

Oakland County Department of Information Technology Project Scope and Approach

Project Name: Real Time JOS

Project ID: DB6352JS

Leadership Group: Courts		
Department: Circuit Court		Division: Business
Project Sponsor: Kevin Oeffner	Date Requested: 3/20/06	PM Customer No. 352
Request Type: New Development		
IT Team Name: Rick Perry		IT Team No: B
Project Manager/Leader: Mary Gaissert		
Account Number:	Account Description:	Customer Name:
Grant Funded? No	Mandate? No	Mandate Source:

Project Goal

Improve efficiency for all criminal justice stakeholders in Oakland County by eliminating delayed mainframe or manual processes currently in place for the preparation of Circuit Court judgments of sentence or other orders of the Court so that the release or transfer of incarcerated inmates, when appropriate (MDOC, time served, etc.), will be expedited and costs associated with preparing and mailing orders and other documents will be eliminated by July 2006.

Business Objective

The current judgment of sentence process involves the judicial clerk making handwritten notes as the judge sentences a defendant. The court services officer, probation liaison, prosecutor's paralegal and the defense attorney are concurrently recording the same information. The clerk's handwritten notes are then used by the judicial secretary who enters the data in the mainframe application (JCCD), which updates the docket and Law Enforcement Information Network (LEIN) interface. The secretary then prints a copy for the Judge to sign and sends the judgment to the Clerks Office for entry. The secretary may also mail copies to the defense attorney and/or defendant. The information contained within the judgment is required by multiple County departments (Fiscal Services, Sheriff's Office, Reimbursement Division, Circuit Court Probation and others).

The Michigan Department of Corrections provides the sentencing judge with a Pre-sentence Investigation (PSI) report, within 48 hours of the sentence date, per statute, however delays do occur, which often result in the adjournment of cases to a future date. The MDOC prepares PSI reports for the circuit judges by entering data in the State's OMNI computer system. Hard copies of the PSI are delivered to the judges chambers for the assigned judge, defense attorney and prosecutor.

The preferred solution would be to import the OMNI data entered by probation officers in the OMNI system through an electronic interface, which could be used to

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populate form fields in a draft judgment of sentence, thus saving time for all involved through the reduction in redundant data entry. The process could also include the electronic transfer of PSI reports, which could be accessed and printed by the judge, defense attorney and/or assistant prosecutor. With respect to the judgments of sentence, original PSI data will need to be stored electronically for reference in case of amended sentence.

As an alternative, if it is not immediately possible to retrieve data from OMNI, judicial staff could enter the data manually, prior to sentencing, (rather than after the sentencing) if given ability to do so. This functionality must allow for the creation of a confidential draft copy of the JOS that can be reviewed and amended electronically, prior to sentencing. In addition, during the actual sentencing process the judge, clerk or other court staff could make necessary changes to the document while the sentence is being pronounced. This form should use predefined validation rules to assist in reduction of data entry errors and as a result reduce the number of amended sentences. On approval it should allow for the judgment to be electronically signed, printed, and distributed to the appropriate parties immediately following the sentencing. This process would eliminate the many handwritten, often differing notes currently being taken.

Once the data is entered it should update the Mainframe docket and the LEIN system as is the current practice. LEIN updates will need to comply with the protocol required by LEIN. It should also write the JOS to a PDF for entry into the imaging system and route through workflow to appropriate staff for additional processing. Currently the data is stored and can be repopulated for use in amended sentences. A similar process will need to be in place for amended sentences.

An existing application was written by IT to create order templates that allow judges and/or court staff to prepare orders in the courtroom. This application is similar to what would be needed for the JOS user interface.

Major Deliverables

- 1) Development of a user friendly JOS screen with validation rules that is pre-populated with mainframe case information and allows judicial staff to enter sentence information from MDOC's PSI report prior to sentencing.
- 2) Continue automatic real-time docket entries and LEIN updates based on the final JOS data.
- 3) Ability of Judge to electronically sign document and print.
- 4) PDF version of JOS that is electronically transferred to Clerks Office imaging system.

