ITG Request 252 Appellate Courts Enterprise Content Management System (AC-ECMS)

Project Update

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Recent Activities

- The vendor staff resource primarily involved with automatic letter generation has left the company which severely impacts this aspect of the project. Development of letters still continues at a slower pace.
- Workflows are approaching completion. The current focus is on automating attorney admissions and discipline transactions from the WSBA.

Recent Activities (cont.)

- The technical aspects of developing web-based access to court documents is very nearly done. A proof of concept is being conducted to evaluate the use of Microsoft Azure B2C (Business to Consumer) as an identity provider.
- Analysis of a document retention solution continues. Process discussions are on-going with the Washington State Archives.

Active Project Risks

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

Significant Risks Status

Risk	Probability/Impact	Mitigation
User authentication method for document website has not yet been determined.	Medium/High	AOC Architecture Review Board approved Microsoft Azure B2C.

Next Steps

Event	Expected Completion
Continue building the web access to court documents solution	June 2021
Resolve project risks	April 2021
Finalize document retention analysis	June 2021
Finalize document workflow configuration	June 2021
Continue automatic letter generation	June 2021
Continue web access development	June 2021

Deliverable Completion

By June 30, 2021

- Document workflows, including the WSBA transactions, will likely be completed.
- Full completion of automatic letter generation is not likely. The current goal is to complete the most used letters. We are also looking at a “generic” letter concept.
- Development of a web-based system for accessing court documents is likely to be completed. Rolling it out to system users is likely to extend beyond the end of the biennium.

Deliverable Completion

By June 30, 2021

- The analysis and design of document retention processes may be complete.
- The OnBase version upgrade will not be completed due to it’s high impact on development activities and the need for upgraded MS Office software.

Post AC-ECMS Project

- Any work beyond June 30th will either be completed by the AOC Appellate Applications and Operations team or conducted as another project. An example is the OnBase version upgrade.