# Project Charter

## ITG 009: Add Accounting Information to the Data Warehouse

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Date: 08/02/2011

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## Document History

| Author | Version | Date | Comments |
|---|---|---|---|
| J Creighton | 1.0 | 8/2/2011 | Initial draft |
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# A. General Information

| | | | |
|---|---|---|---|
| ***Project Name:*** | Add Accounting Information to the Data Warehouse | ***Creation Date:*** | August 2, 2011 |
| ***Controlling Agency:*** | AOC – ISD | ***Revision Date:*** | |
| ***Prepared by:*** | Jennifer Creighton | ***Authorized by:*** | ITG 009 |
| ***Project Manager:*** | Wendy Loewen | | |

***Key Stakeholders:***

- Data Management Steering Committee
- Superior Courts
- Courts of Limited Jurisdiction
- Accounting Project Work Group
- AOC – Management Services Division
- AOC – Judicial Services Division

# B. Project Executive Summary

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. 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.

# C. Project Overview

The addition of accounting information to the data warehouse was originally requested when the current data warehouse was implemented in 2008. Project schedules and resources at that time precluded its inclusion. The business problems prompting the request still exist:

- Although the data is available, current reporting facilities in JIS do not meet the business needs of the courts.
    - Many accounting reports are time sensitive as to when they must be run; if not run on a designated date (such as last day of the quarter), the point in time data is lost and cannot be recreated.
    - Many large courts cannot run reports as they are a tremendous resource drain on the system while they are being run. The reports regularly fail, resulting in lost data, and the resource drain degradates response time for users.
- Other reports are simply not available, for example, remittance summary by A/R or a listing of checks voided during the month.
- The JIS reports currently available to the users do not adequately provide accounting data essential for statistical analysis which is frequently being requested.
- Financial reports are lacking important information, and are based upon estimates when Generally Accepted Accounting Standards require actual, and auditable figures.

For these reasons, an IT Governance request was sent through the multi-court level user group to the JISC, requesting the addition of accounting information and reporting capabilities in the

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data warehouse. The request was approved and prioritized by the JISC. This project is the end result of that request.

## D. Project Objectives

This project will meet the following objectives:

- Transition seven reports from the mainframe to the data warehouse, allowing them to be run without the current time constraints they currently are under;
- Create four new reports to answer additional business needs at the courts;
- Make all the information available on mainframe accounting screens available in report format (either through one of the eleven reports already identified or through up to five additional reports);
- Set the technical stage for a second phase which will allow ad hoc queries to be run against an accounting data mart.

Project Success Criteria

- All eleven reports (new and transitioned) pass user acceptance testing and are implemented in production;
- Each report is completed within the time frame estimated for it to be done.
- A second phase, to implement ad hoc queries, has been analyzed and work effort estimated. This will enable the work group to submit an ITG request for phase II, if they so desire.

## E. Project Scope

The scope of this project includes and excludes the following items:

1. **In Scope**

- Reports to transition
  - Detail and summary accounts receiveable reports
    - By account receivable type code
    - By billing status (billed or paid)
  - Payment monitoring report
  - Cases with accounts receivable paid in full
  - Remittance summary by BARS code
  - Limited to obligations

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  - Monthly interest accruals associated with accounts receivable type codes

- New reports
  - Legal financial obligation report
  - Cases with finding date and accounts receivable in potential status
  - Accounts receivable balancy by type and payment aging
  - Collection reports for parking cases
- Present data from following mainframe screens, either through one of the previously defined reports or through up to five additional reports
  - Create Accounts Receivable (CAR)
  - Case Obligation Status (COS)
  - Case Financial History – Accounts Receivable (CFHA)
  - Adjustments (CFHJ)
  - Receipts and Receipt Detail (CFHR)
- Updated online documentation to support transitioned and new reports

## 2. Out of Scope

- Ad hoc query capabilities in the accounting data mart
- Any reports or screens not listed above
- Classroom or web based training

## 3. Deliverables Produced

- Detail and summary accounts receiveable by account receivable type code
- Detail and summary accounts receivable by billing status
- Payment monitoring report
- Cases with accounts receivable paid in full
- Remittance summary by BARS code
- Limited to obligations
- Monthly interest accruals associated with accounts receivable type codes
- Legal financial obligation report
- Cases with finding date and accounts receivable in potential status
- Accounts receivable balancy by type and payment aging
- Collection reports for parking cases

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### 4. Acceptance Criteria

- Transitioned reports
  - Output matches output of currently existing JIS reports
  - Passed user acceptance testing
- New reports
  - Output verified through use of queries run against DB2 tables
  - Passed user acceptance testing

