Washington State Administrative Office of the Courts

Superior Court Management Feasibility Study (SCMFS)

Project Work Plan
Version 5.0

PSC 11062 Superior Court Management Feasibility Study (SCMFS) Project

Authored By: Robert Marlatt
Phone: (206) 442-5010
Email: rmarlatt@mtgmc.com
Date: 3/4/2011

Table of Contents

I. Introduction **4**

A. Purpose **4**

II. Project Work Plan **5**

A. Project Management Responsibilities **5**

1. WEEKLY ACTIVITIES 5
2. AS NEEDED PROJECT MANAGEMENT ACTIVITIES 5

B. Project Initiation **6**

III. Signatures **15**

Document History

Author	Version	Date	Comments
Robert Marlatt	1.0	11/3/2010	Initial draft.
Robert Marlatt	2.0	11/9/2010	Update based on Deven Zipp feedback.
Robert Marlatt	3.0	11/22/2010	Update based on Deven Zipp feedback
Robert Marlatt	4.0	12/3/2010	Add detail to specify reviews. (Excel Version)
Robert Marlatt	4.1	12/6/2010	Converted to Word format.
Robert Marlatt	4.2	12/11/2010	Miscellaneous Edits
Robert Marlatt	4.3	12/13/2010	Edits to synchronize to project plan.
Robert Marlatt	4.4	12/14/2010	Edits per Kate Kruller Review
Robert Marlatt	4.5	12/16/2010	Final Edits to categorize project management activities.
Robert Marlatt	5.0	3/4/2011	Revisions based upon scope change order approved by AOC.

I. Introduction

A. Purpose

This deliverable defines the activities and tasks to be performed in the Superior Court Management Feasibility Study (SCMFS) project. This plan complements the SCMFS Project Charter and defines the key work packages and deliverables that the project team assigned to the project will accomplish.

II. Project Work Plan

The project work plan defines the project work activities and associated deliverables for the SCMFS project. The checkmarks indicate the staff primarily involved in preparing the deliverable.

A. Project Management Responsibilities

MTG is responsible for providing project management for MTG activities.

1. Weekly activities

MTG is responsible for several weekly project management activities. These activities include:

- **Project Schedule** - Update the Project Schedule throughout the project, as new information becomes known.

- **Weekly Reporting** - Provide weekly status report updates including current task and Deliverable progress, issues, and Project risks cross referenced to the project issues log and project risk log, forecast of projected estimate to complete and task progress by resource cross referenced to the project Work Plan – this report will be collaboratively created through input and review with the AOC Project Manager. The weekly status report will also include issues and problems requiring resolution.

2. As Needed Project Management Activities

MTG is responsible for several project management activities that will occur on an as needed Basis. These activities include:

- **Communications** - Assist the AOC Project Manager in conducting meetings with the appropriate customer and management stakeholders on an as needed basis for requirements analysis, and reporting issues and progress. The AOC Project Manager and AOC Team Members will provide oversight and coordination of communication with all stakeholders. The MTG Project Lead will attend the Executive Sponsor Committee meetings with the AOC Project Manager as required.

- **Risk Management** - Regularly assess project risk through review of project activities and issues as conducted jointly by the assigned MTG Project Lead and the AOC Project Manager and documented in the project risk log. The risk management approach includes identifying risk areas of the project and establishing both preventive and contingency actions. These actions will be continuously built back into the project work plan, making risk management a daily activity.

- **Progress Monitoring** - Assist the AOC Project Manager in conducting meetings with the appropriate members of the Project Team on an as needed basis to report on and

monitor project progress. The Project Lead and Project Manager will determine the frequency of these meetings.

- **Project Change Control** - Review with the AOC Project Manager within the first three days of the project, the Project change control process as outlined in section E of this document.

- **Quality Assurance Reviews** - Review and assess all deliverables through review sessions conducted by the MTG Project Lead and AOC Project Manager and/or designated AOC ISD staff.

