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

Project Update

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Recent Activities

- ✓ Court of Appeals business process analysis sessions occurred during the week of November 18, 2013
- ✓ Supreme Court business process analysis sessions occurred during the week of December 2, 2013
- ✓ As-is analysis of JIS Link and the web portal into ACORDS information completed
- ✓ Technical training for the AOC/Court staff who are going to be involved in system configuration has started
- Functional specification development has started
- Design for changes to JIS Link, web access to Appellate Court information and e-filing has started

Active Project Risks

Total Project Risks		
Low Exposure	Medium Exposure	High Exposure
1	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
1	0	1	5

Significant Issues Status

Issue	Urgency/Impact	Action
Level of customization in proposed solution	High/High	Negotiating a change request with ImageSoft

Significant Issues Status (cont.)

- During analysis/design we learned the degree of custom coding was more than expected
- AOC solution analyst discovered another Hyland OnBase module that appeared to perform the same functionality as ImageSoft's custom code
- Many conversations with ImageSoft confirmed this to be correct and a change request was developed by AOC
- ImageSoft's cost analysis was $55,920 for licenses, and $13,200 for an additional 80 hours of professional services

Project Milestones

Milestone	Date
Functional Specification Document delivered	March 2014
System development complete	November 2014
Document Mapping Chart delivered	December 2014
User training (train-the-trainer) provided	January 2015
Technical training provided	January 2015
System testing complete	February 2015
Document conversion complete	March 2015
Production (Go Live) complete	May 2015

Decision Point