

Item 9



Travis County Commissioners Court Agenda Request

Meeting Date: February 26, 2013

Prepared By/Phone Number:

Roger Jefferies, County Executive, JPS, (512) 854-4759

Elected/Appointed Official/Dept. Head: Roger Jefferies, County Executive, JPS, (512) 854-4759 

Commissioners Court Sponsor: County Judge Samuel T. Biscoe

AGENDA LANGUAGE:

CONSIDER AND TAKE APPROPRIATE ACTION ON RESOURCE REQUESTS FOR TECHSHARE COURT PROJECT

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

The attached memo provides an update on the proposed TechShare Court Project which is a joint project with the Conference of Urban Counties, Dallas County, and Tarrant County. The TechShare Court Project would replace Travis County's current FACTS court case management system which has reached its end of life. The attachments include memos on the project this office and the three departments requesting resources for the project, as well as a project schedule.

ISSUES AND OPPORTUNITIES:

Please see attached memo and attachments.

FISCAL IMPACT AND SOURCE OF FUNDING:

The annualized cost of the 5 positions requested for the TechShare courts project is \$407,169. If approved, FY 2013 needs will be funded by the departments internally, and added to the target budget for FY 2014.

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.

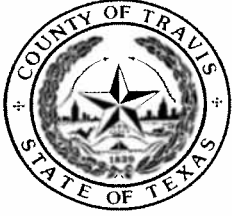
REQUIRED AUTHORIZATIONS:

District Court Judges
County Court at Law Judges
Probate Court Judge
District Clerk
County Clerk
PBO
Auditor's Office
Purchasing Office
ITS
County Attorney
District Attorney
Probation/Pretrial Services
IJS Steering Committee

ATTACHEMENTS:

Memo to the Commissioners Court dated February 19, 2013; memos from the County Clerk, District Clerk, and Criminal Courts; project schedule.

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us **by Tuesdays at 5:00 p.m.** for the next week's meeting.



JUSTICE & PUBLIC SAFETY DIVISION

Roger Jefferies, County Executive

P.O. Box 1748 Austin, Texas 78767 Phone (512) 854-4415 Fax (512) 854-4417

Criminal Justice Planning
Roger Jefferies
(512) 854-4415

Counseling & Education Services
Caryl Colburn
(512) 854-9540

Juvenile Public Defender
Kameron D. Johnson
(512) 854-4128

To: Sam Biscoe, Travis County Judge
Ron Davis, Commissioner, Precinct 1
Sarah Eckhardt, Commissioner, Precinct 2
Gerald Daugherty, Commissioner, Precinct 3
Margaret Gomez, Commissioner, Precinct 4

From: Roger Jefferies, County Executive, Justice and Public Safety 

Date: February 19, 2013 (Updated from memo dated December 4, 2012)

SUBJECT: CONSIDER AND TAKE APPROPRIATE ACTION ON THE TECHSHARE COURT PROJECT

2-19-12 Update on TechShare Court Project –

On December 18, 2012, the Commissioners Court voted in favor of an addendum to the master interlocal with our CUC TechShare partners, including the Conference of Urban Counties, Tarrant County, and Dallas County which authorized us to go forward with the development of a new court case management system with AMCAD. In the December 18 session you also voted to transfer funding of \$1,146,096 from the IJS reserve to cover costs for licensing and software development for FY 2013. You also approved the creation of two slots for ITS, a Business Analyst II and an Application Development Analyst, at an annualized amount of \$176,903, which were to be internally funded by ITS for FY 2013.