B. Project Initiation

Project initiation involves the establishment of a project charter, which is the responsibility of AOC. This includes:

- Developing the Deliverable Expectation Document (DED) for the Project Charter, Project Work Plan, and Project Schedule.
- Developing the Project Charter.

MTG works with the AOC project manager to confirm the deliverables and resources for both AOC and the MTG that are required to accomplish the objectives of the project. Agreements on the parameters of the project will be documented in the Project Charter developed by the AOC Project Manager.

	Activities	Deliverables/ Milestones	Key Project Resources					
Task Number	**Task Name**	**Deliverable**	**ESC**	**Sponsors**	**ISD Project Manager**	**ISD Project Team Members**	**MTG Project Lead**	**MTG Project Team**
	Phase 0 – Project Initiation [AOC Responsibility]							
0	**Activity 0 - Project Initiation [AOC Responsibility]**							
0.1	**Prepare Project Initiation DED (D0, D1, D2)** Sign Project Initiation DED (D0, D1, D2)	Project Initiation DED (D0, D1, D2)		X	X		X	
0.2	**Prepare Project Charter (AOC)** Sign Project Charter	Deliverable 0 – Project Charter (AOC)	X	X	X		X	
	Phase I - Feasibility Study							
1	**Activity 1 - Project Management**							
1.1	**Develop Project Work Plan (D1)** Prepare Draft Project Work Plan Review Draft Work Plan (Project Team) Sign Project Work Plan (D1)	Deliverable 1 - Project Work Plan		X	X	X	X	X
1.2	**Develop Project Schedule (D2)** Prepare Draft Project Schedule Review Draft Project Schedule (Project Team) Sign Project Schedule (D2)	Deliverable 2 - Project Schedule		X	X	X	X	X
2	**Activity 2 - Requirements Analysis and Vendor Products Alternative Assessment**							
2.1	**Develop Business and Technical Requirements**							
2.1.0	**Prepare DEDs**							
2.1.0.1	**Prepare Stage 2 - Business Requirements DED (D3)**	Business I Requirements DED						

	Activities	Deliverables/ Milestones	Key Project Resources					
Task Number	Task Name	Deliverable	ESC	Sponsors	ISD Project Manager	ISD Project Team Members	MTG Project Lead	MTG Project Team
	Prepare DED Draft Project Manager Review of DED Sign Stage 2 – Business Requirements DED (D3)	(D3)		X	X	X	X	X
2.1.0.2	**Prepare Stage 2 - Technical Requirements DED (D4)** Prepare DED Draft Project Manager Review of DED Sign Stage 2 – Technical Requirements DED (D4)	Technical Requirements DED (D4)		X	X	X	X	
2.1.1	**Prepare Stage 1 - High-Level Requirements for Feasibility Study**							
2.1.1.1	**Prepare Stage 1 - High-Level Business Requirements (WP 1.1)** Develop Categorization Populate Requirements Draft Stage 1 - High-Level Business Requirements (WP1.1) Conduct Project Team Review Finalize Stage 1 - High-Level Business Requirements (WP1.1)	Stage 1 - High-Level Business Requirements (WP1.1)		X		X		X
2.1.1.2	**Prepare Stage 1 - High-Level Technical Requirements (WP1.2)** Prepare Categorization **Develop Stage 1 - High-Level Requirements Document** Define Core Requirements Conduct Review (Project Team) Finalize Stage 1 – High-Level Technical	Stage 1 - High-Level Technical Requirements (WP1.2)		X		X	X	X

