvement Phase I			
2.4	Implement IT Portfolio Management (ITPM)	\$239,400	\$235,879	\$3,521
	Capability Improvement Phase I-Subtotal	\$239,400	\$235,879	\$3,521
3.	Capability Improvement Phase II			
3.4	Implement IT Service Management	\$115,000	\$0	\$115,000
	Capability Improvement Phase II-Subtotal	\$115,000	\$0	\$115,000
4.	Capability Improvement Phase III			
4.2	Mature Application Development Capability	\$115,000	\$0	\$115,000
	Capability Improvement Phase III-Subtotal	\$115,000	\$0	\$115,000
7.	Information Networking Hub (INH)			
7.6	Information Networking Hub (INH)	\$2,582,325	\$20,269	\$2,562,056
	Information Networking Hub (INH) - Subtotal	\$2,582,325	\$20,269	\$2,562,056
	Ongoing Activities			
12.1	Natural To COBOL Conversion	\$653,000	\$641,000	\$12,000
12.2	SCOMIS DX	\$1,338,000	\$716,977	\$621,023
	Ongoing Activities-Subtotal	\$1,991,000	\$1,357,977	\$633,023
	JIS Transition Subtotal	\$5,042,725	\$1,614,125	\$3,428,600
	Superior Court CMS			
	Initial Allocation	\$4,973,000	\$218,711	\$4,754,289
	COTS	\$0	\$0	\$0
	Superior Court CMS Subtotal	\$4,973,000	\$218,711	\$4,754,289
	ITG Projects			
	ITG #045 - Appellate Court E-Filing Electronic Document Management System (EDMS)	\$980,000	\$30	\$979,970
	To be Allocated	\$470,600	\$0	\$470,600
	ITG Projects Subtotal	\$1,450,600	\$30	\$1,450,570
	Equipment Replacement			
	Equipment Replacement - External	\$628,000	\$455,814	\$172,186
	Equipment Replacement - Internal	\$550,000	\$40,135	\$509,865
	Equipment Replacement Subtotal	\$1,178,000	\$495,949	\$682,051
	TOTAL 2011-2013	\$12,644,325	\$2,328,815	\$10,315,510
	Additional Funding Requirements			
7.6	Information Networking Hub (INH)	\$881,000	N/A	N/A
	COTS Preparation Track	\$242,000	N/A	N/A
	Unfunded Costs	\$1,123,000	N/A	N/A





Superior Court Case Management System (SC-CMS) Project Update

March 2, 2012

SC-CMS Project High Level Plan

- ✓ Business Requirements Approved by Associations
- ✓ Legislative Proviso Met
- ✓ Special Assistant Attorney General (SAAG) onboard
- Independent Quality Assurance Professional (QAP) – Status
- RFP Plan Status

Spring 2012 Conferences

- Washington State Association of County Clerks (WSACC)
 - March 26, 2012
- Superior Court Judges' Association (SCJA) and Association for Washington Superior Court Administrators (AWSCA)
 - April 29, 2012

Assistant Attorney General (AAG)

- Suzanne Shaw, Senior Counsel, AAG
- Jim Pharris, Senior Counsel, AAG
- Role and Responsibilities
 - ❖ General Legal Counsel
- Reporting Structure
 - ❖ Jeff Hall, State Court Administrator
 - ❖ Vonnie Diseth, CIO/Director of Information Services Division
 - ❖ John Bell, AOC Contracts Administrator

Special Assistant Attorney General (SAAG)

- Mr. Rich Wyde, SAAG
- Role and Responsibilities
 - ❖ Contract Language
 - ❖ Contract Negotiations
- Reporting Structure
 - ❖ Jeff Hall, State Court Administrator
 - ❖ Vonnie Diseth, CIO/Director of ISD
 - ❖ John Bell, AOC Contracts Administrator

Independent Quality Assurance Professional (QAP)

- Role and Responsibilities
 - ❖ Review and Provide Feedback on RFP
 - ❖ Assess Potential Risk of Overall Project
 - ❖ Evaluate Internal/External Influences
 - ❖ Forecast Problems and Recommend Resolution
- Reporting Structure
 - ❖ Justice Mary E. Fairhurst, JISC Chair
 - ❖ Jeff Hall, State Court Administrator

Local Court Funding Impacts

- Local Court Stakeholder Impact Estimates
- Estimating Tool for Budgeting
- Motion from SC-CMS Project RFP Steering Committee

Decision Points

Decision Point 1:

- Funding of Local Court Implementations

Decision Point 2:

- RFP Release Decision

Next Steps

- Pre-Release Vendor Conference
- Publish RFP
- Review Written Proposals

SC CMS Project - High Level Plan

◆ = Milestone

(Last Revised: February 16, 2012)

PHASE/ACTIVITIES/TASKS	START DATE	END DATE
<i>Project Start and JISC Project Approval</i> ◆	Sept 2011	
<i>Proviso Requirement Met</i> ◆	Dec 2011	
Contract Negotiation Expertise	Feb 2012	Feb 2012
PHASE I – SYSTEM ACQUISITION		
Develop Procurement Plan	Sept 2011	Feb 2012
Develop Functional Requirements	Oct 2011	Oct 2011
Conduct Functional Requirement Sessions	Oct 2011	Dec 2011
Review Functional Requirements by Association	Dec 2011	Dec 2011
<i>Approval of Business Requirements by Association</i> ◆	Dec 2011	
CONTRACT QUALITY ASSURANCE PROFESSIONAL (QAP) EXPERTISE		
Develop Request for Qualifications and Quotations (RFQQ)	Jan 2012	Jan 2012
Publish RFQQ	Jan 2012	Jan 2012
Conduct Interviews	Feb 2012	Feb 2012
Select QAP	Feb 2012	Feb 2012
<i>Execute Contract</i> ◆	Mar 2012	
REQUEST FOR PROPOSAL (RFP) PROCESS		
Pre-Release Vendor Conference	Mar 2012	Mar 2012
Develop RFP	Sept 2011	Mar 2012
Publish RFP	Apr 2012	Apr 2012
Pre-Proposal Vendor Conference	May 2012	May 2012
Amendments to RFP	Jun 2012	Jun 2012
Vendor Proposals Due	Jul 2012	Jul 2012
Review Written Proposals	Jul 2012	Jul 2012
Notify Vendors of Demonstrations	Aug 2012	Aug 2012
Conduct Demonstrations	Sept 2012	Sept 2012
Conduct On-Site Evaluations	Sept 2012	Sept 2012
Present Results to Steering Committee	October 9, 2012	
Steering Committee Makes Recommendations to JISC	October 26, 2012	

SC CMS Project - High Level Plan

◆ = Milestone

(Last Revised: February 16, 2012)

PHASE/ACTIVITIES/TASKS	START DATE	END DATE
JISC Decision Point ◆	October 26, 2012	
Apparently Successful Vendor Award ◆	October 26, 2012	
Conduct Contracts Negotiation	Nov 2012	Dec 2012
PHASE II – CONFIGURATION AND VALIDATION		
Planning and Design	Dec 2012	Apr 2013
Configuration and Customization	Mar 2013	Feb 2014
Conduct System and User Acceptance Testing	Jan 2014	Nov 2014
System Acceptance ◆	Nov 2014	
PHASE III – LOCAL IMPLEMENTATION PREPARATION		
Conduct Readiness Assessment	Mar 2013	Dec 2017
Provide Training to the Court and Court Community		
Redesign Court Business and Court Community Business Processes		
Revise Court and Court Community IT Budgets		
Plan Local Court Configuration		
Plan Local Court Data Configuration		
Plan Correspondence, Forms, and Reports		
Plan and Design Data Conversion		
Redesign Application Portfolio		
Design Interoperability		
Design Local Technical Infrastructure		
Compile Local Implementation Plans		
PHASE IV – PILOT IMPLEMENTATION		
Pilot Implementation	Nov 2014	May 2015
Pilot Implementation Completed ◆	May 2015	
PHASE V – STATEWIDE ROLLOUT		
King County	May 2015	Nov 2016
Small Courts	May 2015	May 2018
Large Courts	Jul 2015	May 2018

Judicial Information System Committee Meeting

March 2, 2012

DECISION POINT – Superior Court Case Management System – Local Planning and Implementation Funding

MOTION:

- I move to include funding for local planning and implementation costs in the budget allocations for the Superior Court Case Management System project subject to further approval of the actual amount to be allocated.

I. BACKGROUND

The Superior Court Case Management Feasibility Study identified that “[t]he implementation of SC-CMS will impact the operating and capital budgets of the local superior court and their justice partners.... These changes will need to proceed through the local legislative budget cycle. Time is set aside during this phase for counts and their local partners to adjust operations and, if investment in automated interfaces is warranted, capital budgets.”

The Superior Court Case Management System Request for Proposal (SC-CMS RFP) Steering Committee has been working with MTG Management Consulting (MTG) on estimates of planning and implementation impacts on local courts. A sub-committee, consisting of Barb Miner, Betty Gould, and Frank Maiocco, was formed to refine the local court impact estimates with the intent of sending them to local courts as an aid to their local finance and budgeting processes. The SC-CMS RFP Steering Committee determined that it was appropriate propose to JISC that funding be provided for local court planning and implementation costs.

II. DISCUSSION

The lack of local funding to implement the SC-CMS presents a risk to the successful completion of the project. There is a need to separate hard dollar costs that a local court may incur from soft costs (the value of time spent working on the project). Payment will only be made for actual costs incurred. A method would need to be devised to establish the amount to allocate for local court costs and to apportion the allocation among all of the courts.

III. PROPOSAL

The SC-CMS RFP Steering Committee proposes to include the cost of local court planning and implementation in the funding for the Superior Court Case Management System.

IV. OUTCOME IF NOT PASSED –

If local costs are not included in the funding for the case management system, there is a risk that the system will not be successfully implemented in all jurisdictions.

WORKING DRAFT
2/16/2012

WASHINGTON ADMINISTRATIVE OFFICE OF THE COURTS
SUPERIOR COURT MANAGEMENT FEASIBILITY STUDY

HOUR IMPACT OF SC-CMS PREPARATION EFFORTS

Activities	Court Community		Superior Courts						
	Justice Partners	Local IT	Clerk Staff	Admin Staff	Judge	TCA / Lead	Presiding Judge	Lead Judge	Clerk
Communicate to the Court Community	1.00	1.00	2.00	2.00	0.25	2.00	0.25	1.00	2.00
Train the Court and Court Community	1.00	2.00	4.00	4.00	1.00	4.00	0.50	2.00	4.00
Conduct Readiness Assessment	2.00	2.00	1.00	1.00	0.25	4.00	0.50	2.00	4.00
Redesign Court Business Processes	0.00	0.00	16.00	1.00	0.00	40.00	1.00	4.00	40.00
Redesign Court Community Business Processes	2.00	0.00	1.00	1.00	0.00	40.00	1.00	4.00	40.00
Revise Court and Court Community IT Budgets	2.00	4.00	0.00	0.00	0.00	6.00	0.75	3.00	6.00
Plan Local Court Configuration	0.00	4.00	1.00	1.00	0.00	6.00	0.75	3.00	6.00
Plan Local Court Data Configuration	0.00	4.00	1.00	1.00	0.00	6.00	0.75	3.00	6.00
Plan Correspondence, Forms, and Reports	0.00	3.00	1.00	1.00	0.00	6.00	0.75	3.00	6.00
Plan and Design Data Conversion	0.00	4.00	1.00	1.00	0.00	6.00	0.75	3.00	6.00
Redesign Application Portfolio	2.00	2.00	0.00	0.00	0.00	4.00	0.50	2.00	4.00
Design Interoperability	4.00	2.00	0.00	0.00	0.00	4.00	0.50	2.00	4.00
Design Local Technical Infrastructure	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Compile Local Implementation Plans	<u>2.00</u>	<u>2.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2.00</u>	<u>0.25</u>	<u>1.00</u>	<u>16.00</u>
Per Stakeholder Total Hours	<u>16.00</u>	<u>32.00</u>	<u>28.00</u>	<u>13.00</u>	<u>1.50</u>	<u>130.00</u>	<u>8.25</u>	<u>33.00</u>	<u>144.00</u>
Ratio of Impacted Stakeholders per Judge	1.00	0.34	3.31	2.39	1.00	0.17	0.17	0.17	0.17
Total Hours Impact on Per-Judge Basis	16.00	10.88	92.68	31.07	1.50	22.13	1.40	5.62	24.51

WASHINGTON ADMINISTRATIVE OFFICE OF THE COURTS
SUPERIOR COURT MANAGEMENT FEASIBILITY STUDY

HOUR IMPACT OF SC-CMS PREPARATION EFFORTS

Examples	Court Community		Superior Courts						
	Justice Partners	Local IT	Clerk Staff	Admin Staff	Judge	TCA / Lead	Presiding Judge	Lead Judge	Clerk
Number of Kitsap County Stakeholders	9	3.06	28.79	20.51	9	1	1	1	1
Kitsap County Hour Impact	144.00	97.92	806.12	266.63	13.50	130.00	8.25	33.00	144.00
							Total Hour Impact		1,643.42
Number of Thurston County Stakeholders	12	4.08	38.72	20	12	1	1	1	1
Thurston County Hour Impact	192.00	130.56	1,084.16	260.00	18.00	130.00	8.25	33.00	144.00
							Total Hour Impact		1,999.97
Number of King County Stakeholders	63	21.42	207.53	149.57	63	1	1	1	1
King County Hour Impact	1,008.00	685.44	5,810.84	1,944.41	94.50	130.00	8.25	33.00	144.00
							Total Hour Impact		9,858.44
Number of Whitman County Stakeholders	1	0.34	2.31	1.39	1	1	1	1	1
Whitman County Hour Impact	16.00	10.88	64.68	18.07	1.50	130.00	8.25	33.00	144.00
							Total Hour Impact		426.38

Notes:

1. Items in powder blue cells are estimates based on fiscal standards developed by the AOC.

WASHINGTON ADMINISTRATIVE OFFICE OF THE COURTS
SUPERIOR COURT MANAGEMENT FEASIBILITY STUDY

HOUR IMPACT OF SC-CMS IMPLEMENTATION EFFORTS

Activities	Court Community		Superior Courts						
	Justice	Local IT	Clerk Staff	Admin Staff	Judge	TCA/ Lead	Presiding Judge	Lead Judge	Clerk
	Partners								
Project Management	0.00	0.00	0.00	0.00	0.00	8.00	1.00	1.00	8.00
Implement Local Court Business Processes	6.00	0.00	4.00	4.00	1.00	80.00	1.00	2.00	80.00
Train Local Court Users	2.00	0.00	4.00	4.00	1.00	0.00	1.00	2.00	0.00
Configure Local Court Application	0.00	4.00	0.00	0.00	0.00	4.00	0.00	0.00	4.00
Build Interfaces	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Convert Local Court Data	0.00	4.00	10.00	10.00	0.00	2.00	0.50	0.50	2.00
Adjust Local Technology Infrastructure	0.00	20.00	0.00	0.00	0.00	2.00	0.20	0.20	2.00
Local Systems Integration Test	0.00	8.00	0.00	0.00	0.00	4.00	0.20	1.00	4.00
Local User Acceptance Test	0.00	8.00	0.00	0.00	0.00	4.00	0.20	1.00	4.00
Update Boxie Reports	0.00	24.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Implementation	<u>1.00</u>	<u>8.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4.00</u>	<u>0.40</u>	<u>1.00</u>	<u>4.00</u>
Per Person Total Hours	<u>9.00</u>	<u>80.00</u>	<u>18.00</u>	<u>18.00</u>	<u>2.00</u>	<u>108.00</u>	<u>4.50</u>	<u>8.70</u>	<u>108.00</u>
Ratio of Impacted Stakeholders Per Judge	1.00	0.34	3.31	2.39	1.00	0.17	0.17	0.17	0.17
Total Hours Impact on Per-Judge Basis	9.00	27.20	59.58	43.02	2.00	18.38	0.77	1.48	18.38

WASHINGTON ADMINISTRATIVE OFFICE OF THE COURTS
SUPERIOR COURT MANAGEMENT FEASIBILITY STUDY

HOUR IMPACT OF SC-CMS IMPLEMENTATION EFFORTS

Examples	Court Community		Superior Courts						
	Justice Partners	Local IT	Clerk Staff	Admin Staff	Judge	TCA / Lead	Presiding Judge	Lead Judge	Clerk
Number of Kitsap County Stakeholders	9	3.06	28.79	20.51	9	1	1	1	1
Kitsap County Hour Impact	81.00	244.80	518.22	369.18	18.00	108.00	4.50	8.70	108.00
							Total Hour Impact		1,460.40
Number of Thurston County Stakeholders	12	4.08	38.72	20	12	1	1	1	1
Thurston County Hour Impact	108.00	326.40	696.96	360.00	24.00	108.00	4.50	8.70	108.00
							Total Hour Impact		1,744.56
Number of King County Stakeholders	63	21.42	207.53	149.57	63	1	1	1	1
King County Hour Impact	567.00	1,713.60	3,735.54	2,692.26	126.00	108.00	4.50	8.70	108.00
							Total Hour Impact		9,063.60
Number of Whitman County Stakeholders	1	0.34	2.31	1.39	1	1	1	1	1
Whitman County Hour Impact	9.00	27.20	41.58	25.02	2.00	108.00	4.50	8.70	108.00
							Total Hour Impact		334.00

Notes:

1. Items in powder blue cells are estimates based on fiscal standards developed by the AOC.

Updated Analysis as of 2/16/2012¹

SC-CMS COST-BENEFIT ANALYSIS: CENTRALLY HOSTED COMMERCIAL CMS

**Stakeholder Financial Impact
Commercial CMS**

Stakeholder Preparation Impact

Position	Hourly Rate	Phase										TOTAL
		Acquisition	Config & Validation			Statewide Rollout			Ongoing Support			
		FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Litigants and Other	\$ 18	-	-	-	-	-	-	-	-	-	-	-
Justice Partners	\$ 75	-	-	9,600	55,200	57,600	103,200	-	-	-	-	225,600
Local IT	\$ 42	-	-	3,645	20,957	21,868	39,180	-	-	-	-	85,649
Clerk Staff	\$ 23	-	-	17,096	98,305	102,579	183,787	-	-	-	-	401,766
Administrator Staff	\$ 23	-	-	5,717	32,872	34,301	61,456	-	-	-	-	134,347
Judge	\$ 92	-	-	1,106	6,358	6,635	11,887	-	-	-	-	25,986
Trial Court Administrator / Lead	\$ 23	-	-	4,082	23,471	24,491	43,880	-	-	-	-	95,923
Presiding Judge	\$ 92	-	-	1,035	5,952	6,211	11,129	-	-	-	-	24,327
Lead Judge	\$ 92	-	-	4,141	23,810	24,845	44,514	-	-	-	-	97,310
Clerk	\$ 23	-	-	4,521	25,998	27,128	48,605	-	-	-	-	106,253
Total		-	-	50,943	292,923	305,658	547,638	-	-	-	-	1,197,162

Stakeholder Implementation Impact

Position	Hourly Rate	Phase										TOTAL
		Acquisition	Config & Validation			Statewide Rollout			Ongoing Support			
		FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Litigants and Other	\$ 18	-	-	-	-	-	-	-	-	-	-	-
Justice Partners	\$ 75	-	-	5,400	31,050	32,400	58,050	-	-	-	-	126,900
Local IT	\$ 42	-	-	9,112	52,392	54,669	97,950	-	-	-	-	214,122
Clerk Staff	\$ 23	-	-	10,991	63,196	65,943	118,149	-	-	-	-	258,278
Administrator Staff	\$ 23	-	-	7,916	45,515	47,494	85,094	-	-	-	-	186,018
Judge	\$ 92	-	-	1,474	8,478	8,846	15,850	-	-	-	-	34,648
Trial Court Administrator / Lead	\$ 23	-	-	3,391	19,499	20,346	36,454	-	-	-	-	79,690
Presiding Judge	\$ 92	-	-	565	3,247	3,388	6,070	-	-	-	-	13,270
Lead Judge	\$ 92	-	-	1,092	6,277	6,550	11,736	-	-	-	-	25,654
Clerk	\$ 23	-	-	3,391	19,499	20,346	36,454	-	-	-	-	79,690
Total		-	-	43,331	249,151	259,984	465,805	-	-	-	-	1,018,271

Total 2,215,433

Note 1: Updated analysis considers increase in scope for the clean up and conversion of clerk records on SCOMIS.

WASHINGTON STATE ADMINISTRATIVE OFFICE OF THE COURTS
SUPERIOR COURT MANAGEMENT FEASIBILITY STUDY

Updated Analysis as of 2/16/2012¹

SC-CMS COST-BENEFIT ANALYSIS: CENTRALLY HOSTED COMMERCIAL CMS

Note 1: Updated analysis considers increase in scope for the clean up and conversion of clerk records on SCOMIS.

