Superior Court Case Management System (SC-CMS)

Project Update

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September 5, 2014

Recent Activities

- ✓ DMS Commitment/Intent Forms were sent to all 37 counties
- ✓ Responses requested by:
  - August 1, 2014 – Pilot Sites
  - September 1, 2014 – Early Adopter Sites
  - October 1, 2014 – Remaining 30 Counties
- ✓ Exception:
  - Thurston County Clerk's Office requested extension – August 8, 2014

Recent Activities *(cont'd)*

- ✓ Pilot Site DMS Decisions:
  - ✓ Lewis County has chosen to implement Odyssey DMS
  - Thurston County
    - Court: Odyssey DMS
    - Clerk: Link Only
    - Board of County Commissioners: *"Uncertain nature of the long term fiscal impacts preclude us from agreeing that we will accept responsibility for any applicable costs" for either DMS options.*

Project Steering Committee Decision

- Motion:

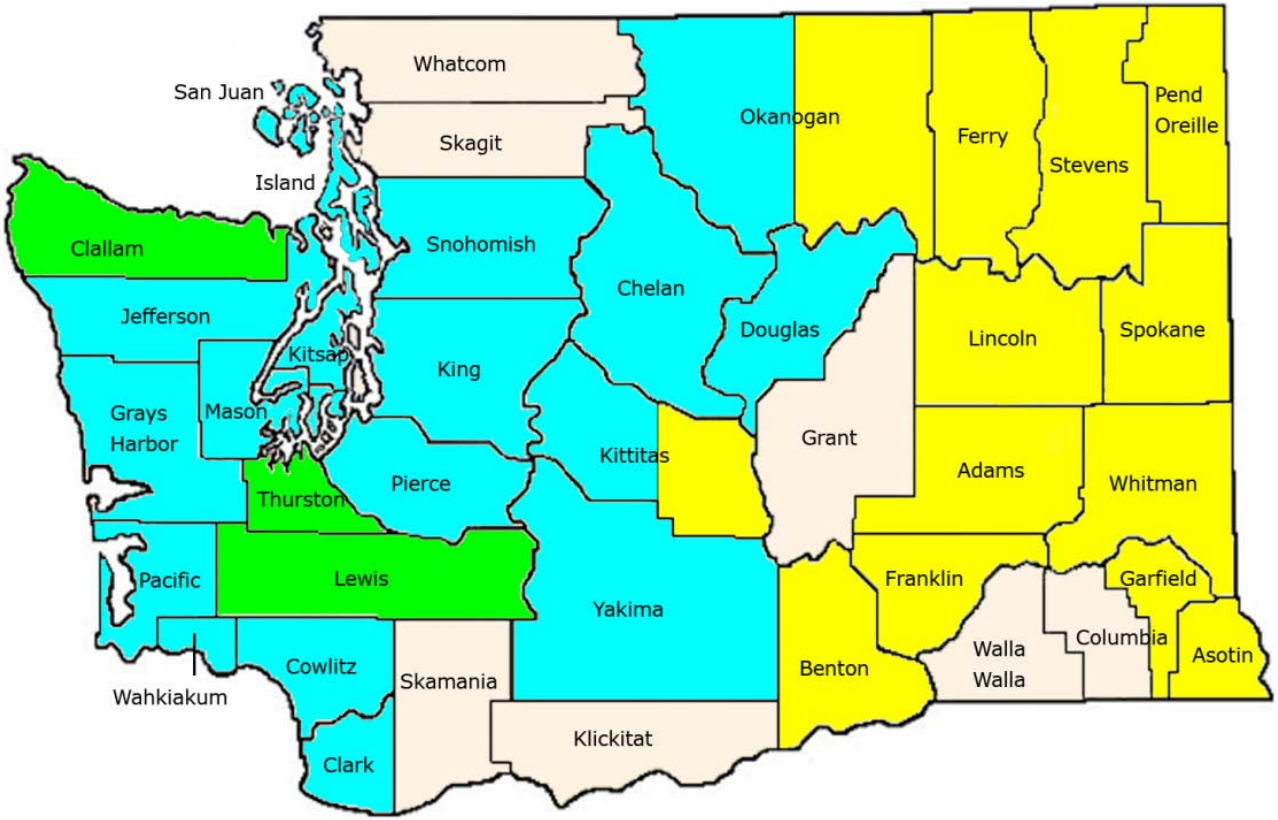
  Move Thurston County from pilot status into early adopter status in order to allow the clerk's office and the third party vendor time to pursue upgrading and conversion from Liberty to the most current version of OnBase and local integrations.