	Activities	Deliverables/ Milestones	Key Project Resources					
Task Number	**Task Name**	**Deliverable**	**ESC**	**Sponsors**	**ISD Project Manager**	**ISD Project Team Members**	**MTG Project Lead**	**MTG Project Team**
	Requirements (WP.1.2)							
2.1.2	**Produce Business and Technical Requirements**							
2.1.2.1	**Develop Stage 2 - Business and Functional Requirements (D3)** Elicit Business Requirements Develop Stage 2 - Business Requirements Document Review Stage 2 - Business Requirements Document (Project Team) Review Stage 2 - Business Requirements Document (AOC) Sign Stage 2 - Business Requirements Document (D3)	Deliverable 3 – Stage 2 - Business Requirement Document	X	X		X		X
2.1.2.2	**Prepare Stage 2 - Technical Requirements (D4)** Create categorization scheme Develop service requirements Develop Stage 2 -Technical Requirements Conduct Project Review of Stage 2 - Technical Requirements Review with ISD Functional Managers Review of Stage 2 – Technical Requirements (Project Team) Sign Stage 2 – Technical Requirements Document (D4)	Deliverable 4 – Stage 2 - Technical Requirements Document		X		X	X	X
2.2	**Develop Alternatives and Feasibility Study**							

	Activities	Deliverables/ Milestones	Key Project Resources					
Task Number	Task Name	Deliverable	ESC	Sponsors	ISD Project Manager	ISD Project Team Members	MTG Project Lead	MTG Project Team
2.2.0	**Prepare DEDs**							
2.2.0.2	**Prepare Requirements Gap Analysis DED (D5)** Prepare DED Draft Review of DED (Project Manager) Sign Requirements GAP Analysis DED (D5)	Requirements Gap Analysis DED (D5)		X	X		X	X
2.2.0.3	**Prepare Migration Strategy DED (D6)** Prepare DED Draft Project Review of DED (Project Manager) Sign Migration Strategy DED (D6)	Migration Strategy DED (D6)		X	X		X	X
2.2.0.4	**Prepare Integration Evaluation DED (D7)** Prepare DED Draft Review of DED (Project Manager) Sign Integration Evaluation DED (D7)	Integration Evaluation DED (D7)		X	X		X	X
2.2.0.5	**Prepare Feasibility Report DED (D8)** Prepare DED Draft Review of DED (Project Manager) Sign Feasibility Report (DED) (D8)	Feasibility Study Report DED (D8)		X	X		X	X
2.2.1	**Conduct SCM Court Product Analysis (WP2)** **Research Court Needs, Structure, and Requirements** Develop Product Analysis Approach Conduct Product Analysis with Court Vendors Prepare SCM Product Analysis	Work Product 2 - SCM Product Analysis				X		X

	Activities	Deliverables/ Milestones	Key Project Resources					
Task Number	Task Name	Deliverable	ESC	Sponsors	ISD Project Manager	ISD Project Team Members	MTG Project Lead	MTG Project Team
	Review SCM Product Analysis (Project Team) Finalize Court Products Analysis (WP2)							
2.2.2	**Produce Requirements Gap Analysis (D5)** Analyze Product Analysis against Requirements Prepare Requirements Gap Analysis Review Requirements Gap Analysis (Project Team) Present Requirements Gap Analysis to ESC Finalize Requirement Gap Analysis Sign Requirements Gap Analysis (D5)	Deliverable 5 - Requirements Gap Analysis	X	X	X	X	X	X
2.2.3	**Prepare Product Migration Strategy (D6)** Conduct migration strategy Analysis Prepare Migration Strategy Document Review Migration Strategy (Project Team) Present Migration Strategy to ESC Review Migration Strategy (ESC) Sign Migration Strategy (D6)	Deliverable 6 - Migration Strategy		X	X	X	X	X
2.2.4	**Produce Integration Evaluation (D7)** Conduct Integration Evaluation Analysis Prepare Integration Evaluation Analysis Report Review Integration Evaluation (Project Team) Sign Integration Analysis (D7)	Deliverable 7 - Integration Evaluation		X	X	X	X	X
2.2.5	**Develop Feasibility Report (D8)**	Deliverable 8 -						

