Washington State Administrative Office of the Courts

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

June 2013
(Report Period Ending June 30, 2013)

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Background

This report communicates the status and progress of information technology projects and operational work underway at the Administrative Office of the Courts (AOC).

Under the direction of the Judicial Information System Committee (JISC), the Information Services Division (ISD) within AOC expends significant resources on the development, improvement and implementation of new systems in support of the Washington Courts. ISD resources also maintain and operate these information technology systems and infrastructures once they are in use. The systems and services provided by AOC are used by judges, court administrators and staff, county clerks, numerous government agencies, and the public.

As ISD embarks on the course of implementing the JISC's information technology priorities for Washington Courts, this report is a key to measuring and monitoring progress. It provides the JISC and AOC leadership with the current snapshot of information to keep them informed and prepared to communicate ISD accomplishments.

Initiatives & Project Plan Overview
June 2013

SCHEDULE STATUS KEY ● = Active/on track ▲ = Changes w/ Moderate impact ◆ = Significant rework/risk ⊖ = Not active ✔ = Completed

Planned
Actual

Initiatives	Schedule Status		CY10 Q4	CY11 Q1	CY11 Q2	CY11 Q3	CY11 Q4	CY12 Q1	CY12 Q2	CY12 Q3	CY12 Q4	CY13 Q1	CY13 Q2	CY13 Q3	CY13 Q4	CY14 Q1	CY14 Q2
3.4 Implement IT Service Management – change, configure, release	⊖	Planned															
		Actual									⊖						
4.2 Mature Application Development Capability	⊖	Planned															
		Actual								⊖							
7.6 Information Networking Hub (INH) Enterprise Data Repository (EDR)	●	Planned															
		Actual															
7.6 Information Networking Hub (INH) Middleware	●	Planned															
		Actual															
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								✔							
SC-CMS RFP	▲	Planned															
		Actual															
COTS Preparation Application	▲	Planned															
		Actual									⊖						
COTS Preparation – Network Capacity/Performance Analysis	✔	Planned															
		Actual									✔						
COTS Preparation – SC-CMS Service Level Agreement (SLA) Analysis	✔	Planned															
		Actual									✔						
COTS Preparation – SC-CMS Disaster Recovery	⊖	Planned															
		Actual											⊖				
ITG #045 Appellate Court Enterprise Content Management System (ECMS)	◆	Planned															
		Actual															
ITG #028 CLJ Parking Module Modernization	✔	Planned															
		Actual							✔								
ITG #081 Adult Risk Assessment STRONG 2 Implementation (ARA)	✔	Planned															
		Actual							✔								
ITG #009 Add Accounting Data to the Data Warehouse	●	Planned															
		Actual															
ITG #041 Revised CLJ Computer Records Retention and Destruction Project	●	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)
- Add Accounting Data to the Data Warehouse (ITG #009)
- Revised CLJ Computer Records Retention and Destruction Project (ITG #041)
- Appellate Courts Enterprise Content Management System (ITG #045)
- COTS Preparation Track
- Information Networking Hub (INH)Track

Initiatives or Projects Completed

- No new initiatives or projects were completed during the month of June.

Initiative or Project Status Changes

- Monthly status reporting for the COTS-Preparation Application Program Track project is on-hold until a contract is executed with the SC-CMS vendor.

Staffing Changes in ISD

During the reporting period of June 1 - 30, 2013:

ISD welcomed the following new staff:

- No new employees joined ISD during the month of June.

The following employees left ISD:

- Jim Herrera, ISD Clarity Administrator, (6/30/2013).

Employees transferring to the SC-CMS Project:

No employees transferred to the SC-CMS project during the month of June.

ISD Staff Recognitions

Recognitions

The ITG 41 Project (CLJ Revised Computer Records Retention and Destruction Process) achieved a major project milestone in June. The first stage of the project was to restore Courts of Limited Jurisdiction (CLJ) court cases from archive tapes to the active tables. This work was conducted mostly after hours (between 5 a.m.-8 a.m., from 5 p.m. – midnight and involving several Saturdays). Seven million active cases were restored in just 100 days. The work began March 4, 2013. Special thanks go to Jay Kovuri, Ravi Somasundaram, Maria Bartz, Michael Sebastian, and Michael Gilbreath for their many, many hours of work. Additional thanks and kudos go to the Data Warehouse, Infrastructure and Database groups for their patience and assistance in loading the data to the active tables. The Project Team is also very grateful to the Applications Legacy Group members, who are now patiently working through some of the impacts to cases that resulted from restoring the archive cases. Thanks to everyone who participated in this effort. Your professionalism and willingness to go the extra mile to achieve this milestone really put the project ahead of the curve!

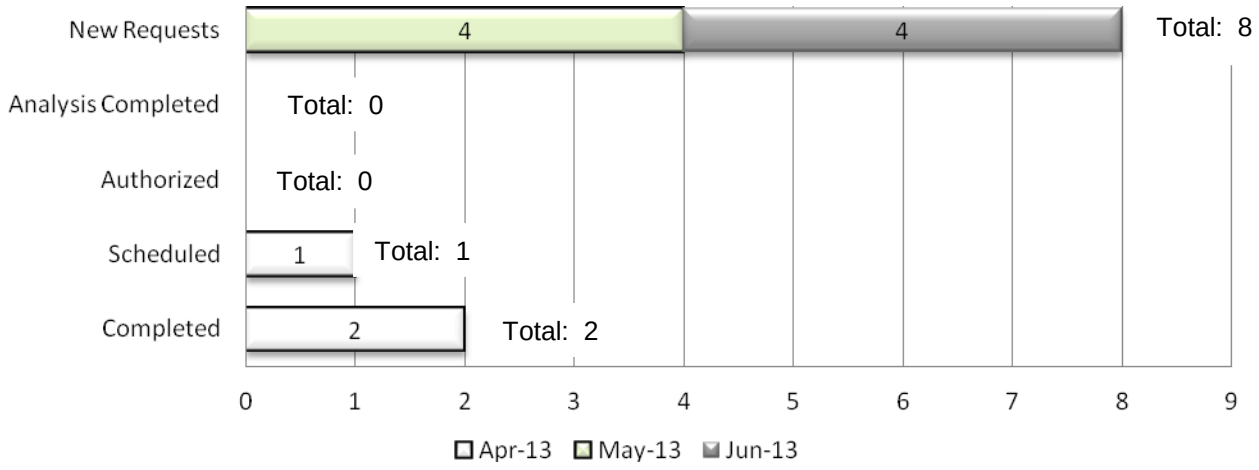
IT Governance Request Status

Completed JIS IT Requests in June 2013

No requests were completed during the month of June.

Status Charts

Requests Completing Key Milestones



Current Active Requests by:

Endorsing Group			
Court of Appeals Executive Committee	1	**District & Municipal Court Management Association**	28
Superior Court Judges Association	3	**Data Management Steering Committee**	1
Washington State Association of County Clerks	9	**Data Dissemination Committee**	1
Washington State Association of Juvenile Court Administrators	2	**Codes Committee**	3
District & Municipal Court Judges Association	4	**Administrative Office of the Courts**	6
Misdemeanant Corrections Association	1		

Court Level User Group	
Appellate Court	1
Superior Court	10
Courts of Limited Jurisdiction	18
Multi Court Level	9

Summary of Activities June 2013

Initiative Summary

Transformation Program	
Activities	***Impact/Value***
✓ Projects are on hold due to reassignment of project manager.	The following activities are on hold: • Release Management Implementation • Vendor Management Implementation • Application Development Management • Enterprise Requirements Management
COTS Preparation Application Program	
Activities	***Impact/Value***
✓ Monthly status reporting for this project is on-hold until a contract is executed with the SC-CMS vendor.	Provides understanding of current working environment and enables solution design.
COTS Preparation - SC-CMS Disaster Recovery	
Activities	***Impact/Value***
✓ Monthly status reporting for this project is on-hold until a contract is executed with the SC-CMS vendor. When a contract with an ASV is executed, the Disaster Recovery analysis work relative to SC-CMS will be completed.	Provide disaster recovery services to support future COTS product and SC-CMS implementation.
Information Networking Hub (INH) Enterprise Data Repository (EDR) Project	
Activities	***Impact/Value***
✓ Continued work on the analysis of data flows with the business and model designs to validate initial requirements for the EDR.	The models validate design of the EDR.
✓ Continued work on finalizing data models based on feedback from Database Design Review Team (DDRT).	The models validate design of the EDR.
✓ Completed draft Statement of Work to hire Data Strategy Consultant who will provide strategic technical guidance on implementing the EDR in Release 2 and to assist other interdependent projects.	Requirements gathering for EDR Release 2.0.
Information Networking Hub (INH) Middleware Project	
Activities	***Impact/Value***
✓ Completed work on the BizTalk framework enhancements.	Provides INH data exchanges.
✓ Continued work on CaseAccountingStatusGet service.	Provides INH data exchanges.
✓ Completed development of CaseProceedings Add, Update, and Delete data exchanges.	Provides INH data exchanges.
✓ Completed configuration and setup of new UAT environment.	Provides INH data exchanges.
✓ Began testing previously completed services using the new UAT environment. Implemented fixes to Test Harness for new environment.	Provides INH data exchanges.
✓ Completed all remaining business and technical analysis work.	Provides INH data exchanges.

Approved JIS Projects Summary

ITG #121 Superior Court Data Exchange	
Activities	***Impact/Value***
✓ Pierce County has stopped testing until the current blocking issues are resolved.	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.
✓ All QA Testing is complete for the 66 SCDX web services. 62 have been deployed to Production, 4 are awaiting a resolution of the issue involving processing judgment case types.	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.

ITG #002 Superior Court - Case Management System RFP	
Activities	***Impact/Value***
✓ Contract negotiations are underway with Tyler Technologies, Inc.	A signed contract.

ITG #045 Appellate Court Enterprise Content Management System (AC-ECMS)	
Activities	***Impact/Value***
✓ Contract negotiations continue with the Vendor. Eight meetings occurred over the month to discuss contract terms and conditions as well as proposal requirements.	Improve the efficiency of document management for the courts.
✓ Met with the project Executive Steering Committee to brief them on the negotiations.	Improve the efficiency of document management for the courts.
✓ Negotiations will not be completed in time for the July 19th JISC meeting. The new target is the September 6th JISC meeting.	Improve the efficiency of document management for the courts.
✓ Continued requirements analysis for changes to JIS Link and a new public documents portal.	Improve the efficiency of document management for the courts.
✓ The project was not funded at the full amount by the legislature; however AOC is researching ways to make up for the shortfall.	Improve the efficiency of document management for the courts.

ITG #009 Add Accounting Data to the Data Warehouse	
Activities	***Impact/Value***
✓ Designed, coded, tested and released data for collection and time pay reports.	Provide data requirements.
✓ Design and code Legal Financial Obligation report for ITG 009 and 70.	Provide business requirements for accounting.
✓ Design and code Legal Financial Obligation extract report for ITG 009 and 70.	Provide business requirements for accounting.
✓ Design and code Case Financial History Report with time pay indicator.	Provide business requirements for accounting.
✓ Design, code, test, and released transfer report for juvenile department.	Provide business requirements for juvenile.
✓ Design, code, and test accounting universe changes for time pay reporting.	Provide business requirements for accounting.
✓ Rework of tables for collections and bail bond.	Provide data for accounting reports.
✓ Committee approval of Approval of Time Pay Report.	Provide business requirements.