### 5. Organizations Affected or Impacted

| Organization | How Are They Affected or How are They Participating? |
|---|---|
| Judicial Information Systems Committee (JISC) | Authorized and prioritized the project; oversight of funds and resources expended |
| Data Management Steering Committee (DMSC) | Project oversight |
| Washington State Association of County Clerks (WSACC) | End users of the accounting data mart |
| District and Municipal Courts Management Associateion (DMCMA) | End users of the accounting data mart |
| AOC Management Services Division (MSD) | Work with the courts on accounting issues; may be end users of the accounting data mart |
| AOC Judicial Services Division (JSD) | Work with the courts on accounting issues; may be end users of the accounting data mart |

## F. Project Estimated Effort/Duration

### 1. Estimated Effort Hours

| AOC Group | Hours | Tasks |
|---|---|---|
| Court Education | 200 | Communication, documentation |
| Data Architect | 32 | Database design review of 10 tables in operational data store (ODS) and statewide data repository |
| Database Administrator (SQL) | 55 | Building and loading ODS objects and overall system performance testing |
| Maintenance (JIS) | 800 | Support data warehouse staff in analyzing current system and data |
| MSD Fiscal | 75 | Contributing to requirements and SME |
| Data Warehouse | 3113 | Analysis, design, coding, testing, report development, implementation |
| Quality Assurance | 150 | Testing of reports |
| Project Management | 800 | 1/3rd FTE for length of project |
| **TOTAL** | **5225** | **+/- 20%** |

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## 2. Estimated Duration

| Milestone | Date Completed | Deliverable(s) Completed |
|---|---|---|
| Project Planning | 09/13/2011 | • Project Charter<br>• Schedule<br>• Communications Plan |
| Rreport names will be added after they are prioritized by work group. | Dates will be added after the reports are prioritized. | • Requirements specification document<br>• Test plan and results<br>• User acceptance results<br>• Report implemented in production |
| Report 2 | mm/dd/yy | • Requirements specification document<br>• Test plan and results<br>• User acceptance results<br>• Report implemented in production |
| Report 3 | mm/dd/yy | • Requirements specification document<br>• Test plan and results<br>• User acceptance results<br>• Report implemented in production |
| Report 4 | mm/dd/yy | • Requirements specification document<br>• Test plan and results<br>• User acceptance results<br>• Report implemented in production |
| Report 5 | mm/dd/yy | • Requirements specification document<br>• Test plan and results<br>• User acceptance results<br>• Report implemented in production |
| Report 6 | mm/dd/yy | • Requirements specification document<br>• Test plan and results<br>• User acceptance results<br>• Report implemented in production |
| Report 7 | mm/dd/yy | • Requirements specification document<br>• Test plan and results<br>• User acceptance results<br>• Report implemented in production |
| Report 8 | mm/dd/yy | • Requirements specification document<br>• Test plan and results<br>• User acceptance results<br>• Report implemented in production |
| Report 9 | mm/dd/yy | • Requirements specification document<br>• Test plan and results<br>• User acceptance results<br>• Report implemented in production |
| Report 10 | mm/dd/yy | • Requirements specification document<br>• Test plan and results<br>• User acceptance results<br>• Report implemented in production |

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|---|---|---|
| Report 11 | mm/dd/yy | • Requirements specification document<br>• Test plan and results<br>• User acceptance results<br>• Report implemented in production |
| Project Conclusion | 01/31/2013 | • Project Closeout Report<br>• Lessons Learned |

## G. Project Assumptions

Certain assumptions and premises need to be made to identify and estimate the required tasks and timing for the project. Based on the current knowledge today, the project assumptions are listed below. If an assumption is invalidated at a later date, then the activities and estimates in the project plan should be adjusted accordingly.

- ISD resources will be available for the time and duration they are scheduled
- Work group members will fully participate in requirements gathering and user acceptance testing
- Reports designated with equal business priority will be completed based on technical priority

## H. Project Risks

| Risk Area | Level) | Risk Plan |
|---|---|---|
| 1. Length of project | High | Phased implementation of reports in priority order |
| 2. Lack of understanding around accounting data by data warehouse team | Medium | Inclusion of JIS legacy developers on project team for knowledge transfer |

## I. Project Constraints

- Work group members are court staff who have other time commitments. Scheduling around them will be done as much as possible, but some work group meetings may need to proceed without all members or be postponed until all are available.
- Other project commitments for non-core project staff will constrain opportunities for knowledge transfer.