WORKING DRAFT
2/16/2012
WASHINGTON ADMINISTRATIVE OFFICE OF THE COURTS
SCOMIS File Cleanup Estimates

County	Case Filings 2001-2010	Case Filings 2006-2010	Case Filings 2010	5% of Case Filings 2001-2010	5% of Case Filings 2006-2010	5% of Case Filings 2010	Case File Clean Up Hours for last 10 Years	Case File Clean Up Hours for last 5 Years	Case File Clean Up Hours for Year
Adams	7,619	3,875	774	381	194	39	31.75	16.15	3.23
Asotin	10,305	4,954	900	515	248	45	42.94	20.64	3.75
Benton	82,016	42,585	8,383	4,101	2,129	419	341.73	177.44	34.93
Chelan	38,866	19,214	3,603	1,943	961	180	161.94	80.06	15.01
Clallam	37,078	18,780	3,728	1,854	939	186	154.49	78.25	15.53
Clark	172,330	89,303	17,937	8,617	4,465	897	718.04	372.10	74.74
Columbia	2,184	1,107	217	109	55	11	9.10	4.61	0.90
Cowlitz	67,117	33,170	6,259	3,356	1,659	313	279.65	138.21	26.08
Douglas	12,538	6,462	1,205	627	323	60	52.24	26.93	5.02
Ferry	2,670	1,384	257	134	69	13	11.13	5.77	1.07
Franklin	31,296	16,946	3,552	1,565	847	178	130.40	70.61	14.80
Garfield	960	461	105	48	23	5	4.00	1.92	0.44
Grant	42,195	20,439	4,259	2,110	1,022	213	175.81	85.16	17.75
Grays Harbor	43,005	20,706	3,880	2,150	1,035	194	179.19	86.28	16.17
Island	25,733	13,279	2,779	1,287	664	139	107.22	55.33	11.58
Jefferson	11,804	6,206	1,361	590	310	68	49.18	25.86	5.67
King	751,827	378,558	75,395	37,591	18,928	3,770	3,132.61	1,577.33	314.15
Kitsap	100,163	48,303	8,998	5,008	2,415	450	417.35	201.26	37.49
Kittitas	17,037	8,737	1,726	852	437	86	70.99	36.40	7.19
Klickitat	9,226	4,516	939	461	226	47	38.44	18.82	3.91
Lewis	41,899	20,161	4,066	2,095	1,008	203	174.58	84.00	16.94
Lincoln	45,727	23,133	4,616	2,286	1,157	231	190.53	96.39	19.23
Mason	28,377	14,299	2,731	1,419	715	137	118.24	59.58	11.38
Okanogan	20,582	9,981	2,002	1,029	499	100	85.76	41.59	8.34
Pacific	11,687	5,751	1,019	584	288	51	48.70	23.96	4.25
Pend Oreille	5,897	2,882	591	295	144	30	24.57	12.01	2.46
Pierce	352,160	176,091	35,358	17,608	8,805	1,768	1,467.33	733.71	147.33
San Juan	4,705	2,403	519	235	120	26	19.60	10.01	2.16
Skagit	66,239	36,188	6,993	3,312	1,809	350	276.00	150.78	29.14
Skamania	4,791	2,459	438	240	123	22	19.96	10.25	1.83
Snohomish	293,860	151,393	29,982	14,693	7,570	1,499	1,224.42	630.80	124.93
Spokane	237,038	122,203	24,009	11,852	6,110	1,200	987.66	509.18	100.04
Stevens	17,165	8,657	1,674	858	433	84	71.52	36.07	6.98
Thurston	133,242	68,654	14,498	6,662	3,433	725	555.18	286.06	60.41
Wahkiakum	1,811	923	180	91	46	9	7.55	3.85	0.75
Walla Walla	26,874	13,568	2,683	1,344	678	134	111.98	56.53	11.18
Whatcom	77,396	39,748	7,922	3,870	1,987	396	322.48	165.62	33.01
Whitman	9,787	4,910	1,022	489	246	51	40.78	20.46	4.26
Yakima	130,076	65,573	12,395	6,504	3,279	620	541.98	273.22	51.65
State	2,975,282	1,507,962	298,955	148,764	75,398	14,948	12,397.01	6,283.18	1,245.65

Cost per Hour \$ 20.00 \$ 20.00 \$ 20.00
Statewide Cleanup Costs \$ 247,940 \$ 125,664 \$ 24,913

Judicial Information System Committee Meeting March 2, 2012

DECISION POINT – Superior Court Case Management System – RFP Release

MOTION:

- I move that the JISC authorize release of the Superior Court Case Management System Request for Proposal when it is completed and release is authorized by the SC-CMS RFP Steering Committee.

I. BACKGROUND

The Superior Court Case Management System (SC-CMS) Project is intended to provide the superior courts with a software application that would meet the business needs of all 39 counties in the state for calendaring and case-flow management functions, along with participant/party information tracking, case records and relevant disposition services functions, in support of judicial decision making, scheduling and case management.

In a motion approved on September 9, 2011, the Judicial Information System Committee (JISC) directed the Administrative Office of the Courts (AOC) to develop a Request for Proposal (RFP) that would “implement the recommendation of MTG Management Consultants in the Superior Court Case Management Feasibility Study Report, Version 1.3., that AOC acquire, implement, and centrally host a statewide, full-featured, commercial case management system for superior courts...” The motion further provided that the JISC would make a subsequent decision, once the RFP was developed, whether or not to proceed with the project and release the RFP.

The JISC also established the SC-CMS RFP Steering Committee to provide oversight of the development of Superior Court Case Management System RFP. The SC-CMS RFP Steering Committee therefore is charged with determining that the RFP is complete and ready for release.

II. DISCUSSION

The SC-CMS RFP Steering Committee projects that the RFP will be ready for release between late April and late May. Approval is requested in order to avoid delay in the SC-CMS project should the RFP be ready for release before the next regularly scheduled JISC meeting.

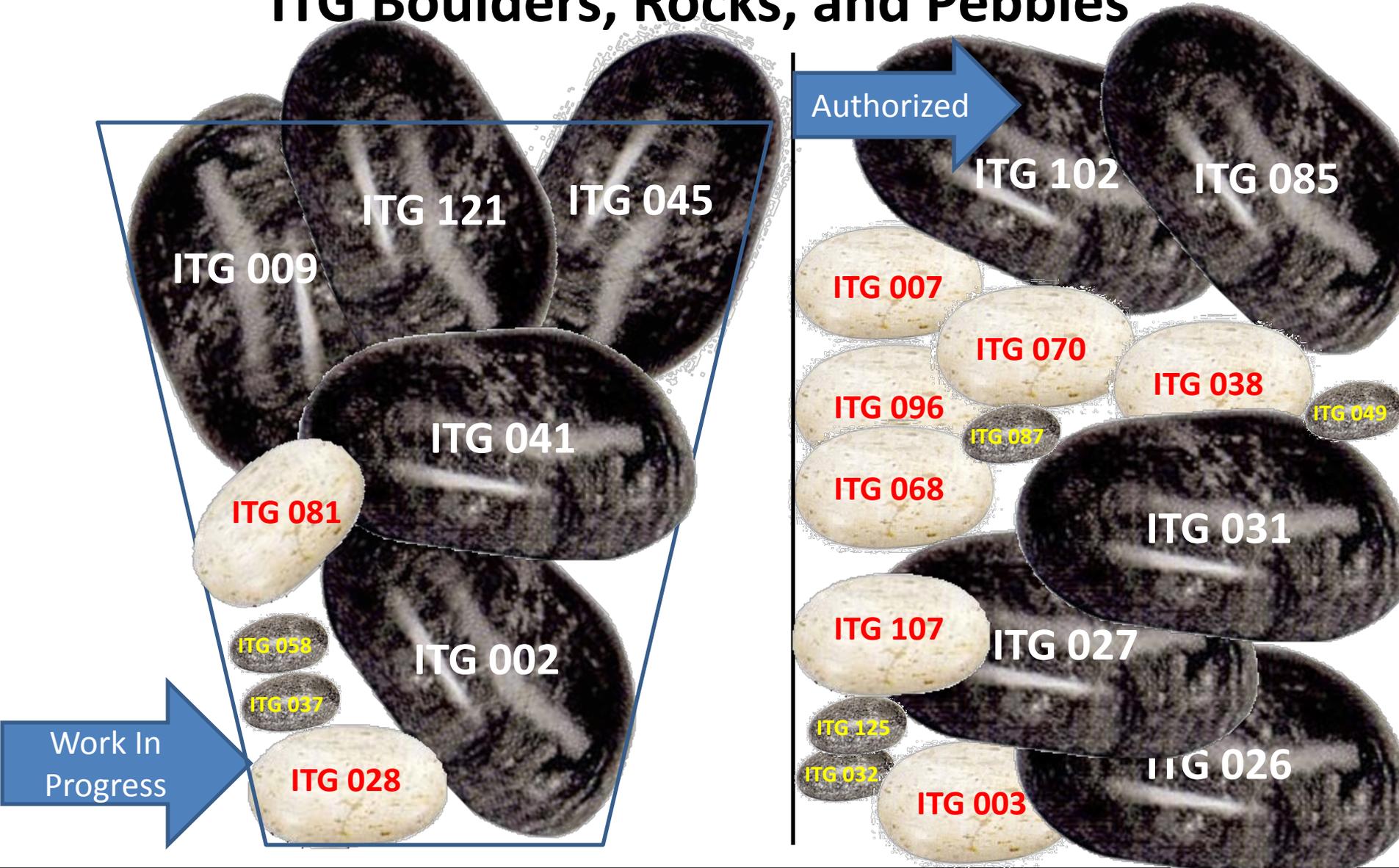
III. PROPOSAL

The SC-CMS RFP Steering Committee recommends that the JISC approve the continuation of the SC-CMS project to the next phase and authorize release of the SC-CMS Request for Proposal when it is complete and its release has been authorized by the steering committee.

OUTCOME IF NOT PASSED –

If the decision to proceed with the project and release the RFP is delayed, it may result in delay of the SC-CMS project if the RFP is ready for release prior to the next JISC meeting.

ITG Boulders, Rocks, and Pebbles



Current JISC IT Governance Priorities

Priority	ITG #	Request Name	Status	Approving Authority	JISC Importance
1	121	Superior Court Data Exchange	In Progress	JISC	High
2	002	Superior Court Case Management System	In Progress	JISC	High
3	045	Appellate Courts EDMS	In Progress	JISC	High
4	009	Add Accounting Data to the Data Warehouse	In Progress	JISC	High
5	041	Remove CLJ Archiving and Purge Certain Records	In Progress	JISC	High
6	081	Adult Risk Assessment	In Progress	JISC	High
7	027	Expanded Seattle Municipal Court Case Data Transfer	Authorized	JISC	High
8	102	New Case Management System to Replace JIS (DISCIS)	Authorized	JISC	High
9	85	JRS Replacement	Authorized	JISC	High
10	007	SCOMIS Field for CPG	Authorized	JISC	Medium
11	026 & 031	Prioritize Restitution Recipients and Combine True Name and Aliases for Time Pay	Authorized	JISC	Medium

Current as of March 2, 2012

Significant Work In Progress as of Mar 2, 2012

ITG Requests	AOC Work Effort
121 – Superior Court Data Exchange	11,300 hrs
002 – Superior Court CMS	6,400 hrs
009 – Accounting Data in the Data Warehouse	5,300 hrs
041 – CLJ Archiving and Destruction	4,700 hrs
081 – Adult Risk Assessment	1,700 hrs
037 – Comments Line on Warrants	400 hrs
045 – Appellate EDMS	400 hrs
058 – Print Warrants on Plain Paper	300 hrs
028 – CLJ Parking Module Modernization (In-depth Analysis)	300 hrs
TOTAL	30,800 hrs

JIS Approved Projects	AOC Work Effort
Natural to COBOL Conversion	5,400 hrs
Vehicle Related Violations	2,200 hrs
JIS Baseline Services	500 hrs
TOTAL	8,100 hrs

ISD Internal Projects	AOC Work Effort
Information Networking Hub	15,700 hrs
ISD Transformation Wrap-up	5,600 hrs
COTS Preparation	<i>TBD</i>
BizTalk Upgrade	1,700 hrs
TOTAL	23,000+ hrs

**TOTAL FOR ALL PROJECTS IN
PROGRESS**

61,900+ hrs

Work Completed Since July 1, 2009

Project or ITG Request

1. ITG 004 – Change Meretricious Cause of Action
2. ITG 012 – Adult Risk Assessment (Feasibility Study)
3. ITG 019 – Change Web Display of SCOMIS Judgments
4. ITG 022 – Total on CAR Screen
5. ITG 023 – TPSC Makes Docket Entry
6. ITG 033 – Autofill Date for BDK Screen
7. ITG 039 – Prevent Amending Charges on CAR when FTA is Issued
8. ITG 052 – ACORDS Letter Modification
9. ITG 053 – Modify ACORDS Table Download
10. ITG 059 – Highlight Case in JABS after Case Number Search
11. ITG 066 – Update RightNow APIs
12. ITG 006 – Court Interpreter Database
13. ITG 050 & 072 – JRS Upgrades
14. ITG 078 & 111 – JRS Codes
15. ITG 084 – Remove Hyphens from JIS DOL Screen
16. Case Research Records
17. Vehicles in Emergency Zones
18. Records Management System
19. Develop Organizational Change Strategy

Project or ITG Request

20. Implement New organization Structure
21. Implement Change Management & Communications
22. Implement IT Governance
23. Implement Project Management Office
24. Implement Enterprise Architecture
25. Implement Relationship Management
26. Implement Service Catalog, Service Level Management, Enterprise Requirements Management
27. Implement Performance Reporting
28. Develop Data Governance Model
29. Develop Unified Data Model (Scoping)
30. Superior Courts Systems (Market Study)
31. Road to Toll Support (Feasibility Study)
32. 2009-11 Equipment Replacement
33. Resource Management
34. Implement Data Quality Program
35. IT Portfolio Management
36. Clarity Implementation
37. DB2 Version 10 Upgrade



Superior Court Data Exchange Project Status

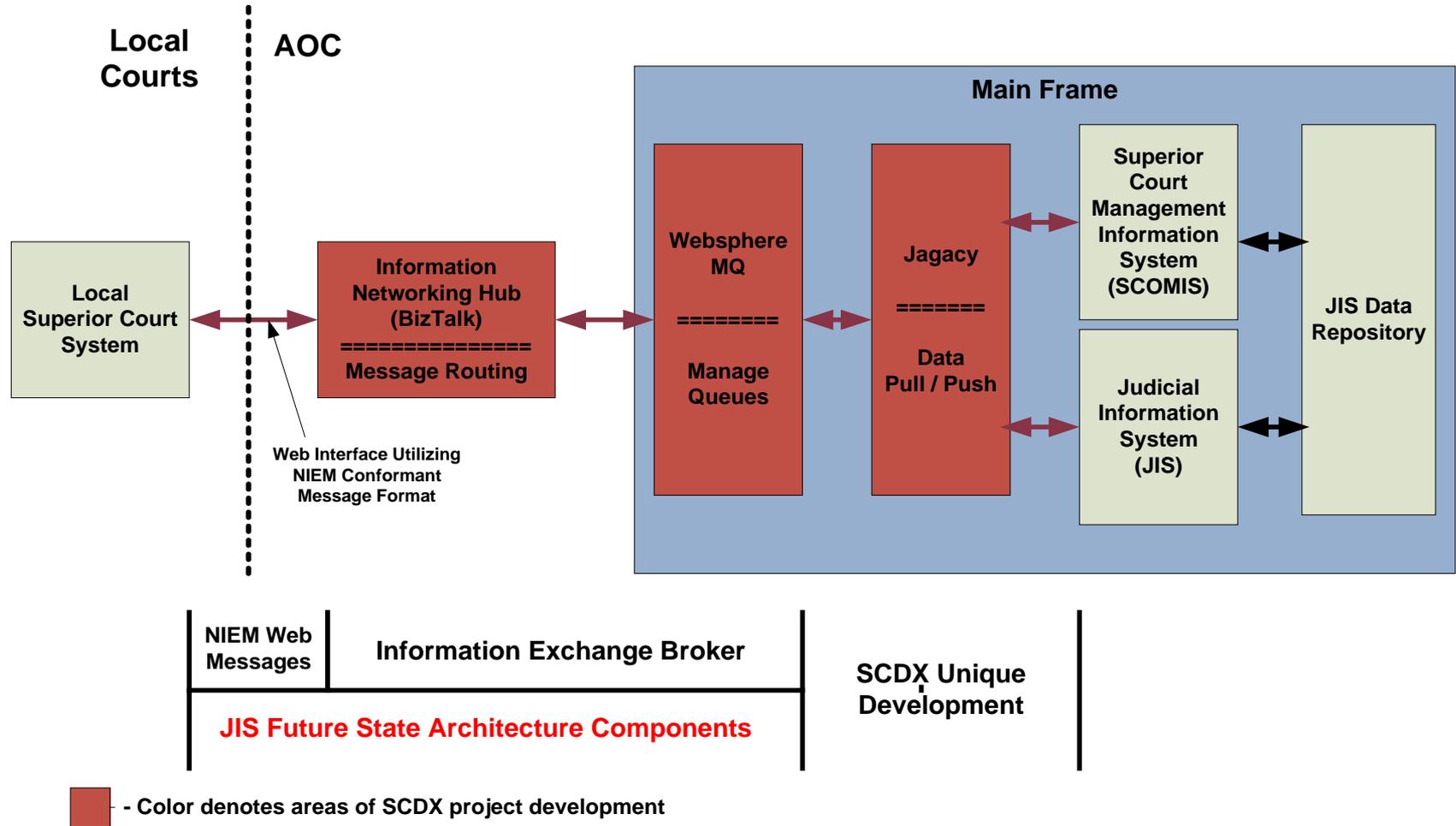
March 2, 2012

Superior Court Data Exchange Project

Increment 1 Scope:

- Deploys the core data exchange infrastructure that will be used by all SCDX web services:
 - Define the web service message format
 - BizTalk orchestrations for message routing
 - Deploy Websphere MQ for message queue management
 - Message logging
 - JAVA / Jagacy common libraries
 - Application Test Driver for data exchange standalone testing
- Implemented (10) SCDX web services that provide the most common SCOMIS transactions.

Superior Court Data Exchange Project High-Level Architecture



Superior Court Data Exchange Project

Increment 1 Status:

- ✓ Sierra Systems development & verification testing was completed January 27.
- ✓ AOC has completed the review of the following Increment 1 deliverables:
 - Technical Design Documents
 - Verification test results
 - Software code inspection
- AOC and Sierra Systems have been working together to resolve issues with building and deploying the SCDX web services in the Dev and QA environments.
- AOC QA testing of SCDX Increment 1 web services will begin as soon as the issues identified above have been resolved. Validation and QA testing is expected to take approximately 4 to 6 weeks to complete.

Superior Court Data Exchange Project

Increment 1 Status (Cont'd):

- Increment 1 is approximately 8 weeks behind schedule due to the following:
 - Development - + 3 weeks
 - Verification Testing - + 3 weeks
 - Build & Deployment - + 2 weeks

Superior Court Data Exchange Project

Increments 2 & 3 Summary:

- Increment 2 Plan: IN-PROCESS
 - (15) SCDX web services
 - Development: Feb – Apr 2012
 - Validation & QA Testing: May – Jun 2012

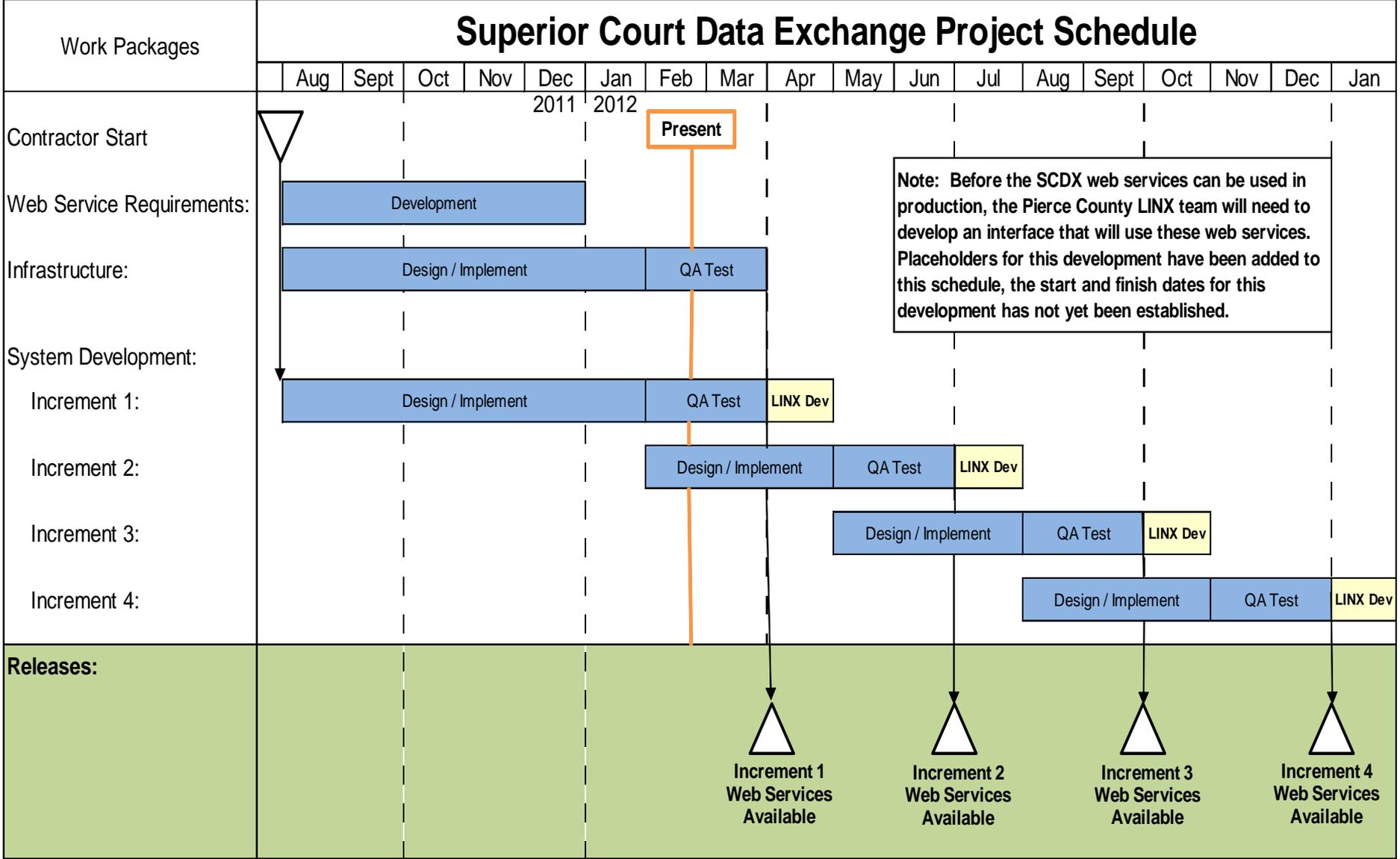
- Increment 3 Plan:
 - (16) SCDX web services
 - Development: May – Jul 2012
 - Validation & QA Testing: Aug – Sep 2012

Superior Court Data Exchange Project

Increments 2 & 3 Status:

- ✓ Contract signed for Increments 2 & 3 on January 26 for \$590K, which is \$18K less than the estimate presented to the JISC in December.
- ✓ Sierra Systems has released the following Increment 2 documents for AOC review:

Web Service #	Technical Design Document
20.01.1	Person Add
20.01.2	Person Basic Update
20.01.3	Person Contact Update
20.01.4	Person Get
20.01.5	Person Contact Add
10.04.1	Juvenile Dependency File
10.04.2	Juvenile Dependency Update





Superior Court Data Exchange Project

Pierce County – LINX Development:

- Pierce County LINX team is planning to begin development 1st Quarter 2012 to interface the LINX system to the Superior Court Data Exchange.
- AOC and Pierce County LINX team will baseline a set of operational metrics as basis for determining the reduction in dual data entry due to the Superior Court Data Exchange.