ITG #041 Revised CLJ Computer Records Retention and Destruction Process	
Activities	***Impact/Value***
✓ June 1 - June 24: Completed Restore Case Process. The work performed involved restoring seven (7) million active cases from 1,080 archive tape volumes in just 100 days (beginning March 4th, 2013).	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
✓ June 1-30: Provided business analysis support to developers coding functional requirements detail. Confirm Judges' Flag option already in the requirements -set to turn on/off as needed.	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.

✓ June 1- June 30: Continued more business analysis to obtain full functional requirements detail -Completed Data Dissemination Committee consultation. Provided project information needed Court/Associations outreach for feedback (representatives from District and Municipal Court Management Association (DMCMA), District and Municipal Court Judges' Association (DMCJA) and Misdemeanant Corrections Association).	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
✓ June 1-10 and 31: Worked with John Bell and Judge Wynne to provide support information to the DDC from the ITG 41 Project as they update and revise the DDC Policy.	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
✓ June 1 - August 31: Project Team developers prepared to apply current and preliminary new rules to active tables in November (1st Iteration).	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.

Detailed Status Reports

Status Update Key

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

Initiative Status Reports

Initiative Reports

Transformation Program Track

Status Reporting on-hold until project manager assigned. **Reporting Period through NA**

Executive Sponsor(s) Vonnie Diseth, CIO/ISD Director	**IT Project Manager:** Unassigned
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:

- 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 ☐	Improve Service or efficiency X	Manage Risks X	
Maintain the business X	Manage the costs X	Increase organizational capability X	Regulatory compliance or mandate ☐	

Current Status	**Scope**	●	**Schedule**	●	**Budget**	●

Status Notes:
The projects are temporarily on-hold due to the re-assignment of the project manager.

Progress

Phase	☐ Initiate	☒ Planning	☒ Execute	☐ Close

Schedule		
	Planned Start Date: July 2011	**Planned Completion Date:** June 2013
	Actual Start Date: July 2011	**Actual Completion:** TBD

Activities Completed	**Impact/Value**
✓ Projects are on hold due to reassignment of project manager.	Projects are on hold due to reassignment of project manager.
Activities Planned	**Impact/Value**
° Projects are on hold due to reassignment of project manager.	Project schedule delayed.

COTS Preparation Application Program Track

Status Reporting on-hold until SC-CMS contract executed. **Reporting Period through NA**

Executive Sponsor(s)	**IT Project Manager:**
Vonnie Diseth, CIO/ISD Director	Sree Sundaram – Application Program 360.704.5521 Sree.sundaram@courts.wa.gov
Business Area Manager(s):	**Consultant/Contracting Firm:**
Dennis Longnecker, Infrastructure Manager Tamra Anderson, Data & Development Manager Michael Keeling, Operations Manager Kumar Yajamanam, Architecture and Strategy Manager William Cogswell, Associate ISD Director Dirk Marler, JSD Director	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 (closed February 2011)

The COTS P Application Program:

The purpose of this program is to evaluate and determine the impact of the SC-CMS project on AOC's suite of applications and services; identify any technical changes required; and to design, develop, and implement those changes with minimum impact to AOC customers. Defining the scope of the COTS-P Application Program sub-projects is challenging until the SC-CMS design is known.

The Application Program objectives, in support of the SC-CMS project are to:

- Identify the changes to existing systems and applications which are absolutely essential to support implementation of SC-CMS project.
- Implement the changes to existing systems and applications to align with the implementation milestones of SC-CMS project.
- Change existing systems and applications in such a way that it minimizes the impact to AOC customers and any such impacts are identified, communicated and managed in a timely manner.

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 ☐	Improve Information Access ☐	Improve Service or efficiency ☐	Manage Risks ☐
	Maintain the business X	Manage the costs ☐	Increase organizational capability ☐	Regulatory compliance or mandate ☐

Current Status	Scope	▲	Schedule	▲	Budget	▲

Status Notes:
Monthly status reporting for this project is on-hold until a contract is executed with the SC-CMS vendor. The Scope, Schedule, and Budget status indicators are yellow until the contract is executed and COTS-Preparation project scope can be defined in more detail.

COTS-P Application Program Progress:

Phase	X Initiate	☐ Planning	☐ Execute	☐ Close
Schedule	**Planned Start Date:** 1/1/12		**Planned Completion Date:** 10/12/15	
	Actual Start Date: 1/1/12		**Actual Completion:** TBD	

Activities Completed	Impact/Value
✓ Documentation of the existing systems and applications.	Provides understanding of current working environment and enables solution design.

Activities Planned	Impact/Value
° Continue to clarify scope definition and perform initial impact analysis where possible.	Provides understanding of current working environment and enables solution design.

Milestones Planned and Accomplished

Milestone	Original Date	Revised Date	Actual Date
Start Project	1/1/12	1/1/12	1/1/12
Initiation Phase	8/31/12	10/29/12	10/29/12
Planning Phase	9/17/12	9/28/12	9/28/12
Execution Phase	4/30/15	7/15/15	
Execution of sub-projects	1/28/15		
Closeout Project	7/15/15	7/15/15	
End Project	7/15/15	7/15/15	

COTS Preparation – SC-CMS Disaster Recovery

Status Reporting on-hold until SC-CMS contract executed. **Reporting Period through NA**

Executive Sponsor(s)	**IT Project Manager:**
Vonnie Diseth, CIO/ISD Director	Cindy Palko 360-704-4024 Cindy.Palko@courts.wa.gov
Business Area Manager(s):	**Consultant/Contracting Firm:**
Dennis Longnecker, Infrastructure Manager Tamra Anderson, Data & Development Manager Michael Keeling, Operations Manager Kumar Yajamanam, Architecture and Strategy Manager William Cogswell, Associate ISD Director Dirk Marler, JSD Director	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:
  - P1 – Network Capacity & Performance Analysis Sub-project *(Sub-Project Complete & Closed)*
  - P2 – Compute/Storage SW Licensing Sub-project *(Sub-Project Closed)*
  - P3 – SC-CMS Service Level Agreement Analysis (SLA) Sub-project *(Sub-Project Complete & Closed)*
  - P4 – SC CMS Disaster Recovery Analysis Sub-project
  - P5 – Network Future State Sub-project
  - P6 – Compute/Storage Future State Sub-project
- 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 (closed February 2011)

The COTS P4 – SC CMS Disaster Recovery Analysis sub-project will:

- Determine COTS product impact on Disaster Recovery policies, plans, procedures and IT infrastructure. (Compliance, business, risk factors).
- Determine what Disaster Recovery changes are required to support future COTS product and SC-CMS implementation.
- Implement recommended Disaster Recovery processes and technology changes to support future COTS products and SC-CMS.

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 ☐	Improve Information Access ☐	Improve Service or efficiency X	Manage Risks ☐
	Maintain the business ☐	Manage the costs ☐	Increase organizational capability ☐	Regulatory compliance or mandate ☐

Current Status	**Scope**	●	**Schedule**	●	**Budget**	●

Status Notes:

COTS-P Infrastructure Program

P4 – SC CMS Disaster Recovery Analysis Sub-project

Monthly status reporting for this project is on-hold until a contract is executed with the SC-CMS vendor. When a contract with an ASV is executed, the Disaster Recovery analysis work relative to SC-CMS will be completed.

NOTE: The COTS-P SCCMS DR Sub-project is not a dependency of SC-CMS and will not impact the SC-CMS implementation schedule. But, this sub-project is dependent on receiving information from SC-CMS for completion.

COTS-P Network Capacity/Performance Analysis Progress:	**April - 0%** 100%

Phase	☐ Initiate	X Planning	☐ Execute	☐ Close
Schedule	**Planned Start Date:** 1/2/12		**Planned Completion Date:** 4/1/13	
	Actual Start Date: 1/2/12		**Actual Completion:** TBD	

Activities Completed	Impact/Value
✓ Monthly status reporting for this project is on-hold until a contract is executed with the SC-CMS vendor. When a contract with an ASV is executed, the Disaster Recovery analysis work relative to SC-CMS will be completed.	Provide disaster recovery services to support future COTS product and SC-CMS implementation.

Milestones Planned and Accomplished

Milestone	Original Date	Revised Date	Actual Date
Start Project	01/02/12	01/02/12	01/02/12
Initiation Phase	03/16/12	03/16/12	03/16/12
Planning Phase	4/18/12	10/12/12	10/12/12
Start Execution Phase	4/19/12	9/27/12	
Research (Data Collection)	05/7/12	11/2/12	
Evaluation (Data Analysis)	05/21/12	12/4/12	
Recommendation Reports	07/12/12	2/7/13	
Closure Phase	07/26/12	4/1/13	
End Project	07/26/12	4/1/13	

Information Networking Hub (INH) Enterprise Data Repository (EDR) Project

Reporting Period through June 30, 2013

Executive Sponsor(s) Vonnie Diseth, CIO/ISD Director	**IT Project Manager:** Dan Belles
Business Area Manager: Tamra Anderson, Data and 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 building a robust enterprise architecture capable of exchanging messages from disparate systems with one common messaging standard.

The first phases of the INH project began 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 ☐	Improve Information Access X	Improve Service or efficiency ☐	Manage Risks ☐
	Maintain the business ☐	Manage the costs ☐	Increase organizational capability ☐	Regulatory compliance or mandate ☐

Current Status	**Scope**	●	**Schedule**	●	**Budget**	●

Status Notes:

This past month, the project made progress on the review of the database design and the analysis of the business requirements for the initial data load and service integration, to implement EDR.

A Statement of Work was completed to hire a Data Strategy Consultant to provide strategic guidance and direction on all data related issues that INH, Data Quality Program and the other current interdependent projects may encounter.

Progress

Phase	☐ Initiate	☐ Planning	X Execute	☐ Close
Schedule	**Planned Start Date:** July 2011		**Planned Completion Date:** 2/6/2014	
	Actual Start Date: July 2011		**Actual Completion:** TBD	

Activities Completed	Impact/Value
✓ Continued work on the analysis of data flows with the business and model designs to validate initial requirements for the EDR.	The models validate design of the EDR.
✓ Continued work on finalizing data models based on feedback from Database Design Review Team (DDRT).	The models validate design of the EDR.
✓ Completed draft Statement or Work to hire Data Strategy Consultant who will provide strategic technical guidance on implementing the EDR in Release 2 and to assist other interdependent projects.	Requirements gathering for EDR Release 2.0.
Activities Planned	**Impact/Value**
° Complete final database design review to incorporate feedback from Data Design Review Team sessions.	Validates EDR design.
° Complete first draft of statement of requirements document.	Documents the expectations of the EDR.
° Publish Statement of Work and select Data Strategy Consultant to provide strategic guidance on implementing the EDR and assist with other interdependent projects.	Document what the Data Strategy Consultant is expected to produce.

