ITG Request 45 – Appellate Courts Enterprise Content Management System (AC-ECMS)

Project Update

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April 22, 2016

Recent Activities

Activity	Complete
Iteration A – Base System and Document Structure	Y
Iteration B – WorkView (Case Management) & Associated Workflows	Y
Iteration C – Motion, Petition, Judicial and Disposition Workflows	N
Iteration D – Remaining Workflows	N
Document Conversion	N
eFiling Modifications	Y
JIS Link Modifications	N

Recent Activities (cont.)

- ✓ The new eFiling application was completed and a pilot launched with a group of Supreme Court filers.
- ✓ Iteration B user acceptance testing concluded on January 22, 2016.
- ✓ Project Executive Steering Committee opted not to accept Iteration B. Vendor was informed of the decision.
- ✓ An analysis was launched to examine alternatives.

Recent Activities (cont.)

- ✓ A meeting was held with the vendor regarding the future of the contract. The three options discussed included:
  1. End the contract.
  2. Use OnBase for document and workflow management. Integrate with ACORDS.
  3. Pursue additional funding for case management.
- ✓ Discussion eventually centered on Option 2.

Recent Activities (cont.)

- ✓ Both parties agreed the current project approach was not effective for this project and should be revised to one that is:
  - Highly incremental which allows more frequent validation.
  - Employs a single Washington/ImageSoft development team to better enable knowledge transfer.

Recent Activities (cont.)

- ✓ The respective project managers were authorized to further detail a new approach and develop a draft revised statement of work to be presented to the project Executive Steering Committee.
- The Washington team is conducting a proof of concept to validate the ability to integrate OnBase and ACORDS.

Active Project Risks

Total Project Risks		
Low Exposure	Medium Exposure	High Exposure
3	0	0

Significant Risk Status

Risk	Probability/Impact	Mitigation
0	0	0

Active Project Issues

Total Project Issues			
Low Urgency	Medium Urgency	High Urgency	Closed
0	0	1	6

Significant Issues Status

Issue	Urgency/Impact	Action
Contract scope and cost issue raised by the vendor.	High/High	Refer to issue timeline.