ITG Request #45 – Appellate Courts Electronic Document Management System (EDMS)

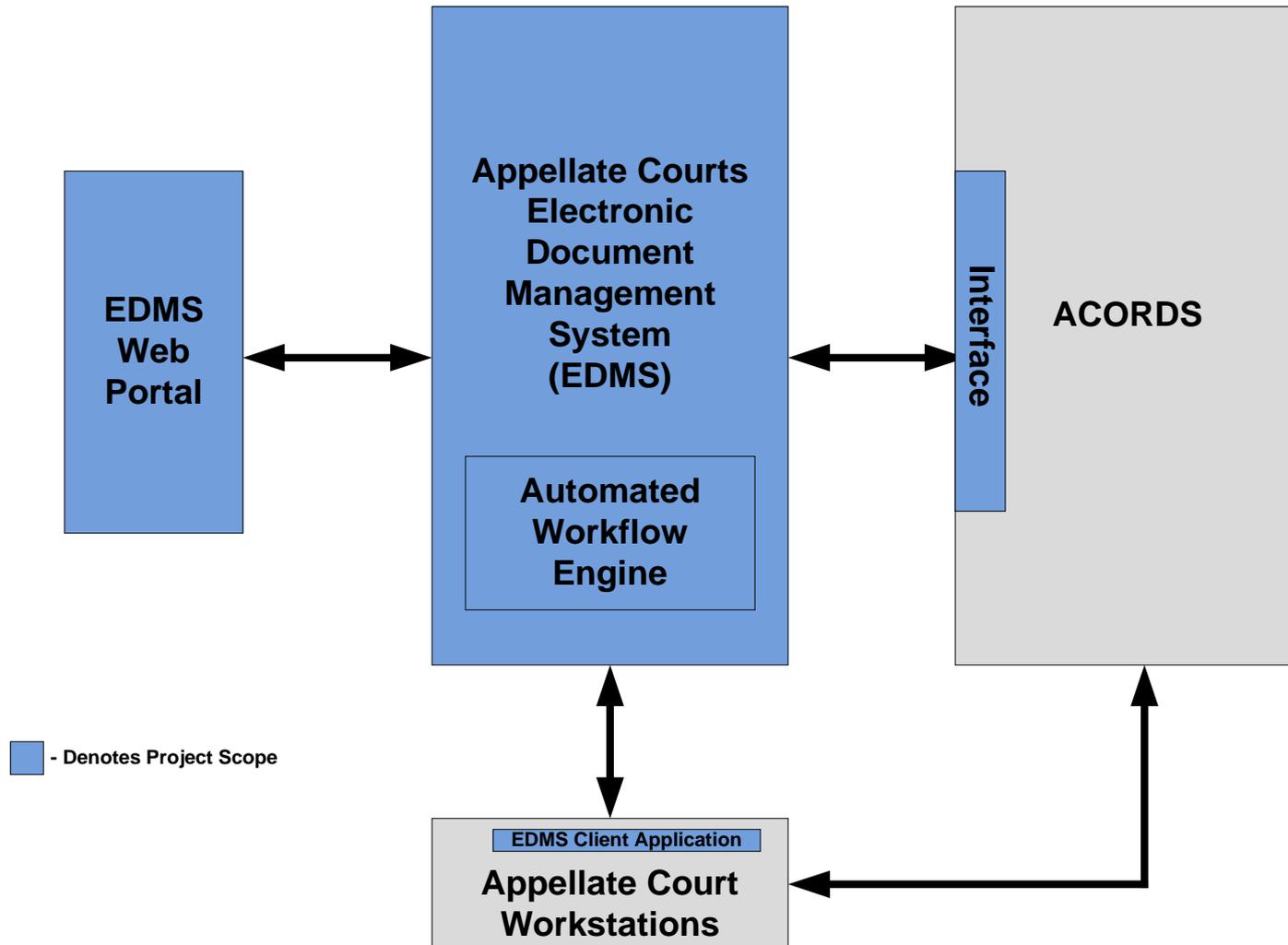
March 2, 2012

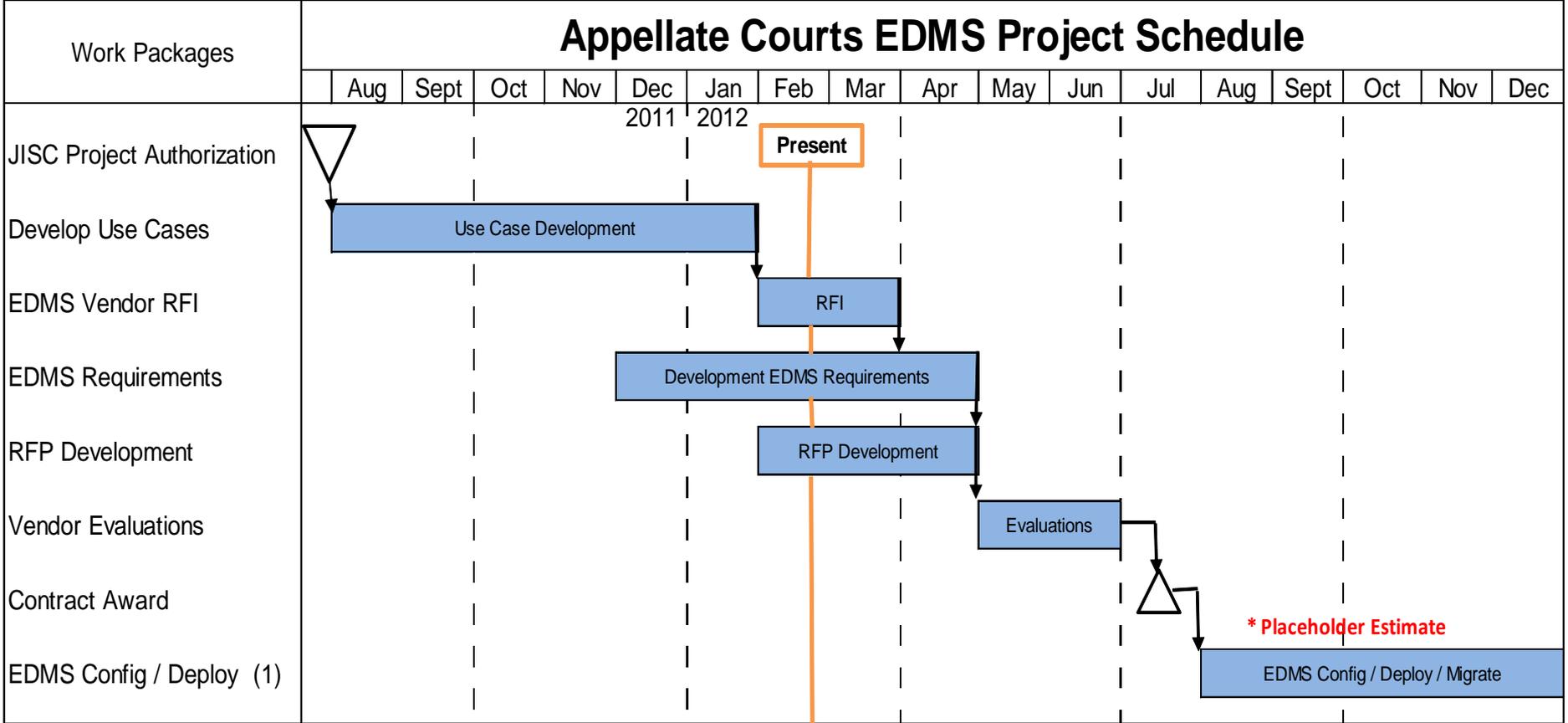
ITG Request #45 – Appellate Courts EDMS

Status:

- ✓ Appellate Court project team members have completed (18) Electronic Document Management (EDMS) Use Cases:
 - Defines EDMS business requirements.
 - Established EDMS Appellate Courts acceptance criteria.
- ✓ Use Case development has taken approximately 6 months to complete.
- ✓ Started project planning to procure an EDMS. The project will be ready to award a contract to an EDMS vendor in July:
 - Issue: Contract award requires JISC approval, next JISC scheduled for September 7.

Appellate Courts EDMS Project





Notes:
1) EDMS Config / Deploy activity is a placeholder estimate until Vendor contract award

ITG 41 - Remove CLJ Archiving and Destruction of Certain Records

Project Status Update

**JISC Committee Meeting
March 2, 2012**

Scope

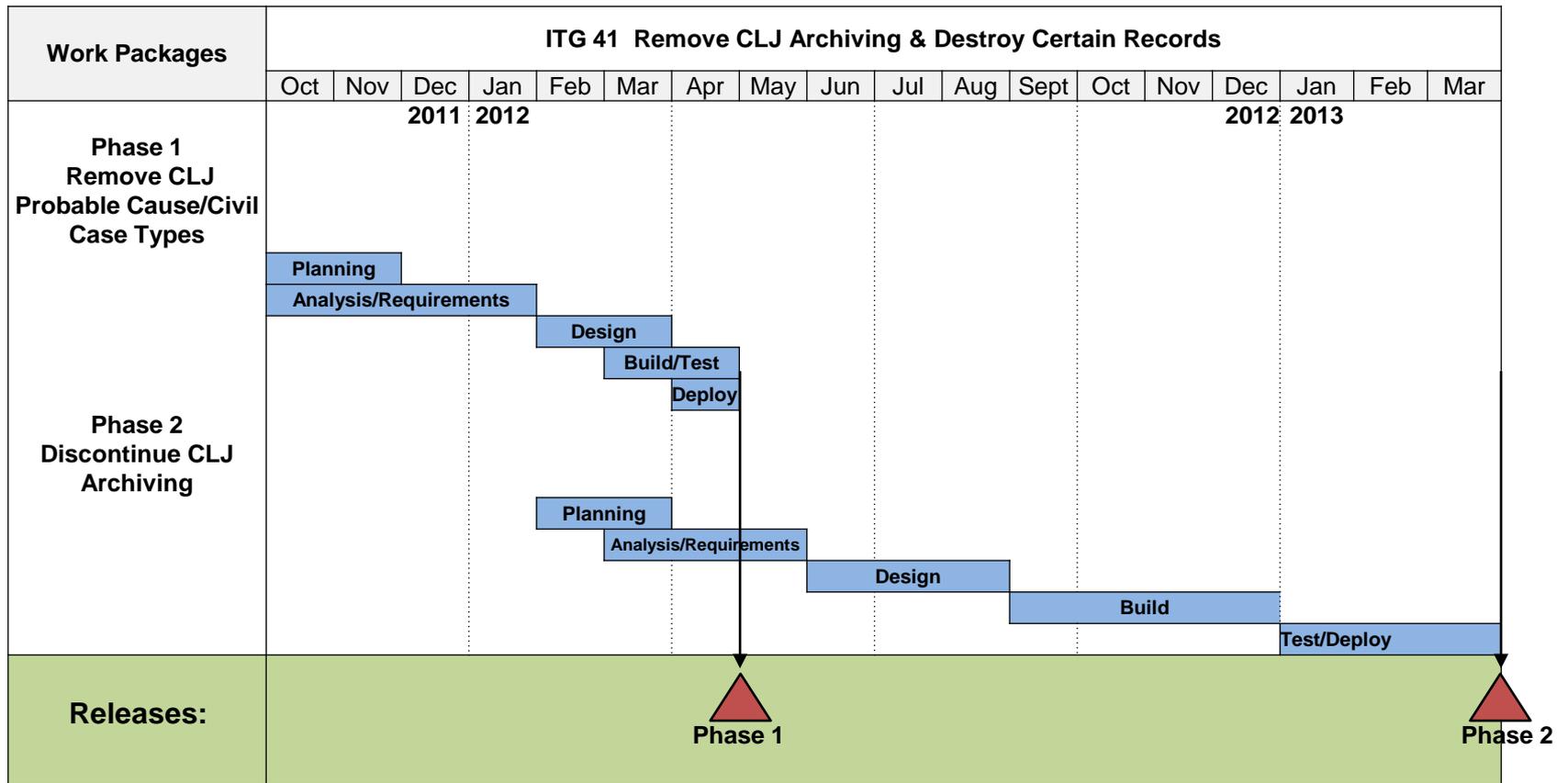
- Phase 1

- Update Destruction Business Rules for CLJ Probable Cause Case Types in DISCIS, as approved
- Destroy CLJ Probable Cause and Civil Cases (three years after case is closed)

- Phase 2

- End CLJ Archiving
- Destroy certain CLJ cases (by case type), in accordance with the new destruction rules, in the following order: E Tickets, Vehicle Related Violations (VRV) and all other eligible CLJ cases

Schedule



Project Status

- Phase 1 Currently On Hold Due to:
 - Project resources moved to other priority projects
 - Test/development environments unavailable due to code freeze by Natural to COBOL conversion project

Next Steps

- Phase 1
 - Detailed Design Document
 - Coding
 - Testing and Validation
 - Implementation
- Phase 2
 - Planning
 - Analysis
 - Requirements Gathering



ITG 081

Adult Static Risk Assessment

Project Status Update

March 2, 2012

Project Objectives

- Develop STRONG v2 interfaces:
 - JIS Data – automating assessment calculations with Washington criminal history data
 - User interfaces – create assessments, manual entry of out-of-state criminal history data, view assessments
- Develop guidelines for processing out-of-state criminal history and implementing business processes
- Develop court on-boarding process
- Working with implementation courts to ensure usability of applications and processes

Current Activity

- ✓ System design is complete
- ✓ A prototype of the application is scheduled to be done by 02/17/12 and is being presented to the implementation courts for review. The implementation courts are:
 - Clark County
 - Cowlitz County
 - Kittitas County
 - Spokane County
 - Thurston County
- ✓ Court implementation guidelines are complete
 - Development of training materials is underway



Current Activity (continued)

- ✓ Adult Static Risk Assessment Report (see attachment)

Project Schedule

Project Milestones	ITG 081 Adult Static Risk Assessment Project Schedule											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr		
	2011						2012					
Project Planning		■										
Requirements Analysis				■								
System Design						■						
Application Development							■					
Implementation Court Review								■				
Establish AOC Business Program							■					
Develop Training Documents							■					
Quality Assurance Testing							■					
User Acceptance									■			
Implementation										■		
Project Closeout											■	



Resolved Issues

- ✓ Entering and maintaining STRONG Severity Codes in JIS Law Tables
- ✓ Ongoing program support



Next Steps

- Quality assurance testing
- User acceptance testing
- Finalize training documents
- Develop ongoing support plan
- Launch the service

Adult Static Risk Assessment LOGOFF | HELP | ABOUT

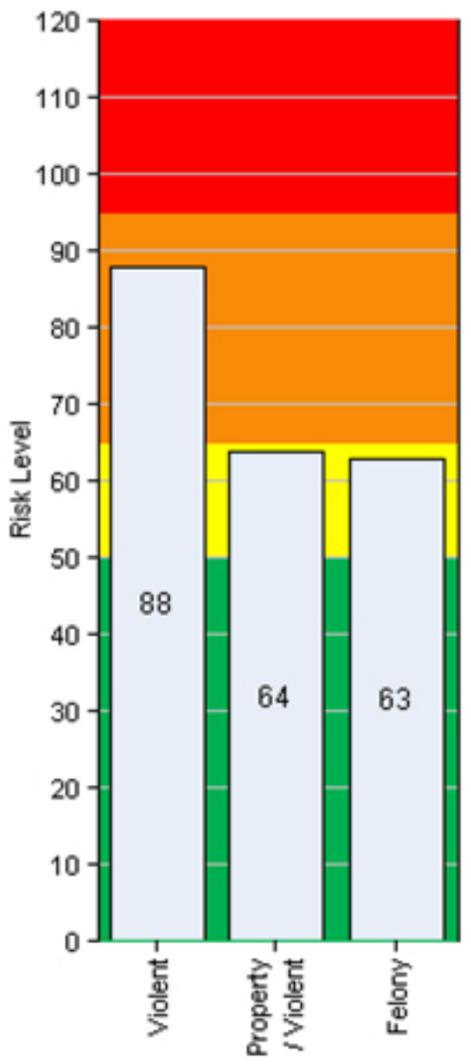
S32 | MAINEAB | DTEST, DARLA A (AKA) | IN-034-43642 |

- Search
- Transfer Person
- Person**
- Person Information
- Assessments
- Out of State Charges
- New Charges

Risk Assessment Report for DTEST, DARLA

DOB: 01/05/1992
 Gender: Female
 Assessment Date: 11/21/2011
 Assessor Name: WILLIAMS, CHRISTOPHER from S32
 Assesment Status: Draft

Risk Level: Moderate



Risk Score
 Violent Score: **88**
 Property/Violent Score: **64**
 Felony Score: **63**

Estimated Recidivism Rates
 Total Recidivism: **54%**
 Felony Recidivism: **40%**
 Violent Felony Recidivism: **40%**

Risk Score Classification Rules

Risk Score	Classification Rules
High Violent	Violent Score is greater than or equal to 96
High Property	Not High Violent Risk and Property/Violent Score is greater than or equal to 86
High Drug	Not High Violent Risk and not High Property Risk and Felony Score is greater than or equal to 86
Moderate	Not High Risk and Property/Violent Score or Felony Score is greater than or equal to 50
Low	Not High Violent Risk and not Moderate Risk and Property/Violent Score and Felony Score are less than 50

Below are the charges used when calculating the risk scores above.

Charges used in Assessment Calculations

Charge	Law Number	DV	Severity	Jurisdiction	Dispo Date
DUI	46.61.502	Y	15	THURSTON COUNTY DIST	05/13/2010
VEHICULAR ASSAULT	46.61.522	Y	112	THURSTON COUNTY DIST	05/02/2010
MALICIOUS HARASSMENT	9A.36.080	N	63	KCDC-SO DIV (PR FWD)	01/28/2011
RESIDENTIAL BURGLARY	9A.52.025	N	96	CALIFORNIA	02/21/2011
ASSAULT-2 ATTEMPT	9A.36.021.2A.A	N	64	SPOKANE SUPERIOR	Pending

- Finalize Assessment
- Modify Included Charges
- Print Assessment
- Print DEF Case History



Vehicle Related Violations (VRV) Status Update

March 2, 2012

VRV Tier 1 Progress Report

- ✓ Tier 1 Courts completed their JINDEX on-boarding verification in early December.
- ✓ Kirkland has been using VRV web services since December 16th.
- ✓ Lakewood and Issaquah completed their VRV user acceptance testing.
 - Lakewood and Issaquah are working with their vendors, Redflex and American Traffic Solutions (ATS), to establish start dates for implementing their VRV web services.
 - Lakewood and Issaquah are expected to begin processing VRVs in the next few weeks.

VRV Tier 2 Progress

- VRV kickoff meeting for Tier 2 Courts, Tacoma, Fife, and Lynnwood was held on Feb 7th.
- Courts should expect the VRV on boarding process to take 6 – 9 months.
- For photo enforcement:
 - Lynnwood uses ATS.
 - Tacoma and Fife use Redflex.
- Tacoma's also implementing a separate data exchange for their parking tickets.
 - They are considering a buy vs. build option

JINDEX On Boarding

- The Department of Enterprise Services (DES) has scheduled the Tier 2 courts for JINDEX Release group 3.
- Release Group 3 is planned as a 3 month activity starting on April 1, 2012.
 - Previous JINDEX on boarding activities have taken 5 months.
- The eTRIP operations team, which oversees data exchange activities, is analyzing the JINDEX on boarding process in an effort to enhance and improve efficiency.
 - An ISD staff member is part of the eTRIP operations team.
- JINDEX on boarding readiness requires two separate web services environments for Test and Production and separate security certificates for each environment.
 - A third environment is desirable and would be used for quality assurance.

Next Steps

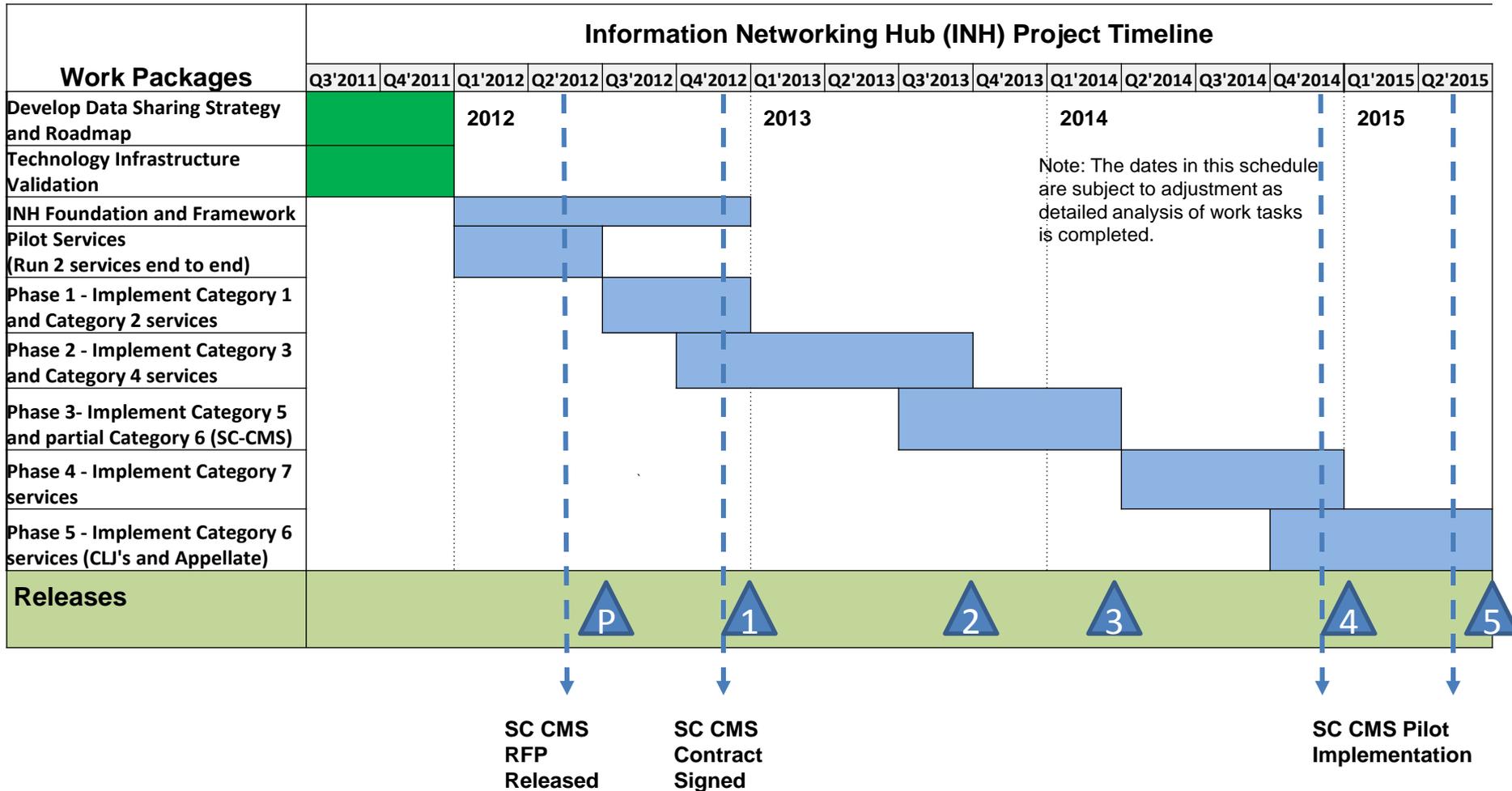
- Complete the Tier 1 VRV implementation.
- Assist Tier 2 courts (Tacoma, Fife, and Lynnwood) with their on-boarding projects.
- Continue the transition of the VRV data exchange to ISD operations for support and maintenance.
 - Document lessons learned, identify roles and responsibilities, and turn over to operations.