## J. Project Authority

1. **Funding Authority**
   Judicial Information Systems Committee (JISC)

2. **Project Oversight Authority**
   Data Management Steering Commiteee (DMSC)

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# K. Project Organization / Project Management Structure

An appropriate project organization structure is essential to achieve success. The following list depicts the proposed organization:

## 1. Project Team

**Project Executive Sponsor:** JISC
**Project Sponsor:** DMSC
**Project Manager:** Wendy Loewen
**Data Warehouse Manager:** Jennifer Creighton
**Project Advisors:**
Aimee Vance, Kirkland Muncipal Court Administrator
Cynthia Marr, Pierce District Court
Ela Selga, Clark District Court Administrator
Eva Heitzman, Yakima District Court
Joel McAllister, King County Clerk's Office
Kim Eaton, Yakima County Clerk
Kim Morrison, Chelan County Clerk
Paula Davis, Yakima District Court
Sandy Ervin, Okanogan District Court Administrator
Sharon Vance, Skamania County Clerk
Tari Cook, Yakima District Court
Tawni Sharp, Thurston County Clerk's Office
Tricia Kinlow, Tukwila Municipal Court Administrator

**Technical Team Members:**
AJ Yates, report development
Charlene Allen, report development
Cheree Dosser, AOC accounting SME
Heidi Chu, data base administrator
Janice Winn, AOC accounting SME
Jon Bell, ETL development
Rhonda Rankin, JIS accounting developer
Tariq Rathore, data base architect
Tom Schuettke, data base administrator
Tracy Wheeler, ETL development
Yun Bauer, report development

## 2. Roles and Responsibilities

| Role | Time Commitment | Responsible for |
|---|---|---|
| **All** | • Varies | • Completing assigned tasks on time<br>• Raising issues immediately to project manager, data warehouse manager or project sponsor |

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| Role | Time Commitment | Responsible for |
|---|---|---|
| **Project Sponsor** | • Varies | • Has ultimate authority over and is responsible for the project<br>• Approves changes to project scope<br>• Provides overall vision and direction for the project<br>• Resolves issues requiring management attention<br>• Approving completion of out-of-scope activities and budgets |
| **Project Manager** | • 30% time<br>• Attends key sessions and status meetings | • Providing overall leadership oversight to program/project<br>• Vendor management and oversight<br>• Managing personnel and related issues<br>• Defining scope and approving work plans<br>• Reviewing and approving milestone deliverables<br>• Ensuring that schedules and activities are coordinated within the programs and that dependencies are identified, communicated to involved parties, and efficiently managed<br>• Managing budgets<br>• Procuring/creating/managing contracts; recommending policy directives to senior management |
| **Data Warehouse Manager** | • 60% time<br>• Attends key sessions and status meetings | • Provides day-to-day project guidance<br>• Approves project deliverables<br>• Communicating with stakeholders<br>• Preparing project plan/schedules<br>• Documenting changes to scope, risks, assumptions<br>• Documenting and managing impediments and blocking issues to closure and resolution<br>• Daily coordination of AOC project team staffing and resources across vendors and courts<br>• Daily coordination of deliverables<br>• Directing and managing workload<br>• Making decisions to keep the project on budget and on time<br>• Working with AOC to define and enforce project standards and scope management<br>• Daily coordination of issue management and resolution process |

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| Role | Time Commitment | Responsible for |
|---|---|---|
| **Project Advisors** | • As needed<br>• Attend requirements gathering sessions<br>• Participate in user acceptance testing | • Clarifying business and functional requirements<br>• Performing assessments and reviews<br>• Communicating with respective professional organization and court level staff<br>• Representing all user viewpoints<br>• Participating in as-needed communication, work sessions, and reviews for input/feedback<br>• Participating in user acceptance testing |
| **Technical Team** | • Full time<br>• Attend key sessions and status meetings | • Creating system/technical level requirements<br>• Clarifying system/technical requirements<br>• Developing project deliverables<br>• Performing assessments and reviews<br>• Participating in as needed communication, work sessions, and reviews for input/feedback<br>• Representing all AOC ISD technical viewpoints<br>• Participating in quality assurance and unit testing |

### 3. Project Management Structure

Project meetings

Project advisors – bi-monthly requirements gathering and report review

Technical team – weekly status meetings

Project status reporting

Monthly to JISC and DMSC

Bi-weekly to ISD management

## L. Signatures

| Title | Name | Signature | Date |
|---|---|---|---|
| Project Sponsor | Rich Johnson, DMSC Chair | | |
| AOC Standards and Policies Manager | Mike Davis | | |
| AOC Project Manager | Wendy Loewen | | |
| Data Warehouse Manager | Jennifer Creighton | | |
| Accounting Work Group Lead | | | |

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