Approach

- 1) Follow standard Project Management Office model.
- 2) Create SQL database to store Judgment of Sentence.
- 3) Analyze and document existing process.
- 4) Develop Visual Basic application to enter the JOS data elements and create the different Judgments of Sentence.
- 5) Provide confidential and secure environment for JOS data entered prior to

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- sentencing.
- 6) Develop mainframe program to retrieve data elements from VSAM files.
- 7) Develop mainframe program to update Docket on mainframe and send sentence information to LEIN.
- 8) Develop Visual Basic process to “listen” for requests to update mainframe and send JOS to imaging.
- 9) Perform System Testing.
- 10) Obtain signoff of new application.

Benefits

See Return on Investment (ROI) Analysis Document

Impact

Number of Users – All criminal justice stakeholders

Divisions – Circuit Court, Clerks Office, Sheriff’s Office, Prosecutor, Reimbursement Division, Fiscal Services, and Oakland County citizens.

Leadership Groups - Courts

Risk

Business Environment – Medium – project will require some changes to existing business processes at the local level.

Technical Environment - Low – proven and previously implemented technologies

Assumptions

Staffing IT Staffing: resources will be available for the hours indicated per the attached project plan.

Other Staffing: additional staffing will be available as follows:

Role:

Name

Hours per Day

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Project Sponsor:

Facilities

-
-

Technical

-
-

Funding

- To be determined.
-

Other

- Electronic signatures will be accepted by MDOC and other stakeholders.
- Change in process is approved by SCAO.
- Court Rule allows for electronically signed document in lieu of paper for official copy.

Priority - High

Constraints

-
-

Exclusions

- Does not include receiving electronic copy of PSI from MDOC.

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PROJECT PHASE AUTHORIZATION

Phase(s): All	
Total Estimated Application Services	Hours: 826 Cost: \$100,772
Total Estimated Technical Systems	Hours: Cost:
Total Estimated eGovernment Services	Hours: Cost:
Total Estimated CLEMIS	Hours: Cost:
Total Estimated Internal Services	Hours: Cost:
IT Application Services Division Manager Approval:	Date:
IT Technical Systems Division Manager Approval:	Date:
IT eGovernment Services Division Manager Approval:	Date:
IT CLEMIS Division Manager Approval:	Date:
IT Internal Services Division Manager Approval:	Date:
IT Resource Manager Approval:	Date:
IT Resource Manager Approval:	Date:
IT Resource Manager Approval:	Date:
IT Resource Manager Approval:	Date:
IT Resource Manager Approval:	Date:
IT Management Approval:	
Approved: Yes No	Date:
Reason:	
Project Sponsor Approval:	
Title:	Date:

PROJECT SUMMARY

Authorized Development (see above)	Hours: 826	Cost: \$100,772
Preliminary Estimated Development for Future Phases	Hours:	Cost:

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Grand Total Estimated Development	Hours: 826	Cost: \$100,772
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PROJECT COMPLETION AUTHORIZATION

Customer Acceptance of Product:	
Title:	Date:
Project Office Review:	Date:

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Open Workbench - [Real Time JOS - Size Estimates - Phase Level]

File Edit View Tools Window Help

[All Resources]

Type	ID	Task Name	Hours	Estimate	Estimate	Estimate
			Hours	Cost	Notes	
Phase	000000	PROJECT MANAGEMENT	185	\$22,570.00		
Phase	040000	BUSINESS SYSTEM DESIGN	50	\$6,100.00		
Phase	050000	TECHNICAL DESIGN	37	\$4,514.00		
Phase	060000-0	PROGRAMMING	480	\$58,560.00		
Phase	070000	IMPLEMENTATION	37	\$4,514.00		
Phase	080000	POST IMPLEMENTATION SUPPORT	37	\$4,514.00		
			826	\$100,772.00		

