Superior Court
Case Management System

Project Steering Committee Charter

Version 1.0
August 20, 2013

Prepared by
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SC-CMS Project Manager

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Version History

Version	Version Date	Author	Major Version Changes	Reviewers	Review Date
1.0	08/13/2013	Maribeth Sapinoso	Original Draft	SC-CMS Project Steering Committee	08/20/2013

1 Authorizing Signatures

This SC-CMS Project Steering Committee Charter represents an agreement among Superior Court Judges' Association representatives, Association of Washington Superior Court Administrators' representatives, the Washington State Association of County Clerks' representatives, and the Administrative Office of the Courts (AOC)/Information Services Division (ISD) as authorized by the Judicial Information System Committee (JISC). My signature indicates that I have reviewed this SC-CMS Project Steering Committee Charter and concur with its contents.

_____ Date_____

Betty J. Gould
County Clerk
Thurston County

_____ Date_____

Kevin Stock
County Clerk
Pierce County

_____ Date_____

Barbara Miner
County Clerk
King County

_____ Date_____

Judge Jeanette Dalton
Superior Court Judge
Kitsap County

_____ Date_____

Paul Sherfey
Chief Administrative Officer
King County

_____ Date_____

Frank Maiocco
Court Administrator
Kitsap County

_____ Date_____

Vonnie Diseth
Director/CIO
Information Services Division
Administrative Office of the Courts

_____ Date_____

Callie Dietz
State Court Administrator
Administrative Office of the Courts

Courtesy copies provided to:

Justice Mary Fairhurst – Washington State Supreme Court/JISC Chair
Judge Charles R. Snyder, President – Superior Court Judges' Association (SCJA)
Sonja Kraski, President – Washington State Association of County Clerks (WSACC)
Jeff Amram, President – Association of Washington Superior Court Administrators (AWSCA)
Mike Fenton, President – Washington Association of Juvenile Court Administrators (WAJCA)
Brooke Powell, Liaison, Island County Administrator – Washington Association of Juvenile Court Administrators (WAJCA)
Lynne Campeau, Liaison, Issaquah Municipal Court – Courts of Limited Jurisdiction (CLJ)
Aimee Vance, Liaison, Kirkland Municipal Court – Courts of Limited Jurisdiction (CLJ)

2 Authority

This committee is chartered by the Judicial Information System Committee (JISC) which operates under Judicial Information System Committee Rules (JISCR) and RCW Chapter 2.68.

3 Introduction

A Superior Court Case Management System (SC-CMS) Project Steering Committee was formed by the JISC to provide project oversight and strategic direction for the SC-CMS Project during the project's preparation and implementation phase. Tyler Technologies, Inc. (Tyler) was selected as the successful vendor and a contract for statewide implementation of the Tyler Odyssey product has been executed.

This charter effects the legislative mandate which states that the revised charter shall ensure that the Superior Court Case Management System Project Steering Committee continues to provide contract oversight in collaboration with the Judicial Information System Committee (JISC) through the implementation period and various phases of the project. Oversight responsibilities throughout the various phases of the project must include, but are not limited to, vendor management, contract and deliverable management, and assuring satisfaction of the business and technical needs at the local level. The Superior Court Case Management System Project Steering Committee may solicit input from user groups as deemed appropriate. The revised charter shall be approved by the Judicial Information System Committee.

4 Vision

This SC-CMS Project Steering Committee will serve as an effective decision-making team that speaks for the superior court and county clerk community with a unified vision.

5 Scope

The SC-CMS Project Steering Committee has oversight of the implementation of the Superior Court Case Management System to ensure it meets the needs of the Superior Court Judges' Association, Association of Washington Superior Court Administrators and the Washington State Association of County Clerks.

The SC-CMS Project Steering Committee will provide oversight responsibilities throughout the various phases of the project:

- Vendor Management
- Contract Management
- Deliverable Management
- Business Needs at the local level
- Technical Needs at the local level

The SC-CMS Project Steering Committee may solicit input from user groups as deemed appropriate.

6 Governing Principles

The SC-CMS Project Steering Committee has identified and adopts the following principles important to the success of the SC-CMS project:

- Continued stakeholder buy-in of the vision and technology direction.
- Open communication between committee members, sponsors, and project leadership.
- Active participation of all committee members.
- Adherence to a consistent method for conducting project reviews and resolving issues.

7 Decision Process

SC-CMS Project Steering Committee membership must be consistent to maintain continuity and minimize risk. Substitution must be kept to a minimum. E-mail voting or proxy voting is allowed. In the event that a SC-CMS Project Steering Committee member cannot attend a meeting and someone attends on their behalf as a proxy, it is the SC-CMS Project Steering Committee member's responsibility to provide project background information to their proxy. The person standing in as proxy for the SC-CMS Project Steering Committee member will have the authority to make decisions and give approval when needed.