At that time, members of the Steering Committee of elected officials informed you of the need for additional resources for the TechShare court case management system pending the development of a work scope and schedule with AMCAD. During the intervening time since our December presentation, the CUC has finalized a work scope, schedule, and resource plan for the project with AMCAD. The CUC has had two sessions to explain these items to the

Steering Committee and their respective staffs so that resource needs could be established for each of the affected departments. Based on the project scope developed with AMCAD and our TechShare partners, the additional resource needs for Travis County stakeholders include the following:

District Clerk –

- 1 Business Analyst II
- 1 Court Clerk I
- Overtime funds equivalent to 1 FTE Court Clerk II position

Total Annualized Cost - \$131,195 (to be internally funded in FY 2013 and added to the FY 2014 target budget)

County Clerk –

- 1 Court Services Program Manager I

Total Annualized Cost - \$103,047 (to be internally funded in FY 2013 and added to the FY 2014 budget target)

Criminal Courts –

- 1 Business Analyst III
- 1 Business Analyst I

Total Annualized Cost - \$172,926 (to be internally funded in FY 2013 and added to the FY 2014 budget target)

Each requesting department has forwarded a justification memo to PBO (attached), and PBO has prepared a corresponding response submitted under separate cover.

The Steering Committee of elected officials concurs with each of these resource asks. We are requesting your approval of these 5 additional slots for the TechShare courts project. As indicated above, and in the respective departments' justification memos, these resources will help us to meet the scope developed by our CUC partners and AMCAD, and to ensure the successful development and roll out of this important new court case management system.

Quick overview of TechShare to date (from December 12, 2012 memo):

Planning Process

- In the summer of 2011, Travis County joined the CUC TechShare project planning phase at a cost of \$183,000, which included \$60,000 for the prosecutor project, and \$123,000 for the court project.

Prosecutor Project

- Following completion of the planning phase, the development phase of the prosecutor project was approved by the Commissioners Court in July 2012, at a total CUC-related cost of \$1,031,537 over three years. Of the \$1,031,537 for the development phase, the Commissioners Court approved a transfer from the IJS reserve of \$55,394 for FY 2012 costs and \$717,746 for FY 2013 costs. An additional payment of \$258,401 will be required for FY 2014 CUC-related development costs.
- Going forward, the cost of implementing of the prosecutor project is estimated at \$583,000. Hardware, interfaces, and data conversion are estimated at \$700,000. An annual cost of \$194,000 is estimated for ongoing maintenance for the prosecutor project.

Court Project

Procurement Process

With its partners Dallas, Tarrant, and Travis counties, TechShare has completed the planning phase of the court project, which included a procurement process to identify a suitable vendor.

- 14 vendors attended pre-proposal conference
- 6 responded to the RFP
- 5 passed administrative review (met RFP minimums) and went through a 5 criteria review
- 3 passed the five criteria review
- 2 were selected for negotiation
- AMCAD was selected to develop a proposal

CUC developed a proposal with the selected vendor, AMCAD, for consideration by the participating counties. The scope of the proposal is included in the attached Addendum for your review.

The Addendum (which is an addendum to the master interlocal agreement we have with CUC's TechShare program) describes the participating counties and the CUC's responsibilities

in the project. It also includes Attachment A, which contains the revised Project Work Plan, Budget, and Cost Allocation.

CUC Costs for Court Project

The current five year estimate for the entire court project (CUC costs only) for development, implementation, maintenance, and the statewide license which gives us access to the source code is \$40.1 million. Travis County's share of that over the period is estimated to be \$8.6 million, which does not include our local costs.

For your consideration now is the Addendum for only the licensing and development phase of the project. Travis County's share over three years for the licensing and development phase CUC-only costs is \$3,275,356. Travis County's FY 2013 CUC-only costs will be \$1,146,096. We currently have enough in the IJS FY 2013 reserve to cover this amount and will request that this amount be transferred from the reserve, if you approve the program.

There is also an outstanding request from ITS for three additional staff at an annual cost of \$268,044, and an estimate of \$700,563 for hardware and other related local ITS costs for the court project (please see attached memos from PBO and ITS). Please note that other stakeholder departments may require additional support for this project, which may be requested in the FY 2014 budget process.

What is Travis County getting with the Court Project?