Milestones Planned and Accomplished

Milestone	Original Date	Revised Date	Actual Date
Start Project	1/26/12	1/26/12	1/26/12
Physical Data Design	7/20/12	7/20/12	7/20/12
Logical Modeling	7/20/12	7/20/12	7/20/12
Conceptual Modeling	7/13/12	7/13/12	7/13/12
Conceptual Solution Design	6/21/12	6/21/12	6/21/12
Review Data Model	10/1/12	10/1/12	10/1/12
Iteration 2	9/6/12	9/6/12	9/6/12
System Implementation	10/2/12	10/2/12	10/2/12
Iteration 3	9/6/12	9/6/12	9/6/12
Iteration 1	9/7/12	9/7/12	9/7/12
04-Design	6/7/12	6/7/12	6/7/12
03-Requirements	6/6/12	6/6/12	6/6/12
Update Data Model	10/17/12	10/17/12	10/17/12
End Project	12/19/14	10/6/14	

Information Networking Hub (INH) Middleware Project

Reporting Period through June 30, 2013

Executive Sponsor(s) Vonnie Diseth, CIO/ISD Director	**IT Project Manager:** Dan Belles
Business Area Manager: Tamra Anderson, Data and 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 ☐	Improve Information Access X	Improve Service or efficiency ☐	Manage Risks ☐
	Maintain the business ☐	Manage the costs ☐	Increase organizational capability ☐	Regulatory compliance or mandate ☐

Current Status	**Scope**	●	**Schedule**	●	**Budget**	●

Status Notes:

The project continued to make good progress in June developing and testing INH services and making improvements to the BizTalk framework application.

Progress

June – 68%

Phase	☐ Initiate	☐ Planning	X Execute	☐ Close
Schedule	**Planned Start Date:** January 2012		**Planned Completion Date:** 4/22/2014	
	Actual Start Date: January 2012		**Actual Completion:** TBD	

Activities Completed	Impact/Value
✓ Completed work on the BizTalk framework enhancements.	Provides INH data exchanges.
✓ Continued work on CaseAccountingStatusGet service.	Provides INH data exchanges.
✓ Completed development of CaseProceedings Add, Update, and Delete data exchanges.	Provides INH data exchanges.
✓ Completed configuration and setup of new UAT environment.	Provides INH data exchanges.

✓ Began testing previously completed services using the new UAT environment. Implemented fixes to Test Harness for new environment.	Provides INH data exchanges.
✓ Completed all remaining business and technical analysis work.	Provides INH data exchanges.
Activities Planned	**Impact/Value**
° Continue work on IEPD transformation documents for last three remaining services.	Provides business requirements for technical specifications that can be developed to.
° Continue work on the business and technical analysis documentation for next set of INH services.	Provides business requirements for technical specifications that can be developed to.
° Complete work on SQL stored procedures for CaseAccountingStatusGET.	Provides INH data exchanges that can be tested and deployed to QA.
° Continue work on BizTalk ESB framework enhancements.	Improves the technical environment for data exchanges.
° Complete testing on completed services in the new UAT environment and begin functional and regression testing.	Provides INH data exchanges that can be tested and deployed to QA.
° Deploy build 0.8.3 to QA.	Provides INH data exchanges.

Milestones Planned and Accomplished

Milestone	Original Date	Revised Date	Actual Date
Start Project	1/1/12	1/1/12	1/1/12
Service 12 – Case Orders Get	10/9/12	10/9/12	10/9/12
Service 6 – Case Get	11/8/12	11/8/12	11/8/12
Service 2 – Person Get	9/20/12	9/20/12	9/20/12
INH-001.050 – PersonOrderProtectionGet	1/16/13	1/16/13	
Service 5 – Case Proceedings Add/Update	10/12/12	10/12/12	10/12/12
Service 4 – Juvenile Reference Update	10/12/12	10/12/12	10/12/12
Service 3 – Protection Orders Add/Update	9/27/12	9/27/12	9/27/12
Service 2 – Juvenile Add/Update	9/14/12	9/14/12	9/14/12
Service B1 – Person Get	9/14/12	9/14/12	9/14/12
Service A1 – ADR Get	9/14/12	9/14/12	9/14/12
Service Development	10/15/12	10/15/12	10/15/12
Platform Updates	1/18/13	1/18/13	1/18/13
Service B2 – DOL DL Person Search	10/3/12	9/20/13	
End Project	9/13/13	12/24/14	

ITG #121 Superior Court Data Exchange

Reporting Period Through June 30, 2013

Executive Sponsor(s) Data Management Steering Committee *Rich Johnson, Committee Chair*	**IT Project Manager:** Michael Walsh (360) 705-5245 Michael.walsh@courts.wa.gov
Business Manager: Tamra Anderson, Data and Development Manager	**Consultant/Contracting Firm:** Sierra/CodeSmart

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 (66) 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 X	Improve Information Access X	Improve Service or efficiency X	Manage Risks ☐
	Maintain the business ☐	Manage the costs X	Increase organizational capability X	Regulatory compliance or mandate ☐

Current Status	**Scope**	▲	**Schedule**	▲	**Budget**	●

Status Notes:
This report is for period, June 1 – 30, 2013.

Three issues have surfaced during the Pierce County verification of Docket and Civil Case services which has caused another halt to Pierce County implementation.
The issues are:

1. Docket Service Integration problem with processing judgment case type (S9) [SCDX I-00096].
2. Duplicate docket entries caused by the creation of certain civil cases which automatically add docket entries [SCDX I-00103].
3. Need to correct and keep case status in sync between SC-CMS and the LINX system [SCDX I00104].

The potential resolution requires adding tasks and resources/skills to the project that are currently not allocated or assigned.

Progress

Phase	☐ Initiate	☐ Planning	X Execute	☐ Close

Schedule SCDX	**Original Start Date:** 1/2/2011	**Original Completion Date:** 7/1/2012
	Planned Start Date: 1/2/2011	**Planned Completion Date:** 9/3/2013
	Actual Start Date: 1/2/2011	**Actual Completion Date:**
Schedule Increment 1	**Original Start Date:** 8/29/2011	**Original Completion Date:** 1/31/2012
	Planned Start Date: 8/29/2011	**Planned Completion Date:** 8/29/2012
	Actual Start Date: 8/29/2011	**Actual Completion Date:** 8/29/2012
Schedule Increment 2	**Original Start Date:** 1/2/2012	**Original Completion Date:** 3/30/2012
	Planned Start Date: 2/1/2012	**Planned Completion Date:** 11/16/2012

	Actual Start Date: 2/1/2012	**Actual Completion Date:**
Schedule Increment 3	**Original Start Date:** 6/12/2012	**Original Completion Date:** 11/2/2012
	Planned Start Date: 6/12/2012	**Planned Completion Date:** 12/21/2012
	Actual Start Date: 6/12/2012	**Actual Completion Date:**
Schedule Increment 4	**Original Start Date:** 6/12/2012	**Original Completion Date:** 2/8/2013
	Planned Start Date: 8/1/2012	**Planned Completion Date:** 7/26/2013
	Actual Start Date: 8/1/2012	**Actual Completion Date:**

Activities Completed	Impact/Value
✓ Pierce County has stopped testing until the current blocking issues are resolved.	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.
✓ All QA Testing is complete for the 66 SCDX web services. 62 have been deployed to Production, 4 are awaiting a resolution of the issue involving processing judgment case types.	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.

Activities Planned	Impact/Value
° Get resolution on the 3 project issues which have been escalated to ISD leadership.	Leading to the support and maintenance of all SCDX web services to be fully transitioned to AOC staff.
° Continue to support Pierce County with their on-boarding activities.	Providing customer support.

Milestones Planned and Accomplished

Milestone	Original Date	Revised Date	Actual Date
Start Project	8/27/10		
Superior Court Data Exchange (SCDX) Project	5/28/13	7/26/13	
Develop SCDX Project Documentation		6/24/13	
Increment 2 QA Acceptance Testing		1/18/13	1/18/13
Production Web Services: Perform AOC QA Testing		5/11/13	
Release 3 QA Triage, Defect, and Regression Testing (INC2)		2/25/13	3/8/13
Release 4 QA Triage, Defect, and Regression Testing (INC3)		4/24/13	
Release 4A Docket Services Sequence Modification		3/29/13	
Release 5 QA Triage, Defect, and Regression Testing (INC4)		4/30/13	
Release 6 QA Triage, Defect, and Regression Testing		5/22/13	
Release 7 QA Triage, Defect, and Regression Testing		7/11/13	
SCDX Production Increment 1 Complete		5/14/12	5/14/12
Develop SCDX Project Documentation (Business Capability Requirements)	8/23/12	10/11/12	10/11/12
End Project	5/28/13	9/28/13	

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

Status Reporting on-hold until SC-CMS contract executed. **Reporting Period through NA**

Executive Sponsor(s) *Judge Craig Matheson, President* Superior Court Judges Association (SCJA) *Betty Gould, President* Washington State Association of County Clerks (WSACC) *Jeff Amram, President* Association of Washington Superior Court Administrators (AWSCA)	**IT Project Manager:** Maribeth Sapinoso, PMP **IT Deputy Project Manager:** Keith Curry **Consultant/Contracting Firm:** MTG (Management Technology Group) Bluecrane, Inc. Rich Wyde, Special Assistant Attorney General **Business Manager** Vonnie Diseth, AOC- CIO/ISD Director Dirk Marler, AOC-JSD 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 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.

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 ☐	Improve Information Access ☐	Improve Service or efficiency X	Manage Risks ☐
	Maintain the business ☐	Manage the costs ☐	Increase organizational capability ☐	Regulatory compliance or mandate ☐

Current Status	**Scope**	●	**Schedule**	●	**Budget**	●

Status Notes:

This project is currently in Phase I, RFP Development and System Acquisition. The planned and completed activities listed in this report are intended to support the following deliverables to support this phase or to support upcoming phases for this project:

- Plan and implement the procurement of a contractor to develop the Request for Proposal (RFP with an accompanying evaluation process and evaluation criteria for a new case management system.
- Complete processes and agreements required with the Attorney General's Office (AGO) to obtain the services of a Special Assistant Attorney General with expertise in negotiating contracts for the acquisition of complex information technology systems.
- Plan, implement and procure a contract for an independent and external QA Professional.
- Develop the necessary business and technical requirements to be included in the RFP.
- Collaborate with the SC-CMS Project RFP Steering Committee to oversee the RFP development, acquisition process, review the past work performance of Vendors via on-site visits and contract finalization.

Contract negotiations are continuing. . An SC-CMS testing lab is being set up in AOC building two on the second floor.