For Help, press F1

**Oakland County --
Real Time JOS**
Return on Investment Analysis
Project Summary

Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Benefits/Savings:							
Tangible Benefits Subtotal:	0	0	0	0	0	0	0
Cost Avoidance Subtotal:	543,806	546,473	549,246	552,130	555,129	558,249	3,305,033
Costs:							
Development Services Subtotal:	100,772	0	0	0	0	0	100,772
Hardware Subtotal:	0	0	0	0	0	0	0
Software Subtotal:	0	0	0	0	0	0	0
Infrastructure Subtotal:	0	0	0	0	0	0	0
Training Subtotal:	0	0	0	0	0	0	0
Other Subtotal:	0	0	0	0	0	0	0
Annual Statistics:							
Annual Total Savings	543,806	546,473	549,246	552,130	555,129	558,249	3,305,033
Annual Total Costs	100,772	0	0	0	0	0	100,772
Annual Return on Investment	443,034	546,473	549,246	552,130	555,129	558,249	3,204,261
Annual Costs/Savings Ratio	18.53%	0.00%	0.00%	0.00%	0.00%	0.00%	
Project Cumulative Statistics:							
Cumulative Total Savings	543,806	1,090,279	1,639,524	2,191,654	2,746,784	3,305,033	3,305,033
Cumulative Total Costs	100,772	100,772	100,772	100,772	100,772	100,772	100,772
Cumulative Return on Investment	443,034	989,507	1,538,752	2,090,882	2,646,012	3,204,261	3,204,261
Cumulative Cost/Savings Ratio	18.53%	9.24%	6.15%	4.60%	3.67%	3.05%	3.05%
Year Positive Payback Achieved	Year 1						Year 1
State or Federal Mandate?							
Signatures:							
Benefits Reviewed By Project Sponsor	Date: _____						
Costs (including IT Resources) Reviewed By Information Technology Project Manager	Date: _____						
Costs (including IT Resources) Reviewed By Technical Services Manager	Date: _____						

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Savings Detail

Benefit/Savings Description	Project Savings Category	Budget Category/Funding Source	Unit Desc	Units	Rate per Unit	Total Savings	Annual Multiplier
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	

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Savings Detail

Benefit/Savings Description	Project Savings Category	Affects Project ROI?						Potential Savings Extensions					
		Y1	Y2	Y3	Y4	Y5	Y6	Y1	Y2	Y3	Y4	Y5	Y6
Eliminate the manual processing of JOS approximately 200 per week 10 minutes per document for 14 level 10 Judicial Secretaries	Cost Avoidance	x	x	x	x	x	x	66,664	69,331	72,104	74,988	77,987	81,107
Reduce by at least one day the amount of time a jailer waits for disposition for approximately 5682 jailers annually, of those some 1300 are awaiting transfer to MDOC and # of days saved may be greater	Cost Avoidance	x	x	x	x	x	x	471,606	471,606	471,606	471,606	471,606	471,606
Reduce the number of paper copies needed by one at an estimated cost of .02	Cost Avoidance	x	x	x	x	x	x	208	208	208	208	208	208
Cost to mail copies to defense attorneys and defendants not incarcerated	Cost Avoidance	x	x	x	x	x	x	5,328	5,328	5,328	5,328	5,328	5,328

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Savings Detail

Benefit/Savings Description	Project Savings Category	Affects Project ROI?						Potential Savings Extensions					
		Y1	Y2	Y3	Y4	Y5	Y6	Y1	Y2	Y3	Y4	Y5	Y6

Cost Detail

Cost Description	Project Cost Category	Budget Category/Funding Source	Unit Desc	Units	Rate per Unit	Total Cost	Annual Multiplier
IT Hours - New Development	Development Svcs		HR	826	122	100,772	1.020
IT Hours - System Maintenance	Development Svcs				122	0	
User Hours - New Development	Development Svcs					0	
User Hours - PTNE/OT	Development Svcs					0	
Contractor Professional Services	Development Svcs					0	
PC System - Acquisition	Hardware					0	
PC System - Maintenance	Hardware				2,304	0	
Notebook - Acquisition	Hardware					0	
Notebook - Maintenance	Hardware				2,372	0	
Mini Notebook - Acquisition	Hardware					0	
Mini Notebook - Maintenance	Hardware				2,196	0	
Laserprinter 1 - Acquisition	Hardware					0	
Laserprinter 1 - Maintenance	Hardware				1,104	0	
Laserprinter 2 - Acquisition	Hardware					0	
Laserprinter 2 - Maintenance	Hardware				1,208	0	
Laserprinter 3 - Acquisition	Hardware					0	
Laserprinter 3 - Maintenance	Hardware				1,860	0	
Image Workstations - Acquisition	Hardware					0	
Image Workstations - Maintenance	Hardware				3,496	0	
Terminals - Acquisition	Hardware					0	
Terminals - Maintenance	Hardware				644	0	
PRTR w/TERM ID - Acquisition	Hardware					0	
PRTR w/TERM ID - Maintenance	Hardware				1,072	0	
PRTR w/o TERM ID - Acquisition	Hardware					0	
PRTR w/o TERM ID - Maintenance	Hardware				1,072	0	
PC Maintenance User Owned	Hardware				2,304	0	
Printer Maintenance User Owned	Hardware				1,072	0	
Package Software - Acquisition	Software					0	
Package Software - Maintenance	Software					0	
Business Objects Access	Software					0	
Term Emulation SFTW-Acquisition	Software					0	
Term Emulation SFTW-Maintenance	Software					0	
Server - Acquisition/Upgrade	Infrastructure					0	