- Criminal Courts requirements and fit/gap analysis
- Civil Courts and Probate Court fit/gap analysis
- Unlimited trial court license for the baseline AMCAD product
- Unlimited license for ROAM for any county use
- Collaborative development to build out the software to county requirements
- Software development process based on requirements for Criminal, Civil, and Probate Courts
- Testing center that supports continuous software improvement and refinement
- Ability to direct maintenance and development funds towards important priorities for Travis County
- "Sandbox" where the county can configure and learn how best to implement
- Implementation services for the Criminal District and County Courts.
- Potential for rebates when other counties join the collaboration
- Option to acquire source code through statewide license
- Shared maintenance costs with other counties

What are the Benefits?

- Advanced court case management system, including implementation, maintenance and source code for \$8.6M, a savings of at least \$4M

- Court Case Management System built to Travis County specifications
- Shared resources and knowledge base with other large Texas counties
- Option for rapid implementation in 12 to 18 months
- Potential for cost recovery
- Ownership of the source code
- Partnership with a multiple, strongly motivated organizations that bring talent to a project that is not readily available in a typical county/vendor procurement process
- Path forward for the replacement of FACTS
- Immediate license of fully working product in use in Texas

What are the Risks and How are They Being Addressed?

- **Transitioning leadership and adequate resources in ITS**
- **Data conversion and integration to existing and future county applications (e.g. OnBase)**

ITS has forwarded a staffing plan they believe will provide the appropriate support for project management, data conversion and integration of county applications into the proposed TechShare Court Project. The plan includes 3 new staff for ITS. There will also be estimated additional costs for hardware, equipment, and other items to support the project. In addition, there is currently underway a search for a new Chief Information Officer for the county, who would provide leadership for ITS for the duration of this project.

- **Stakeholder adoption, participation, and ongoing communication**

An Executive Steering Committee of elected officials impacted by the court project voted unanimously to proceed with the TechShare project and present to the Commissioners Court for approval. They have agreed to stay intact as a committee to guide the progress of the court project. Those who are working on the project will report to the committee on a regular basis on its status. Communication around the court project will also be facilitated through the IJS Steering Committee. The Auditor's Office has agreed that it would be helpful for them to assist us in developing the financial requirements for the system as part of the development phase of the project and will direct staff to provide feedback, as needed, to the financial liaisons and other appropriate stakeholders throughout this development process, if this goes forward.

- **Quality assurance throughout the project**

The Executive Steering Committee of elected officials expressed a desire for ongoing quality assurance for the court project. The CUC described for the committee the structure of the development phase, which has built into it the opportunity for testing the software at regular intervals to ensure that it is working properly. The contract is also

deliverables based and structured in such a way as to pay the vendor only upon satisfactory delivery of the various components of the project.

— **The need for a contingency reserve**

The CUC built in a reserve of 10% of the development costs to serve as a contingency for unforeseen issues.

— **Plan for FACTS phase out, including civil and probate courts, and CES**

This overall project includes the development and implementation of a case management system for the criminal courts only. While there is the opportunity to develop the business requirements for the civil and probate courts under the criminal courts project, development and implementation of a system for them would be an additional cost to the county.

What do Other Options to TechShare Look Like?

Replacement of the existing Courts CMS System (FACTS) is required (Civil, Criminal, and Probate). FACTS is supported, but no new releases of FACTS will be provided. Other than the TechShare program, the option to replace FACTS would require engaging, on our own, a new solicitation for a new Case Management System, which would require:

- Creation of detailed requirements for all participating departments prior to engagement of effort
- RFP creation, review, evaluation and selection
- Opportunity to review other vendor systems
- All maintenance and system support provided by selected vendor
- Possibly no option to own source code

Next Steps and Timeline on the Court Project

We are respectfully requesting approval of the TechShare Court Project. Upon your approval, we will request through PBO that \$1,146,096 currently available from the IJS reserve be transferred to ITS to fund the first year of license and development costs. The CUC estimates that this phase of the court project will begin in February 2013.

We look forward to discussing the TechShare court project with you. Please contact me at 44759 if you have any questions.