- The Project Steering Committee (PSC) unanimously passed this motion – August 12, 2014
- AOC State Court Administrator notified Thurston County Court, County Clerk's Office, and Board of County Commissioners of decision – August 12, 2014

Recent Activities *(cont'd)*

- ✓ Completed Demonstration of the Odyssey Document Management System and Judge Edition:

Spokane – July 22, 2014 SeaTac – August 19, 2014 Previous DMS Demo



Recent Activities *(cont'd)*

- ✓ Completed One Week Pilot Site Odyssey Training for Pilot Power Users – July 14-18
- ✓ Completed One Week Power User Training for AOC Educators, Customer Service Staff, and Business Analysts – July 21-25
- ✓ Completed Additional One Week Training for Those Unable to Attend Above Training – August 25-29

Work In Progress

- Compiling Results of Early Adopter Document Management System Intent for Implementation
- Beginning Local Configuration for Pilot Site
- Planning for Early Adopter Power Users Odyssey Training – January 2015
- Developing Curriculum and Schedule for Pilot Site End Users – May 2015

Next Steps

- Project Steering Committee will Re-Evaluate Early Adopter Sites bases on Modified Criteria
- Begin Document Conversion Process for Lewis County
- Begin Documenting Transition Plan Activities and Discussions
- Initiate Communication with 3rd Party Vendors for Link Only Approach

Active Project Risks – July 2014

Total Project Risks			
Low Exposure	Medium Exposure	High Exposure	Closed
	1	0	0

Phase 1 – Project Initiation and Planning

MILESTONES or PROJECT DELIVERABLES	CURRENT PLAN DATE
✓ Project Kickoff	September 2013
✓ Review and Certify Equipment Specification	October 2013
✓ Complete Fit Analysis Documentation	October 2013
✓ Complete Pre-Design Training	October 2013
✓ Complete Fit Analysis Workshops	November 2013
✓ Results of Requirements Fit Analysis	December 2013
✓ SC-CMS Core Training Plan	February 2014
✓ Project Management Plan	February 2014
✓ SC-CMS Design and Construction Plan	April 2014
✓ Complete Pilot and Early Adopter Deployment Plan	May 2014
Complete Long Term Deployment Plan	May 2014

Phase 2 – Solution Design & Development

MILESTONES or PROJECT DELIVERABLES	CURRENT PLAN DATE
✓ Certify Infrastructure Build	January 2014
✓ Complete Data Mapping	January 2014
✓ SC-CMS User & Administrator Training	January 2014
✓ Case Manager Workshop	February 2014
✓ Financial Workshop	February 2014
✓ Forms Workshop	March 2014
✓ Security Workshop	March 2014
✓ First Data Conversion Push	June 2014
✓ Pilot Integration Conceptual Process Design Documents	July 2014
✓ Pilot Application Conceptual Process Design Documents	August 2014

Phase 3 – Pilot Implementation

MILESTONES or PROJECT DELIVERABLES	CURRENT PLAN DATE
✓ Second Data Conversion Push	August 2014
DMS Intent decisions received	October 2014
Third Data Conversion Push	October 2014
Development (Customization & Integration) Work Completed	October 2014
Integration Testing Begins	November 2014
Fourth Data Conversion Push	January 2015
Local Court Configuration Completed	January 2015
Integration Testing Completed	February 2015
Pilot Mock Go-Live	February 2015
Pilot End User Training Complete	May 2015
Pilot Go-Live Conversion Activities Begin	June 2015