

Odyssey Implementation Planning Roadmap

Month 12

Month 8

Month 4

Month 1

This roadmap depicts activities starting approximately one year before a scheduled Go-Live down to one week prior to a Go-Live.

- Attend Implementation Planning Kickoff Meeting via phone (Presiding Judge, County Clerk, Court Administrator, JCA, and IT leadership)
- E-mail User List, Org Chart, and Floor Plan to the project (County Clerk and Court Administrator)
- ❖ Attend Onsite Technical Review (County Technical staff are required)
- ❖ Attend Onsite Odyssey Demonstrations intended for all staff
- Estimate your office's overtime and backfill needs related to your implementation (County Clerk & Superior Court)

- Call in to Monthly Stakeholder Meetings to walk through Implementation Guide (Presiding Judge, County Clerk, Court Administrator, JCA, and IT leadership)
- Submit completed Business Process Templates (via e-mail)
- ❖ Attend Power User Training (Power Users for 3 days at a county location)
- ❖ Attend Data Conversion Review (Power Users for 3 days at a county location)
- Receive Technical Checklist (County Technical staff)
- ❖ Attend onsite Business Process Reviews (Subject Matter Experts; typically for 2 days at a county location)

- Call in to Monthly Stakeholder Meetings to walk through Implementation Guide
- Call in to Bi-Weekly Technical Meetings (County Technical staff via phone)
- Complete Business Process discussions (business process subject matter experts)
- Complete Technical Checklist (County Technical staff)
- All Staff Attend Onsite Go-Live Meeting (1 hour at a county location)
- ❖ Attend Odyssey End User Training session (Court and Clerk users for 4 days, typically at a county location)
- ❖ Judicial Officers attend Odyssey training (2 to 3 hours, generally at a county location)
- ❖ Attend Open Labs (All users as needed; typically 1 to 2 days at a county location)

Legend

- ❖ Travel will likely be required. Expenses are reimbursed to the limits documented in the JISC-approved SC-CMS Local Cost Rules and as noted in the AOC Travel Manual.

Project Information

- Subscribe to **SC-CMS_INFO ListServ** – e-mail your request to SCCMSProject@courts.wa.gov
- Project Web Site
 - www.courts.wa.gov/SC-CMS
- Project Site on Inside Courts
 - <http://inside.courts.wa.gov/SC-CMS>
- Project E-mail Box
 - SCCMSProject@courts.wa.gov