- c: District and County Court at Law Judges
- Probate Court Judge
- Sheriff
- County Clerk

District Clerk
County Attorney
District Attorney
IJS Steering Committee
PBO
Purchasing
County Auditor's Office

Attachments



Amalia Rodriguez-Mendoza

District Clerk, Travis County
Travis County Courthouse Complex
P. O. Box 679003
Austin, Texas 78767

To: Travis County Commissioners
Date: February 15, 2013
Re: Staffing Needs

The District Clerk is currently slated to begin participating in the development of the TechShare project through the Conference of Urban Counties in March 2013. As such, the District Clerk's Office has developed a proposed staffing plan to ensure adequate and appropriate staff involvement in the CUC development project while also ensuring the functions and duties of the office continue without interruption.

The District Clerk's plan involves the assignment of three staff persons to the TechShare development project on a full-time basis. These positions are: 1) Business Analyst III, 2) Court Services Management Administrative Coordinator, and 3) Court Clerk II. In addition to these staff, 10 other individuals will participate in the CUC project on an as-needed basis. They each have extensive knowledge of the processes of the District Clerk's office, to include case intake, court support, records management, accounting, ad hoc reporting and queries, and quality assurance. It is not feasible to hire a single person to fulfill these duties. Instead, the office is working to cross-train current employees to ensure the ability for the office to meet its obligations to the courts and the public in the absence of those assisting with the CUC project.

While cross-training can meet many of our needs, additional staff persons are necessary to ensure continued performance of the office's responsibilities. Although the team that will be assigned to TechShare fulltime will not be in development sessions at the CUC offices on a continual basis, they will very likely be working on TechShare issues between sessions. Many of the processes the District Clerk follows are dictated by the current case management system, FACTS, and are not necessarily efficient or representative of "best practices" in criminal case processing. TechShare affords the District Clerk and other departments using or interfacing with the case management software (courts, County Clerk, prosecutors, probation) the opportunity to redesign these processes for purposes of efficiency, improved coordination among departments, transfer of information, and public access, and perhaps other areas of improvement. Investigating and analyzing these best practices and process improvements prior to scheduled TechShare development sessions will consume much of the working hours of the full-time TechShare team in order to achieve the optimal result from the project. As a result, the team will not be able to assume their regular duties on an ongoing basis in between development sessions. Further, it is anticipated that the prosecutors will be making a substantial change

Administrative Offices
(512) 854-9737
Fax: 854-4744

Civil and Family Division
(512) 854-9457
Fax: 854-6610

Criminal Division
(512) 854-9420
Fax: 854-4566

Jury Office
(512) 854-4295
Fax: 854-4457



Amalia Rodriguez-Mendoza

District Clerk, Travis County
Travis County Courthouse Complex
P. O. Box 679003
Austin, Texas 78767

in the process of filing cases in the trial court. The District Clerk, along with the County Clerk, courts, and other justice agencies, will need to determine what changes they will need to make to conform to the new prosecutor protocols, particularly in how and when cases will be filed, bonds tracked and monies received, and how case information can be expeditiously provided to defense attorneys, other case participants, and the public. To do so will involve not only the team assigned full-time to the project but also those subject matter experts identified to be a part of the team on an as-needed basis. In order to provide sufficient staff to develop the best possible product while also ensuring the functions of the District Clerk's office are performed without interruption, the District Clerk is requesting the following staffing resources for implementation of TechShare:

