

Oakland County Department of Information Technology Project Scope and Approach

Project Name: Circuit Court Judge Switch 2024

Project ID: DB4314CJ

| | | | | | |
|--|-------|-----------------------------------|------------------------------------|----------------------------|---------------|
| Leadership Group: Courts/Justice Administration | | | | | |
| Department: Circuit Court | | | Division: Family | | |
| Project Sponsor: John Cooperrider | | Date Requested: 01/31/2022 | | PM Customer No. 314 | |
| Request Type: Enhancement | | | | | |
| IT Team Name: Courts/Justice Administration | | | IT Team No: B | | |
| Project Manager/Leader: Patti Smutzki | | | | | |
| Account Number: | 95174 | Account Description: | CTS-JUDICIAL ADMIN | Customer Name: | Circuit Court |
| Grant Funded? No | | | Mandate? Yes | | |
| | | | Mandate Source: Legislature | | |

Project Goal

To modify case information when a judge and/or referee changes so that the case reflects the correct judge and/or referee.

Business Objective

Modify Judge Switch Process to reassign cases to different judge and/or referee. Modify current court applications such as mainframe CMS, Imaging system, Judicial Schedule Online, ePraeipce, and Court Recordings Online to reflect the judge and/or referee switch.

Major Deliverables

- Judge changes defined in mainframe CMS, imaging system, and other affected court applications
- Programmatic reassignment of cases to different judge
- Modified Blind Draw application
- Reassignment of FOC Referees if needed
- Data file or case list provided for updating in TCS if needed
- Updated docket information in Case Management Systems for other departments such as Prosecutor and Reimbursement
- Notices of reassignment for all cases reassigned and docket entry added
- Necessary reports for reassignment
- Modify routing rules in EDMS
- Add network folders as required

Approach

- Follow standard Project Management Office Model
- Work with Business court Chiefs and Managers to define judge change requirements for all systems:
 - Mainframe CMS
 - Imaging system

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- Judicial Schedule Online
- ePraecipe
- Court Recordings Online
- Blind Draw Assignment
- Court Explorer
- eFiling
- Modify and test judge switch program updates
- Modify and test case assignment and referee assignment programs
- Run judge switch programs in production
- Transfer case assignment and referee assignment programs to production
- Review implementation steps and lessons learned from previous Judge Switches

Research & Analysis

N/A

Benefits

No ROI Analysis needed as it's a mandated.

Impact

Number of Users 500

Divisions Family

Leadership Groups Courts/Justice Administration

Risk

Business Environment Low – Little to no impact on to existing business processes.

Technical Environment Low - Proven and previously implemented technologies.

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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:

| <u>Role:</u> | <u>Name</u> | <u>Hours per Day</u> |
|---------------------|--------------------|-----------------------------|
| Project Sponsor | John Cooperrider | As needed |
| Project Sponsor | Chris Bujak | As needed |

Facilities

- None

Technical

- None

Funding

- N/A as mandated

Other

- None

Priority

- TBD

Constraints

- None

Exclusions

- None

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PROJECT PHASE AUTHORIZATION

| | |
|---|-------------------|
| Phase(s): Project Management, Business Area Requirements, Programming, Implementation, Post Implementation Support | |
| Total Estimated Application Services | Hours: 300 |
| Total Estimated Technical Systems | Hours: |
| Total Estimated CLEMIS | Hours: |
| Total Estimated Internal Services | Hours: |
| IT Application Services Division Manager Approval: | Date: |
| IT Technical Systems 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: |
| Preliminary Estimated Development for Future Phases | Hours: |
| Grand Total Estimated Development | Hours: 300 Cost: \$49,500.00 |

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PROJECT COMPLETION AUTHORIZATION

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

Circuit Court Judge Switch 2024 - Size Estimate (+/- 10% to 50%)

| 1 | Type | ID | Task Name | Estimated |
|---|------|--------|---------------------------------|-----------|
| 2 | | | | Hours |
| 3 | 3 | 100000 | Circuit Court Judge Switch 2024 | 300 |
| 4 | | | | 300 |