Progress

Project Phase	☐ Initiate	X Planning	☐ Execute	☐ Close

Schedule		
	Planned Start Date: September 2011	**Planned Completion Date:** September 2018
	Actual Start Date: September 2011	**Actual Completion Date:** TBD

Activities Completed	Impact/Value
✓ AOC's primary contract negotiation team met with the Tyler Technology, Inc. (Tyler) legal team on April 23-25, 2013 to discuss the terms and conditions of the SC-CMS contract.	A signed contract.
Activities Planned	**Impact/Value**
✓ Contract negotiations are expected to continue through May 2013. AOC is planning one more face-to-face meeting with Tyler in late May.	A signed contract.

Milestones Planned and Accomplished

Milestone	Original Date	Revised Date	Actual Date or Status
Independent QA Begins	3/1/2012	3/12/2012	3/21/2012
Acquisition Plan Finalized	3/16/2012	4/30/2012	5/15/2012
Initial Draft of RFP Finalized	3/22/2012	5/25/2012	3/27/2012
RFP Steering Committee Approves RFP Final Draft	4/8/2012	5/29/2012	6/5/2012
JISC Begin Review of RFP	4/19/2012	6/6/2012	JISC RFP Briefings: Jun 13 or Jun 14 9-12pm or 1-4pm
JISC RFP Go/No Go Decision	3/2/2012	6/22/2012	GO 6/22/2012
RFP Published	4/19/2012	6/22/2012	6/22/2012
Response Evaluations Completed	9/14/2012	9/14/2012	9/14/2012
Vendor Demos Completed	10/19/2012	10/19/2012	10/19/2012
Onsite Visits Completed	12/7/2012	12/7/2012	12/7/12
Contract Negotiations Begin	4/23/2013	4/23/2013	4/23/2013
Selected Vendor Begins	5/17/2013	5/17/2013	
PHASE 1 COMPLETE	5/17/2013	5/17/2013	

ITG #045 Appellate Courts Enterprise Content Management System (AC-ECMS)

Reporting Period through June 30, 2013

Executive Sponsor(s)	**IT Project Manager:**
Appellate Courts Executive Steering Committee Justice Debra Stephens, Committee Chair Vonnie Diseth, CIO/ISD Director	Martin Kravik (360) 704-4148 Martin.Kravik@courts.wa.gov
	Consultant/Contracting Firm: N/A
	Business Area Manager Vonnie Diseth, AOC- CIO/ISD Director

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

- Replace 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 JISC has requested a review of ECMS Vendor costs prior to awarding a contract to an ECMS Vendor.

Business Benefits: The project will implement an Appellate Courts ECMS that will improve the efficiency of document management for the courts. To achieve this objective, all Appellate Courts need to use the same ECM application. 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.

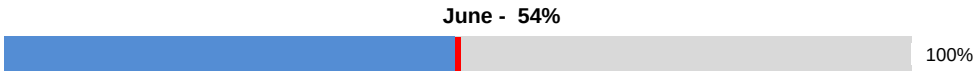
Business Drivers	Improve Decision Making	X	Improve Information Access	X	Improve Service or efficiency	X	Manage Risks	☐
	Maintain the business	☐	Manage the costs	X	Increase organizational capability	X	Regulatory compliance or mandate	☐

Current Status	**Scope**	●	**Schedule**	◆	**Budget**	●

Status Notes:

The schedule status indicator remains red due to past resource constraints and changes in the project approach.

Progress



Project Phase	☐ Initiate	☐ Planning	X Execute	☐ Close

Schedule	**Planned Start Date:** Aug 2011	**Planned Completion Date:** July 22, 2014
	Actual Start Date: Aug 2011	**Actual Completion Date:** TBD

Activities Completed	Impact/Value
✓ Contract negotiations continue with the Vendor. Eight meetings occurred over the month to discuss contract terms and conditions as well as proposal requirements.	Improve the efficiency of document management for the courts.
✓ Met with the project Executive Steering Committee to brief them on the negotiations.	Improve the efficiency of document management for the courts.

✓ Negotiations will not be completed in time for the July 19th JISC meeting. The new target is the September 6th JISC meeting.	Improve the efficiency of document management for the courts.
✓ Continued requirements analysis for changes to JIS Link and a new public documents portal.	Improve the efficiency of document management for the courts.
✓ The project was not funded at the full amount by the legislature; however AOC is researching ways to make up for the shortfall.	Improve the efficiency of document management for the courts.
Activities Planned	**Impact/Value**
° Continue contract negotiations.	Improve the efficiency of document management for the courts.

Milestones Planned and Accomplished			
Milestone	Original Date	Revised Date	Actual Date
Start Project	8/15/11		8/15/11
Contract negotiations		5/24/13	
AC-ECMS Web Portal Requirements		12/7/12	12/7/12
AC-ECMS Procurement Documents		3/20/13	3/20/13
AC-ECMS Technical Requirements		8/3/12	8/3/12
AC-ECMS Business Requirements		9/12/12	9/12/12
End of Project	6/22/12	7/22/14	

ITG #009 Add Accounting Data to the Data Warehouse

Reporting Period through June 30, 2013

Executive Sponsor(s) Rich Johnson, Chair, Data Management Steering Committee Vonnie Diseth, CIO/ISD Director	**IT Project Manager:** Business Manager is providing backup **Consultant/Contracting Firm:** N/A **Business Manager** Tamra Anderson, Data and 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	☐

Current Status	**Scope**	●	**Schedule**	●	**Budget**	●

Status Notes:

The project remains on schedule and within budget. The planned completion date for this project is July 2013.

Progress

Project Phase	☐ Initiate	☐ Planning	X Execute	☐ Close

Schedule		
	Planned Start Date: August 2011	**Planned Completion Date:** July 2013
	Actual Start Date: August 2011	**Actual Completion Date:** TBD

Activities Completed	Impact/Value
✓ Designed, coded, tested and released data for collection and time pay reports.	Provide data requirements.
✓ Design and code Legal Financial Obligation report for ITG 009 and 70.	Provide business requirements for accounting.
✓ Design and code Legal Financial Obligation extract report for ITG 009 and 70.	Provide business requirements for accounting.
✓ Design and code Case Financial History Report with time pay indicator.	Provide business requirements for accounting.
✓ Design, code, test, and released transfer report for juvenile department.	Provide business requirements for juvenile.
✓ Design, code, and test accounting universe changes for time pay reporting.	Provide business requirements for accounting.
✓ Rework of tables for collections and bail bond.	Provide data for accounting reports.
✓ Committee approval of Approval of Time Pay Report.	Provide business requirements.

Additional Comments

Project Deliverable	Release Date	Release Status
Cases with A/Rs Paid-in-Full - Excluding Trust	12/20/2011	Report completed
Cases with finding date and A/Rs in "potential" status	2/21/2012	Report completed
A/R Detail Report	4/17/2012	Report completed
A/R Summary Report	6/19/2012	Report completed

Monthly interest accruals	7/17/2012	Report completed
Universe Technical Fix (no new reports to courts)	8/27/2012	Report completed
Remittance Summary	9/18/2012	Report completed
Cases with A/Rs Paid-in-Full - add trust without bond	10/16/2012	Report completed
Last AR Payment	1/15/2013	New report request for project. Completed.
Case/Person Financial Summary(CFH)	1/15/2013	Report Completed
CFH Report - AR Detail	1/15/2013	Report Completed
Cases with A/Rs Paid-in-Full - expand trust with bond	2/26/2013	Report Completed
CFH Report - Disbursements	3/19/2013	Report Completed
Parking Due Report	3/19/2013	New report request for project. Completed.
CFH Report - Adjustments	4/19/2013	Report Completed
CFH Report - Receipts	4/19/2013	Report Completed
*Security for universe (Case Type security)	4/19/2013	Report Completed
Collection reports for parking cases	N/A	Removed as a project deliverable
Universe Technical Fix (no new reports to courts)	6/4/2013	Report completed
Collection case information	6/18/2013	Report completed
Legal Financial Obligation (LFO) Report		Scheduled for release July 2013
A/R balance by type, A/R and payment aging (TPSE)		Scheduled for release July 2013
PMR: Detail/Summary aged ARs		Scheduled for release July 2013
PMR: Detail/Summary assigned to collections		Scheduled for release July 2013

New Priority List

Priority		**Report Name**	**Court Level**
Current	**New**		
7	1	Cases with A/Rs Paid-in-Full - add trust to report without bond	Both
6	2	Remittance Summary	Both
14	3	Case Financial History Report – received and ordered	Both
n/a	4	*Trust Summary Report – *Disbursements and Receipts (was out of scope)*	Both
n/a	5	*Trust Summary Report – *Bail/Bond and Restitution (was out of scope)*	Both
7	6	Cases with A/Rs Paid-in-Full - add trust to report with bond	Both
9	8	Collection case information	Both
8	9	A/R balance by type, A/R and payment aging (TPSE)	Both
11	10	Legal Financial Obligation (LFO) Report	SC only
12	11	PMR: Detail/Summary aged ARs	Both
13	12	PMR: Detail/Summary assigned to collections	Both

*Legend: * Requirement added during requirements gathering process*

ITG #041 Revised CLJ Computer Records Retention and Destruction Project

Reporting Period through June 30, 2013

Executive Sponsor(s)	**IT Project Manager:**
Judge Thomas Wynne, Chair JISC Data Dissemination Committee (DDC) *Judge Tripp, President* District and Municipal Court Judges Association (DCMJA) *LaTrisha Kinlow, President* District and Municipal Court Management Association (DMCMA)	Kate Kruller, MBA, PMP IT Project Manager 360 704 5503 (o) 360 956 5700 (f) Kate.Kruller@courts.wa.gov
Business Area Manager: Mike Keeling, Operations Manager	**Consultant/Contracting Firm: N/A**

Description: The ITG 41 Project objectives are to eliminate all JIS archiving for the Courts of Limited Jurisdiction (CLJ) cases and apply new destruction rules to the CLJ JIS cases according to the revised policy set by the Data Dissemination Committee. The current activity is to return archived records to the active database (i.e. no records will remain in archive). This will pave the way to implement the new rules. At the conclusion of this project, all JIS CLJ records will be retained according to the revised policy.

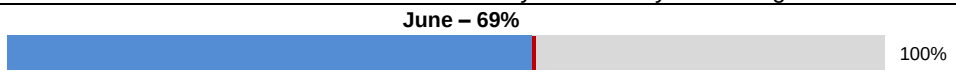
Business Benefit: Purging these records would remove their visibility from the public website. Removal of the archiving requirement will eliminate the option for court staff to restore archive records. This request was generated based on the JISC adopting the recommendations of the JISC Public Case Search Workgroup on August 18th, 2010. The work detailed in this request will fulfill Recommendation #3 from the report.

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

Current Status	**Scope**	●	**Schedule**	●	**Budget**	●

Status Note: Project Team continues with the Restore Case Process (restoring archived cases to active status. There are under 1 million case files remaining to be processed. Cases are restored progressively from 2012 backwards in descending order. The schedule status indicator is set to red as a caution that situations that may cause delays are being watched carefully.