1. One Business Analyst II – The District Clerk is assigning a Business Analyst III and a Court Services Management Administrative Coordinator (CSMAC) to the TechShare project on a full-time basis beginning June 2013. The current responsibilities of the Business Analyst III include providing support to several ongoing functions that are vital to District Clerk operations, such as monitoring and maintenance of DMS, interface of the DMS to FACTS, coordination of e-filed documents with both FACTS and the DMS, and routine and ad hoc extractions of data from FACTS or the DMS for analysis and quality control. This position is working on the development of enhanced DMS functionality, specifically a DMS for storing exhibits, administrative records, and confidential criminal filings. The CSMAC is currently responsible for the coordination of the audit of criminal case data for the purposes of reporting case activity to both the Department of Public Safety and the Office of Court Administration. This position also runs routine and ad hoc queries from FACTS to assist in analyzing case filing and disposition trends and to ascertain activity within the cases. The requested Business Analyst II is to assume most of the duties of the Business Analyst III and CSMAC while they are assigned to the TechShare project. The remaining portion of the duties will be assumed by the other Business Analysts in the District Clerk's Office.
2. One Court Clerk I – The District Clerk is assigning a Court Clerk II to the TechShare project on a full-time basis beginning June 2013. That particular Court Clerk II's responsibilities include preparing appeal and habeas corpus records. The District Clerk is reassigning a different Court Clerk II to these duties in the appeals clerk's absence. The reassigned Court Clerk II presently coordinates the issuance of subpoenas and provide public information/service counter support within the Criminal Division. The requested Court Clerk I would perform the duties of the reassigned Court Clerk II.

Administrative Offices
(512) 854-9737
Fax: 854-4744

Civil and Family Division
(512) 854-9457
Fax: 854-6610

Criminal Division
(512) 854-9420
Fax: 854-4566

Jury Office
(512) 854-4295
Fax: 854-4457



Amalia Rodriguez-Mendoza

District Clerk, Travis County
Travis County Courthouse Complex
P. O. Box 679003
Austin, Texas 78767

3. Overtime funds equivalent to 1 FTE Court Clerk II position – Staff in at least 10 Court Clerk II and Court Clerk II, Senior positions are being assigned to participate in the TechShare development project as the subject matter expertise of each of these employees is required (e.g. case intake, court procedures, case disposition and data entry, jail release processes, judgment and capias preparation, court cost calculation and assessment, mandated reporting). While each of these persons is participating in the TechShare development, other staff will be required to assume their duties, including attending court; receiving, processing, and preparing paperwork; retrieving records; and entering required data. With the myriad of duties and functions collectively performed and the fact that there are several staff within the office that perform these duties, rather than request a position to fill in when others are absent due to their participation in the project, the District Clerk will be assigning the work of the participants to experienced coworkers who perform the same or similar duties or have been recently trained to do so. In the event they are unable to complete all work during established working hours, they will be allowed overtime to ensure the District Clerk’s support of court processes and the public continues as required.

Administrative Offices
(512) 854-9737
Fax: 854-4744

Civil and Family Division
(512) 854-9457
Fax: 854-6610

Criminal Division
(512) 854-9420
Fax: 854-4566

Jury Office
(512) 854-4295
Fax: 854-4457



Travis County Clerk Dana DeBeauvoir

(512) 854-9188
P.O. Box 149325, Austin, TX 78714-9325
www.traviscountyclerk.org

January 28, 2013

TO: Travis County Commissioners Court
Roger Jefferies, Executive Director of Criminal Justice Planning
Alan Miller, Budget Analyst for the Planning and Budget Office

FROM: Dana DeBeauvoir

RE: Request for Additional FY13 Resources for the Planning, Implementation, and Operation of the New CUC Project

The County Clerk's Office requests funding for additional FY13 resources to provide for the planning, implementation, and operation of the new CUC integrated justice system. Specifically, for this fiscal year we are asking for the immediate funding of a Court Services Program Manager (grade 24). The cost for this additional FTE with benefits is \$84,891.

Why Are We Asking for a New Program Manager Instead of Funds for Backfill, Overtime, and New Front Line Positions?

Based on a recent review by the CUC, initial training and development of this project is scheduled to begin ahead of schedule in mid-March of this year. According to the strategy that was outlined to us, intensive, high level training and decision making functions will begin immediately and continue on into the next fiscal year.

We learned a lot from the implementation of FACTS, and we plan to use a more efficient and sustainable method for participating in the front end design and long term operation of this new system. One of the lessons we painfully became educated on is that the strategy of relying heavily on a backfill process where front line specialized employees are taken away indefinitely to provide expertise to developers and then eventually reclassified into new slots back in our department as "system experts" is a flawed concept – at least for our particular operation.

