

Oakland County Department of Information Technology Project Scope and Approach

Project Name: eFiling for District Courts

Project ID: DB1321TF

Leadership Group: Courts/Justice Administration					
Department: District Court			Division: District Ct Admin		
Project Sponsor: Dana O'Neal		Date Requested: 03/16/2018		PM Customer No. 321	
Request Type: <i>New Development</i>					
IT Team Name: Courts			IT Team No: B		
Project Manager/Leader:					
Account Number:	95517	Account Description:	District Ct Support 25%	Customer Name:	District Courts
Grant Funded? No			Mandate? Yes		
			Mandate Source:		

Project Goal

To support the implementation of the statewide e-Filing system sponsored by the State Court Administrative Office (SCAO) so that District Courts can E-file documents in any Michigan Court.

Business Objective

This system will allow litigants and other filers to eFile, serve one another with documents, and to electronically receive notifications and documents from the courts.

Major Deliverables

- Creation/Modification of interfaces to Mainframe and OakDocs
- Detailed Project Plan
- Application and/or System Requirements
- End User Hardware and Software Requirements Document
- Technical Design Document
- Technical Architecture Diagram
- User Acceptance Test Plan
- Implementation Plan
- Application Code
- Disaster Recovery Toolkit
- Service Center Knowledge Documents

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Approach

- Document Business and System Requirements
- Develop Detailed Project Plan
- Technical Review of ImageSoft TrueFiling Software
- Application Architecture Review of Proposed Development
- Develop Detailed Project Plan
- Review current business process and conduct needs assessment with customer, ensuring current manual processes are refined and automated.
- Determine and document system architecture and diagram
- Assess User Hardware and Software Requirements
- Conduct Tech Review
- Order hardware and software if needed
- Develop Implementation Plan
- Develop new system
- Develop User Acceptance Test Plan
- Test new system
- Acquire User Acceptance Sign off
- Conduct Change Control
- Develop Disaster Recovery Toolkit and Service Center Knowledge Documents
- Train users on new system
- Release new system into production

Research & Analysis

Gartner Research Recommendation - Research conducted, nothing found.

Benefits

Impact

Number of Users	Internal and Public Users (attorneys, etc.)
Divisions	52-1, 52-2, 52-3, 52-4
Leadership Groups	Courts/Justice Administration

Risk

Business Environment High – Project will dramatically change existing business processes or will negatively affect the business environment if implementation is unsuccessful.

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:	Tom Fuentes	As Needed
Admin (52-1)	TBD	As Needed
Admin (52-2)	TBD	As Needed
Admin (52-3)	TBD	As Needed
Admin (52-4)	TBD	As Needed

Facilities

-

Technical

- All 4 District Courts will implement the same technical solution.
- All 4 District Courts will implement the States Document Management System, which is ImageSoft's DMS.

Funding

-

Other

-

Priority

Constraints

-

Exclusions

-

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PROJECT PHASE AUTHORIZATION

Phase(s):	
Total Estimated Application Services	Hours: 300
Total Estimated Technical Systems	Hours: 24
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: 324 Cost: \$53,460

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PROJECT COMPLETION AUTHORIZATION

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

District Courts eFiling Mandate - Size Estimate (+/- 10% to 50%)

1	Type	ID	Task Name	Estimated	Estimate Notes
2				Hours	
3	Phase	000000	District Courts eFiling Mandate 2021- 2022	324	
4				324	