Progress :



Project Phase	☐ Initiate	☐ Planning	**X** Execute	☐ Close
Schedule	**Planned Start Date:** Current effort: April 23, 2012		**Planned Completion Date:** July 3, 2014	
	Actual Start Date: April 23, 2012		**Actual Completion Date:** TBD	

Activities Completed	**Impact/Value**
✓ June 1 - June 24: Completed Restore Case Process. The work performed involved restoring seven (7) million active cases from 1,080 archive tape volumes in just 100 days (beginning March 4th, 2013).	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
✓ June 1-30: Provided business analysis support to developers coding functional requirements detail. Confirm Judges' Flag option already in the requirements -set to turn on/off as needed.	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.

✓ June 1- June 30: Continued more business analysis to obtain full functional requirements detail -Completed Data Dissemination Committee consultation. Provided project information needed Court/Associations outreach for feedback (representatives from District and Municipal Court Management Association (DMCMA), District and Municipal Court Judges' Association (DMCJA) and Misdemeanant Corrections Association).	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
✓ June 1-10 and 31: Worked with John Bell and Judge Wynne to provide support information to the DDC from the ITG 41 Project as they update and revise the DDC Policy.	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
✓ June 1 - August 31: Project Team developers prepared to apply current and preliminary new rules to active tables in November (1st Iteration).	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
Activities Planned	**Impact/Value**
° July 1-31 Business analysis support to developers coding functional requirements detail. Confirm Judge's Flag option already in the requirements -set to turn on/off as needed.	Requirements Gathering (All rules).
° July 1 - August 31: Project Team developers prepares to apply current and preliminary new rules to active tables in November (1st Iteration).	Re-coding the System Active Database (Current and Preliminary rules).
° July 1 - July 31: Work with new Data Dissemination Administrator Stephanie Happold and Judge Wynne to provide support for the DDC Policy update being circulated to court community and professional associations.	Supports the policy update process.

Milestones Planned and Accomplished

Milestone	Original Date	Revised Date	Actual Date
Start Project	8/1/11	8/1/11	8/1/11
Develop Technical Design/Produce Non-Functional Requirements Document	3/12/13	4/11/13	4/11/13
Deploy Iteration 1 to Production	11/13/13	11/13/13	
Approval of Non-Functional Requirements by AOC Management (Restore Process)	10/7/13	10/7/13	
Develop & Validate Code – Iteration 2 All New Rules	2/14/14	2/14/14	
Deploy Iteration 2 to Production	5/22/14	5/22/14	
Development complete	5/22/14	5/22/14	
Phase V – New Process Acceptance/On-going Planning	7/3/14	7/3/14	
Phase VI – Project Close Completed	7/3/14	7/3/14	
End Project	7/3/14	7/3/14	

ISD Operational Area Status Reports

Operational Area: ISD Policy and Planning

William Cogswell, ISD Associate Director

Through June 30, 2013

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

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

Activities Completed	Impact/Value
Portfolio Coordinator/Service Delivery	
✓ Coordinated IT Governance (ITG) requests through the ITG process – see June IT Governance Status Report.	The IT Governance process provides visibility and transparency of IT investments throughout the court community.
✓ Produced monthly Governance and Portfolio reports.	The IT Governance and Portfolio Management processes provide visibility and transparency of IT investments throughout the court community.
✓ Provided oversight of a pilot test of the new approach for conducting ITG analysis.	Improve the quality of the proposed solutions of ITG requests and improve the accuracy of the sizing estimates.
✓ Met with Associate Director and Infrastructure Manager and agreed to expand upon the software tools inventory administered by Infrastructure.	Visibility of software tools will inform planning, purchasing and cost management decisions.
✓ Conducted a review of authorized ITG requests and approaches for moving them forward.	Improve the throughput of ITG requests.
Release/Change Management	
✓ Participated in weekly System Availability meeting.	Track future changes to AOC Applications & Services in Production Environment for potential impact and de-confliction.
✓ Assisted Operations Manager and WEB Team Lead in Security Plan Review.	Provide Chief Justice Madsen Executive overview of AOC Security Enhancement efforts as related to second press release with King 5 News reporting. Mitigate potential or perceived negative reputation attributed to Data Breach.
✓ Assisted Operations Manager, WEB Team Lead, and Vendor Relations Coordinator in providing subject matter in support of Security RFQQ.	Develop Security RFQQ encompassing baseline of technical details which align with AOC's short term and strategic goals for IT Security.
✓ Crisis action planning support to ISD OPS Manager for Security Breach Press Release.	Mitigate potential or perceived negative reputation attributed to Data Breach.
✓ Participated in WA State LEAN Practitioner's Community of Practice meeting.	Represent AOC interest in supporting GOV Inslee's LEAN efforts. "Governor directed agencies throughout state government to use Lean principles and methods to improve value for taxpayers' money. Washington state is on a long-term journey to adapt Lean to state government."
✓ Participated in SCOMIS, JIS, and BOXI Basic Training.	Increased understanding of JIS, SCOMIS, and BOXI graphic user interface as it relates to ISD Release and Change Coordination.
✓ Participated in IPMA session security Incident detection and handling analysis.	Education and information sharing on WA State CYBER and CYBER Incident Response activities. Become more aware of CYBER Resources available to AOC during a CYBER incident.
✓ Pursue vetting of my Military Security Clearance with FBI & Homeland Security upon request of ISD OPS Manager. Coordinate with WA Military Dept. CIO.	This effort will allow the option to have an AOC Employee on a CYBER Incident Response Team who can effectively communicate with the FBI & Homeland Security.
✓ Participated in Security Team weekly meetings.	Support Agency Director, CIO, ISD Associate Director and ISD OPS Manager in Security Enhancement efforts.
Organizational Change Management	

✓ Participated in the AOC Rules of Engagement workgroup.	Develop rules to define how AOC staff interacts with each other.
✓ Continued ISD Policy Review/Development meetings.	Establish policies, standards, procedures, and guidelines that provide structure for the way work gets done in ISD.
✓ Continued Organizational Change Management (OCM) work with projects and process improvement efforts.	Ensure strategies and actions are planned to manage the people side of change.
Resource Coordinator	
✓ Attended Clarity upgrade project team meetings to discuss task list and update schedule.	Upgrade to Clarity Version 13.2.
✓ Ongoing resource management activities for the division.	Allows for effective management of staff resources.
✓ Met with Data & Development Manager to update Core and Core Task allocations.	Data cleanup efforts will result in more accurate information in Clarity to prepare for staff roll out of the Weekly Planners.
✓ Worked with Portfolio Coordinator to update investment finish dates, review support team members and working with the manager to determine if information is current.	Staff would not be able to report time spent supporting mission critical applications after 6/30/13.
Business Liaison	
✓ Worked with the project team, Steering Committee, other stakeholders, and AOC staff on the Computer Records Retention and Destruction project.	Ensuring that customers are involved in the process and informed about the project, that their perspective is heard and their business needs are considered.
✓ Worked with the project team, Steering Committee, other stakeholders, and AOC staff on the Plain Paper/Comments Line on Warrants project.	Ensuring that customers are involved in the process and informed about the project, that their perspective is heard and their business needs are considered.
✓ Coordinated the stakeholder input process for customers on ISD projects.	Direct customer input on IT projects helps ensure a successful project outcome.
✓ Attended District and Municipal Court Judges' annual conference. Provided information and assistance to the Technology Committee and DOL Liaison Committee at the conference.	Keeping association members informed about technology issues that impact them increases understanding and builds trust in AOC.
✓ Continued participation in ECMS project meetings.	Delivers a product that will meet the Court of Appeal's business needs.
✓ Attended SCOMIS, JIS and JABS training.	Gained a better understanding of the systems and will be able to better understand problems and changes, and their impacts.
✓ Continued participation on the Restore SCOMIS Cases Project Team.	Ensures that customers are involved with creating their restoration schedule and informed about the SCOMIS case restorations.
Vendor Relations	
✓ Continued to be sole source of contact with ASV for SC-CMS for coordination and planning of contract negotiations.	Retain requirement of RFP Coordinator as sole point of contact with Vendor for SC-CMS RFP—from RFP publication date through completion of contract negotiations and execution.
✓ Finalize draft Request for Qualifications and Quotations (RFQQ) for IT Security Review and Compliance Audit and release for internal review *(High Priority for AOC).*	Establish and implement ISD acquisition standards. Mitigate project risk through Vendor communications.
✓ Provide procurement support and guidance to INH team regarding acquisition requirements for Informatica software and services required for implementation of the INH Enterprise Data Repository (EDR).	Provide guidance to leverage agency's current contracted software goods and services for fulfillment of INH DQ and EDR needs.
✓ Begin drafting Request for Qualifications and Quotations (RFQQ) for Data Strategy Consultant; release for internal review.	Establish and implement ISD acquisition standards; Mitigate project risk through Vendor communications.
✓ Provide support during contract negotiations to SC-CMS RFP legal team.	Retain fidelity of acquisition process; support maintenance of 'sole point of contact' for AOC through contract negotiations.
✓ Continue with ASV contracts negotiation in coordination with MSD Contracts for Appellate Courts Enterprise Case Management System (ECMS) RFP.	Proactively review Vendor proposal and project documentation to develop a strategy for contract negotiations between AOC Contract Manager and ASV; negotiation a fair and equitable contract with ASV while reducing AOC and project risks.
Activities Planned	**Impact/Value**
Portfolio Coordinator/Service Delivery	
° Document the end-to-end process from the initiation of an ITG request through project management and closure.	Understand current process and obstacles to use as a basis for improving the throughput of ITG requests and the delivery of IT products and services.
Release/Change Management	