Our plan is to request that two appropriately skilled and experienced individuals from our office begin this process from the start - a high level program manager and a high level technical expert. Then when specific areas of front line expertise are needed, the program manager can pull certain employees in for small periods of time.

Within the past year, the Court provided us with the technical expert for this project, and we are asking now for the program manager position. Our goal, based on the information we have at this time, is to internally cover backfill and overtime costs for the extra time spent by front line employees. (Obviously, our resource needs in the future could change as this new system becomes more fully developed.)

Why Can't We Wait and Ask for This New Employee in the FY14 Budget Process?

Due to the request of the Court and the Planning and Budget Office, we were initially trying to struggle through FY13 and include all of our requests in the FY14 budget. A couple of weeks ago, it became apparent that this was not possible. In addition to the CUC's earlier-than-expected schedule and rapid kick start of the central part of the development process, we have two other issues.

First, our current Misdemeanor Records Division Manager (Neomia Bailey) is planning to retire. Due to her very large heart and devotion to the County, she decided to postpone her retirement from March to December after learning of the CUC's plans. We are placing her in a succession position to the new Division Manager and would like to use her in the meetings at CUC and alongside our requested new program manager and technical person. We cannot wait until FY14 to bring a new program manager in, we need this person as soon as possible so that we can begin training him/her while we have someone with Neomia's expertise available. (We plan to cover Neomia's succession costs for FY13 internally, but will then ask for additional funds to cover her time from October to December in the FY14 budget.)

Second, our resources are already stretched to manage the start-up of the new document managing system which will be happening at the same time. We had originally planned to have the DMS project well underway before the CUC project, but delays in getting the DMS project to final approval have caused an unfortunate scheduling overlap.

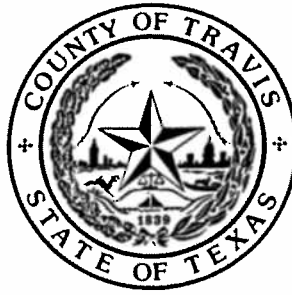
That being said, we are cautiously optimistic that we will have sufficient short term salary savings to cover the cost of the new program manager from March until the end of FY13. We would like to offer this option with the understanding that if we are not able to accomplish this, we may need to come back to Court toward the end of the fiscal year to ask for additional funds.

Please Allow Us to Dispel a Rumor

We heard there is an assumption that since we had to add more than a dozen new employees when FACTS was implemented, that we should be able to convert these employees to the development of the new system. Please understand that the additional employees added with FACTS were for data entry and record processing responsibilities. These tasks increased mainly because FACTS required that the County Clerk gather and enter more information than was previously required. Instead of being a step along the way, our office became a clearinghouse for a large amount of data. It is unlikely that the CUC system will change that factor and reduce the volume of our workload. Our office now has one IT position dedicated to Court system operations (the newly provided Business Analyst). We do not have employees who will be freed up as FACTS is phased out.

Thank you for your consideration of this request. Please let us know if you need any additional information.

TRAVIS COUNTY
DISTRICT AND COUNTY
CRIMINAL COURTS



BLACKWELL-THURMAN
CRIMINAL JUSTICE CENTER
P. O. BOX 1748
AUSTIN, TX. 78767
(512) 854-9244
FAX: (512) 854-4464

Date: February 14, 2013
To: Commissioners Court
From: Debra Hale, Director Criminal Court Management
Re: Criminal Courts Staffing Needs Related to CUC TechShare Courts Project