	Activities	Deliverables/ Milestones	Key Project Resources					
Task Number	Task Name	Deliverable	ESC	Sponsors	ISD Project Manager	ISD Project Team Members	MTG Project Lead	MTG Project Team
	Develop Feasibility Report Review Feasibility Report (Project Team) Review Feasibility Report (AOC Leadership) Present Feasibility Report to ESC Review Feasibility Report (ESC) Review Feasibility Report (JISC) Sign Feasibility Report (D8)	Feasibility Report	X	X	X	X	X	X
3	**Activity 3 - Estimate Costs**							
3.0	**Prepare DEDs**							
3.0.1	**Prepare High-Level Cost Estimate DED (D9)** Prepare DED Draft Project Manager Review of DED Sign High-Level Cost Estimate DED (D9)	High-Level Cost Estimate DED (D9)		X	X		X	X
3.0.2	**Prepare Refined Cost Analysis DED (D10)** Prepare DED Draft Project Manager Review of DED Sign Refined Cost Analysis DED (D10)	Refined Cost Analysis DED (D10)		X	X		X	
3.1	**Prepare High-Level Cost Estimate (D9)** Develop High-Level Estimate Prepare High Level Estimate Document Review High Level Estimate (Project Team) Review High-Level Estimate (AOC) Sign Initial High-Level Cost Estimate (D9)	Deliverable 9 - High-Level Cost Analysis		X	X	X	X	X

	Activities	Deliverables/ Milestones	Key Project Resources					
Task Number	Task Name	Deliverable	ESC	Sponsors	ISD Project Manager	ISD Project Team Members	MTG Project Lead	MTG Project Team
3.2	**Prepare Refined Cost Analysis (D10)** Develop DIS Cost Benefit Analysis Prepare Refined Cost Analysis Review Refined Cost Analysis (Project Team) Review Refined Cost Analysis (AOC) Sign Refined Cost Analysis (D10)	Deliverable 10 - Refined Cost Analysis		X	X	X	X	X
Phase II - Superior Court Management Procurement								
4	**Activity 4 - Procurement RFP (If Elected to Proceed by AOC)**							
4.0	**Prepare DEDs**							
4.0.1	**Prepare Procurement RFP DED (D11)** Prepare DED Draft Project Manager Review of DED Sign Procurement RFP DED (D11)	Procurement RFP DED (D11)		X	X		X	
4.0.2	**Prepare Bidder Assessment Criteria DED (D12)** Prepare DED Draft Project Manager Review of DED Sign Bidder Assessment Criteria DED (D12)	Bidder Assessment Criteria DED (D12)		X	X		X	
4.0.3	**Prepare Bidder Assessment Process DED (D13)** Prepare DED Draft Project Manager Review of DED Sign Bidder Assessment Process DED (D13)	Bidder Assessment Process DED (D13)		X	X		X	

	Activities	Deliverables/ Milestones	Key Project Resources					
Task Number	Task Name	Deliverable	ESC	Sponsors	ISD Project Manager	ISD Project Team Members	MTG Project Lead	MTG Project Team
4.1	**Develop Procurement RFP (D11)** Develop Procurement RFP Review Procurement RFP (Project Team) Review Procurement RFP (AOC Procurement) Review Procurement RFP (AOC) Sign Procurement RFP (D11)	Deliverable 11 - Procurement RFP	X	X	X	X	X	X
4.2	**Develop Bidder Assessment Criteria (D12)** Prepare Bidder Assessment Criteria Review Bidder Assessment Criteria (Project Team) Review Bidder Assessment Criteria (AOC Procurement) Sign Bidder Assessment Criteria (D12)	Deliverable 12 - Bidder Assessment Criteria		X	X	X	X	X
4.3	**Develop Bidder Assessment Process (D13)** Prepare Bidder Assessment Process Review Bidder Assessment Process (Project Team) Review Bidder Assessment Process (AOC Procurement) Sign Bidder Assessment Process (D13)	Deliverable 13 - Bidder Assessment Process		X	X	X	X	X

III. Signatures

Title	Name	Signature	Date
ISD CIO	Vonnie Diseth	Vonnie Diseth	3/28/2011
MTG Project Officer	Joseph Wheeler		3/9/11
AOC Project Manager	Kate Kruller		3-9-2011
MTG Project Lead	Robert Marlatt	Robert Marlatt	3-9-2011