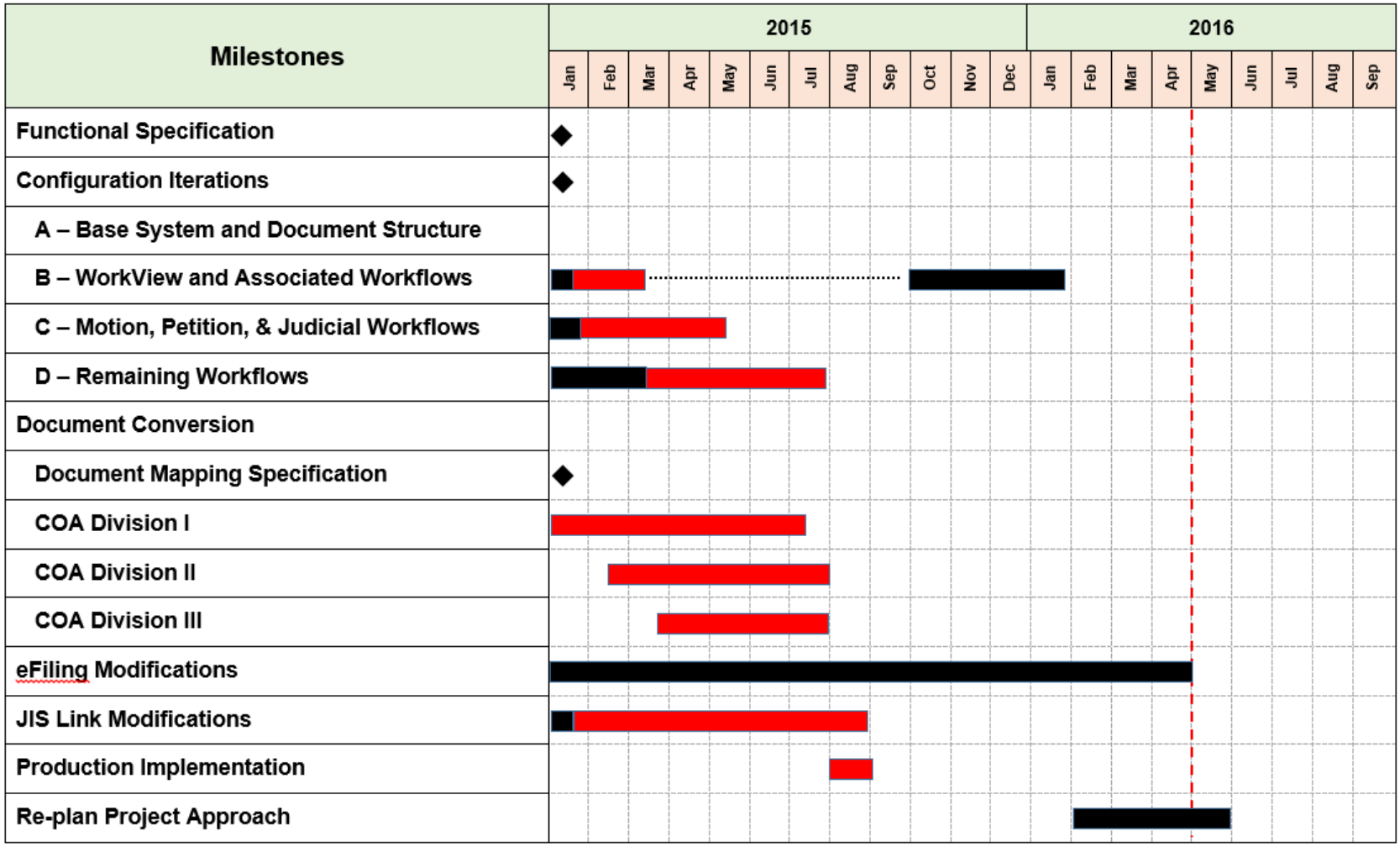
Issue Timeline

Event	Date
In a report, vendor raises an issue regarding scope and cost in a report.	March 2015
Appellate Court Clerks, AOC and the vendor discuss the report in a teleconference.	March 2015
Vendor dismisses project manager.	March 2015
A letter is sent from the project Executive Steering Committee to the vendor disagreeing with their findings.	March 2015
Appellate Court Clerks, AOC and the vendor meet in person for 2 days to discuss the issue.	April 2015
Vendor issues an updated report.	April 2015
Response is sent to the vendor maintaining disagreement with their conclusion.	May 2015
Contract is amended to reflect the agreement.	October 2015

Issue Timeline (Cont.)

Event	Date
Appellate courts ask for an in depth demonstration of case management. Vendor proposes placing the nearly finished Iteration B through training and user acceptance testing. Project Executive Steering Committee agrees.	June 2015
Contract is amended to reflect the agreement.	October 2015
Training for Iteration B is conducted.	November 2015
User acceptance testing for Iteration B is conducted.	December 2015 through January 2016
Vendor is notified of the Executive's Steering Committee decision to not accept Iteration B.	February 2016
AOC and the vendor develop a different approach for the project.	April 2016

Project Milestone Schedule



Next Steps

- Present draft proposal to project Executive Steering Committee.

Project Milestones

Milestone	Date
✓ Functional Specification Document accepted	August 2014
✓ Iteration A - Base System and Document Structure	December 2014
Iteration B – WorkView and Associated Workflows	January 2016
Iteration C – Motion, Petition, & Judicial Workflows	June 2015
Iteration D – Remaining Workflows	August 2015
Document Mapping Specification	January 2015
Document Conversion – COA Division I	August 2015
Document Conversion – COA Division II	August 2015
Document Conversion – COA Division III	August 2015
eFiling Modifications	August 2015
JIS Link Modifications	August 2015
Production (Go Live) complete	August 2015