Information Networking Hub (INH)

Program Status Update

JISC Committee Meeting
March 2, 2012

Schedule



Scope

- INH Foundation Components
 - Data Governance/Data Quality
 - Enterprise Data Repository
 - Service Development Framework “Factory Model”
 - Infrastructure/Security
- Pilot Services In Production
 - Person Search
 - Person Maintenance

Project Status

- ✓ Project Charter
- ✓ Hired Data Exchange Technical Consultant –
Joel Byford, Soos Creek Consulting
- ✓ Assembled Project Teams
- ✓ Project Kick Off Meeting
- Requirements Analysis
- Database Design Work

Next Steps

- **Planning**
 - Technical Lead Plan
 - Data Governance/Quality Standards
- **Analysis**
 - Enterprise Data Repository
 - Service Delivery Framework
 - Solution Architecture Development
 - Business Glossary and Requirements
- **Design and Development**
 - Infrastructure/Security Components
 - Pilot Service Development



Washington State Administrative Office of the Courts

ISD Transformation

ISD Monthly Status Report for the Judicial Information System Committee (JISC)

February 2012

(Report Period Ending January 31, 2012)



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Background

In 2008, the Judicial Information System Committee (JISC) directed the Administrative Office of the Courts (AOC) to modernize and integrate the Judicial Information System. For the 2009-2011 biennium, the Legislature approved funds to fulfill that direction. The budget proviso stipulated that a portion of those funds was for the development of a comprehensive Information Technology (IT) strategy and detailed business and operational plan. This strategy included the development of a fully operational Project Management Office (PMO), the implementation of IT Governance, the establishment of an Enterprise Architecture (EA) Program, the implementation of a Master Data Management (MDM) solution, and a focus on Data Exchanges.

To plan the modernize-and-integrate strategy, AOC contracted with two industry leaders, Ernst & Young and Sierra Systems. The firms performed analysis of the current business problems, the organization's capability and maturity to successfully implement the modernization and integration strategy, and planned a detailed IT strategy to guide the modernization over the next several years.

Upon the completion of an IT strategy and business plan, AOC's Information Services Division (ISD) began implementation of a multi-year operational plan with the launch of five transformation initiatives in September 2009: Project Management Office (PMO), IT Portfolio Management (ITPM), Enterprise Architecture Management (EAM), Information Technology Governance (ITG), and Organizational Change Management (OCM).

In addition to the transformation initiatives, AOC ISD continues to work on other approved priorities including data exchanges, e-ticketing stabilization, equipment replacement, disaster recovery and on-going maintenance and operations of legacy systems.

JIS Transformation & Project Plan Overview

February 2012

Original Roadmap per IT Strategy June 19 - 2009

Actual

Revised or Planned

STATUS KEY



= active/on track



= Changes w/ Moderate impact



= Significant rework/risk



= Not active



= Completed

JIS Transformation Initiatives	Status		CY10 Q1	CY10 Q2	CY10 Q3	CY10 Q4	CY11 Q1	CY11 Q2	CY11 Q3	CY11 Q4	CY12 Q1	CY12 Q2
2.0 Capability Improvement – Phase I												
2.4 Implement IT Portfolio Management	✓	Planned										
		Actual				✓						
3.0 Capability Improvement – Phase II												
3.4 Implement IT Service Management – change, configure, release	●	Planned										
		Actual										
4.0 Capability Improvement – Phase III												
4.2 Mature Application Development Capability	●	Planned										
		Actual										
7.0 Information Networking Hub (INH)												
7.6 Information Networking Hub (INH)	▲	Planned										
		Actual										
Ongoing Activities												
12.2 Natural to COBOL Conversion	▲	Planned										
		Actual										
12.3 Superior Court Data Exchange	◆	Planned										
		Actual										
BizTalk Upgrade	◆	Planned										
		Actual										
DB2 Upgrade	▲	Planned										
		Actual										
Vehicle Related Violations (VRV)	◆	Planned										
		Actual										
CA Clarity Implementation	▲	Planned										
		Actual										
Superior Court CMS (SC CMS)												
SC CMS RFP	●	Planned										
		Actual										
COTS Preparation	◆	Planned										
		Actual										
Court Business Office	●	Planned										
		Actual										
ITG Projects												
ITG #045 Appellate Court Electronic Document Management System (EDMS)	▲	Planned										
		Actual										
ITG #028 CLJ Parking Module Modernization	◆	Planned										
		Actual										
ITG #081 Adult Risk Assessment STRONG 2 Implementation (ARA)	●	Planned										
		Actual										
ITG #009 Accounting in the Data Warehouse	●	Planned										
		Actual										

Summary of Activities

Major Changes Since Last Report

This section provides a quick summary of initiatives or projects that have had major changes during the reporting period and includes operational areas or staffing changes that impact the work, timeline, or budget.

Initiatives & Major Projects Underway

- Superior Court Case Management System RFP (SC-CMS) (ITG #002)
- Superior Court Data Exchange (SCDX) (ITG #121)
- Adult Risk Assessment Implement Strong 2 Tool (ITG #081)
- Appellate Courts Electronic Document Management System (ITG #045)
- Add Accounting Data to the Data Warehouse (ITG #009)
- Comments Line on Bench Warrants (ITG #037)
- Enhance JIS to allow bench warrants to print on plain paper (ITG #058)
- CLJ Parking Module Modernization (ITG #028)
- ISD Transformation Track
- CA Clarity Implementation
- Natural to Cobol Conversion
- DB2 Upgrade
- Remove CLJ Archiving and Purge Certain Records (ITG #041)
- BizTalk Upgrade
- COTS Preparation Track

Initiatives or Projects Started

- Information Networking Hub (INH) Track

Initiatives or Projects Completed

- JRS Tran Code for Internet Surcharge (ITG #111)
- Conference Hearing Fee (ITG #078)
- Court Interpreter Database (ITG #006)

Staffing Changes in ISD

ISD welcomes the following new staff:

1. Nandita Adhia – Quality Assurance Tester
2. Allison Brazil – Business Analyst
3. Barry Zickuhr – SharePoint Coordinator
4. Ron Kappes – Project Manager
5. Sree Sundaram – Project Manager
6. Maribeth Sapinoso – Project Manager
7. Shelli Lackey – Organizational Change Management Coordinator
8. Marjorie Whitney-Bean – Resource Coordinator

Team Recognitions

- February 9, 2012 – Congratulations to the **DB2 Database Version 10 Upgrade Team** for a successful implementation after a couple of prior failed attempts. This particular upgrade proved to be a difficult one. We appreciate your team's perseverance resolving this difficult technical problem and working with the IBM technical experts to eventually reach a successful outcome. We especially want to thank the Infrastructure and Operations staff who came in early to ensure the success of this upgrade. Project Team members were Sree Sundaram, Dan Belles, Mike Keeling, Mike Sebastian, Maria Bartz, Glen Baugh, Becky Grauman, Lynn Johnson, Jay Kovuri, Ronee Parsons, Ravi Somasundaram, Dale Soost, Les Williams, Paramjeet Basi, John Crutcher, Kim Rader, Ray Yost, Virginia Neal, Beth McGrath, Ferd Ang, Dennis Longnecker, Wayne Campbell, John O'Conner, Norm Hjelm, Kevin Neubert, Pam Stephens, and Robin Trail. Those involved in the formulation of the communication message on the upgrade included Jeff Hall, Dirk Marler, Vonnie Diseth, Bill Cogswell, Mike Davis, Heather Williams, Pam Payne, Vicky Marin, Tim Anderson, and Ted Bailey.

In addition, we received the following e-mail from Linda Hagert, one of our court customers:

"I just wanted to let you know that the upgrade process seemed to have gone fabulously this morning. I came into the office at 7:00 a.m. and my staff was all SMILES. First thing they said was "yea, we're up and going." That was so nice to hear. I really appreciate whatever you did to get this done super early in the morning so as not to impede the court's processes in the morning. Again, thanks so much."

- December 20, 2011 – Kudos to the Accounting Project team for releasing the first set of reports to the court community. Project team members are **Charlene Allen, Tracy Wheeler, Yun Bauer, AJ Yates, and Jon Bell**. The following recognition was received from Jennifer Creighton:
"This was a collaborative effort between the user group and the technical team. They are already at work on the next set, due for publication in March."
- October 24, 2011 – **Network Operations staff** received the following recognitions for a job well done after working with DIS, CenturyLink, and Cisco to resolve problems with the internet connection going down.
"Kirby, thanks for all the hard work you and your folks did to help get the systems going again. This was a tough one, but you kept us informed and kept the court users informed as well. Pam Payne was outstanding in her coordination with our group to make sure the notes that went out to the courts were in their language. Please express my thanks to your staff as well – we really appreciate them over here in Bldg 1. "

---- Ted Bailey

"Vonnie several Network Operations staff worked this issue through both Saturday & today. I have a GREAT Team!!! Jim Peck took the lead. Kermit Oglesby & Rich Rice assisted by Jesse Christoffer & Wayne Gentry. We also had assistance from our reseller (Denali) Cisco tech Chuck Henry. I want to thank Pam Payne for keeping our clients informed during the issues we were having. I feel very blessed to have such knowledgeable staff!!!"

---- Kirby Tingle

Individual Recognitions

- February 7, 2012 - **Heather Williams** received the following recognition from Regina McDougal for the work she does attending the meetings and keeping the Superior Court Judges Association members apprised of what is happening with the JIS systems.
“Both Judge Inveen and I are amazed every month how you field questions (and complaints) from the SCJA Board. I know it is not an easy task.”
- January 25, 2012 – Congratulations to **Sree Sundaram** and **Meghana Chatti** for receiving their U.S. Citizenship! ISD held a small celebration for them with cake and cider. We are all very happy for them. Congratulations to you both!
- January 3, 2012 – **Dennis Longnecker** and **Stan Bailey** received the following acknowledgement from Renee Lewis, the AOC Comptroller.
“Thank you for quickly finding me a mouse and installing it for me this morning. I still can’t figure out where mine went to while I was on vacation. As always – you both were incredibly helpful. Thanks.”
- December 13, 2012 – **Virginia Neal** received the following compliment from Tom Dowling in Court Education for her quick response to his requests for changes.
“I have to let you know how great it is to work with Virginia. I had 2 requests for changes to the JIS codes web page. I sent the incidents today and marked them low priority. I got a response this afternoon that they were “done”. They were done correctly and very quickly. I just wanted you to know how great it is to work with the talented group in ISD.”
- October 28, 2011 – **Dennis Longnecker** received the following acknowledgement from Bill Burke, a PMO Project Manager for his assistance with the Superior Court Data Exchange Project.
“Dennis Longnecker did a great job resolving a licensing issue with Sierra Systems development on the SCDX project. Sierra Systems informed us that they were using trial licenses for RAD Websphere development tools because these tools were not in the AOC environment. We found out about this issue less than 2 weeks before these trial licenses were going to expire. Dennis was able to confirm that the AOC RAD System/Z licenses also covered the RAD Websphere tools and was able to provide the Sierra Systems development team with the necessary instructions for accessing these tools within the AOC. When this issue occurred, Dennis was quick to respond and resolve these licensing issues within a couple of day, preventing the SCDX project development from being impacted.”
- October 27, 2011 – **Jennifer Creighton** received the following recognition from Mellani McAleenan, the Associate Director for the Board for Judicial Administration.
“. . . Jennifer Creighton gave a presentation to the Juvenile Records Task Force today. Several people complimented her articulateness and ability to answer questions. It sounds like she did a really great job.”
- October 22, 2011 – **Aaron House** received the following recognition from Mike Walsh, the Project Manager for the Vehicle Related Violations (VRV) project.
“Just an FYI that Aaron House is making an extra effort to help our Court partner’s technical consultants to get the VRV ticket message process working correctly. He’s obviously putting in some long hours and is very focused on seeing through a successful implementation. I want to make sure you understand how much I appreciate Aaron’s contribution, along with his sense of pride and responsibility.”
- October 15, 2011 – **Martin Kravik** received the following recognition from Vonnie Diseth regarding his leadership of the Adult Risk Assessment (ARA) Project Executive Steering Committee Meetings.

"I just wanted to say that you did a really nice job with the ARA Steering Committee meeting on Friday. I thought the meeting went very well. Kudos for a job well done."

- October 12, 2011 – **Vicky Marin**, ISD Business Liaison, received the following recognition from Larry Barker, the Director/Chief Probation Officer of Klickitat County, regarding the updates that she provides to various committees.

"Thank you so much for taking time out of your incredibly busy day to come to our MCA Board meeting yesterday. And I especially want to thank you for filling in the missing parts around my report to the board. You obviously have a much deeper understanding about the things going on at AOC. I really appreciate your willingness to come and share your intimate knowledge of all things AOC."

Also, I greatly appreciate all the work and effort you put into briefing those of us on the JISC. It's very clear that you spend a lot of time becoming familiar with the intricacies of the many issues facing the JISC. I continue to be amazed at the depth of your understanding of the many projects currently being worked on, and how you are able to translate the complexity of those projects and issues into dialog that makes sense to those of us who don't live at AOC."

Thanks for all your hard work and for picking up where I left off yesterday. I appreciate it."

- October 11, 2011 – **Richard Kimball** is our remote network/desktop/server person located in Spokane. Richard sent the following comments about the AOC staff that have really been helpful to him over the years. It is nice that he took the time to acknowledge (in very specific terms) how each of them impacts his ability to do his job and how grateful he is for the support they provide him.

*"**Dennis Longnecker**, Server/Desktop, has been my manager since 2002. He does a very good job of gauging how much help I need and where. He came over this last year to check things out. On top of that he met a lot of people here and it put a face to the name again...not just for him but for AOC."*

*"**Christine Winslow** (Chris), Support Unit, has done a great job communicating the courts needs to the vendors and making sure that they conform to AOC in-house requirements and Division 3."*

*"**Pat Weaver**, Financial Services, has been the number one person to help Spokane, Tacoma and Olympia courts use the Electronic Leave Slip System that we have here. Since the beginning of the program and the additional users, over 5,000 leave slips have been electronically processed with no down time with 358 total users of the system."*

*"**Darcy Dotson**, Financial Services, among her many other duties Darcy Dotson takes special care to make sure that the accounting databases are consolidated by taking the backup image and exporting it to a usable format every month. If I'm not on top of it, I can rely on Darcy to send me a friendly reminder."*

*"**Monica Santanicola**, Server Team, Monica is constantly fine tuning our Exchange server (e-mail) and taking care of all antivirus needs. It is one of the few areas that take constant research almost every day and I'm glad she's doing it. I myself would find it exhausting if I had to worry about every aspect of every change for Microsoft's Exchange server. She works diligently and AROUND normal production times so that people can keep doing their work uninterrupted here."*

*"**Kermit Oglesby**, Network Team, Kermit is extremely smart. He plays it off like it's "not a big deal" but I think it is. I always feel confident getting help from Kermit because he not only knows what he's doing but if he is unsure, he is the first to admit it. He's also the first to look to other resources, team members, online and manuals."*

*"**James Peck**, Network Team, Jim is another go to guy who is very familiar with internal policies AND can understand/open his mind when it comes to me questioning how things are and how they potentially could be...to fix a problem."*

“Kirby Tingle, Network Team, Kirby is an amazing manager. I know this because all of his staff is happy while completing their assigned tasks....seemingly without intervention. However, knowing the team’s strengths and weaknesses is key to managing technical expertise and I think he does a great job.”

“Rich Rice, Network Team, What an amazing person Rich has been. He’s setup a ton of courts, including Division 3 Spokane, and is able to hold conversations with vendors and in-house staff to help us all understand what we need or what the potential is.”

“Danielle Thompson, Server Team, What I get from Danielle are straight forward solutions. Scripting questions, along with group policy questions, are rare....because if they work they hardly ever need to be changed. But they do need to be constantly monitored. This is especially so with all of the updates that are done to the servers that could potentially affect technical policies/scripts that are in place. Danielle makes it her business to own this area of expertise.”

“Virginia Neal, Programmer, Virginia knows how to make things functional. She’s able to take ideas brought in from different creative minds and make them tangible. My experience with Virginia has been that she is one of the most versatile, critically thinking programmers on the team. If something needs to be done programming wise, we are always hopeful that Virginia can be part of it. Her response time, understanding and humanity are second to none.”

“Maria Padukiewicz, Business Analyst, Maria is a problem solver. She takes challenges and uses whatever circumstances she’s given to consistently produce results. When she poses questions they are well thought out, well researched, and are usually a means to a solution.”

“Gary Guinotte, Solutions Architect, Gary has been a strong advocate of finding a solution to the electronic database management system. He’s one of the few technical people that have been really able to understand what has already been written here locally. He appeared very motivated to find a solution to fit all the courts needs in spite of the health issues that he has incurred since the beginning of the process. Gary and Maria made a special trip over to try and understand our electronic database management system and how we use it.”

“Gary Pinnell and David Pearson, IT Specialist 2 for Seattle and Tacoma, I converse with Gary and Dave regularly because of our similar job environments. We are constantly striving to follow rules and regulations of AOC Olympia and apply them to a merging of different mindsets and cultures in each court that we work with. While our approaches can be vastly different, the end result is always an attempt to please both the local courts and AOC. It is a tough position. Sometimes we are praised by both sides of the aisle. Unfortunately, sometimes this is exactly the opposite. In the end, we still try to do our jobs as best we can to the benefit of the local people we talk to daily and the organization that we represent.”

“Pamela Payne, Absolute Dynamo, I have had a few chances to talk to Pam. She is a great coordinator, people manager...whether she intends it or not, and a fun/fantastic pleasure to work with. I am thankful that she is with us.”

“Honorable mentions; **Carol Fuscher-Burns** (server help), **Adam Peterson** (attempted blackberry help), **Robin Trail** (excellent security monitoring), **Connie Williams** (Remote Desktop Olympia...helped in a major way with adapting the leave slip program to Olympia), **Helen Swenson** (delivery and equipment).”

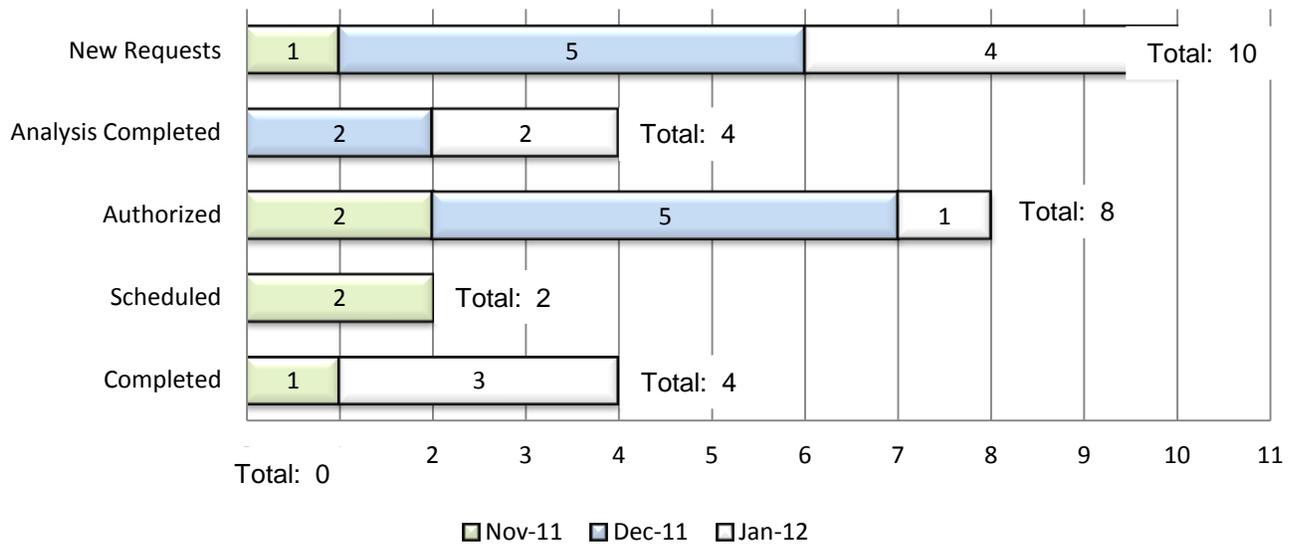
Completed JIS IT Requests in January 2012

Request ID: 006 – Court Interpreter Database	
Description: AOC created a new, web-based database to manage the Court Interpreter program and to allow users to enter continuing education.	
CLUG: Non-JIS Authorized By: Administrator	
Original Schedule: Feb 1 – May 31, 2011	Final Delivery Date: Jan 5, 2012

Request ID: 078 – Conference Hearing Fee	
111 – JRS Transaction Code for Internet Surcharge	
Description: Created two new JRS transaction codes.	
CLUG: Superior Court Authorized By: CIO	
Original Schedule: Nov 17,2011 – Jan 13, 2012	Final Delivery Date: Jan 13, 2012

Status Charts

Requests Completing Key Milestones



Current Active Requests by:

Endorsing Group			
Supreme Court	1	Data Management Steering Committee	2
Court of Appeals Executive Committee	1	Data Dissemination Committee	0
Superior Court Judges Association	4	Codes Committee	0
Washington State Association of County Clerks	6	Administrative Office of the Courts	15
District and Municipal Court Judges Association	6	Washington State Association of Juvenile Court Administrators	1
District and Municipal Court Management Association	28		

Court Level User Group	
Appellate Court	2
Superior Court	9
Courts of Limited Jurisdiction	20
Multi Court Level	12
Non-JIS	4

Scheduled ITG Request Overview

	February	March	April	May	June	July
Data Warehouse	009 – Add Accounting Data to the Data Warehouse					
JIS	041 – Remove CLJ Archiving and Purge Certain Records					
	058 – Print Warrants on Plain Paper*					
	037 – Add Warrants Comment Line*					
Other Systems	081 – Adult Risk Assessment					
	121 – Superior Court Data Exchange					
Requirements & RFPs	045 – Appellate EDMS Requirements, RFP, and Future Phases					
	002 – SC CMS Requirements, RFP, and Future Phases					
Feasibility Studies	028 – CLJ Parking Module					

*ITG Requests 058 and 037 have been delayed and are pending rescheduling. The dates shown here are estimates.