° Continued participation in System Availability Meetings.	Track future changes to AOC Applications & Services in Production Environment for potential impact and de-confliction.
° Develop Release Calendar.	Provide Leadership Team & Stakeholders visibility on ISD Software Releases in Production Environment.
° Continue development of automated Release Notes Process.	Increased efficiency & reduced process time in support of Software Release Notes for external customer consumption.
° Software Development Life Cycle Tool Evaluation.	Continued evaluation of Release Tool which may increase efficiency in Release & Deployment Management processes.
° Assist Portfolio Coordinator in developing a proposal to incorporate Software Tools into the IT Portfolio.	Deliver a single, up-to-date, and easily accessible list of Software Tools and related information to inform decision making.
° Continue to assist Operations Manager, WEB Team Lead, and Vendor Relations Coordinator in providing subject matter in support of Security RFQQ process.	Develop Security RFQQ encompassing baseline of technical details which align with AOC's short term and strategic goals for IT Security.
° Assist Portfolio Coordinator in developing a proposal to incorporate time reporting for application support in the IT Portfolio.	Ability to determine the ongoing cost of operation for an application and support resource capacity planning and usage.
° Continued participation in Security Team weekly meetings.	Support ISD Associate Director and ISD OPS Manager in Security Enhancement efforts.
° Coordinate with WA State Enterprise LEAN Consultant.	Explore LEAN Processes to support AOC initiatives for process improvement.
° Continued participation in Security Team weekly meetings.	Support Agency Director, CIO, ISD Associate Director and ISD OPS Manager in Security Enhancement efforts.
Organizational Change Management	
° Continue to prepare ISD Organizational Change Management (OCM) procedures and templates to accompany OCM policy.	Provides guidance to ISD employees to define organizational change management, describes the process and tools, and how to work organizational change management in projects and other ISD change efforts.
° Begin processing proposed policies in the ISD Policy Review/Development meetings.	Establish policies, standards, procedures, and guidelines that provide structure for the way work gets done in ISD.
° Continue participating in the AOC Rules of Engagement workgroup.	Develop rules to define how AOC staff interacts with each other.
° Continue Organizational Change Management (OCM) and communication work with projects and process improvement efforts.	Ensure strategies and actions are planned to manage the people side of change.
° Facilitate ISD Leadership Team strategic planning sessions.	Contributes to ISD Strategic and Tactical planning.
Resource Coordinator	
° Provide Resource Management overview to the CIO, Infrastructure Manager, SC-CMS Manager and Operations Manager during the Weekly Planner Training.	Communicate the benefits of a successfully implemented resource management process to the CIO and Functional Managers and discuss management's expectations.
° Continue to work with the Functional Managers to review and update Core allocations and Core tasks assignments in Clarity.	Data cleanup efforts will result in more accurate information in Clarity to prepare for staff roll out of the Weekly Planners.
° Draft a Resource Management Policy for ISD Leadership.	Provides guidance to ISD employees to define resource management according to Leadership Team's expectations.
Business Liaison	
° Continue to coordinate the stakeholder input process for customers on ISD projects.	Direct customer input on IT projects helps ensure a successful project outcome.
° Provide updates and reports to associations and other stakeholder groups on IT activities relating to courts of limited jurisdiction.	Direct communication and interaction with broader customer groups increases their understanding of ISD services and activities, and builds trust in AOC.
° Continue monitoring progress and provided input on ISD projects on behalf of customer groups.	Communicating customer perspective on ISD projects helps ensure that system changes meet customer needs.
° Continue staffing CLJ and multiple court level IT governance groups.	Assisting IT governance groups with the process enhances their ability to focus on decision making.
° Continue to assist customers and AOC staff with troubleshooting customer issues that arise.	Assisting customers with issues builds relationships and customer confidence in AOC and ISD.
° Continue to participate in the Restore SCOMIS Cases Project Team meetings; participate in communication with County Clerks, Court Administrators, and identified Technical Leads according to the project's Communication Plan.	Remind key stakeholders when their court is scheduled to have SCOMIS case data restored. Minimizes surprises and ensures that both AOC and the courts are prepared for the restoration.

° Continued participation on ECMS project and in project meetings.	Provides support to the project and project manager, as needed, to help the project meet its goals and objectives.
Vendor Relations	
° Finalize the revised Request for Qualifications and Quotations for IT Security Review and Compliance Audit and publish to select group of Vendors *(High Priority for AOC).*	Establish and implement ISD acquisition standards; Mitigate project risk through Vendor communications; utilize team coordination for use of subject matter experts within ISD.
° Finalize the Request for Qualifications and Quotations (RFQQ) for Data Strategy Consultant and publish.	Establish and implement ISD acquisition standards; Mitigate project risk through Vendor communications; utilize team coordination for use of subject matter experts within ISD.
° Establish Contract Administration for the SC-CMS contract executed with Tyler Technologies; confirm compliance to administrative requirements at onset of contract.	Retain fidelity of acquisition process; support maintenance of 'sole point of contact' for AOC through contract negotiations.
° Continue with ASV contracts negotiation in coordination with MSD Contracts for Appellate Courts Enterprise Case Management System (ECMS) RFP.	Provide expertise in IT Contract Negotiations to establish a fair and equitable contract between parties; reduce risk to AOC through cooperative coordination with AOC Contracts.

Operational Area: Architecture & Strategy

Kumar Yajamanam, Architecture & Strategy Manager

Through June 30, 2013

Includes: Enterprise Architecture, Solutions Management and Business Analysis

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	Impact/Value
✓ ITG-158 - revised request for development of two mental-health screening tools (MAYSI-2 and the MH-JDAT) electronically on an AOC server: A non-functional prototype was developed to facilitate stabilization of the requirements. A vendor proposal was reviewed.	Implementation of two mental-health screening tools on an AOC server (together with real-time scoring, data storage, and reporting) would provide a central and secure method for juvenile courts to determine the mental-health needs of the youth they detain.
✓ An architectural position on document management systems was prepared. The Superior Court Case Management System (SC-CMS) and Appellate Court Electronic Document Management System (ACEDMS) will be implementing such systems.	A formal position is needed to provide multiple projects guidance for moving forward on development and implementation.
✓ New legislation was tracked and potential impact analysis provided.	Analysis is important to provide feedback on impact of proposed legislation, and to prepare for changes in the event that the legislation is passed.
✓ Standards for Local CMS (case-management system) Data Systems: Held review and comment session with AOC ISD Leadership team.	A Standard for Local Data Systems will provide guidance to all courts on what data needs to be exchanged with the AOC central database if a court adopts a local non-JIS case-management system. Internal AOC review is needed prior to review and comment by external stakeholders.
✓ COTS-Prep Application - impact analysis and review of approach: 1. Met with teams to review COTS-Prep Impact Analysis, 2. Revisited the COTS-P Approaches, 3. Addressed various concerns, issues, and risks.	Based on further understandings, we re-evaluated the project assumptions, approaches, and deliverables. Major concerns, issues, and dependencies were addressed. Approaches and resources will need adjustment so that the project will provide the best support to SC-CMS needs with minimal impacts on existing systems.
Activities Planned	**Business Value**
° The next meeting of the Court Users Workgroup (CUWG) will be held July 10-11.	The Court Users Workgroup (CUWG) serves as the governing body for Court Business Office (CBO) initiatives to optimize, standardize, and continuously improve court business process in conjunction with implementation of a new Superior Court CMS.
° ITG 58-37-79 - CLJ Plain-Paper Warrant: Requirements for the plain paper format, data, and selection screen are being finalized. Work with developers and testers continue, as needed.	Requirements documentation ensures that the business needs are met.
° Vehicle-Related Violations (VRV) On-boarding: Work continues to improve the on-boarding process and to on-board additional courts. Currently, on-boarding efforts include Lake Forest Park, Kent, and potentially SeaTac Municipal Court. Coordination of a request for a contractor to access the test environment is under way so that work specified under the courts' contracts can be accomplished.	Improvements to the rate at which courts are on-boarded will facilitate courts' utilization of the benefits of the VRV data exchange.
° Enterprise Strategies: Collaborative architectural planning will continue in July and August.	Identification of the enterprise strategies which will best serve information-technology efforts in the next 12-18 months will lay crucial groundwork via standards, policies, services, and products that will help make ISD project solutions successful.

° Information Networking Hub (INH) Enterprise Data Repository (EDR) Data Model Version 2 Development: Design models will be adjusted based on review feedback, as appropriate. Feedback responses from Version 1 review team will be finalized. Final model artifacts/documents need to be completed. The final EDR model will be presented to AOC staff. On-going analysis by Solution Architect (SA) and Business Analysis (BA) will be supported. Enterprise Architecture (EA) support/reviews will be provided as needed.	The INH EDR data model will provide a universal method for all courts to intercommunicate standardized data that needs to be shared between courts. Version 2 of the model will be used to support INH.
° Business and Solution Analysis is being performed for the following ITG Requests: 118 - Additional Payment Providers on Legal Financial Obligations (LFO) Billing Statements; 158 - Implementation of Massachusetts Youth Screening Instrument Version 2 (MAYSI-2); 174 - Probation System for Courts of Limited Jurisdiction; 177 - Consolidate Disbursements; 181 - Kitsap SmartBench Data Exchange.	The ITG analysis provides information needed on the scope, sizing and possible alternatives to satisfy new requests. This information is used for approval, planning, and scheduling for providing system changes.
° Standards for Local CMS (case-management system) Data Systems: Complete version 1.0 and distribute for internal IS review.	Data Systems will provide guidance to all courts on what data needs to be exchanged with the AOC central database if a court adopts a local non-JIS case-management system. Internal AOC review is needed prior to review and comment by external stakeholders.
° Enterprise Architecture Development (ADM) Roadmap Update: Consideration will be given to critical questions, so as to provide guidance for multiple projects.	The Enterprise Architecture Development Roadmap provides guidance for communicating the EA goals and objectives, and specifies activities that will be performed in the next 12 -18 months.
° Review and comment on the Data Quality Program Roadmap document will be undertaken in July.	A Data Quality Program Roadmap is needed to provide guidance to project managers for implementing the data quality program.
° The JIS database data-quality assessment will be reviewed, and feedback provided.	An accurate current state JIS database data-quality assessment is important in providing information for understanding data issues and opportunities. It will assist in formation of the data-quality strategy and roadmap.
° The JIS Future State Data Diagram will be updated.	The JIS Future State Data Diagram will provide guidance to all projects as to what data is planned to be in which databases and how the data flows between them.

Operational Area: Infrastructure

Dennis Longnecker, Infrastructure Manager

Through June 30, 2013

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
✓ Building and setting expectations for the next JIS Disaster Recovery test.	Disaster Recovery is a JIS activity which ensures the JIS systems would be available in the event of a disaster (either localized or large).
✓ Completed the following Software/Hardware updates: • FATS (Tape Analyzer and repairer).	Maintaining current and supported software levels ensures users are able to continue to work.
✓ Waiting for testing of Natural 8.2.3 so we can migrate to production. Current version is unsupported by the vendor, and the JIS systems are put at risk not upgrading to supported versions.	Maintaining current and supported software levels ensures users are able to continue to work.
✓ Completed migration of z/OS 1.13 into product. Now running on supported operating system.	Maintaining current and supported software levels ensures users are able to continue to work.
✓ Starting install of CICS 4.1. This is the application server users by SCOMIS and DISCIS (JIS).	Maintaining current and supported software levels ensures users are able to continue to work.
✓ Starting install of WebSphere 8.0. This is the application server used by ACORDS, CAPS, and JABS.	Maintaining current and supported software levels ensures users are able to continue to work.

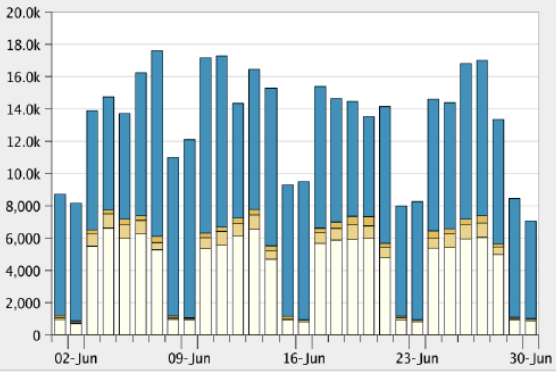
During the month of June 2013: Spam Filtering prevented 249,104 e-mails from entering the system. Only 122,720 e-mails were valid.