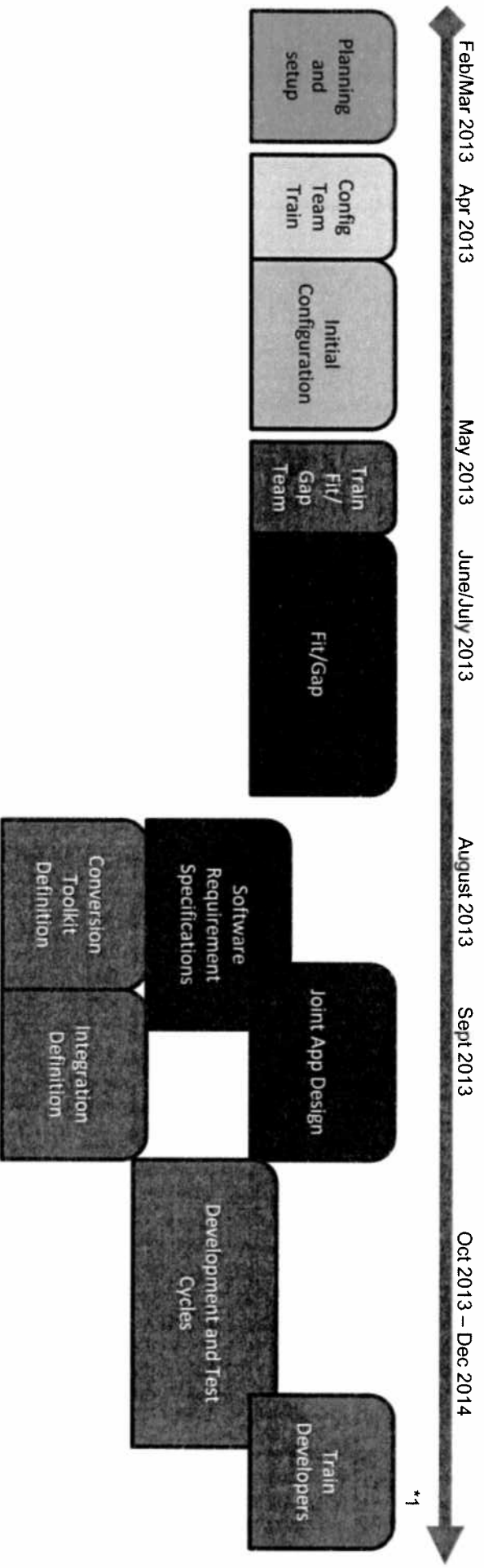
The Criminal Courts Department will play a key role throughout the CUC TechShare Courts Project. The Criminal Courts are committed to participating in this important project and to ensuring the development of a quality case management system while simultaneously utilizing staff expertise and resources cost effectively.

The CUC recently provided Travis County with a detailed project plan which includes the project timeline as well as department resource requirements. The recently revealed CUC TechShare Courts Project plan requires staff resources to participate in high level training and decision making functions immediately. Since the County Courts and the District Courts currently use two separate FACTS databases and have different business processes, our plan is to request funding for two additional Business Analyst FTEs. A new Business Analyst III FTE will be the functional lead for the Criminal Courts department and be assigned primarily to the District Courts. The new Business Analyst I FTE will be assigned primarily to the County Courts. The approach will be to select experienced staff with the ability to adapt to changing roles throughout the course of the project. The staff selected for these two key FTEs will have strong technical skills, strong documentation skills, strong communication skills, and the knowledge base to understand criminal case process integration with other departments. Using this approach will ensure continuity, quality control, and cost efficiencies for the county.

Due to the CUC TechShare project timeline, the effective date for this request is April 1, 2013. The Criminal Courts are able to internally fund the two FTEs for FY13, however, a request for continued funding will be submitted during the FY14 budget process.

For FY13, the cost to fund the two FTEs for the CUC TechShare Project, as well as start-up costs is \$112,508. A budget adjustment has been prepared for approval by the Commissioners Court. The FY14 cost will be \$215,262. This amount will be requested in the department's FY14 budget submission (PB5s are attached for review).

Schedule Overview



* 1 Train Developers task is after the completion of AMCAD deliverables. This relates to the training of Urban Counties and County personnel in preparation for go-live activities and ongoing collaborative development.