Schedule Status Based on Current Project Baseline



Summary of Activities February 2012

Transformation Initiative Summary

Transformation Program	
Activities	Impact/Value
✓ Drafted requirements for the integration of the Release and Change Management processes within Rational	Defines the roles and responsibilities, workflow, approval gates, and triggers for subsequent events.
✓ Launched the Decision Process Framework initiative and developed the decision management process.	Increases consistency and transparency of ISD Leadership Team decisions.
COTS Preparation Program	
Activities	Impact/Value
✓ Completed all COTS-P program structuring development, review and approval.	Allows for rapid development of all required COTS-P charters (charter completion estimated to be not later than 02/29/12.)
Information Networking Hub Program (INH)	
Activities	Impact/Value
✓ Completed draft project charter for the Foundation and Pilot phases.	The charter authorizes the project and defines the scope of work, goals, assumptions, roles and responsibilities, budget, and project risks.
✓ Announced ASV to the Technical Data Exchange Consultant RFQQ – Soos Creek. Began contract negotiations and the development of the Statement of Work (SOW).	Provides an external technical data exchange consultant with experience and skills to guide AOC technical staff through the design and implementation of INH data exchanges.
Natural to Cobol Conversion	
Activities	Impact/Value
✓ Finalized the MOST contract amendment and finalized the defect tracking process.	Removes the barrier to moving forward with the project.
✓ Completed AOC Code Refresh #1 and delivered to MOST.	Fulfills an AOC contract requirement.
Court Business Office (CBO)	
Activities	Impact/Value
✓ Continued development of the Court Business Office project organization charter.	Defines how AOC will organize itself to take advantage of opportunities for common statewide configurations that are a result of bringing the Superior Court Case Management System online.
DB2 Upgrade	
Activities	Impact/Value
✓ All performance problems have been corrected. AOC will proceed with production implementation.	Brings the AOC database up to current maintenance levels of support and meets the goal of staying on a 2-year upgrade cycle.
BizTalk Upgrade	
Activities	Impact/Value
✓ Successfully completed integrated eTicket testing with the pre-production BTS 2010 servers. Confirmed that DOL could read the BTS messages.	Confirms eTicket capability on the pre-production BTS 2010 servers.
Vehicle Related Violations (VRV)	
Activities	Impact/Value
✓ Tier 1 – Go Live Kirkland	Kirkland Muni has been receiving VRV tickets through the data exchange since December 15, 2011.

CA Clarity Implementation

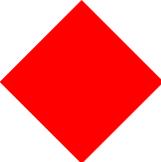
Activities	Impact/Value
✓ WinMill has delivered the Amendment 2, Phase 2 Bi-Weekly Status Report.	The phase 2 deliverables includes the initial “out of the box” installation of Clarity in all three environments (Development, Test, and Production); the architectural analysis and approved architectural diagram; the Installation Reports, and the Solution Requirements Specifications Document.

Approved JIS Projects Summary

ITG #121 Superior Court Data Exchange	
Activities	Impact/Value
<ul style="list-style-type: none"> ✓ Sierra Systems completed verification testing of the (10) SCDX Production Increment 1 web services. 	Ensures that the software delivered will meet AOC requirements. These tests are being performed prior to the start of AOC QA testing.
ITG #002 Superior Court Case Management RFP	
Activities	Impact/Value
<ul style="list-style-type: none"> ✓ Published a RFQQ for a Quality Assurance Professional (QAP). 	Provides quality assurance for the overall SC CMS Project.
<ul style="list-style-type: none"> ✓ Appointed Special Assistant Attorney General (SAAG) Rich Wyde, who has expertise in negotiating large, level-3 contracts. 	Provides legal counsel on any critical language that should be built into the Request for Proposal (RFP) to create optimal contract negotiation conditions.
ITG #028 CLJ Parking Module Modernization	
Activities	Impact/Value
<ul style="list-style-type: none"> ✓ Added Solutions Architect review information into final cost analysis for feasibility study draft. 	In preparation for presenting the Feasibility Document to the ITG028 Advisory Board.
ITG #045 Appellate Electronic Document Management System (EDMS)	
Activities	Impact/Value
<ul style="list-style-type: none"> ✓ The team developed a Search Business use case; the last of (22) business Use Cases that the Appellate Courts have identified for documenting their EDMS business requirements. 	Define Appellate Court EDMS business requirements using business Use Cases. These Use Cases will be used to validate the EDMS system technical requirements and define the Appellate Courts EDMS acceptance criteria.
ITG #081 Adult Risk Assessment Implement STRONG 2 Tool	
Activities	Impact/Value
<ul style="list-style-type: none"> ✓ Contracted with Dr. Barnoski to perform the association of STRONG Severity Codes with RCWs. 	Matching STRONG Severity Codes to JIS criminal codes is necessary to automate the risk assessment.
<ul style="list-style-type: none"> ✓ Developed initial prototype of ASRA System. 	Creates the assessment application that will be used by local jurisdictions.
<ul style="list-style-type: none"> ✓ Developed a JABS prototype that incorporates a tab for viewing static risk assessments. 	Allows judges on the bench access to risk assessment reports.
ITG #009 Accounting in the Data Warehouse	
Activities	Impact/Value
<ul style="list-style-type: none"> ✓ The work group approved prototypes of "Cases with finding date and A/Rs in potential status" reports. 	Obtain user approval of the report layout and parameters
<ul style="list-style-type: none"> ✓ The team completed changes to requirements and a prototype for "Detail of A/R type codes entered, paid, outstanding" and requirements for the "Summary of A/R type codes entered, paid, outstanding" reports for review by the work group at their March 20 meeting. 	Obtain complete user requirements.
<ul style="list-style-type: none"> ✓ Began modification of obligation history and obligation summary tables. Began design of new trust table. 	Provide data for requested reports.

Detailed Status Reports

Status Update Key

	Green = Progressing as planned.
	Yellow = Changes with moderate impact.
	Red = Severe changes or significant re-work is necessary.

Transformation Initiative Status Reports

Transformation Initiative Reports

Transformation Program Track								
Reporting Period thru January 31, 2012								
Executive Sponsor(s) Vonnie Diseth, CIO/ISD Director			IT Project Manager: Martin Kravik					
Business Area Manager: William Cogswell, ISD Associate Director			Consultant/Contracting Firm: N/A					
Description: The ISD Transformation Program places the remaining Transformation Initiatives under a single umbrella. The goals of this approach are to expedite the completion of the Initiatives by reducing redundant administrative overhead, ensure better cohesiveness between Initiatives, and provide a more rational and consistent implementation of the Initiatives.								
Business Benefit: <ul style="list-style-type: none"> • Prepare ISD processes to support the implementation of Superior Court Case Management System and other COTS • Ensure use of consistent and integrated processes across ISD functional areas to enable the efficient delivery of services. • Implement a governance organization and decision making processes to maximize investments and utilization of resources. 								
Business Drivers	Improve Decision Making	X	Improve Information Access	<input type="checkbox"/>	Improve Service or efficiency	X	Manage Risks	X
	Maintain the business	X	Manage the costs	X	Increase organizational capability	X	Regulatory compliance or mandate	<input type="checkbox"/>
JISC Approved Budget		Allocated through January 31, 2012			Actual through January 31, 2012			
		\$			\$			
Current Status	Scope	<input checked="" type="checkbox"/>	Schedule	<input checked="" type="checkbox"/>	Budget	<input checked="" type="checkbox"/>		
Status Notes:								
Progress	January - 5% <div style="text-align: right;">100%</div>							
Phase	<input type="checkbox"/> Initiate	<input checked="" type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input type="checkbox"/> Close				
Schedule	Planned Start Date: July 2011			Planned Completion Date: Sept 2012				
	Actual Start Date: July 2011			Actual Completion: TBD				
Activities Completed				Impact/Value				
✓ Hired a system integrator to lead the IBM Rational suite of tools configuration effort.				Brings in expertise AOC did not previously have to kick start the use of the IBM Rational suite of tools for requirements management, quality control management, release management, and change management.				
✓ Completed draft requirements for the integration of the processes within Rational.				The requirements document clarifies roles, responsibilities, workflow through the various processes and approval gates, and triggers subsequent events.				
✓ Launched the Decision Process Framework initiative and developed the Leadership Team decision management process.				Documents issues, related decisions and the communication of decisions to ISD. Increases consistency of decisions.				
✓ Completed iteration 2 of 3 of the Decision Process Framework SharePoint site.				SharePoint is a collaboration tool containing templates and functions that will enable ISD to easily implement and maintain this				

	process.
✓ Developed the Vendor Management initiative schedule.	Provides the vehicle with which to track progress and staff time, which increases ISD's transparency.
Activities Planned	Impact/Value
◦ Begin development of Release, Change, and Configuration Management project schedule.	Provides the vehicle with which to track progress and staff time, which increases ISD's transparency.
◦ Define the Enterprise Security Management initiative	Implementing Enterprise Security Management increases the maturity of the ISD organization in alignment with JISC expectations.
◦ Present the Decision Process Framework to the ISD Leadership Team	Ensures users' acceptance and buy-in.

COTS Preparation Program Track

Reporting Period thru January 31, 2012

Executive Sponsor(s) Vonnie Diseth, CIO/ISD Director	IT Project Manager: Mike Walsh
Business Area Manager(s): Dennis Longnecker, Infrastructure Manager Jennifer Creighton, Data & Development Manager Michael Keeling, Operations Manager William Cogswell, Associate ISD Director Dirk Marler, JSD Director	Consultant/Contracting Firm: N/A

Description:
 The COTS Preparation (COTS-P) Program objective is to prepare the AOC JIS environment to support the future transition to a COTS based suite of applications. The Superior Court Case Management System (SC CMS) Project is expected to be the first COTS based application to be implemented within the AOC JIS. As the first COTS application, the SC CMS implementation will validate many of the preparation assumptions for supporting future COTS product implementations.

The implementation of the COTS-P Program has been organized into three (3) specific programs categories of sub-project to facilitate effective and efficient planning, management and reporting. The programs are organized as:

- COTS-P Infrastructure Program (Network, Compute and Storage) of six (6) related sub-projects
- COTS-P Application Program (Data Warehouse and Applications) of six (6) related sub-projects
- COTS-P Business Program (Business and Organizational Processes) of one (1) related sub-projects

Note: The Courts Business Office (CBO) projects, which was originally grouped with the COTS-P, was removed and is now a stand-alone project outside of COTS-P.

Business Benefit:
 The COTS-P Program outcome will provide at the project level, the appropriate analysis, design, documentation, acquisitions and implementation of technology and processes within the JIS environment to support the future strategic plan to transition from in-house application development to COTS based products.

The COTS-P program will validate the current and future state of the Infrastructure, Application and Business environments necessary to:

- Position AOC to support future COTS based application implementations
- Directly support the SC CMS and INH project implementations
- Assure no planning, acquisition and/or implementation duplicity or gaps occur across related projects and initiatives.

Business Drivers	Improve Decision Making <input type="checkbox"/>	Improve Information Access <input checked="" type="checkbox"/>	Improve Service or efficiency <input type="checkbox"/>	Manage Risks <input checked="" type="checkbox"/>
	Maintain the business <input type="checkbox"/>	Manage the costs <input type="checkbox"/>	Increase organizational capability <input checked="" type="checkbox"/>	Regulatory compliance or mandate <input type="checkbox"/>

JISC Approved Budget	Allocated through January 31, 2012	Allocated through January 31, 2012
	\$	\$

Current Status	Scope	●	Schedule	▲	Budget	◆
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Status Notes: Progress continues during the project's Initiation Phase. The structuring matrix has been completed and set for review by all section managers and section SME. The development of the COTS-P Infrastructure charter is also underway and the review and signing is scheduled for 02/29/12 or sooner. The SC CMS Organizational Change Strategy project objectives and deliverable are being reviewed the Policy and Planning Section, and charter development is expected to start shortly. The COTS-P Application projects objectives and deliverables are currently being vetted with section managers and SMEs.

All COTS-P program structuring development, review and approval is expected to be completed no later than 02/02/12. This will allow for rapid development of all required COTS-P charters with a NLT completion date of 02/29/12. The schedule was extended from 2/15/12 to 2/29/12 due to attendance and weather challenges.

Progress	January - 5% <div style="display: flex; align-items: center;"> <div style="width: 5%; height: 15px; background-color: blue; margin-right: 5px;"></div> <div style="width: 95%; height: 15px; background-color: lightgrey; border: 1px solid black;"></div> 100% </div>
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Phase	<input checked="" type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input type="checkbox"/> Execute	<input type="checkbox"/> Close
Schedule	Planned Start Date: 12/19/11		Planned Completion Date: TBD	
	Actual Start Date: 12/19/11		Actual Completion: TBD	
Activities Completed		Impact/Value		
✓	Determined and documented executive sponsorship expectations for COTS-P.	Assures that each project completion metric aligns with executive sponsorship expectations.		
✓	Evaluated all mini-charters and initial draft of COTS Prep charter.	Clearly defines each project and determines objective and deliverable gaps.		
Activities Planned		Impact/Value		
○	Develop and obtain approval of a program based structure to organize all COTS-P sub-projects.	Provides the authoritative planning guideline for the development of each project charter and identifies project inter-dependency.		
○	Develop and obtain approval for project charters.	Defines project objectives, deliverables, completion metrics, and budget/schedule estimates required to move from the Initiation Phase to the Planning Phase.		

Information Networking Hub (INH) Program Track

Reporting Period thru January 31, 2012

Executive Sponsor(s) Vonnie Diseth, CIO/ISD Director	IT Project Manager: Dan Belles
Business Area Manager: Jennifer Creighton, Data & Development Manager	Consultant/Contracting Firm: N/A

Description:
The Information Networking Hub (INH) has been initiated as one of three separate Project/Program tracks. While the INH is being built to support the implementation of a Superior Court Case Management System (SC CMS), it is also building a foundation for data exchanges with other COTS packages and local court systems.

The INH is the required future state architecture needed to support information exchanges between the JIS central database (new and existing) and local systems. This Project involves a core team of resources with the experience and knowledge of AOC systems, “as is” and the “to be” future state to support the building a robust enterprise architecture capable of exchanging messages from disparate systems with one common messaging standard.

The first phases of the INH project begin with the development of the Foundation components and Pilot Deployment of two services. Initially, the components of the INH will be developed in a sequencing priority based on the needs of the SC CMS integration, but will continue to build on meeting the needs for other COTS applications and local systems in the future.

Business Benefit:

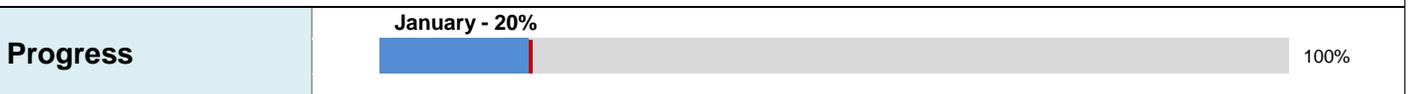
- Seamless integration of current and future as well as centralized and local applications that provides better customer experience
- Near real-time information exchanges through “publish-subscribe” mechanisms that facilitates the sharing of data and dramatically reduces duplicate data entry
- Modern architecture that aligns with latest technology trends to provide flexibility and the ability to deliver new customer requests in a timely manner
- A centrally managed data repository governed by data standards and quality
- A centralized security framework that can meet the needs for ensuring data is secure
- Enhanced customer interfaces to improve productivity, advance decision-making capabilities and aid in access to justice

Business Drivers	Improve Decision Making	X	Improve Information Access	X	Improve Service or efficiency	X	Manage Risks	X
	Maintain the business	X	Manage the costs	X	Increase organizational capability	X	Regulatory compliance or mandate	X

JISC Approved Budget	Allocated through January 31, 2012	Allocated through January 31, 2012
	\$	\$

Current Status	Scope	▲	Schedule	▲	Budget	●
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Status Notes:



Phase	<input checked="" type="checkbox"/> Initiate	<input checked="" type="checkbox"/> Planning	<input type="checkbox"/> Execute	<input type="checkbox"/> Close
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Schedule	Planned Start Date: July 2011	Planned Completion Date: June 2012
	Actual Start Date: July 2011	Actual Completion: TBD

Activities Completed	Impact/Value
✓ Complete INH Project Charter for the Foundation	Provides project authorization, scope statement, goals,

and Pilot phases.	assumptions, roles and responsibilities, budget, and risks.
✓ Met with Franklin and Benton County court IT staff to discuss possible Pilot Sites.	Provides potential Pilot Court to partner with AOC to help put two services into production and a prototype from which AOC can improve its service delivery capability and implementation of future services.
✓ Completed Technical Data Exchange Consultant evaluation of vendor proposal and interview. Announced ASV to the Technical Data Exchange Consultant RFQQ – Soos Creek.	Provides an external technical data exchange consultant with experience and skills to develop and INH Technical Lead Plan and guide AOC technical staff through the design and implementation of INH data exchanges.
Activities Planned	Impact/Value
○ Obtain Charter Approvals	Provides authority and direction for the project, approval for the budget, scope, schedule, and resources. Provides guidance to manage issues, risks, and project constraints.
○ Identify a viable local court to discuss participation as an INH pilot site.	Provides a viable pilot site to prototype the first two INH services in production by partnering with a local court user to learn and improve on service delivery.

Natural to COBOL Conversion								
					Reporting Period thru January 31, 2012			
Executive Sponsor(s) Vonnie Diseth, CIO/ISD Director			IT Project Manager: Dan Belles					
Business Area Manager: Jennifer Creighton, Data & Development Manager			Consultant/Contracting Firm: Most Technologies					
Description: To convert the AOC's mainframe applications using the Natural programming language to COBOL.								
Business Benefit: The Natural to COBOL conversion provides a number of benefits to the AOC including significant cost savings from reduced licensee fees and the creation of a 3-tier architecture that reduces costs for maintenance and enhancements to code source. It also provides increased system performance and aligns with future state enterprise architectural standards. Finally, it simplifies maintenance coverage, infrastructure support and ISPW (Change Management Application) upgrades.								
Business Drivers	Improve Decision Making	<input type="checkbox"/>	Improve Information Access	<input type="checkbox"/>	Improve Service or efficiency	X	Manage Risks	<input type="checkbox"/>
	Maintain the business	<input type="checkbox"/>	Manage the costs	X	Increase organizational capability	X	Regulatory compliance or mandate	<input type="checkbox"/>
JISC Approved Budget		Allocated through January 31, 2012			Allocated through January 31, 2012			
		\$			\$			
Current Status	Scope	●	Schedule	●	Budget	●		
Status Notes: AOC and MOST representatives met to go over the proposed contract amendment and came up with an agreement. Vendor Relations Representative is working on the revised Contract amendment which will be reviewed by AOC and then sent to MOST for approval. Weekly status meetings with MOST continue and we have resolved all testing issues, questions that were raised. The Project team members are made aware of the timelines.								
Progress	<div style="text-align: center;">January - 50%</div> 							100%
Phase	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	X	Execute	<input type="checkbox"/> Close			
Schedule	Planned Start Date: April 2011			Planned Completion Date: April 2012				
	Actual Start Date: April 2011			Actual Completion				
Activities Completed				Impact/Value				
✓ Finalized the MOST contract amendment.				Ensures that the project can move forward.				
✓ Finalized and approved ISPW contract with Benchmark.				Enables ISPW tool configuration for mass compilation work to begin.				
✓ Finalized defect tracking process.				Ensures tracking and resolution of identified defects.				
✓ Delivered Code Refresh items to MOST.				Completes AOC contract requirement.				
✓ Discovered that VRV calling sequence does not work and raised issues with Parallel pilot.				Ensure that all functionality works in Go Live and enable AOC to pilot individual courts.				
Activities Planned				Impact/Value				
○ Monitor ISPW contract work with Benchmark.				Ensures proper ISPW configuration, which is critical to be able to promote code.				
○ Resolve VRV calling sequence and Parallel Pilot concerns.				Ensure that all functionality works in Go Live and enable AOC to pilot individual courts.				

DB2 Upgrade								
Reporting Period thru January 31, 2012								
Executive Sponsor(s) Vonnie Diseth, CIO/ISD Director			IT Project Manager: Sree Sundaram					
Business Area Manager: Dennis Longnecker, Infrastructure Manager			Consultant/Contracting Firm: N/A					
Description: The AOC uses the IBM database product DB2 to provide a repository for statewide court data. Over time newer versions of DB2 are released and older versions of DB2 become unsupported. In order to maintain proper support of the statewide court data, periodic upgrades of the DB2 product need to be implemented at the AOC.								
Business Benefit: The DB2 v10 Upgrade will bring the AOC database up to current maintenance levels of support and meet the goal of staying on a 2 year upgrade cycle.								
Business Drivers	Improve Decision Making	X	Improve Information Access	X	Improve Service or efficiency	X	Manage Risks	X
	Maintain the business	<input type="checkbox"/>	Manage the costs	<input type="checkbox"/>	Increase organizational capability	X	Regulatory compliance or mandate	<input type="checkbox"/>
JISC Approved Budget		Allocated through January 31, 2012 (staffed internally)		Allocated through January 31, 2012 (staffed internally)				
Current Status	Scope	<input checked="" type="radio"/>	Schedule	<input checked="" type="radio"/>	Budget	<input checked="" type="radio"/>		
Status Notes: IBM confirmed on 02/01/12 that the performance issue has been corrected.								
Progress	January - 90%							
								
Phase	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input type="checkbox"/> Close				
Schedule	Planned Start Date: March 2011			Planned Completion Date: December 2011				
	Actual Start Date: March 2011			Actual Completion				
Activities Completed				Impact/Value				
<ul style="list-style-type: none"> ✓ IBM confirmed that the original and supplemental performance issues have been resolved and AOC can move forward with production implementation. 				Brings the AOC database up to current maintenance levels of support and meets the goal of staying on a 2-year upgrade cycle.				
Activities Planned				Impact/Value				
<ul style="list-style-type: none"> ○ Infrastructure team (Database Administrators) will start the upgrade at 5:00 AM on 2/01/12. Normal operations utilizing DB2 v10 are expected to begin at 7:30 AM on 2/09/12. 				Prepares AOC and the user community for production implementation.				

