



CLJ-CMS Court User Work Group
News and Announcements
From meeting held January 27, 2016



The CLJ-CMS CUWG meeting was held January 27, 2016 and focused primarily on reviewing the gathered business requirements. At the end of the day, a formal vote to approve those business requirements was held by the voting members of the CLJ-CMS CUWG.

Project Updates:

- Review and formal voting on the business requirements by the CLJ-CMS CUWG members is to be completed at today's meeting. Once approved, the requirements will be included in the CLJ-CMS Request for Proposal (RFP).
- The Project Team is working on completing the requirements for other requirement sections of the RFP. Examples of other sections include: Administrative, Education, Service Delivery, and Management requirements.
- The Project Team is also working in collaboration with the AOC Contract Office to complete the acquisition plan and schedule. The acquisition plan will provide the roadmap for the procurement phase of the project. The key project document for the procurement phase is the RFP. The Project Team is preparing the RFP for review by key project stakeholders and the Project Steering Committee.
- The procurement phase of the project has a tentative plan that consists of acquisition planning and RFP review preparations through August with the goal to publish the RFP in September 2016.
- Following the September publication of the RFP, the schedule allows time for the vendors to compose and submit their proposals. This activity is followed by a proposal evaluation, determination of finalists, and the selection of the apparent successful vendor. Once an apparent successful vendor is identified, the schedule provides ample time for contract negotiation followed by contract award. The process should take approximately ten months if there are no extenuating circumstances.

A data quality presentation was given by staff from the Administrative Office of the Courts. It provided an explanation of the meaning of data quality and the attributes of good data quality. Attributes of good data quality are: unique, accurate, timely, consistent, complete, and has conformance. It also requires three equal participants to improve data quality--being people, process, and technology. One participant cannot solve all data quality issues. The discussion included that good data improves Judicial Insight, Judicial Decisions, and Justice System Trust when court data systems are monitored for quality and accuracy, thus reducing risk. It identified information about court data customers and that they are relying on good court data. They described the data quality issue

identification and triage processes currently being used at the Administrative Office of the Courts and gave information on the data cleanup process that will be used when clean-up reports are delivered to the Courts, which is anticipated to begin in late February.

The remainder of the day was spent reviewing the business requirements package, which contains approximately 1500 business requirements. The CUWG members were oriented on the structure of the document and its purpose. There was a high level discussion on the scope of the requirements, the content of each section, and the strategy for how they will want the vendor to respond to the requirements. The CUWG reviewed the requirements document by sections. Some clarifications were given and changes were made by the CUWG members to the existing requirements. By the end of the day, the group was able to complete the review of the draft requirements document. A formal vote was held by the CLJ-CMS CUWG voting members who unanimously approved the business requirements package.

There will not be a CUWG meeting in February as the Project Team will be working on finalizing the requirements for completion in March 2016. The next meeting is tentatively scheduled for March 23 – 24, 2016.