Courts of Limited Jurisdiction – Case Management System (CLJ-CMS)

Quality Assurance

Monthly Status Report

Date: November 30, 2020
Reporting Period: 11/1/20 – 11/30/20
Prepared by: *bluecrane*

- For the month of November, *bluecrane* participated in the following CLJ-related meetings:
  - CLJ Schedule Review Meeting (November 2)
  - CLJ Steering Committee Meeting (November 3)
  - CLJ Sponsors Meeting (November 16)
  - CLJ Risks and Issues Review Meeting (November 17)
  - CLJ Project Manager Check-in with QA (November 17)
  - Weekly CLJ Team "huddles"
- An emerging risk in November was the lack of responsiveness of the Tyler Project Manager. The Project Manager is completing work on a project in California and has been less available than expected by AOC. This risk has been escalated by the AOC CLJ Project Manager to AOC's CIO.
- On a more positive note, the Tyler Project Manager for e-Filing has been engaged with the AOC team and progress is being made there. The CLJ lead from AOC's Court Services Division is working on documenting expectations for courts related to e-Filing, and the AOC CLJ lead for Organizational Change Management (OCM) is developing e-Filing "marketing materials" to be used with the courts.
- The CLJ Project continues to refine its geographically-based rollout plan. There are some "local" equipment responsibilities that are being sorted out and documented.
- At the time of the writing of this report, the first day of a "Fit-Gap Analysis" by the Court User Work Group (CUWG) is underway. The analysis will continue daily for the next two weeks.
  - Prior to the start of the Fit-Gap Analysis, the CLJ lead and team for business analysis had identified 270 requirements that did not need to be reviewed during the meetings, making the likelihood of completing the Fit-Gap work within the two-week timeframe more likely.
- The CLJ Technical Lead reports that he is working with Tyler to obtain their latest benchmarks on performance.

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- In the area of project staffing, a new Conversion Lead started with the project on November 18.
- December is expected to be a busy month, with planned activities including:
  - Completion of Fit-Gap Analysis
  - Completion of draft of a Project Management Plan (PMP) integrating Tyler and AOC work
  - Project kick-off for e-Filing pilot courts (AOC and Tyler)
  - Presentation of a CLJ Kickoff for the CLJ Steering Committee (an abbreviated version of the one already done with AOC)