BizTalk Upgrade						Reporting Through January 31, 2012					
Executive Sponsor(s) Vonnie Diseth, CIO / ISD Director						IT Project Manager: Bill Burke					
Business Area Manager: Jennifer Creighton, Data & Development Manager						Consultant/Contracting Firm: N/A					
Description: This project will perform the following: <ul style="list-style-type: none"> • Deploy new redundant BizTalk servers • Upgrade BizTalk 2006 to BizTalk 2010 • Upgrade SQL Server 2005 to SQL Server 2008R2 • Re-host existing BizTalk orchestrations from BizTalk 2006 to 2010 <p>This project is intended to be deployed to production prior to the SCOMIS Data Exchange (DX) project so that the new BizTalk programs developed by the SCOMIS DX project can be developed for BizTalk 2010 and will not have to be re-hosted from the BizTalk 2006.</p>											
Business Benefit: Provide additional capacity and ensure vendor support for the AOC BizTalk server solution.											
Business Drivers	Improve Decision Making	<input type="checkbox"/>	Improve Information Access	<input checked="" type="checkbox"/>	Improve Service or efficiency	<input checked="" type="checkbox"/>	Manage Risks	<input type="checkbox"/>			
	Maintain the business	<input type="checkbox"/>	Manage the costs	<input type="checkbox"/>	Increase organizational capability	<input type="checkbox"/>	Regulatory compliance or mandate	<input type="checkbox"/>			
JISC Approved Budget		Allocated through January 31, 2012 (staffed internally)				Allocated through January 31, 2012 (staffed internally)					
Current Status	Scope	<input checked="" type="checkbox"/>	Schedule	<input checked="" type="checkbox"/>	Budget	<input checked="" type="checkbox"/>					
Status Notes: Project is on hold awaiting resolution of BizTalk server problem where services are shutting down (normal) but not being restarted. Microsoft is engaged in working this issue. AOC is also coordinating with DIS, WSP & DOL for supporting an integration test.											
Progress		<div style="text-align: right;">January - 95%</div> <div style="text-align: right;">100%</div>									
Phase	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input type="checkbox"/> Close							
Schedule	Planned Start Date: October 2010				Planned Completion Date: February 2012						
	Actual Start Date: November 2010				Actual Completion						
Activities Completed						Impact/Value					
✓ The team successfully completed integrated eTicket testing with the pre-production BTS 2010 servers. The team confirmed that DOL could read the BTS messages. No issues were identified.						Confirms eTicket capability on the pre-production BTS 2010 servers.					
✓ Completed VRV performance tests on the pre-production BTS 2010 servers.						Confirms server performance and configuration settings.					
✓ Completed a VRV integration test with Everett.						Confirms that the changes Everett made in their XML message processing would still allow their system to successfully read VRV messages.					
Activities Planned						Impact/Value					
◦ Run the VRV performance tests on the pre-production BTS 2010 servers. BTS 2010 performance is confirmed by submitting batches of messages starting at 500 messages per batch up to 2,000 messages per batch.						Ensures that the interface between the BizTalk servers and the CICS mainframe is optimally throttled.					
◦ Run VRV integration tests with Everett, Kirkland,						Ensures that these agencies can read the VRV messages					

and Lakewood.	transmitted by the BTS 2010. Agencies that are using industry standard techniques for parsing XML messages should not be impacted by this change.
◦ Review the BizTalk production cut-over checklist.	Ensures that all risks during cut-over to production will be mitigated.

Vehicle Related Violations (VRV) Operational Readiness

Reporting Period Through January 31, 2012

Executive Sponsor Data Management Steering Committee <i>Rich Johnson, Chair of Committee</i>	IT Project Manager: Michael Walsh
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Business Area Manager Jennifer Creighton, Data & Development Manager	Consultant/Contracting Firm: N/A
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Description: Vehicle Related Violations (VRV) was designed to automate the input and submittal of parking violations as received by local courts through local enforcement agencies (LEAs). The VRV website provides a service for jurisdictions to get access to the technical information and data needed for them to setup and build data exchanges for use on the jurisdictions side. The AOC has successfully implemented VRV DX solution with Everett Municipal Court and is now preparing to execute the final two planning steps required before making VRV broadly available statewide. The focus of this engagement between CodeSmart Inc. and AOC is to enable VRV Operational Readiness inclusive of performance tuning, infrastructure setup, and transition to ISD Operations for ongoing support and maintenance.

Business Benefit: The VRV Operational Readiness Project will prepare a solution for extended pilot use and eventual statewide implementation. The ongoing work will improve performance for the VRV pilot application with the goal of handling anticipated workload and transaction capacity, perform infrastructure cleanup and ensure optimal environment configuration for ongoing support and maintenance. The Customer Website for Data Services is ready for the extended pilot.

Business Drivers	Improve Decision Making <input type="checkbox"/>	Improve Information Access <input checked="" type="checkbox"/>	Improve Service or efficiency <input checked="" type="checkbox"/>	Manage Risks <input type="checkbox"/>
	Maintain the business <input type="checkbox"/>	Manage the costs <input type="checkbox"/>	Increase organizational capability <input type="checkbox"/>	Regulatory compliance or mandate <input type="checkbox"/>

JISC Approved Budget	Allocated through January 31, 2012	Actual through January 31, 2012
	\$	\$

Current Status	Scope ●	Schedule ●	Budget ●
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Status Notes: Kirkland is processing VRV tickets. Lakewood has completed acceptance testing and they are finalizing an SLA between the RedFlex, Lakewood's traffic ticket solution provider and CodeSmart, the VRV web service provider. Issaquah is in the process of functional testing and acceptance.

Next steps are:

1. Continue to track progress with Tier 1 courts (Issaquah and Lakewood) until they are processing VRV tickets. Work with the Tier 2 courts (Lynnwood, Fife, and Tacoma) on the on-boarding collaboration with JINDEX and the Department of Enterprise Services.



Project Phase	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input type="checkbox"/> Close
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Schedule	Planned Start Date: March 2010	Planned Completion Date: June 2012
	Actual Start Date: March 2010	Actual Completion Date:

Activities Completed	Impact/Value
✓ Tier 1 – Go Live Kirkland	Kirkland Muni is in the process of completing a service level agreement with RedFlex, their Traffic System solution providers. Once the SLA is in place, Lakewood will start submitting VRV ticket messages into DISCIS.
Activities Planned	Impact/Value
○ Tier 1 – Go Live Issaquah and Lakewood	Lakewood (RedFlex) and Issaquah (ATS) are working with their vendors to establish web services start dates.
○ Tier 2 - Kickoff	Initial meeting to engage Tacoma, Fife, and Lynnwood in the on-boarding process.

Milestones Planned and Accomplished

Milestone	Original Date	Revised Date	Actual Date
On-board Tier 1 (Kirkland)	4/01/2011	12/01/2011 12/31/2011	12/15/2011
On-board Tier 1 (Issaquah, Lakewood)	4/01/2011	12/31/2011 1/30/2012	
On-board Tier 2 (Tacoma, Lynnwood, and Fife)	5/01/2011	3/16/2012 June 2012	

CA Clarity Implementation

Reporting Period Through January 31, 2012

Executive Sponsor(s)
Vonnie Diseth, CIO/ISD Director

IT Project Manager:
Mike Walsh

Business Area Manager:
Bill Cogswell, Associate Director ISD

Consultant/Contracting Firm:
WinMill Software, Inc.

Description: AOC requires a process to accurately monitor and measure the costs and performance of IT assets in order to make sound decisions regarding all IT investments. ISD is committed to the implementation of IT Portfolio Management (ITPM) in order to thoroughly document and manage IT assets. Common standards generated by ITPM assist IT Governance (ITG) and the Project Management Office (PMO) to assess the costs, initial and ongoing, as well as the value, anticipated and returned, on single or aggregated assets. The AOC implementation of CA Clarity outcome of the ITPM initiative is a process through which ISD can model its strategic IT decisions and a methodology supporting consistent asset management.

Business Benefit: The Clarity implementation will automate manual ITPM and PMO processes and provide a unified, single data source for portfolio management. Using Clarity will provide the AOC Portfolio Manager and PMO with tools to manage AOC's portfolios. These tools include: real time reporting, resource management functions, and document management integration.

Business Drivers	Improve Decision Making	X	Improve Information Access	X	Improve Service or efficiency	X	Manage Risks	X
	Maintain the business	<input type="checkbox"/>	Manage the costs	<input type="checkbox"/>	Increase organizational capability	X	Regulatory compliance or mandate	<input type="checkbox"/>

JISC Approved Budget	Allocated through January 31, 2012	Actual through January 31, 2012
	(staffed internally)	(staffed internally)

Current Status	Scope		Schedule		Budget	
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Status Notes: The user acceptance testing is taking longer than planned and is behind schedule by 7 – 10 days.

The revised Clarity deployment date is 2/15/2012.



Phase	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	X Execute	X Close
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Schedule	Planned Start Date: March 2011	Planned Completion Date: November 2011
	Actual Start Date: May 2011	Actual Completion: March 2012

Activities Completed	Impact/Value
<ul style="list-style-type: none"> ✓ Amendment 2, Phase 2 – Received Bi-weekly project status report from WinMill. 	The phase 2 deliverables includes the initial “out of the box” installation of Clarity in all three environments (Development, Test, and Production); the architectural analysis and approved architectural diagram; the Installation Reports, and the Solution Requirements Specifications Document.
Activities Planned	Impact/Value
<ul style="list-style-type: none"> ○ AOC will execute the User Acceptance testing on Amendment 2, Phase 2 Bi-weekly project status report 	Ensures that all requirements and specifications have been met.
<ul style="list-style-type: none"> ○ WinMill will deliver Bi-weekly project status report, Amendment 2, Phase 3 	Ensures that Clarity is ready to deploy to production.
<ul style="list-style-type: none"> ○ WinMill will deliver Bi-weekly project status report, Amendment 2, Phase 4 	Ensures that AOC receives Clarity post-production support.

Project Status Reports

Approved Project Status Reports

ITG #121 Superior Court Data Exchange								
						Reporting Period Through January 31, 2012		
Executive Sponsor(s) Data Management Steering Committee <i>Rich Johnson, Chair of Committee</i>			IT Project Manager: Bill Burke					
Business Manager: Jennifer Creighton, Data & Development Manager			Consultant/Contracting Firm: N/A					
Description: The Superior Court Data Exchange project will deploy a Data Exchange that will enable all local court Case Management Systems to access the Superior Court Management Information System (SCOMIS) services via a web interface using a standard web messaging format. The project scope consists of deploying (63) web services that will be available to all local court Case Management Systems.								
Business Benefit: The Data Exchange will eliminate redundant data entry, improve data accuracy, provide real-time information for decision making and reduce support costs through a common technical solution for sharing data. At the end of Phase I (Detailed Analysis and Design), AOC will have a complete list of business requirements driven by the customer groups and established a list of services based on these requirements. At the end of Phase II (Implementation), Superior Court data will be available for both query and updates using the nationally recognized NIEM standard and SOA.								
Business Drivers	Improve Decision Making	<input checked="" type="checkbox"/>	Improve Information Access	<input checked="" type="checkbox"/>	Improve Service or efficiency	<input checked="" type="checkbox"/>	Manage Risks	<input type="checkbox"/>
	Maintain the business	<input type="checkbox"/>	Manage the costs	<input checked="" type="checkbox"/>	Increase organizational capability	<input checked="" type="checkbox"/>	Regulatory compliance or mandate	<input type="checkbox"/>
JISC Approved Budget		Allocated through January 31, 2012			Actual through January 31, 2012			
		\$			\$			
Current Status	Scope	<input checked="" type="checkbox"/>	Schedule	<input checked="" type="checkbox"/>	Budget	<input checked="" type="checkbox"/>		
Status Notes: The JISC approved a revised project plan on January 21, 2012.								
Progress	January - 95% <div style="text-align: right;">100%</div>							
Phase	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input type="checkbox"/> Close				
Schedule SCDX	Planned Start Date: January 2011			Planned Completion Date: December 2012				
	Actual Start Date: January 2011			Actual Completion Date: TBD				
Schedule Increment 1	Planned Start Date: Aug 2011			Planned Completion Date: January 2012				
	Actual Start Date: Aug 2011			Actual Completion Date:				
Activities Completed				Impact/Value				
✓ Sierra Systems QA Team has completed verification testing of the (10) SCDX Production Increment 1 web services				Sierra Systems verification testing will confirm that the software delivered meets AOC requirements. These tests are being performed prior to the start of AOC QA testing.				
✓ Sierra Systems revised the BizTalk Build & Deploy and BizTalk Technical Design Documents based upon results of AOC review of these documents. These documents are currently being reviewed by the AOC project team.				The build and deployment documentation is used by the AOC to build and deploy the software application that Sierra Systems has delivered for SCDX Production Increment 1.				
Activities Planned				Impact/Value				
○ Sierra Systems is expected to deliver (4 – 6) SCDX Production Increment 1 web services to the AOC.				These web services will enable an external court system to perform these SCOMIS//JIS transactions via a computer interface.				
○ The AOC will build and deploy the SCDX web services delivered by Sierra Systems. The AOC team intends to perform an integrated test				This integrated test will be performed in Dev and verify that the web services transactions integrate across BizTalk, MQ Manager, Java/Jagacy and SCOMIS using the SCDX Test				

in the Dev environment using the SCDX Test driver to drive transactions through the SCDX.

Driver. Following the successful completion of these tests, the SCDX web services will be tested by the AOC QA team in the QA environment.

Milestones Planned and Accomplished

Milestone – Increment 1	Original Date	Revised Date	Actual Date
Final Sierra Systems Application Design Documents for Production Increment 1	10/7/2011	12/5/2011	12/8/2011
SCDX Standalone Test Driver Complete – Prod Increment 1	10/31/2011	12/5/2011	12/9/2011
SCDX Development Complete – Prod Increment 1	11/16/2011	12/16/2011	12/16/2011
Start SCDX Verification & Validation Testing – Prod Increment 1	12/2/2011	12/16/2011	12/16/2011
SCDX Verification & Validation Complete – Prod Increment 1	12/1/2011	1/31/2012	
SCDX Production Increment 1 Complete	12/23/2011	2/17/2012	

ITG #002 Superior Court Case Management System (SC-CMS) RFP

Reporting Period Through January 31, 2012

Executive Sponsor(s) Superior Court Judges Association (SCJA) <i>Judge Laura Inveen, President</i> Washington State Association of County Clerks (WSACC) <i>Betty Gould, President</i> Association of Washington Superior Court Administrators (AWSCA) <i>Frank Maiocco, President</i>	IT Project Manager: Kate Kruller, PMP
	Consultant/Contracting Firm: MTG (Management Technology Group)
	Business Manager Vonnie Diseth, CIO/ISD Director

Description: The Superior Court Case Management System (SC CMS) Project is intended to procure and implement a software application that will enable the AOC to support the business functions of state superior courts and county clerks by acquiring and deploying a Superior Court Case Management System to all 39 Superior Courts in the state. The SC CMS will specifically support calendaring and caseflow management functions, along with participant/party information tracking, case records and relevant disposition services functions in support of judicial decision-making, scheduling, and case management.

Business Benefits: The Superior Court Case Management (SC CMS) will define requirements for and procure a case management system that (1) is consistent with the business and strategic plans approved by the JISC; (2) follows the JISC guidelines and priorities for IT decision making; (3) modernizes AOC technology; (4) works within planned technology architecture; (5) supports improvements in superior court operations; and (6) provides the opportunity and incentives to retire legacy systems such as SCOMIS.

Business Drivers	Improve Decision Making <input type="checkbox"/>	Improve Information Access <input type="checkbox"/>	Improve Service or efficiency <input checked="" type="checkbox"/>	Manage Risks <input type="checkbox"/>
	Maintain the business <input type="checkbox"/>	Manage the costs <input type="checkbox"/>	Increase organizational capability <input type="checkbox"/>	Regulatory compliance or mandate <input type="checkbox"/>

JISC Approved Budget	Allocated thru January 31, 2012	Actual thru January 31, 2012
	\$	\$

Current Status	Scope		Schedule		Budget	
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Status Notes:

Technical Requirements Gathering:

A two day session with the AOC Technical Team and the local Superior Court Staff is scheduled for February 8 and 9 at the AOC SeaTac Office. The documentation prepared by the AOC Technical Team includes JIS business services, application integration requirements, mandatory data requirements, and general technical requirements.

Quality Assurance Consultant:

Due to the amount of questions received from vendors (approximately 46 questions) this week, responses were published one day later than scheduled. An amendment was filed to reflect this delay but no impacts to existing amended schedule.

Special Assistant Attorney General (SAAG):

AOC's SAAG, Rich Wyde, is officially on board. One dinner meeting took place with Rich Wyde and Jeff, Vonnie, and John Bell this week. Rich will review the list of questions from the Steering Committee in regards to the RFP evaluation team structure. Rich was also given a copy of the RFP outline for input or feedback.

Communication:

A new SC CMS Project Oversight and Coordination team has been created. The team includes Kate, Maribeth, Vonnie, Bill, and Mike Davis. Meetings are scheduled weekly to:

- Ensure an ISD internal review and approval of the content and quality of SC CMS project documentation and deliverables prior to being sent out to various committees and groups;
- Ensure agreement with what is being proposed to being reviewed by outside organizations
- Establish work priorities
- Review plans for completing the work; and
- Monitor progress

SCJA Conference CMS Session Planning:

Heather Williams is facilitating these sessions to plan for the Superior Court Judges & Administrators (SCJA) conference scheduled for Sunday, April 29th – May 2nd at Suncadia Resort. The CMS session/presentation is scheduled for the early part of afternoon on Sunday April 29th. (The County Clerk's conference is scheduled for Monday, March 26th.)

MOTION APPROVED BY JISC SEPTEMBER 9, 2011:

JISC direct AOC to develop an RFP that would implement the recommendation of MTG Management Consultants, in the Superior Court Case Management Feasibility Study Report, Version 1.3, that AOC acquire, implement, and centrally host a statewide, full-featured, commercial case management system for superior courts, subject to the following conditions:

- A new RFP Steering Committee needs to be formed, with a new charter and structure.
- There will be formal motions for all decisions and detailed minutes of all meetings held.
- The committee will be composed as follows:
 - 3 Clerks
 - 3 Judges/Court Administrators (at least 1 judge and 1 administrator). And of the three, 1 must be from King County.
 - 2 AOC representatives with limited voting ability (State Court Administrator and CIO. No vote on final recommendation.
- There will be a majority Vote (of four) for all decisions.
- The JISC cannot override a “no” vote or a “none of the above” vote from the RFP Steering Committee.
- The JISC can only support or reject a recommendation from the Steering Committee. It cannot adopt a substitute.
- A “none of the above” recommendation from the steering committee on the COTS alternative will result in review of the other feasibility study alternatives without going back through the IT Governance process.
- To meet the requirements of the legislative proviso, the presidents of the Superior Court Judges Association, Association of Washington Superior Court Administrators and the Washington State Association of County Clerks will affirmatively confirm that it meets the needs of their members in the 39 counties before the RFP is issued.
- The intention of the project is that this new CMS will eventually replace SCOMIS in the JIS Portfolio.
- There will be two stoplights in the process to re-evaluate before moving forward:
 1. After the RFP Development (Yes/No) (prior to release of the RFP). A “no” is an acceptable decision and would also be considered a success.
 2. Prior to contract award, if the RFP is issued. A “non-contract award” is an acceptable decision to not go forward.
- There must be recognition that the Data Exchange/Information Networking Hub (INH) must be completed regardless of this project. But, it is not a deliverable of this project.
- There is agreement among the above-named associations that there should be no net increase in the County Clerks’ labor with a new system. Meeting the County Clerks’ needs will be based on results (what needs to be done), not process (the manner in which it is done).
- 95% of King County’s functional requirements must be met.
King County must be part of the first rollout (first 18 months of the project).

Progress		January - 10%			100%
Project Phase	<input type="checkbox"/> Initiate	<input checked="" type="checkbox"/> Planning	<input type="checkbox"/> Execute	<input type="checkbox"/> Close	
Schedule	Planned Start Date: September 2011		Planned Completion Date: December 2017		
	Actual Start Date: September 2011		Actual Completion Date: TBD		
Activities Completed			Impact/Value		
✓ On-boarded Special Assistant Attorney General (SAAG) Rich Wyde.			Increases the likelihood of successful contract negotiations.		
✓ Released Request for Qualifications and Quote (RFQQ) for a Quality Assurance Professional.			Adds rigor to the process. This increases the likelihood of a successful implementation with little to no rework, keeping the project cost in line with projections.		
Activities Planned			Impact/Value		
○ Create SC CMS Project Charter			Project Management methodology documentation to establish expectations in the area of Project Planning.		
○ Create New SC CMS Project Communications Plan			Project Management methodology documentation to establish Project Management Plan in the area of Project Planning.		
○ Review Technical Requirements Document with various stakeholders			Project Management methodology documentation to establish Project Management Plan in the area of Project Initiation.		
Milestones Planned and Accomplished					
Milestone	Original date	Revised Date	Actual Date		

PHASE II Procurement RFP			
Procurement RFP	03/31/2012	Functional Requirements identified by 12/31/2011 RFP Schedule/Work Plan 01/03/2012 RFP Ready to Publish 03/02/2012	

ITG #028 CLJ Parking Module Modernization

Reporting Period Through January 31, 2012

Executive Sponsor(s) Jeff Hall, State Court Administrator Vonnie Diseth, CIO/ISD Director	IT Project Manager: Michael Walsh
	Consultant/Contracting Firm: N/A
	Business Manager Mike Keeling, Operations Manager

Description: AOC will undergo the investigation of a number of issues raised by the DMCMA concerning the inability of the JIS parking module in monitoring parking vehicle related violations, receivables and interfaces. The parking module was developed prior to the advent of red-light and photo-speed camera violations (also known as VRV). A feasibility study will be conducted to determine if indeed a better solution is required and to suggest a recommended solution.

Business Benefits: Updating the existing parking data module will include minimizing clerical resources devoted to data entry and increase the accuracy and completeness of case filing. Increased revenue with more proficient monitoring and use of time payments and collection resources will also occur.

