Project Governance Structure and Roles

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October 28, 2022

ITG Delegation Matrix

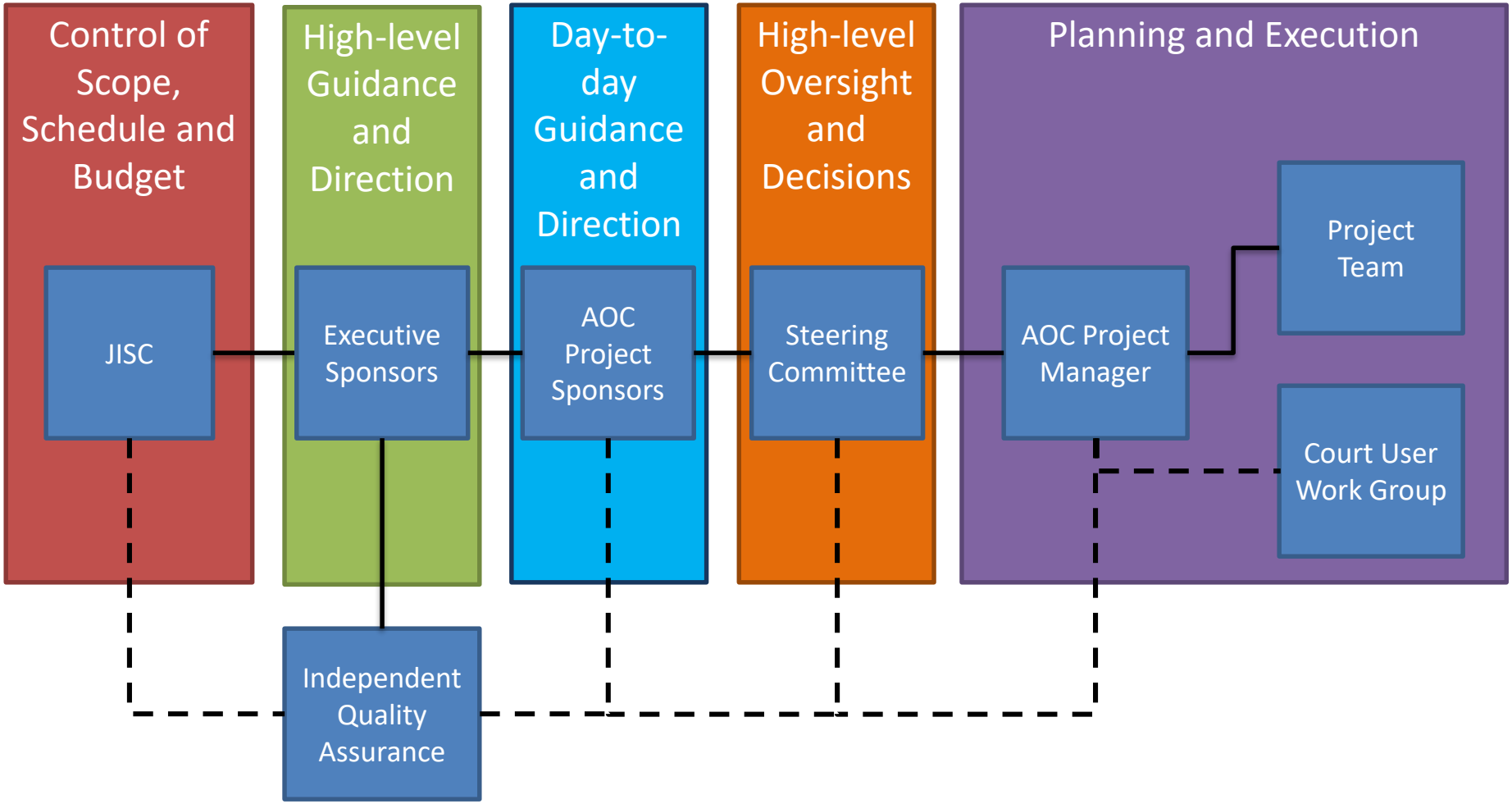
IT Governance Delegation Matrix

Request Authorization Thresholds	Community of Interest	Discipline / Association	AOC	Court Level User Groups	AOC CIO	WA State Court Administrator	JISC	AOC
	Meeting Frequency: As Required						Bi-Monthly	Monthly
Up to $500,000	Initiate Request	Endorse and Validate Endorsement after Analysis	Analyze	Recommend Approval and Prioritize within the respective CLUG	Authorize	No Action Required		Schedule
Up to $1,000,000					No Action Rqrd	Authorize	No Action Rqrd	Schedule
Over $1,000,000					No Action Required		Authorize & Prioritize	Schedule

NOTES:

1) AOC schedules all work based on prioritization, resource availability and legislative mandate.
2) AOC required maintenance and legislative mandates are managed by AOC.
3) Threshold amounts include AOC hours.

JIS IT Project Governance



Project Governance Roles

JISC

- Governs the overall project budget, scope, and schedule and approves changes to these items
- Receives update reports from Project Manager and QA assessment from the Independent QA at each meeting

Executive Sponsors

- Justice Barbara Madsen, the Chair of the JISC, and Dawn Marie Rubio, the AOC State Court Administrator, are two Executive Project Sponsors
- Provides high-level project oversight, guidance, direction, and resolves issues, as needed

Project Governance Roles (cont.)

AOC Project Sponsors

- Provides day-to-day project guidance, direction, and issue resolution, as needed
- Represents both the business side (Director of CSD) and the technology side (Director/CIO of ISD) of AOC
- Ensures that the project meets the business needs of the courts

Project Governance Roles (cont.)

Steering Committee

- Provides high-level project oversight, direction, and decision making in all phases of the project
- Key governance body that monitors the project to ensure that the schedule is achieved, and business interests are being met

AOC Project Manager

- Responsible to manage all aspects of the project toward achieving all goals and objectives

Project Governance Roles (cont.)

Court User Work Group (CUWG)

- Provides direction and makes decisions regarding the functional business requirements for the new system
- Works closely with the project team to ensure the system meets the business needs of the courts

External Independent Quality Assurance

- Examines project processes and controls to determine their effectiveness
- Advises on areas for improvement or efficiency
- Reports to Executive Sponsors on performance of the project and adherence to established processes