

**Oakland County
Department of Information Technology
Project Scope and Approach**

Project Name: District Court Caseload

Project ID: DB5321CL

Leadership Group: Courts			
Department: 52nd District Courts		Division: 1, 2, 3 & 4	
Project Sponsor: Jim VerPloeg	Date Requested: 12/13/04	PM Customer No. 321	
Request Type: <i>Enhancement</i>			
IT Team Name: Courts		IT Team No: B	
Project Manager/Leader: Shiva Bachu			
Account Number: 17020	Account Description: Application Services	Customer Name:	Information Technology
Grant Funded? No	Mandate? Yes	Mandate Source: Supreme Court Administrative Order 2003-07	

Project Goal

To enhance the current Mainframe system so that the 52nd District Courts are in compliance with the SCAO caseload reporting requirements which took effect January 1, 2005 (SCAO #2003-07).

Business Objective

- To report inactive cases in Parts 2 and 4 of the District Court caseload statistics per the guidelines provided by SCAO.
- To report case age in Part 4 of the District Court caseload statistics per the guidelines provided by SCAO.
- To aid the 52nd District Courts in following the Caseflow Management Plan adopted in December 2004 (AO 2004-04) as required by SCAO.

Major Deliverables

- Scope and Approach Document
- Project Management
- Business Requirements Document
- Additional functionality in online (CICS) screens
- Register of Action records for existing open tickets
- New report for SCAO part 4 and improved report for SCAO part 2

Approach

- Follow Standard Project Management Office Model

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- Prepare Business Requirements Document
- Enhance approximately 30 online (CICS) programs to write Register of Action records for tickets in all places where we are currently writing Register of Action records for cases
- Code and test a program to create Register of Action records for existing open tickets
- Design, code and test changes to a program to report tickets and cases per SCAO part 2 guidelines
- Design, code and test a program to report tickets and cases per SCAO part 4 guidelines

Benefits

To comply with the Supreme Court Administrative Order 2003-7

Impact

Number of Users 8

Divisions 52-1, 52-2, 52-3 and 52-4

Leadership Groups Courts

Risk

Business Environment Medium – project will require some changes to existing business processes

Technical Environment Low – proven and previously implemented technologies.

Assumptions

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

Other Staffing: additional staffing will be available as follows:

<u>Role:</u>	<u>Name</u>	<u>Hours per Day</u>
Project Sponsor:	Jim VerPloeg	As needed

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Facilities

- IT – Applications Services Division
- IT – Technical Systems

Technical

- IBM Mainframe
-

Funding

- BOC funding #07060
-

Other

-
-

Priority 06A

Constraints

-
-

Exclusions

-
-

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PROJECT PHASE AUTHORIZATION

Phase(s): All		
Total Estimated Application Services	Hours: 1,300	Cost: \$147,359
Total Estimated Technical Systems	Hours: 20	Cost: \$0.00
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 Management Approval:		
Approved: Yes No		Date:
Reason:		
Project Sponsor Approval:		
Title:		Date:

PROJECT SUMMARY

Authorized Development (see above)	Hours: 1,320	Cost: \$147,359
Preliminary Estimated Development for Future Phases	Hours:	Cost:
Grand Total Estimated Development	Hours: 1,320	Cost: \$147,359

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PROJECT COMPLETION AUTHORIZATION

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