Business Drivers	Improve Decision Making <input checked="" type="checkbox"/>	Improve Information Access <input checked="" type="checkbox"/>	Improve Service or efficiency <input checked="" type="checkbox"/>	Manage Risks <input type="checkbox"/>
	Maintain the business <input type="checkbox"/>	Manage the costs <input checked="" type="checkbox"/>	Increase organizational capability <input type="checkbox"/>	Regulatory compliance or mandate <input type="checkbox"/>

JISC Approved Budget	Allocated through January 31, 2012	Actual through January 31, 2012
	\$	\$

Current Status	Scope ●	Schedule ●	Budget ●
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Status Notes: Mike Walsh was assigned as the Project Manager to replace Wendy Loewen. The project team is working on finalizing the Feasibility Document and presenting it to the ITG028 Advisory board.



Project Phase	<input type="checkbox"/> Initiate	<input checked="" type="checkbox"/> Planning	<input type="checkbox"/> Execute	<input type="checkbox"/> Close
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Schedule	Planned Start Date: April 2011	Planned Completion Date: Oct 2011
	Actual Start Date: April 2011	Actual Completion Date: TBD

Activities Completed	Impact/Value
<input checked="" type="checkbox"/> Complete Review with Solutions Architect into final cost analysis for feasibility study draft	In preparation for presenting the Feasibility Document to the ITG028 Advisory Board.
Activities Planned	Impact/Value
<input type="checkbox"/> Final review of Feasibility Document with internal team, leadership team	Provide costing information for alternative solutions to allow customers to make an educated decision on whether or not to proceed with upgrade
<input type="checkbox"/> Present findings to Customers	Go/No Go Decision to continue CLJ-PMM as a project

ITG #045 Appellate Courts Electronic Document System (EDMS)

Reporting Period Through January 31, 2012

Executive Sponsor(s) Appellate Courts Steering Committee Justice Debra Stevens, Committee Chair Vonnie Diseth, CIO/ISD Director	IT Project Manager: Bill Burke
	Consultant/Contracting Firm: N/A
	Business Manager Jennifer Creighton, Data Manager

Description: The Appellate Courts Electronic Document Management System (EDMS) project will implement a common EDMS for the Appellate Courts (Courts of Appeal and Supreme Court) that will support the following:

- Interface to ACORDS
- Provide a web interface for external Court users and public
- Support eFiling of Court documents
- Implement an automated workflow for processing Court documents.

The project will be completed in the following Phases:
 Phase 1 – Finalize Appellate Courts EDMS requirements
 Phase 2 – Release an RFP to select an EDMS Vendor & system
 Phase 3 – Implement the Appellate Courts EDMS system

The JISC has requested a review of EDMS Vendor costs prior to awarding a contract to an EDMS Vendor.

Business Benefits: The project will implement an Appellate Courts EDMS that will improve the efficiency of document management for the courts. To achieve this objective, all Appellate Courts need to use the same EDM application(s). Some of the benefits that will be gained are:

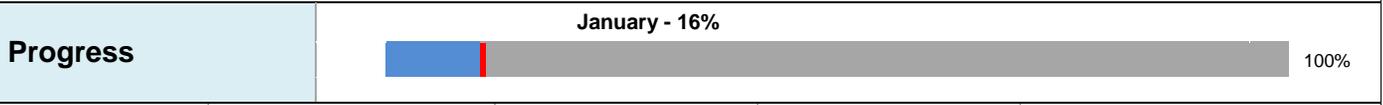
- Reduce the need and cost of converting paper documents to electronic documents
- Reduce the cost of storing hard copy official court documents
- Reduce the time of receiving documents through mail or personal delivery
- Reduce the misfiling of documents
- Eliminate staff time for duplicate data entry
- Reduce document distribution costs (mail, UPS, FedEx)
- Ability for cross court sharing/viewing of documents
- Reduce the time/cost of compiling documents since they will be digitally stored and will be searchable.

Business Drivers	Improve Decision Making	<input checked="" type="checkbox"/>	Improve Information Access	<input checked="" type="checkbox"/>	Improve Service or efficiency	<input checked="" type="checkbox"/>	Manage Risks	<input type="checkbox"/>
	Maintain the business	<input type="checkbox"/>	Manage the costs	<input checked="" type="checkbox"/>	Increase organizational capability	<input checked="" type="checkbox"/>	Regulatory compliance or mandate	<input type="checkbox"/>

JISC Approved Budget	Allocated through January 31, 2012	Allocated through January 31, 2012
	\$	\$

Current Status	Scope	▲	Schedule	▲	Budget	●
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Status Notes:



Project Phase	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input type="checkbox"/> Close
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Schedule	Planned Start Date: Aug 2011	Planned Completion Date: July 2012
	Actual Start Date: Aug 2011	Actual Completion Date: TBD

Activities Completed	Impact/Value
✓ Developed a Search Business use case for the Appellate Court EDMS. This is the last use case that the Appellate Courts have identified for	Define Appellate Court EDMS business requirements using business Use Cases. These Use Cases will be used to validate the EDMS system technical requirements and define the Appellate

documenting their EDMS business requirements.	Courts EDMS acceptance criteria.
Activities Planned	Impact/Value
<ul style="list-style-type: none"> ○ Review project status with the Appellate Court stakeholders and EDMS Executive Steering Committee. 	Ensures that key stakeholders are current on project progress to date. Helps to maintain stakeholder buy-in.

ITG #081 Adult Risk Assessment STRONG 2 Implementation

Reporting Period Through January 31, 2012

Executive Sponsor
Executive Steering Committee, Chair Judge O'Conner
Vonnie Diseth, CIO/ISD Director

IT Project Manager:
Martin Kravik

Business Area Manager
Mike Davis, Project Management & Quality Assurance
Manager

Consultant/Contracting Firm:
N/A

Description: Develop and implement the static adult risk assessment portion of the WSIPP approved Static Risk and Offender Needs Guide (STRONG) v2 tool. Included in the project is automating scoring using JIS criminal history data and providing an interface to enter out of state criminal history data.

Business Benefit

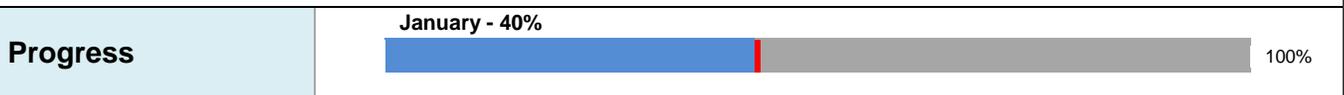
- Establishes a standard method for generating adult static risk assessments.
- Creates efficiencies by reducing the time to collect, process, and analyze criminal history data from different sources to help arrive to a release/alternative sentencing decision.
- With the static risk level score, judicial officers can make objective and consistent pre-trial decisions about whether to release or detain an offender.
- The static risk score is the first critical step in establishing a system of offender management based on assessment, targeting evidence based interventions to criminogenic needs, applying case management principles, and a system of tracking program effectiveness.
- Establishes an environment for measuring the results in terms of expected outcomes, effectiveness, impacts, and quality of information.
- Protects public safety by identifying higher risk defendants.
- Reduces the likelihood of biases that might result in disproportionate confinement of minorities or other groups or individuals.
- Improves management of the jail population through pretrial decisions and alternative sentencing.

Business Drivers	Improve Decision Making <input checked="" type="checkbox"/>	Improve Information Access <input type="checkbox"/>	Improve Service or efficiency <input type="checkbox"/>	Manage Risks <input type="checkbox"/>
	Maintain the business <input type="checkbox"/>	Manage the costs <input type="checkbox"/>	Increase organizational capability <input type="checkbox"/>	Regulatory compliance or mandate <input type="checkbox"/>

JISC Approved Budget	Allocated through January 31, 2012	Actual through January 31, 2012
	\$	\$

Current Status	Scope	<input checked="" type="radio"/>	Schedule	<input checked="" type="radio"/>	Budget	<input checked="" type="radio"/>
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Status Notes: Still working on process to communicate the vision and scope of the project.



Project Phase	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input type="checkbox"/> Close
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Schedule	Planned Start Date: July 2011	Planned Completion Date: March 2012
	Actual Start Date: July 2011	Actual Completion Date: TBD

Activities Completed	Impact/Value
✓ Dr. Barnoski continued matching STRONG Severity Codes to JIS criminal codes.	Necessary to automate the risk assessment.
✓ Developed initial ASRA System prototype.	Creates the assessment application that will be used by local jurisdictions.
✓ Developed JABS prototype that incorporates a tab for viewing static risk assessments.	Allows judges on the bench access to risk assessment reports.
Activities Planned	Impact/Value

○ Finalize system design.	Translates the system requirements into a blueprint for constructing the applications.
○ Finalize a system prototype to present to the implementation courts	Enables the implementation courts the opportunity to provide early feedback on the actual application system.
○ Initiate an AOC Adult Static Risk Assessment business program.	Provides ongoing business support to the courts.

Milestones Planned and Accomplished

Milestone	Original Date	Revised Date	Actual Date
Project Charter and Schedule	9/30/2011		11/16/2011
Detailed Project Schedule	9/20/2011	11/30/2011	11/30/2011
Requirements Analysis	10/28/2011		11/03/2011
System Design	11/30/2011		
System Development	02/10/2012		
Quality Control Testing	03/02/2012		
Establish AOC Business Program	02/03/2012		
Develop Training Artifacts	02/03/2012		
User Acceptance	03/09/2012		
Implementation	03/16/2012		
Transition to AOC Operations	03/23/2012		
Project Closeout	03/30/2012		

ITG #009 Accounting in the Data Warehouse

Reporting Period Through January 31, 2012

Executive Sponsor(s)
Data Management Steering Committee, Chair Rich Johnson
Vonnie Diseth, CIO/ISD Director

IT Project Manager:
Business Area Manager is providing backup

Consultant/Contracting Firm:
N/A

Business Manager
Jennifer Creighton, Data & Development Manager

Description: This project is a result of the approval and prioritization of [IT Governance request 009 \(ITG 09\)](#). This request identified eleven reports that are either unworkable in the mainframe format or are new reports to be created.

Business Benefits: These reports will give the courts better tracking of accounting information, better budget and revenue forecasting, new or improved audit and operational reports, and the ability to answer accounting inquiries from other agencies.

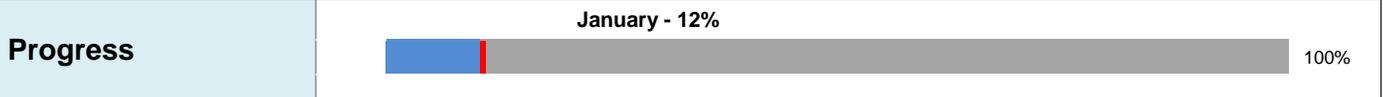
This is a multi-court level request, bringing value to both the Superior Courts and to the Courts of Limited Jurisdiction.

Business Drivers	Improve Decision Making	X	Improve Information Access	X	Improve Service or efficiency	X	Manage Risks	X
	Maintain the business	X	Manage the costs	X	Increase organizational capability	X	Regulatory compliance or mandate	<input type="checkbox"/>

JISC Approved Budget	Allocated through January 31, 2012	Actual through January 31, 2012
	\$	\$

Current Status	Scope	●	Schedule	●	Budget	●
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Status Notes:



Project Phase	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input type="checkbox"/> Close
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Schedule	Planned Start Date: August 2011	Planned Completion Date: Jan 2013
	Actual Start Date: August 2011	Actual Completion Date: TBD

Activities Completed	Impact/Value
✓ Completed prototypes for "Cases with finding date and A/Rs in potential status" for final approval by the work group at their January 17 meeting	Obtain user approval of report layout and parameters
✓ Completed changes to requirements and prototype for "Detail of A/R type codes entered, paid, outstanding" for review by the work group at their March 20 meeting.	Obtain complete user requirements
✓ Completed requirements for first review for "Summary of A/R type codes entered, paid, outstanding" for review by the work group at their March 20 meeting.	Obtain complete user requirements
✓ Began modifications to obligation history and obligation summary tables to support reports 3, 4, and 5 listed below.	Provide data for requested reports
✓ Began design of new trust table to support "Cases with A/Rs Paid-in-Full – INCLUDING TRUST".	Provide data for requested reports
Activities Planned	Impact/Value
○ "Cases with Finding Date and A/Rs in Potential Status" planned for release in February 21	Provide new accounting reports, or improve existing reporting capabilities
○ Complete design of changes to obligation tables,	Provide data for requested reports

obtain design committee approval, begin testing	
o Complete design of trust table and obtain design committee approval; begin loading data to development environment	Provide data for requested reports
o Finalize RDS for "Summary of A/R type codes entered, paid, outstanding"	Obtain complete user requirements

ISD Operational Area Status Reports

ISD Operational Area Reports

Operational Area: IT Policy and Planning

Bill Cogswell, ISD Associate Director

Through January 31, 2012

Includes: Governance, IT Portfolio, Clarity support, Business Relationships, Performance Reporting, Vendor Management, Resource Management, Release Management and Organizational Change / Communications teams

Description: The IT Policy and Planning group is responsible for providing strategic level functions within ISD. AOC ISD Policy and Planning teams support ISD wide transition activities furthering the capabilities and maturities of the entire organization.

Activities Completed this Reporting Period	Impact/Value
✓ Participated in the Clarity Implementation Project	Automate the ITPM capture, analysis and reporting processes and provide greater visibility of the portfolio for planning and managing investments.
✓ Configured Clarity "ISD Resource Allocation Discrepancy by Investment" and "ISD Resource Allocation Discrepancy by Resource" reports.	Ensures that ISD plans investments, forecasts resources, and schedules projects appropriately.
✓ Prepared resource management metrics	Improve ISD's service capabilities
✓ Business Liaisons prepared for and staffed regular and special JISC meetings	Staffing the JISC meeting ensures that the materials for the JISC meetings are prepared, organized and that the agenda and presentations are scheduled according to JISC member input.
✓ Liaisons staffed the IT Governance Court Level User Groups and assisted Endorsing Groups with IT Requests	Facilitating the new IT Governance process and assisting stakeholders with the process helps to ensure that the court community is involved, aware and prioritizing IT requests.
✓ Provided liaison reports to the Superior Court on the status of ISD projects and AOC activities	Communication with stakeholder groups improves their understanding of ISD activities and encourages the flow of communication to and from AOC.
✓ Continued liaison work on the Superior Court Case Management System (CMS) project	Providing input and communicating with stakeholder groups about the CMS project helps to ensure that the end product meets the needs of the customers.
✓ Continued work on coordinating a session about CMS for the SJCA and Clerks spring conferences	Facilitating information about the CMS project at the conferences will provide a broad audience with the opportunities to learn and ask important questions that will help the project to succeed.
✓ Liaisons continued work on the Adult Risk Assessment, Vehicle-Related-Violations, Parking Module Feasibility Study, and other IT Governance implementation projects.	Ensures that customer needs have been gathered and customers are informed about the progress of projects. Helps maintain customer support and buy-in.
✓ IT Service Delivery implemented ITG process to include small code requests and all mandates into ITG. First mandate has completed the process.	Providing better visibility of the work going on in the division.
✓ IT Service Delivery trained IT Portfolio incumbent on ITG processes and procedures.	Provided fallback person in the event of an emergency.
Activities Planned	Impact/Value
◦ Prepare Annual IT Portfolio Report	Mandate. Visibility of AOC's IT investments
◦ Publish February Resource Management Reports and Project Portfolio List	OCB Project/Resource scheduling and resource management
◦ Continue Clarity configuration: <ul style="list-style-type: none"> ◦ Add portlets and dashboards ◦ Create reports 	Improves ISD's investment planning and resource allocation capabilities.
◦ Prepare deliverables for the Transformation Program Track	Improve ISD's service capabilities.
◦ Complete ISD Monthly Report to the JISC	Providing a monthly report of all ISD activities and project status improves communications with stakeholders and creates transparency and accountability.

<ul style="list-style-type: none"> ○ SC CMS Business Liaison will continue work to coordinate a SC CMS session for the SJCA and Clerks spring conferences 	<p>Facilitating information about the SC CMS project at the conferences will provide a broad audience with the opportunities to learn and ask important questions that will help the project to succeed. It will also increase the likelihood of key stakeholder buy-in.</p>
<ul style="list-style-type: none"> ○ Liaisons will continue to staff IT Governance group meetings and provide assistance with IT Governance requests. 	<p>The IT Governance process ensures that ISD works on projects that our customers need and want in the priority that they determine.</p>
<ul style="list-style-type: none"> ○ Liaisons coordinated activities and communication with JSD staff for court community meetings. 	<p>Ensures consistent customer communication and increases AOC's customer responsiveness.</p>
<ul style="list-style-type: none"> ○ IT Service Delivery will serve as an evaluator for the SC CMS Project QA Vendor RFQQ. 	<p>Rigorous selection process will ensure AOC procures the appropriate QA skill set for this major effort.</p>
<ul style="list-style-type: none"> ○ IT Service Delivery will work to apply change management principles to the Natural to Cobol Project. 	<p>Provides better planning and control for the effort.</p>

Operational Area: Architecture & Strategy

Kumar Yajamanam, Architecture & Strategy Manager

Through January 31, 2012

Includes: Enterprise Architecture & Solutions Management and Business Analysts

Description: Architecture & Strategy is a group within ISD that is responsible for providing strategic technology guidance in support of all services provided by ISD. The functions provided by the group include enterprise architecture, solution management, service catalog development, vendor management, enterprise security and business continuity planning.

Activities Completed this Reporting Period	Impact/Value
<ul style="list-style-type: none"> ✓ Participate in review of proposed legislation to determine business impacts and level of effort to implement proposed legislation. January 2012 - 13 Bills reviewed. 	<p>Provided needed information for the AOC Fiscal Team to input into Bill Tracker to capture the level of effort required to implement pending legislation.</p>
<ul style="list-style-type: none"> ✓ Drafted SC CMS Technical Requirements 	<p>The Technical Requirements will provide guidance in the SC CMS RFP for selection of a CMS solution that is aligned with the AOC architecture and strategy.</p>
Planned Activities	Business Value
<ul style="list-style-type: none"> ○ Revised the feasibility study based upon the feedback provided by the advisory committee. 	<p>Incrementally improve the current state of the Parking Module to provide more immediate and less costly solution until a more major COTs replacement could be considered.</p>
<ul style="list-style-type: none"> ○ Map Functional Requirements to process flow steps and use cases. Ran in to a RRC difficulty so was unable to complete mapping. RRC issue resolved so will complete by February 17, 2012. 	<p>Begin mapping to help verify all requirements are tied to a business process and all business processes have requirements. This will also help the test team map test cases to business processes.</p>
<ul style="list-style-type: none"> ○ Create requirements document and submit code request to Code Committee 	<p>Ability to track compliance of a defendant who committed negligent driving in the 2nd degree and the alternative sentence is imposed</p>
<ul style="list-style-type: none"> ○ Documented roles and responsibilities for management review and action. Workgroups will formed to further evaluate and implement security requirements 	<p>Reduce risk to AOC-entrusted data.</p>
<ul style="list-style-type: none"> ○ Create requirements for the Development team to implement the changes in JIS (DISCIS). 	<p>The changes to the rule eliminate the allowance of bail forfeiture as a final disposition in criminal cases. Implementing the changes to JIS will ensure the cases are managed in accordance with the rule, and accurate statistics.</p>
<ul style="list-style-type: none"> ○ Provide planning information to support INH project activities. 	<p>Project team productivity will be enhanced by translating INH high level strategy to detailed objectives.</p>

Operational Area: Infrastructure

Dennis Longnecker, Infrastructure Manager

Through January 31, 2012

Includes: Desktop Unit, Network Unit, Server Unit, Support Unit & System Database Unit

Description: AOC ISD operates and supports the computer related operational needs of the AOC, Temple of Justice, and Court of Appeals, along with the Judicial Information System (JIS) applications, the Judicial Receipting System (JRS), Superior Court Information System (SCOMIS), Juvenile and Corrections System (JCS), Appellate Court System (ACORDS), JIS Calendaring (CAPS), e-Ticketing and web services, and applications. The infrastructure team in ISD supports the servers (hardware and operating systems) that run all the necessary software applications. Although existing user systems are dated, the systems they run on are current and state of the art. Having a state of the art infrastructure and a team dedicated to maintaining it ensures that the courts and partners throughout Washington State have access to the JIS systems, the data is secure and that downtime for system users is minimized.

Activities Completed	Impact/Value
<ul style="list-style-type: none"> ✓ Preparing for the March 2012 Disaster Recovery Test. Setting up scheduling meeting with the vendor for each of the areas. 	<p>Disaster Recovery is a JIS activity which ensures the JIS systems would be available in the event of a disaster (either localized or large).</p>
<ul style="list-style-type: none"> ✓ Continue to work with IBM on the issues with the DB2 Version 10 System Upgrade. Planned rollout is December 8, 2011 to capture more diagnostic information. 	<p>Staying current on software is a vital part of our system availability. DB2 v9 (our current version) goes out of support next year, so we need to migrate to the current versions and stay current with maintenance.</p>
<ul style="list-style-type: none"> ✓ Completed the SMON Network Backbone which improves the network connection with Department of Information Services. This includes both the Public and Private network. 	<p>Improves the Network Backbone with DIS. Improves our Network Speeds from 100megabytes per second to 1Gigabyte per second. Also provides for a redundant path to DIS in the event one path fails.</p>
<ul style="list-style-type: none"> ✓ Continue the Work for FY12 Equipment Replacement. Includes COA 1, COA 2, COA 3 and TOJ PC's. Courts of Limited Jurisdiction Computers and Laptops. Seattle Municipal. Contracts issued to Seattle Muni. COA 3 and TOJ Completed. Waiting on COA 1 and COA 2 to determine their equipment requirements. Waiting on Seattle Muni's reimbursement paperwork. 	<p>Replace aged (5 year old) equipment with new hardware and operating systems.</p>
<ul style="list-style-type: none"> ✓ Created a WASHINGTON-STATE-COURTS wireless network for visitors to use while in the AOC facilities. This access was copied from how the Legislature provides visitor access. 	<p>Improved public wireless access for visitors and guests doesn't require password, but usage is also monitored.</p>
Activities Planned	Impact/Value
<ul style="list-style-type: none"> ○ Continue work for FY12 Equipment Replacement. Includes COA 1, COA 2, COA 3 and TOJ PC's. Courts of Limited Jurisdiction Computers and Laptops. Seattle Municipal. 	<p>Replace aged (5 year old) equipment with new hardware and operating systems.</p>
<ul style="list-style-type: none"> ○ Continue to prepare and test for the upcoming disaster recovery test. As servers are added and deleted to the inventory, the documentation and processes need to be updated. 	<p>Disaster Recovery is a JIS activity which ensures the JIS systems would be available in the event of a disaster (either localized or large).</p>
<ul style="list-style-type: none"> ○ Connect AOC/JIS to the SMON Network Backbone. Private side December 10, followed by public side in January. 	<p>Improves the Network Backbone with DIS. Improves our Network Speeds from 100megabytes per second to 1Gigabyte per second. Also provides for a redundant path to DIS in the event one path fails.</p>
<ul style="list-style-type: none"> ○ Finish the DB2 v10 Upgrade 	<p>Staying current on software is a vital part of our system availability. DB2 v9 (our current version) goes out of support next year, so we need to migrate to the current versions and stay current with maintenance.</p>

Operational Area: Data & Development

Jennifer Creighton, Data & Development Manager

Through January 31, 2012

Includes: Database Unit, Development Unit, Data Warehouse Unit

Description: *The Data Management Section is comprised of three separate units:*

Data Warehouse Unit: The enterprise data warehouse is a repository of historical information that allows courts to query data for managerial and historical reporting. Case and person data is consolidated from SCOMIS, JIS, ACORDS, and JCS for reporting across all court levels. Court specific data marts provide users the ability to query information by specific court level. The information in the warehouse is accessed using a query tool called Business Objects XI (AKA BOXI). The ability to run queries and reports on historical information on court data provides business intelligence and insight into patterns, trends, issues and gaps in that data that can be used for research analysis, improvement of business functions, risk assessment and other business needs. Reports from the enterprise data warehouse can be run on demand or scheduled on a preset basis and the output can be sent to the desktop, or sent to an email address or a file folder making the information easy to share and obtain.