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Cost Detail

Cost Description	Project Cost Category	Budget Category/Funding Source	Unit Desc	Units	Rate per Unit	Total Cost	Annual Multiplier
Server - Maintenance	Infrastructure					0	
Server Sftwre - Acquisition/Upgrade	Infrastructure					0	
Server Sftwre - Maintenance	Infrastructure					0	
TBD	Infrastructure					0	
TBD	Infrastructure					0	
TBD	Infrastructure					0	
TBD	Infrastructure					0	
Internet Access	Infrastructure				180	0	
Project Staff Training	Training					0	
User Training	Training					0	
						0	
						0	
						0	
						0	
						0	

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Cost Detail

Cost Description	Project Cost Category	Affects Project ROI?						Potential Cost Extensions						
		Y1	Y2	Y3	Y4	Y5	Y6	Y1	Y2	Y3	Y4	Y5	Y6	
IT Hours - New Development	Development Svcs	X						100,772						
IT Hours - System Maintenance	Development Svcs													
User Hours - New Development	Development Svcs													
User Hours - PTNE/OT	Development Svcs													
Contractor Professional Services	Development Svcs													
PC System - Acquisition	Hardware													
PC System - Maintenance	Hardware													
Notebook - Acquisition	Hardware													
Notebook - Maintenance	Hardware													
Mini Notebook - Acquisition	Hardware													
Mini Notebook - Maintenance	Hardware													
Laserprinter 1 - Acquisition	Hardware													
Laserprinter 1 - Maintenance	Hardware													
Laserprinter 2 - Acquisition	Hardware													
Laserprinter 2 - Maintenance	Hardware													
Laserprinter 3 - Acquisition	Hardware													
Laserprinter 3 - Maintenance	Hardware													
Image Workstations - Acquisition	Hardware													
Image Workstations - Maintenance	Hardware													
Terminals - Acquisition	Hardware													
Terminals - Maintenance	Hardware													
PRTR w/TERM ID - Acquisition	Hardware													
PRTR w/TERM ID - Maintenance	Hardware													
PRTR w/o TERM ID - Acquisition	Hardware													
PRTR w/o TERM ID - Maintenance	Hardware													
PC Maintenance User Owned	Hardware													
Printer Maintenance User Owned	Hardware													
Package Software - Acquisition	Software													
Package Software - Maintenance	Software													
Business Objects Access	Software													
Term Emulation SFTW-Acquisition	Software													
Term Emulation SFTW-Maintenance	Software													
Server - Acquisition/Upgrade	Infrastructure													

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Cost Detail

Cost Description	Project Cost Category	Affects Project ROI?						Potential Cost Extensions					
		Y1	Y2	Y3	Y4	Y5	Y6	Y1	Y2	Y3	Y4	Y5	Y6
Server - Maintenance	Infrastructure												
Server Sftwre - Acquisition/Upgrade	Infrastructure												
Server Sftwre - Maintenance	Infrastructure												
TBD	Infrastructure												
TBD	Infrastructure												
TBD	Infrastructure												
TBD	Infrastructure												
Internet Access	Infrastructure												
Project Staff Training	Training												
User Training	Training												

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Cost Summary

Cost Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Development Services:							
IT Hours - New Development	100,772						100,772
IT Hours - System Maintenance							
User Hours - New Development							
User Hours - PTNE/OT							
Contractor Professional Services							
<i>Development Services Subtotal:</i>	100,772						100,772
Hardware:							
<i>Hardware Subtotal:</i>							
Software:							
<i>Software Subtotal:</i>							
Infrastructure:							
<i>Infrastructure Subtotal</i>							
Training:							
<i>Training Subtotal:</i>							
Other:							
<i>Other Subtotal:</i>							
Costs Total:	100,772						100,772

