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

Project Update

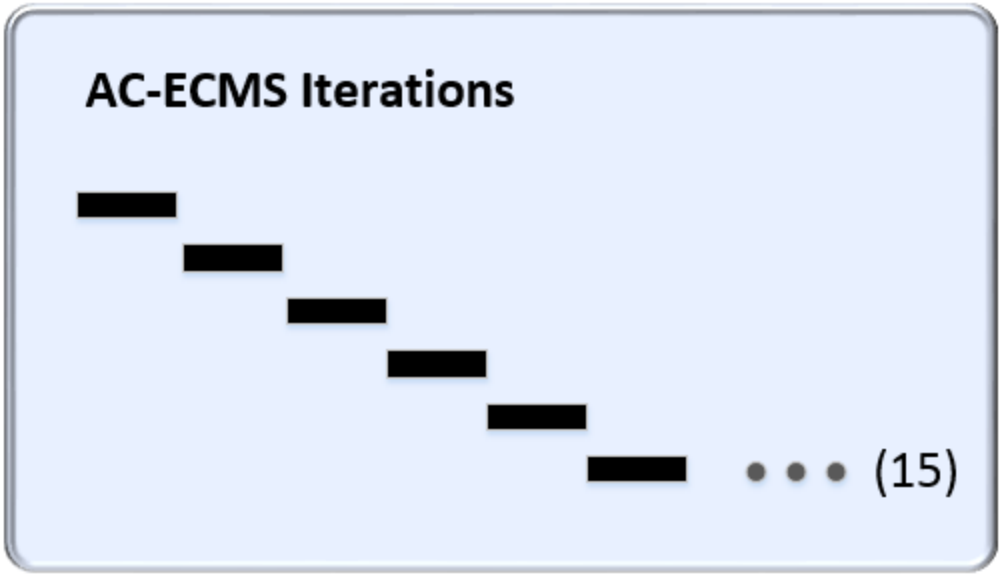
Martin Kravik, Project Manager

December 2, 2016

Recent Activities

✓ Contract amendment executed on June 30, 2016

- Adopted an “agile” development approach
- Two week iterations



Recent Activities

- ✓ Iteration 4 began on August 31, 2016
  - Focused on the document conversion processes for the existing COA document management systems
- ✓ Iteration 5 began on September 14, 2016
  - Created the ability to seal documents at the case level
  - Made document search easier for the COA Divisions
  - Created the queue that determines routing of filed documents
  - Made various keyword changes

Recent Activities

✓ Iteration 6 began on September 28, 2016

- Started building the processes for importing documents from multi-function devices
- Created the Supreme Court document conversion process
- Developed the ACORDS lookup for Supreme Court document conversion
- Continued testing the court document conversion processes
- Started collecting document conversion metrics

Recent Activities

✓ Iteration 7 began on October 12, 2016

- Started the activities for building a document indexing environment
- Created the Filing Review queue
- Started configuration of a public kiosk environment
- Continued building the processes for ingesting documents from multi-function devices
- Made various keyword changes

Recent Activities

✓ Iteration 8 began on October 26, 2016

- Built the queue for secondary review
- Conducted analysis for using Active Directory
- Began process for exporting folders and documents to a network location
- Developed various notes to apply to documents
- Developed the various eforms for passing work from one user to another
- Made various keyword changes

Recent Activities

✓ Iteration 9 began on November 9, 2016

- Built various user executed tasks to move work from one queue to another
- Built a document hold queue
- Built queues for judge review and judicial administrative assistant review
- Built queues for clerk review
- Install the software that indexes documents during importation
- Made various keyword changes

Active Project Issues

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

Significant Issues Status

Issue	Urgency/Impact	Action
System will not be fully developed before contract funding is exhausted.	High/High	Ensure AOC team members are trained well enough to continue. Conduct long term strategic budget planning after contract is over.

Next Steps

- Iteration 10 begins on November 28, 2016
- Iteration 11 begins on December 7, 2016
- Iteration 12 begins on January 3, 2017
- Iteration 13 begins on January 18, 2017
- Iteration 14 begins on February 1, 2017
- Iteration 15 begins on February 15, 2017