

**Project Process Outline**

❖ **Project Phase: Exploration December 2014 – September 2015**

➤ **Cost Estimate for Phase: \$50,000**

➤ **Activities/Milestones**

- Establish Executive Sponsor
  - Patricia Gabel, Court Administrator
- Explore high level requirements and funding scenarios
  - Research Other Statewide CMS Acquisitions and Funding Models
- Conduct RFI process to determine potential solutions & estimated costs
  - Establish RFI project team from Tech Oversight or other key stakeholders
  - Refine high level requirements focusing on major areas of functionality
  - Draft RFI and review with team
  - Execute RFI
    - ◆ Analyze RFI responses (cost analysis, vendor viability, funding scenarios)
    - ◆ Host vendor presentations
    - ◆ Evaluate RFI responses and presentations with team
    - ◆ Summarize conclusions in a RFI report
- Complete a Business Case & Cost Analysis

➤ **Judiciary Staff**

- CA, CIO, CFO, RIS Application Manager, Dir of Trial Ct Ops
- RFI Project Team
- Extended Stakeholders
  - Tech Oversight
  - Supreme Court

➤ **Partners**

- NCSC Consultants

❖ **Project Phase: Initiation October 2015 – November 2015**

➤ **Cost Estimate for Phase: \$50,000**

➤ **Activities/Milestones**

- Establish Project Management Structure
  - Assign Project Manager
  - Identify Stakeholders - Internal and External
- Draft Project Charter
  - Identifies scope, deliverables, high level timeline with major milestones, risks, assumptions and constraints, stakeholders, and a high level project approach
  - Acts as agreement between the Project Sponsor, Stakeholders and Project Manager

➤ **Judiciary Staff**

- CA, CIO, CFO, RIS Application Manager, Dir of Trial Ct Ops
- RIS BA's, Court SME's

- Extended Stakeholders
      - Tech Oversight
      - Supreme Court
  - Partners
    - Project Manager
- ❖ **Project Phase: Planning December 2015 – June 2016**
  - **Cost Estimate for Phase: \$650,000**
  - **Activities/Milestones**
    - Develop project governance structure
      - Identify project steering committee
      - Develop project communications structure
      - Develop project change management/risk management plan
      - Identify core project team and extended project team
      - Develop project plan
    - Document detailed requirements
    - Develop and execute RFP/Procurement Process
      - Include independent review if appropriate
    - Kick-off project
  - **Judiciary Staff**
    - CA, CIO, CFO, RIS Application Manager, Dir of Trial Ct Ops
    - Core project team and extended project team
      - RIS BA's, Court SME's
    - Steering committee
    - Extended Stakeholders
      - Tech Oversight
      - Supreme Court
      - Justice Partners
  - **Partners**
    - Project manager
    - Business process and or subject matter expert consultants
    - Selected solution partner (post-RFP)
- ❖ **Project Phase: Execution July 2016 – June 2020**
  - **Cost Estimate for Phase: \$6.75MM to \$9.25MM**
  - **Activities/Milestones**
    - Execute project plan
      - Technical track
        - ◆ Validate the detailed requirements
        - ◆ System design, build and/or configuration
        - ◆ System testing
        - ◆ System implementation
        - ◆ Provide hyper-care support
      - Business track
        - ◆ Training
        - ◆ Documentation
        - ◆ Identification and implementation of operational changes
        - ◆ Roll-out planning
        - ◆ Communications

- ◆ Provide hyper-care support
- Project Management track
  - ◆ Project meetings
  - ◆ Status reporting
  - ◆ Resources management
  - ◆ managing the Project Plan
  - ◆ Risk and issue management
  - ◆ Change management
  - ◆ Budget management
  - ◆ Project documentation
- Judiciary Staff
  - CA, CIO, CFO, RIS Application Manager, Dir of Trial Ct Ops
  - Core project team and extended project team
    - RIS BA's, Court SME's
  - Steering committee
  - Extended Stakeholders
    - Tech Oversight
    - Supreme Court
    - Justice Partners
- Partners
  - Project manager
  - Selected solution partner
  - Infrastructure partner
- ❖ **Project Phase: Closure July 2020**
  - Activities/Milestones
    - Final Sign-off /User Acceptance on all Project Deliverables
    - AAR/Document Lessons Learned
    - Finalize & Archive Project Documents
    - Transition from hyper-care to operation support
  - Judiciary Staff
    - CA, CIO, CFO, RIS Application Manager, Dir of Trial Ct Ops
    - Core project team and extended project team
      - RIS BA's, Court SME's
    - RIS Applications Team
    - Steering committee
    - Extended Stakeholders
      - Tech Oversight
      - Supreme Court
      - Justice Partners
  - Partners
    - Project manager
    - Selected solution partner
    - Infrastructure partner