Odyssey
Implementation Planning Meetings

This document provides information for each of the meetings scheduled to be conducted throughout a county's Implementation Planning process. Additional meetings may be scheduled on an ad-hoc basis.

1. Implementation Planning Kickoff Meeting (Teleconference)	
Description	The Implementation Planning Kickoff Meeting provides the forum through which AOC, Tyler, and the counties can begin to plan for the counties' implementation of Odyssey. During this meeting, initial introductions are made and the Implementation Planning Guide is introduced.
County Attendees	- Presiding Judge - County Clerk - Court Administrator - Juvenile Court Administrator - Financials Subject Matter Expert (SME) - IT Representative
Frequency	One-time (approximately 12 months prior to Go-Live)
Duration	1 to 2 hours

2. Monthly Stakeholder Meeting (Teleconference)	
Description	The purpose of this meeting is to review the status of tasks in the Odyssey Implementation Guide with County Executive Stakeholders and to address concerns or issues related to the county's implementation.
County Attendees	- Presiding Judge - County Clerk - Court Administrator - Juvenile Court Administrator - Financials SME - IT Representative 3rd Party DMS Vendor (if applicable)
Frequency	Monthly (starting approximately 7 months prior to Go-Live)
Duration	1 hour

3.	Initial Technical Review (Onsite)
Description	The Initial Technical Review is conducted on site to ensure the counties' Superior Court and County Clerks' Offices are technically prepared for their Odyssey implementation. Topics discussed at this meeting include Odyssey requirements (i.e.; bandwidth, PC specifications, and hardware); Odyssey Security; Local Integrations and Reports; and Judge Edition requirements (if applicable).
County Attendees	• County Clerk • IT Representatives
Frequency	One-time (approximately 8 to 12 months prior to Go-Live)
Duration	2 hours
4.	Bi-Weekly Technical Meeting (Teleconference)
Description	The purpose of this meeting is to review the status of tasks in the Odyssey Technical Checklist with the County Clerk and IT representatives and to address technical concerns or issues related to the county's implementation.
County Attendees	• County Clerk • IT Representatives
Frequency	Every other week starting approximately 4 to 6 months prior to Go-Live
Duration	30 minutes

5. Bi-Weekly Third Party DMS - Link-Only Meeting (Teleconference)

Description	The purpose of this meeting is to track progress and discuss issues related to the Link Only solution for counties having selected to retain their third party Document Management system.
County Attendees	• County Clerk • IT Representatives • 3rd Party DMS Vendor
Frequency	Every other week starting approximately 5 months prior to Go-Live
Duration	1 hour

6. Business Process Reviews (Onsite)

Description	This meeting is designed for the SC-CMS business team to collect information from local business process subject matter experts to prepare a county's configuration in Odyssey.
County Attendees	Business process subject matter experts
Frequency	One-time (approximately 4 to 6 months prior to Go-Live)
Duration	Duration by general topic areas is anticipated to be as follows: • Case Management topics: 2 hours 30 minutes • Calendaring and Scheduling: 1 hour • Flex Calendars, Forms and Reports: 1 hour • Administration (Arbitration and Supervision): 1 hour

7. *Odyssey Demonstration and Discussion of the Change (Onsite)*

Description	These onsite sessions provide employees with the opportunity to see and learn about the Odyssey system and to become aware of the changes they can anticipate in the months leading up to their Odyssey implementation. For medium and large counties, the project offers a morning and an afternoon session covering the same information. Staff are encouraged to attend one of the sessions.
County Attendees	All staff
Frequency	One-time (approximately 8 to 12 months prior to Go-Live)
Duration	2 to 3 hours per session

8. *Go-Live Meeting (Onsite)*

Description	The purpose of this meeting is to address questions and concerns regarding the Odyssey Go-Live plan onsite with the county's Superior Court and Clerk's Office staff.
County Attendees	All staff
Frequency	One-time (approximately 3 to 4 weeks prior to Go-Live)
Duration	1 hour (multiple meeting sessions may be required depending on county's size)

Questions? E-mail SCCMSProject@courts.wa.gov