Development Unit: The development team is tasked with staffing active projects. They complete requirements analysis, coding, unit testing, and implementation to production of new applications. Work performed by the Development Unit is reported separately under the project(s) to which the staff is currently assigned.

Database Unit: The database unit provides a support role to the data warehouse team, the development team, and the operations section (legacy maintenance). They are responsible for reviewing and approving the design of underlying table structures, creating indices to improve performance, maintaining data dictionaries, providing review of proposed changes and additions to the database tables, and creating standards for the creation and maintenance of the databases.

Data Management Team: The data management team is comprised of individuals from each of the three units in the Data Management section. They have the responsibility of managing data from an enterprise perspective, including data quality and tracking compliance to data policies. Their activities are reported separately rather than repeating the work for each specific unit.

NOTES

The Data and Development team's work is being reported via the project status reports.

Operational Area: Operations

Mike Keeling, Operations Manager

Through January 31, 2012

Includes: All application units; Web team, Java team, Legacy team, Juvenile & Corrections System team

Description: AOC ISD Operation's teams support new projects and the ongoing maintenance of legacy systems including the Judicial Information System (JIS) application, the Judicial Receipting System (JRS), Superior Court Information System (SCOMIS), Juvenile and Corrections System (JCS), Appellate Court System (ACORDS), JIS Calendaring (CAPS), e-Ticketing and web services.

Activities Completed	Impact/Value
<ul style="list-style-type: none"> ✓ Legacy – Programming changes to support ESHB 2777. 	Saves the court time by more efficiently tracking DV Pled and Proved cases.
<ul style="list-style-type: none"> ✓ Legacy – Complete changes to accept a larger phone extension from WSBA and prepare to process a comprehensive file at the beginning of the year. 	Provides more accurate attorney contact information to courts.
<ul style="list-style-type: none"> ✓ Legacy – Completed sizings for numerous proposed legislative bills. 	Provides the legislature with timely information to be included in fiscal notes which help them make decisions.
<ul style="list-style-type: none"> ✓ Legacy – Responded to 160 Right Now Incidents 	Each RN Incident represents a request from a customer for research, database changes, or programming changes.
<ul style="list-style-type: none"> ✓ Legacy – Changed an error message on CFHS 	The error message now accurately describes an internal logic problem error to better inform the client.
<ul style="list-style-type: none"> ✓ Legacy – Made technical changes to CFHS 	Saves programmer time on diagnosing and fixing future problems or changes.
<ul style="list-style-type: none"> ✓ Web - JIS Invoice Credits; RN 110304-000015 - Review Requirements. Began testing with Fiscal – expecting some revisions. 	Will allow debit and credit processing in JIS-Link billing.
<ul style="list-style-type: none"> ✓ Web - Header design for WA Courts ✓ Initiate review with stakeholders ✓ Develop stored procedure to capture search terms for enhanced search process 	<p>Provides an updated look and feel for the WA Courts site, without impacting overall site structure or page content.</p> <p>Initial steps to improve search functionality on WA Courts site.</p>
<ul style="list-style-type: none"> ✓ Web - Washington State Aggression Replacement Training (WSART) Application. ✓ Database structure has been created and supporting queries have been built. 	The purpose of the WSART application will be to improve the integrity of externally collected data that will be used by the courts and JSD Research group.
<ul style="list-style-type: none"> ✓ Web - Course Evaluations ✓ Both the evaluation submission and results reporting sites have been built. Clients are now providing feedback which includes some reporting modifications. 	Web based evaluations are easier and more convenient for the students, and the resulting electronic data can be easily compiled by JIS Educators.
<ul style="list-style-type: none"> ✓ Java – JABS ✓ Completed JABS release 5.0 to be deployed to production Feb 6. Release includes partial implementation of ITG 96 'Allow JABS Access to SCOMIS sentencing and JIS plea and sentencing information', performance improvements, fix for bug CQ 15536, 17858, 17916. 	Improve ease of access to critical data, enhance user experience.

<ul style="list-style-type: none"> ✓ Java – Superior Court Data Exchange ✓ Received delivery of first 10 web services from Sierra Systems and deployed to Test. 	<p>The SCDX project will eliminate redundant manual data entry, improve information sharing among courts, allow courts to streamline processes that are people, paper and time intensive, and improve data quality.</p>
Planned Activities	Business Value
<ul style="list-style-type: none"> ○ Web - JIS Invoice Credits; RN 110304-000015 - Review Requirements. ○ Finish testing and implement changes in the Maintenance site as well as the Public site 	<p>Will allow debit and credit processing in JIS-Link billing.</p>
<ul style="list-style-type: none"> ○ Web - ITG – 94 ○ Start analyzing phase 1 CEU changes for current reporting year and phase 2 for converting it to the new CEU reporting module for 2013-2015 reporting cycle. 	<p>In order for the CEU process to be in conformity with the current CPG regulations, the process needs to be changed. Alternate ways to track credits would need to be created resulting in additional time, increased errors, and inability to generate reports.</p>
<ul style="list-style-type: none"> ○ Web - RightNow ticket - 120115-000000 ○ Work with Beth on consolidating all the Guardian related application into 1 portal page. 	<p>Court Access Programs needs to make it easier for clients to access information on the Certified Professional Guardian Program site, the Office of Public Guardianship site, and the Lay Guardian Training site. A new portal will alleviate confusion and provide a user-friendly approach to accessing the needed materials.</p>
<ul style="list-style-type: none"> ○ Web - Usability Plan for WA Courts site ○ Publish usability survey on site ○ Define tasks, roadmap, plan ○ Plan usability testing for site 	<p>Define plan and strategy for redesign of WA Courts web site, to improve the site's overall usability, making it more effective and efficient for end users.</p>
<ul style="list-style-type: none"> ○ Web - ARA ○ Develop charting web service ○ Support html and css development 	<p>Provides the courts with an adult static risk assessment tool, to help determine estimated recidivism rates, and risk level of defendants.</p>
<ul style="list-style-type: none"> ○ Web - RightNow ticket - 120115-000000 ○ Guardian Portal ○ Compile Review Card Sorting results ○ Begin rework of site design based on user input, and card sorting results 	<p>Provide greater organization and a unifying design for the three Guardian sites currently on WA courts: (1) Certified Professional Guardian Program, (2) Office of Public Guardianship; and (3) Lay Guardian Training.</p>
<ul style="list-style-type: none"> ○ Web - DOL Electronic Firearms Transfer - Phase 2. ○ DOL has sent revisions to their web service. These changes need to be made to the various extracts and testing of their new service will begin. 	<p>In order to comply with RCW 9.41.047 the AOC is currently providing commitment information to DOL in PDF format and courts are individually sending DOL paper copies of conviction information based on information obtained from Inside Courts. This project will eliminate the need for the courts to send paper copies.</p>
<ul style="list-style-type: none"> ○ Web - Washington State Aggression Replacement Training (WSART) Application. ○ Work will continue on this task. 	<p>The purpose of the WSART application will be to improve the integrity of externally collected data that will be used by the courts and JSD Research group.</p>
<ul style="list-style-type: none"> ○ Web - Course Evaluations ○ It is expected this task will be completed in February. 	<p>Web based evaluations are easier and more convenient for the students, and the resulting electronic data can be easily compiled by JIS Educators.</p>
<ul style="list-style-type: none"> ○ Web - ITG 55 Analysis ○ Sentencing & Judgment data 	<p>Determine and report on the existence, accessibility and value of Sentencing & Judgment data across state organizations.</p>
<ul style="list-style-type: none"> ○ Web - ITG 122 Analysis ○ Event Manager 	<p>Analysis on the needs of the staff using the Event Management application and make recommendations as to options to address.</p>

<ul style="list-style-type: none"> ○ Web - ITG 126 ○ SharePoint 	<p>Analysis on the SharePoint 2010 migration and redesign initiative.</p>
<ul style="list-style-type: none"> ○ Web - Web Security 	<p>Adding CFQueryParam to queries where the WHERE, SET, UPDATE values are set by parameter. This will prevent SQL injections. Rewriting any queries found not in CFC such that they are.</p>
<ul style="list-style-type: none"> ○ Web - Web Strategy & Coordination 	<p>Roadmap, performance metrics, standards, version control, etc</p>
<ul style="list-style-type: none"> ○ Java – JABS ○ Begin work on JABS release 5.1 to implement Adult Risk Assessment. 	<p>Provide court access to a tool to assess offenders' potential risks and needs, enhancing evidence-based efforts to rehabilitate offenders, reduce recidivism and increase public safety.</p>
<ul style="list-style-type: none"> ○ Java – Acords ○ Release Acords v72.7 to production with 4 bug fixes. 	<p>Adjustments to allow Acords to continue to function as technical environment and business needs change.</p>

Operational Area: Project Management Office & Quality Assurance

Mike Davis, (PMO/ QA Manager)

Through January 31, 2012

Includes: Project Management Office, Software Quality Assurance

Description: Project Management & Quality Assurance is comprised of the Project Management Office (PMO) and the Software Quality Assurance (SQA).

Project Management Office: The PMO provides oversight on all ISD projects. Oversight includes reviewing and approving feasibility of projects, creating and maintaining project plans (schedule, issues, and risks), and managing projects from inception to implementation. Through the use of a standard project management methodology, the PMO adds critical value that improves the probability of project success. Work performed by the PMO is reported separately under the project(s) to which the staff is currently assigned.

Software Quality Assurance: SQA consists of a means of monitoring the software engineering processes and methods used to ensure quality. This encompasses the entire software development process and product integration. SQA is organized into goals, commitments, abilities, activities, measurements, and verification.

The Testing Group is part of Quality Assurance and is responsible for ensuring a testing process is followed on all development efforts, including projects, defect correction, and application enhancements. All testing, test cases, and test scenarios created, test results, and defect work is documented, tracked, monitored, and prioritized. Tester involvement is critical for upholding quality control standards throughout all phases of testing.

Activities Completed	Impact/Value
<u>Project Work without Monthly Project Reports</u>	
<ul style="list-style-type: none"> ✓ The new PMO Scheduler, Marie Constantineau, is initiating a new project, the PMO Process Project to improve project process in particular with the use of Clarity, Microsoft Project and SharePoint. 	<p>This project will streamline processes and focus on institutionalizing process with staff. Although there has been significant Transformation work accomplished, the PMO must now turn its attention to process clarification, changing behaviors and conforming to processes.</p>
<u>Quality Control</u>	
<ul style="list-style-type: none"> ◦ Completed Sector testing 	<p>Completed testing for modifications made to system by Dept. of Licensing</p>
<ul style="list-style-type: none"> ◦ Functional validation VRV 	<p>Ensures success of the project</p>
<ul style="list-style-type: none"> ◦ BOXI Accounting reports 	<p>Ensure BOXI reports are correct for customer use</p>
<ul style="list-style-type: none"> ◦ Writing Natural to Cobol Conversion test cases 	<p>Ensure all affected applications are tested prior to release</p>
<ul style="list-style-type: none"> ◦ Completed performance tests for SQL BizTalk upgrade 	<p>Ensure a successful upgrade of the products to our customers</p>
<ul style="list-style-type: none"> ◦ Completed testing of Clarity 	<p>Completed testing report modifications</p>



1206 QUINCE STREET SE
P.O. BOX 41170
OLYMPIA, WA 98504-1170

Contact Information

Vonnie Diseth, Information Services Division (ISD) Director
Administrative Office of the Courts (AOC)

PO Box 41170
Olympia, WA 98504-1170
(360) 705-5236
vonnie.diseth@courts.wa.gov

Bill Cogswell, ISD Associate Director
Administrative Office of the Courts

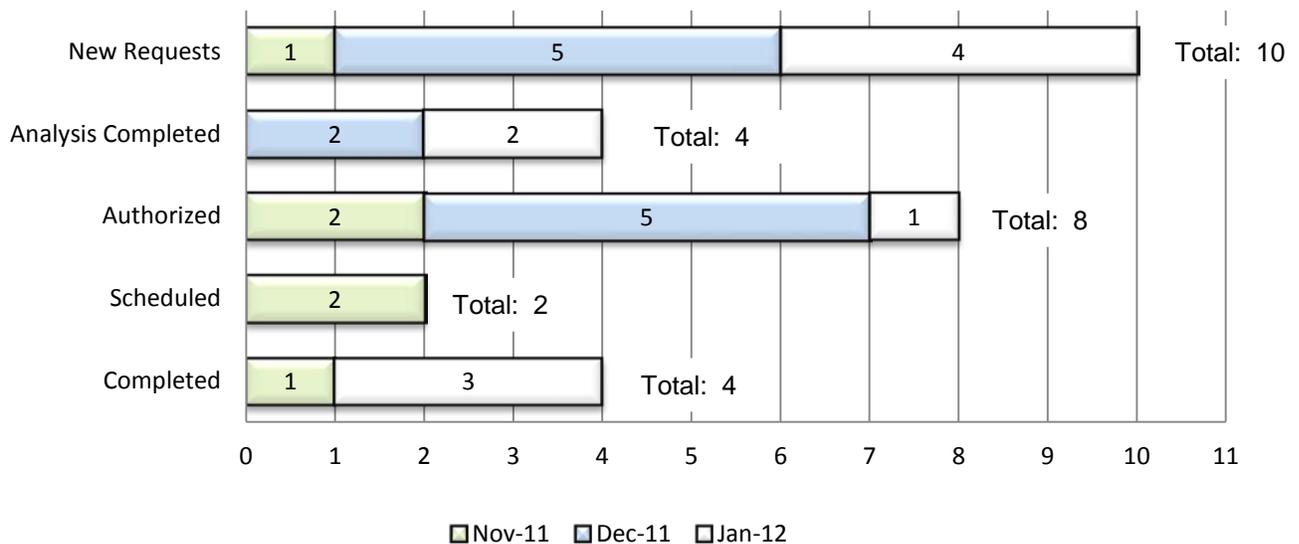
PO Box 41170
Olympia, WA 98504-1170
(360) 704-4066
bill.cogswell@courts.wa.gov

Completed IT Governance Requests

Request ID: 006 – Court Interpreter Database	
Description: AOC created a new, web-based database to manage the Court Interpreter program and to allow users to enter continuing education.	
CLUG: Non-JIS Authorized By: Administrator	
Original Schedule: Feb 1 – May 31, 2011	Final Delivery Date: Jan 5, 2012
Request ID: 078 – Conference Hearing Fee 111 – JRS Transaction Code for Internet Surcharge	
Description: Created two new JRS transaction codes.	
CLUG: Superior Court Authorized By: CIO	
Original Schedule: Nov 17,2011 – Jan 13, 2012	Final Delivery Date: Jan 13, 2012

Status Charts

Requests Completing Key Milestones



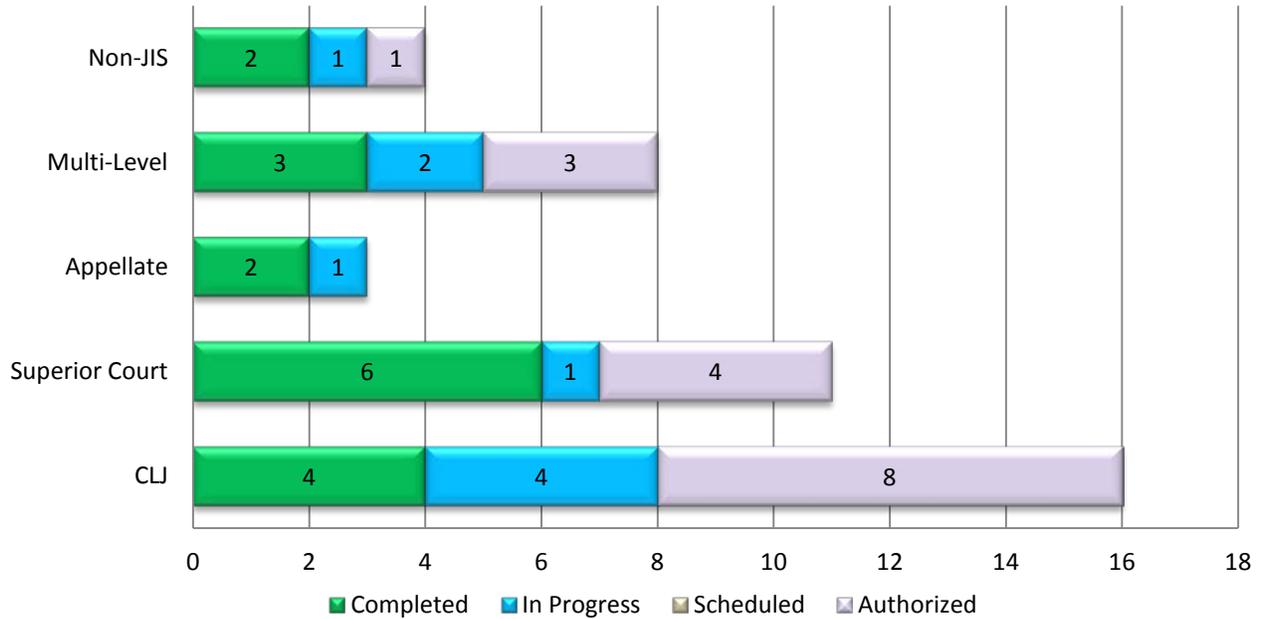
Current Active Requests by:

Endorsing Group			
Supreme Court	1	Data Management Steering Committee	2
Court of Appeals Executive Committee	1	Data Dissemination Committee	0
Superior Court Judges Association	4	Codes Committee	0
Washington State Association of County Clerks	6	Administrative Office of the Courts	15
District and Municipal Court Judges Association	6	Washington State Association of Juvenile Court Administrators	1
District and Municipal Court Management Association	28		

Court Level User Group	
Appellate Court	2
Superior Court	9
Courts of Limited Jurisdiction	20
Multi Court Level	12
Non-JIS	4

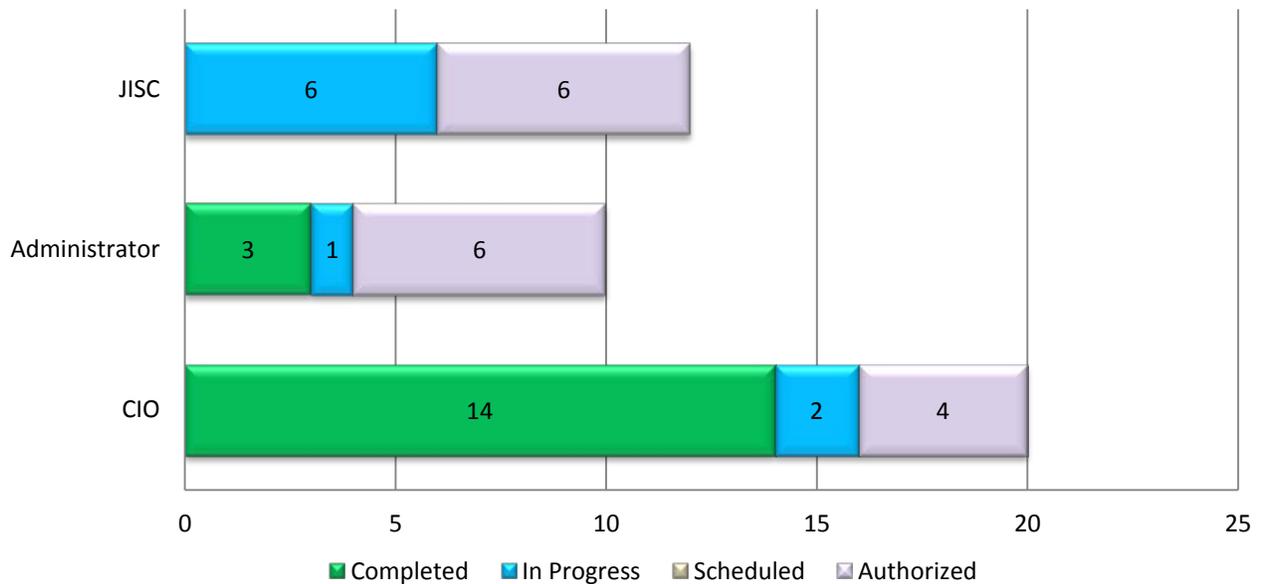
Status of Requests by CLUG

Since ITG Inception



Status of Requests by Authorizing Authority

Since ITG Inception



Scheduled ITG Request Overview

Current as of 1/31/2012

	February	March	April	May	June	July
Data Warehouse	009 – Add Accounting Data to the Data Warehouse					
JIS	041 – Remove CLJ Archiving and Purge Certain Records					
	058 – Print Warrants on Plain Paper*					
	037 – Add Warrants Comment Line*					
Other Systems	081 – Adult Risk Assessment					
	121 – Superior Court Data Exchange					
Requirements & RFPs	045 – Appellate EDMS Requirements, RFP, and Future Phases					
	002 – SC CMS Requirements, RFP, and Future Phases					
Feasibility Studies	028 – CLJ Parking Module Modernization					

*ITG Requests 058 and 037 have been delayed and are pending rescheduling. The dates shown here are estimates.

Schedule Status Based on Current Project Baseline