View Data for: All Email Appliances

01 Jun 2013 00:00 to 30 Jun 2013 23:59 (GMT -07:00)

Data in time range: 99.96 % complete

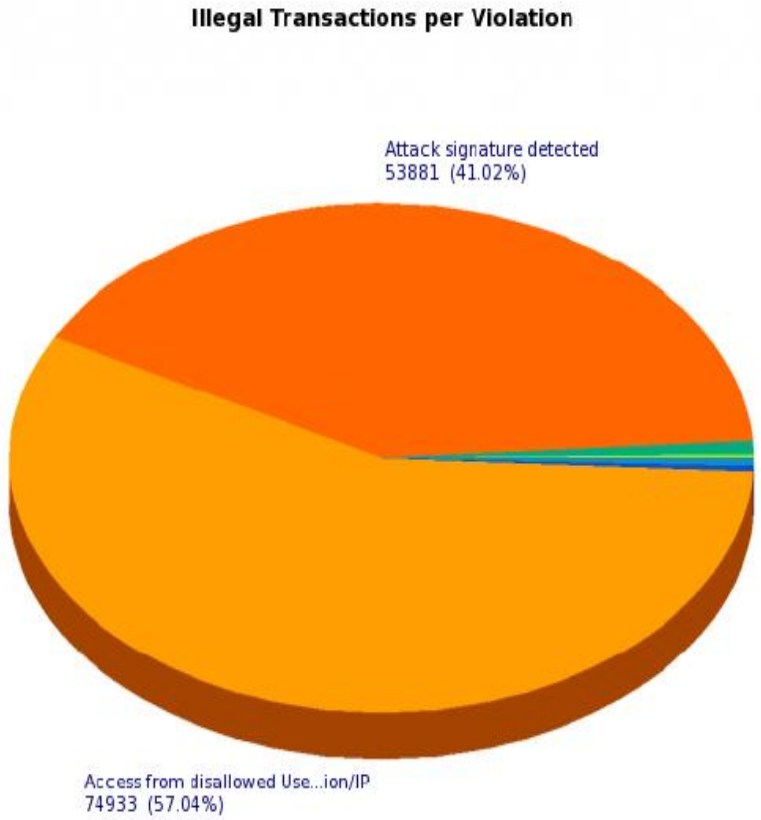
Incoming Mail Graph



Incoming Mail Summary

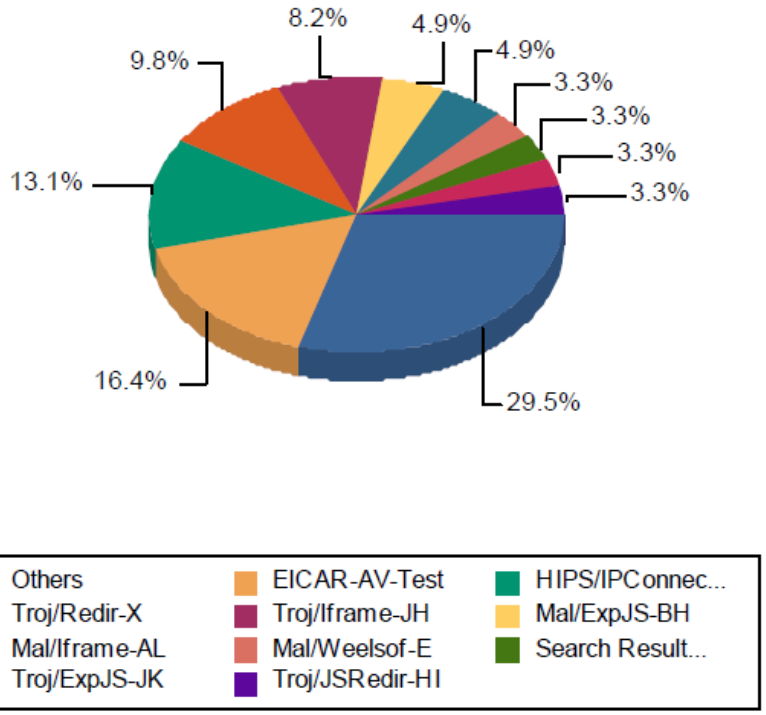
Message Category	%	Messages
Stopped by Reputation Filtering	63.0%	249,104
Stopped as Invalid Recipients	0.0%	5
Spam Detected	2.0%	7,729
Virus Detected	0.0%	17
Stopped by Content Filter	4.0%	15,967
Total Threat Messages:	**69.0%**	**272,822**
Clean Messages	31.0%	122,720
Total Attempted Messages:		**395,542**

Web Access Firewall installed and operational. Blocking illegal traffic.



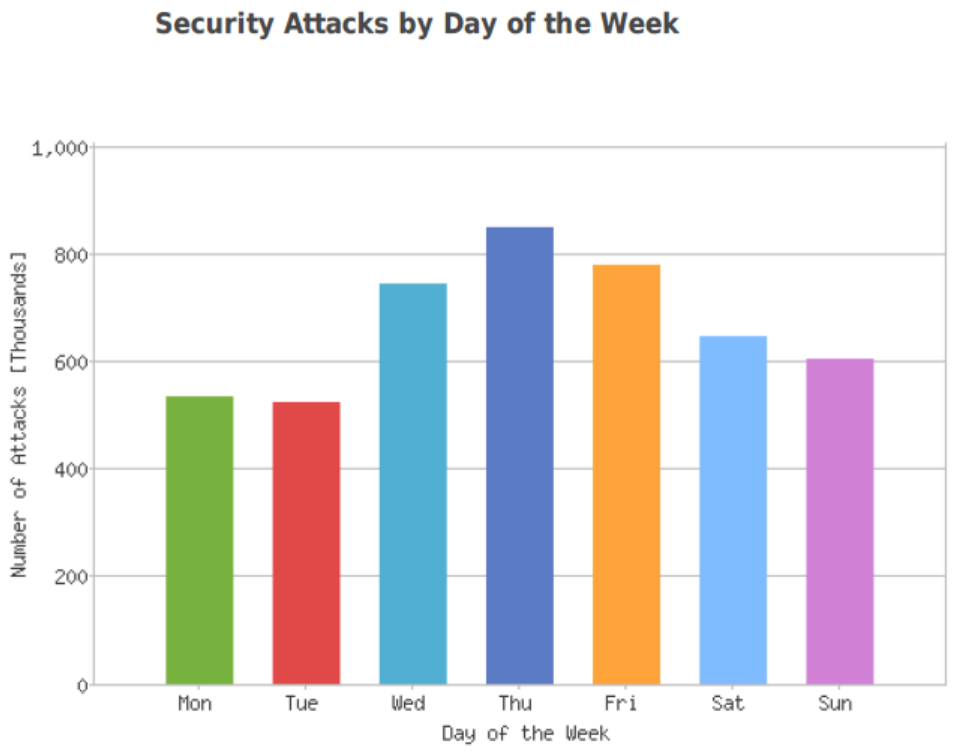
SECURITY REPORT

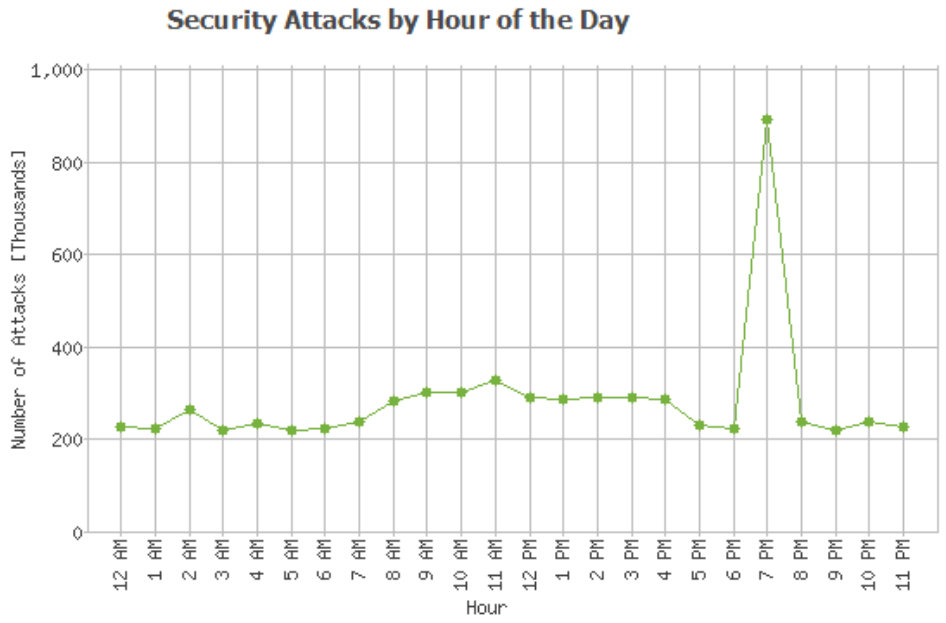
Virus's prevented by AOC filters



Virus Prevention and Detection:

Total items detected on your networked computers	
Viruses/spyware	44
Adware/PUA	9
Suspicious files/behavior	3
Blocked by firewall	18148





Operational Area: Data & Development

Tamra Anderson, Data & Development Manager

Through June 30, 2013

Includes: Data Warehouse Unit, Development Unit, Data Quality and Governance, & Database Unit

Description: *The Data & Development Section is comprised of four separate units:*
Data Warehouse: 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.
Data Exchange/Development: The development team is tasked with staffing active projects. They complete requirements analysis, design specifications, service development, unit testing, and implementation to production of new application components. Work performed by the Development Unit is reported separately under the project(s) to which the staff is currently assigned.
Data Quality and Governance: Data maintained by business applications is viewed as an enterprise asset. In addition to supporting business operations, data is used to support strategic decisions and business process improvements. Data Governance will ensure data is complete, accurate, and timely so the Courts can improve decision making through the Data Quality Program. Data quality management exercises the defined governance processes, policies, and standards required throughout the data life cycle which will result in increased accuracy, consistency, and confidence in the enterprise data within the Washington State Courts System.

Activities Completed	Impact/Value
Data Warehouse Unit	
✓ Designed, coded, tested and released data for collection and time pay reports.	Provide data requirements.
✓ Design and code Legal Financial Obligation report for ITG 009 and 70.	Provide business requirements for accounting.
✓ Design and code Legal Financial Obligation extract report for ITG 009 and 70.	Provide business requirements for accounting.
✓ Design and code Case Financial History Report with time pay indicator.	Provide business requirements for accounting.
✓ Design, code, test, and released transfer report for juvenile department.	Provide business requirements for juvenile.
✓ Design, code, and test accounting universe changes for time pay reporting.	Provide business requirements for accounting.
✓ Rework of tables for collections and bail bond.	Provide data for accounting reports.
✓ Committee approval of Approval of Time Pay Report.	Provide business requirements.
✓ Completed 3 Eservice Request for Legislation.	Provided BOXI solution.
✓ Completed 8 Eservice Request for Data Dissemination.	Provided BOXI solution.
✓ Completed 12 Eservice Request for new or enhanced BOXI reports.	Provided BOXI solution.
✓ Completed 23 Eservice Request for new BOXI users/Security.	Provided BOXI solution.
Data Exchange/Development Unit	
✓ Deployed all SCDX services to Production.	All SCDX services are ready to be consumed by Pierce County. This includes all the three GET services that King county is interested in consuming for their Data Exchange.
✓ Supported QA testing effort for INH services.	Help with completing the QA testing of the first release of INH services.
✓ Deployed the second set of INH services for QA testing.	This completes the development of 17 of the planned 45 INH services.
✓ Continue to triage INH service defect tickets for AOC development team.	Provides assistance to troubleshoot defect causes.