Project Monthly Breakdown



	February	March	April	May	June/July	August
Country Role	<ul style="list-style-type: none"> •Project Set Up •Staff Project Team •Set up Project Deliverables 	<ul style="list-style-type: none"> •Stand Up Site •Install Hardware •Install Software •Seed Known Texas Config 	<ul style="list-style-type: none"> •Application Set Up •Application Training •Configuration Training 	<ul style="list-style-type: none"> •Fit /Gap Training •Stage Business Scenarios •Fit Application Training 	<ul style="list-style-type: none"> •Fit/Gap Sessions •Criminal – 6 weeks •Civil – 1 week 	<ul style="list-style-type: none"> •SRS Documents
Stakeholder Committee	Kick off calls and engage staff	Monthly call	Monthly call	Monthly call	Monthly call	Monthly call
Technical Committee	Monthly calls ; engage staff	Monthly call	Monthly call	Monthly call	Monthly call	Monthly call
Project Manager	Schedule briefings; allocate staff; understand schedule	Review staffing; work with departments on resources and scheduling	Lead participation in project Monitor feedback	Lead participation in project Monitor feedback	Lead participation in project Monitor feedback	Status meetings Coordinate review of SRS Documents
Product Owner	Project Kick off	Support preparation and scheduling	Participate in training	Participate in Fit Training	Participate in Fit/Gap sessions	Review SRS Documents
Lead Department / Functional Owners	Understand schedule and commitment; identify resources	Identify resources and prepare for project	Review requirements and fit/gap	Participate in Fit Training Review initial configuration	Participate in Fit/Gap sessions	Review SRS Documents
Process or Functional Analyst	Participate in Kick-Off	Start work on process flow and overall understanding	Application and Configuration training	Participate in Fit Training Initial Configuration	Participate in Fit/Gap sessions	Review SRS Documents
Subject Matter Experts	Participate in Kick-Off	Familiarization	Review requirements and fit/gap	Review initial configuration	Participate as required in Fit/Gap sessions	Review SRS Documents
Technical Integration Specialists	Participate in Kick-Off				Participate in gap session	Review SRS Documents
Data Conversion Specialists	Participate in Kick-Off					Review SRS Documents

Court "Deal Picture"



Twenty Month Total Development Project Duration

<p>AMCAD Criminal Court Platform</p> <p>AiCMS Case Management System</p>	<p>Install and Configure Baseline System at Urban Counties</p> <p>"out of the box"</p> <p>Built for Arizona</p> <p>Includes basic training on how to configure and use the software for the Urban Counties Team</p> <p>County core teams will participate</p>	<p>Conduct Fit Analysis using Urban Counties Requirements</p> <p>Based on RFP</p> <p>Tight Schedule</p> <p>Highly Structured</p> <p>Agenda for various subject areas</p> <p>County core teams and SME's will participate</p>	<p>Conduct Joint Application Design (JAD) Sessions</p> <p>Based on SRS and TA</p> <p>Tight Schedule</p> <p>Highly Structured</p> <p>Agenda for various subject areas</p> <p>County core teams and SME's will participate</p>	<p>Build and Test Software</p> <p>Four Major Releases</p> <p>Development in Herndon, VA</p> <p>Urban Counties develop interfaces</p> <p>Testing and Acceptance at Urban Counties</p> <p>County core teams and SME's will participate</p> <p>Counties could implement early release</p>	<p>Accept Texas Court Case Management System</p> <p>Formal Acceptance Process</p> <p>Testing and Acceptance at Urban Counties</p> <p>County core teams and SME's will participate</p>	<p>Install and Implement in Each County</p> <p>Formal Methodology</p> <p>Separate Plan and Project for Each County</p> <p>Baseline System Maintained, Tested and Certified at Urban Counties</p> <p>County Projects Out of Scope for Development Contract</p>
<p>AiCS Capture System</p>						
<p>ROAM Reporting and Analysis</p>						
<p>Deliverable: Baseline System Operational in Development Center</p>	<p>Deliverable: Software Requirements Specification (SRS) and Technical Architecture (TA)</p>	<p>Deliverable: Software Design Specifications and Development Plan</p>	<p>Deliverable: Working Software, Tested and Accepted by Build</p>	<p>Deliverable: Court Case Management System, Ready for Implementation</p>		

Participating Counties
Dallas, Tarrant & Travis