- Formal motions will be presented for all decisions put to the committee.
- There will be a majority vote of all voting members present.
- A majority vote is enough to carry/pass a motion.
- At least one representative from each stakeholder group (SCJA/AWSCA, WSACC, and AOC) with authority to vote must be present at the time of the vote.

8 Committee Membership

Members must have the authority to make decisions and be committed to the success of the project. Total SC-CMS Project Steering Committee membership will not exceed eight (8).

- Primary Members
  - ✓ Judge Jeanette Dalton, Kitsap County
  - ✓ Frank Maiocco, Kitsap County Administrator
  - ✓ Paul Sherfey, King County Chief Administrative Officer
  - ✓ Betty Gould, Thurston County Clerk

- ✓ Kevin Stock, Pierce County Clerk
- ✓ Barb Miner, King County Clerk
- ✓ Callie Dietz, Washington State Court Administrator
- ✓ Vonnie Diseth, Information Services Division Director/AOC CIO

The JISC approved the following non-voting liaison members to ensure that communications and potential impacts to these two secondary stakeholder groups are communicated:

- Liaison Members (Non-Voting)
  - ✓ Brooke Powell, Island County Administrator – Washington Association of Juvenile Court Administrators
  - ✓ Lynne Campeau, Issaquah Municipal Court – Courts of Limited Jurisdiction (CLJ)
  - ✓ Aimee Vance, Kirkland Municipal Court – Courts of Limited Jurisdiction (CLJ)

Depending on the phase of the project, those involved in that phase may be invited to make presentations or address the committee as necessary.

9 Roles and Responsibilities

The SC-CMS Project Steering Committee and its members will:

- ✓ Monitor and review the project health at regular committee meetings.
- ✓ Provide decision support and strategic direction.
- ✓ Determine and recommend funding and other resource requirements.
- ✓ Escalate significant scope, schedule or budget changes, and risk mitigation strategies, to the Judicial Information System Committee (JISC) through the AOC ISD CIO.
- ✓ Ensure adherence, or recommend changes, to the project scope, schedule and budget.
- ✓ Address issues and risks posing major implications for the project.
- ✓ Reconcile differences in opinion and approach and resolve disputes.
- ✓ Oversight responsibilities throughout the various phases of the project must include, but are not limited to, vendor management, contract and deliverable management, and assuring satisfaction of the business and technical needs at the local level.
- ✓ Foster positive communication outside of the committee regarding the project's progress and outcomes.
- ✓ Communicate SC-CMS Project Steering Committee decisions to the groups they represent.
- ✓ Express opinions openly during the meetings.
- ✓ Review and ensure the meeting minutes accurately reflect the decisions and discussions of the meeting, and provide feedback

within three (3) business days of receiving meeting minutes if discrepancies or omissions are discovered.

- The Project Manager will:
  - ✓ Schedule the SC-CMS Project Steering Committee meetings.
  - ✓ Prepare and conduct meetings according to the agendas.
  - ✓ Ensure that all members are encouraged to provide input throughout the meetings.
  - ✓ Ensure decisions or recommendations are adequately resolved and confirmed by the members.
  - ✓ Mediate conflict.
  - ✓ Approve finalized meeting minutes to be sent to meeting participants within the same work week when possible after the meeting for review and comment.
  - ✓ Make appropriate updates to the meeting minutes based on participant feedback.

10 Meetings

There must be a quorum of four (4) primary members present to hold a meeting.

Meeting Frequency

- Meetings will be scheduled regularly every week, unless otherwise agreed, of the SC-CMS Project Steering Committee's existence (except on holidays).
- Remote access to attend via phone bridge and online access to view documents will be provided at all meetings.
- On a monthly basis (second Tuesday of the month, unless otherwise agreed), the meeting will be held in-person at a central location (place is determined by member agreement).
- The duration of each meeting will depend on the complexity of the agenda items, with a goal not to exceed one (1) hour for typical meetings and not to exceed two (2) hours when the meeting is held in-person.
- Any ad-hoc participants brought to the meeting by agreement of the members – to provide expert information on a process or subject – will be identified in advance to ensure they are included on the agenda and receive meeting materials.
- Primary and AOC members will be mandatory attendees on meeting schedule notices and every effort will be made to avoid scheduling conflicts.
- Observers will be optional attendees on meeting schedule notices.

SC-CMS Project Steering Committee meeting participants will receive the following items at least one (1) full business day before the scheduled meeting:

- Agenda
- Minutes from the last meeting
- Other documents to be considered at the meeting, if any

The SC-CMS Project Steering Committee meeting agenda will typically include:

- Project Management Update
- Issues, Risks, Decisions, if any
- Discussion of any other documents to be considered, if any
- Next Steps
- Confirmation of date, time and venue for the next meeting
- Other items as needed

Special Meetings:

- Special meetings may be called by any primary member or the Project Manager, with twenty-four (24) hours advance notice.