✓ Coordinated with Pierce County to help them ramp up for consuming Case Docket service File Civil case service.	Continue to support Pierce County to go live in Production.
✓ Support Pierce County for resolving issues with respect to Docket changes, as well as to continue support their test effort in QA.	Helps Pierce County to go live in Production with Docket services.
✓ Collaborate and coordinate with Pierce County with their code development and testing with respect to the Docket service modifications and File Civil case service.	Helps Pierce County to go live in Production with Docket and File Civil Case services.
✓ Completed the IEPD and code changes for GET Docket service and moved to Production.	Provide an improved GET Docket service which is more nimble and works more like a Search service rather than just an Inquiry service.
✓ Collaborated with the CBO, CMS and Legacy Maintenance team for analyzing the impacts and to come up with options for Automatic Docket entry issue and Case Status issue raised during Pierce County's testing of the SCDX Docket services.	Establishes a business based option for resolving the issue which satisfies the needs of the SCDX project as well as meet the business needs of other courts and applications (like CMS).
✓ Collaborated with the infrastructure and Maintenance group and completed setting up the new QAT environment.	Helps to create a new environment for the QA testers to perform their testing and isolate the external customers from being exposed to un-tested product in their environment.
Data Quality and Governance	
✓ Perform database design reviews.	Change management of data designs. Review 12 requests supporting Accounting Data in Data Warehouse (ITG09), VRV, JCS/ASRA, Citation changes related to marijuana legalization, Security Upgrades and Data Quality.
✓ Support Data Quality Foreign Key Analysis Project.	Analyze and document 6 issues related to referential integrity, bad data and not needed data that need deeper analysis and/or cleanup.
✓ Facilitate installation and testing of ER/Studio 9.5 in test environment.	Support for DB2 version 10 and SQL Server 2012 constructs in data designs.
✓ Final edits of the Data Quality Assessment have been completed and is awaiting final approvals and publishing.	Provides a baseline for the current state of Data quality for all future changes and improvements.
✓ Data Quality Roadmap drafted.	Provides the milestones necessary to implement the Data Quality Program.
✓ Engage with INH-SCCMS Technical team to understand scope of data migration effort and data quality impacts to the new CMS.	Coordinate work teams for effective and efficient process development.
✓ Foreign Key Analysis Project developed to focus specifically on INH Services between INH and SCCMS.	To ensure that data being retrieved by services is accurate and not returning additional information that was stored in a table in error due to a system structural issue (for example, "expunged" case information that should not be counted on a report or retrieved in a service).
✓ Research and analyze data related issues.	Documented additional issues related to referential integrity, validation rules, bad data and missing values that need deeper analysis and/or cleanup.
Activities Planned	**Impact/Value**
Data Warehouse Unit	
° Test and release Legal Financial Obligation report for ITG 009 and 70.	Provide business requirements.
° Test and release data for Time Pay report.	Provide business requirements.
° Test and release Case Financial History Report with time pay indicator.	Provide business requirements.
° Release updates to universe for report changes.	Provide data for requested reports.
° Prototype created in Clarity to measure activity for data requests.	This method will be used to collect the duration between activities during a given state of a data request.
Data Exchange/Development Unit	
° Continue to support QA testing for INH services.	Help with completing the QA testing of first set of INH services.
° Support Pierce County with testing the modified approach for Docket services in relation to issues with Case Status history, as well as File Civil case service for non-well identified participants.	Helps Pierce County to go live in Production with Docket and File Civil Case Services in May or June.

°	Continue to work with infrastructure, QA and development group to deploy applications to the new QAT environment.	Minimizes the impact for the external client, and have a stable environment for their UA testing.
°	Continue supporting Pierce County business unit with questions related to data and service implementation.	Help Pierce County understands the impact s to their Business unit once they go live in Production with web service transactions.
°	Continue reviewing the Design for INH EDR.	Helps with finalizing the design for EDR.
°	Complete development and review of the remaining INH services.	Facilitate development of INH Web service for the Get services.
°	Start the discussion with the legacy maintenance team regarding the DOL ADR web service.	Helps AOC to move to DOL's new web service for obtaining Driver Abstract records.
°	Continue to support QA testing for INH services.	Help with completing the QA testing of first set of INH services.
°	Support Pierce County with testing the modified approach for Docket services in relation to issues with Case Status history, as well as File Civil case service for non-well identified participants.	Helps Pierce County to go live in Production with Docket and File Civil Case Services in May or June.
	Data Quality and Governance	
°	Support Database Design Review requests.	Change Management of database designs.
°	Support Data Profiling Foreign Key Analysis Project.	Research and Analysis of data related issues.
°	Facilitate installation of ER/Studio 9.5 in test environment.	Support for DB2 version 10 and SQL Server 2012 constructs.
°	Continue to meet with Court Education to discuss impact of data quality in regards to PBR project.	Establishes the appropriate threshold for data anomalies/inconsistencies.
°	Mapping out Data Quality activities for the next year under different conditions (i.e. with tool versus without tool).	To help identify the data quality approach to pursue.

Operational Area: Operations

Mike Keeling, Operations Manager

Through June 30, 2013

Includes: All application units; Web team, Java team, Legacy team, uniPaaS team, Data Exchange team and SharePoint

Description: AOC ISD Operations 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), Judicial Access Browser System (JABS), e-Ticketing, Adult Static Risk Assessment (ASRA), Data Exchanges, SharePoint and Web applications and services.

Activities Completed	Impact/Value
✓ SharePoint Standards and Guidelines document completed, pending final approval.	Establishes SharePoint 2010 standards for baseline governance in the new environment.
✓ DX – Set up new UAT environment for INH project.	To provide separate testing environments for AOC internal use and external customers.
✓ DX – Defect fixes of SCDX increment 3 and 4.	Part of SCDX project.
✓ JCS -- Released JCS version 2.52.	Various bug fixes and code optimization work, plus release of new disposition/condition codes.
✓ LM - z/OS operating system upgrade from V1.11 to V1.13.	Implement the latest version of the z/OS operating system.
✓ LM - Data fixed and programs modified for 6 Referential Integrity Rules.	Improve data quality and integrity.
✓ Java – Released ACORDS version 73.2.20130603 with a security enhancement.	Improve security (reduce security vulnerabilities).
✓ Java – Released WSP_Dispo version 2.5_20130603 with new disposition code 'NS'.	Adjust application to changes in business requirements.
✓ Java – Released JABS version 5.4 with performance improvements.	Maintain application performance standards as application usage increases.
✓ Legacy Maintenance - Completed zOS upgrade.	Support new operating system version.
✓ Legacy Maintenance - ITG 41 completed restore of all JIS archived cases.	Courts workers will not have to request cases to be manually restored.
✓ Legacy Maintenance - Implemented JIS code 'NS' Not Guilty/-Reason of Insanity.	Allow courts to distinguish between cases that were found guilty and found guilty by reason of insanity in JIS.
✓ Legacy Maintenance - Added docket JIS code STFJG Satisfaction of Judgment.	Allow JIS courts to add a new docket code Satisfaction of Judgment.
✓ Legacy Maintenance - Modified SCOMIS Spokane log FTP job to use new secure FTP server.	Improve security (reduce security vulnerabilities).
✓ Legacy Maintenance - Modified JIS screen RLN to not fail when processing multiple person pairs.	JIS screen will not fail when processing RLN allowing workers to continue processing relationship codes.
✓ Web: Security Modifications: • Web Application Firewall Configurations (XSS scripting filters). • Synchronization publishing to prevent illicit file creation and eliminate FTP (DW, DX, Temple sites). • Continued migration to Secure File Transfer services (90% complete). • Further code revisions to eliminate vulnerabilities. • Cleaning up old/redundant content. • Transmission of messages on Inside Courts is 100% secure.	Improve security (reduce security vulnerabilities).
Activities Planned	**Impact/Value**
° SharePoint 2010 – finalize design (delayed from last month).	Project milestone – final design approval required prior to migration from SharePoint 2007 to SharePoint 2010.
° SharePoint 2010 – develop Site Owner and User training materials.	Required for SharePoint Migration.
° SharePoint 2010 – Start migration.	Project milestone.
° DX – VRV On-boarding of Lake Forest Park municipal court.	Vehicle-related violation tickets can be sent electronically from Law Enforcement Agencies (LEA) to JIS directly, saving court manual ticket entry.

° DX – VRV On-boarding of SeaTac municipal court.	Vehicle-related violation tickets can be sent electronically from Law Enforcement Agencies (LEA) to JIS directly, saving court manual ticket entry.
° DX – Resolve DB2 timeout errors for VRV data exchange.	Ensure the normal operation of VRV data exchange service.
° JCS -- Continue testing of JCS version 2.53.	Version 2.53 increments the minimum Internet Explorer version supported from 5.5 to 7, makes security fixes to the reports, letters and forms, and juvenile image functionality, and continues to apply code optimization to make the application more maintainable long-term. Anticipated release in September 2013.
° JCS -- Continue development of JCS version 2.54.	Version 2.54 will be a security fix release that addresses various security and application issues that have been identified as areas for improvement.
° ASRA -- Continue development of ASRA version 1.05.	Version 1.05 will be a security fix release that addresses various security and application issues that have been identified as areas for improvement.
° LM – Continue to fix data and programs that impair data quality and integrity.	Improve data quality and integrity.
° LM – Continue to work on ClearQuest backlog items.	
° Java - work on ITG requests 58/37/79 (Plain Paper Warrants).	Allow courts to print warrants on plain paper instead of impact printer forms, thereby lowering cost and increasing ease-of-use.
° Java – work on ITG request 163 (WebSphere Application Server upgrade).	Improve security and reliability and decrease development time for new and existing Java applications.
° Java – Security improvements to various applications.	Reduce security vulnerabilities.
° Legacy Maintenance - ITG 41.	Continue change and test the records destruction process.
° Legacy Maintenance - ITG37/58/79 Plain Paper Warrant.	Continue to support QC testing.
° Legacy Maintenance - 2013 Legislative Changes.	Continue to identify 2013 leg changes.
° Web: Continued Security Improvements: • Web Application Firewall Configurations. • Synchronization publishing to prevent illicit file creation and eliminate FTP (Inside Courts and WWW). • Continued migration to Secure File Transfer services (90% complete). • Further code revisions to eliminate vulnerabilities. • Cleaning up old/redundant content. • Migrating COA2 site to secure message transmission using certificates.	Improve security (reduce security vulnerabilities).
° Web: Sub-site Publishing Framework and Template: Creating a template and utilities to support committees and court related entities to publish 'sub-sites' on the courts site via a standard method and common design.	Makes it easier to publish content to sub-sites. Sub-sites will have a common look and user experience.

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