

# Oakland County Department of Information Technology Project Scope and Approach

**Project Name: eFiling for District Courts**

**Project ID: DB1321TF**

<b>Leadership Group: Courts/Justice Administration</b>					
<b>Department: District Court</b>			<b>Division: District Ct Admin</b>		
<b>Project Sponsor: Dana O'Neal</b>		<b>Date Requested: 02/2/2021</b>		<b>PM Customer No. 321</b>	
<b>Request Type: <i>New Development</i></b>					
<b>IT Team Name: Courts</b>			<b>IT Team No: B</b>		
<b>Project Manager/Leader:</b>					
<b>Account Number:</b>	95517	<b>Account Description:</b>	District Ct Support 25%	<b>Customer Name:</b>	District Courts
<b>Grant Funded? No</b>			<b>Mandate? Yes</b>		
			<b>Mandate Source:</b>		

## **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
- 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

### **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

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- Review current business process
- 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/integration
- Develop User Acceptance Test Plan
- Test new system/integration
- Acquire User Acceptance Sign off
- Conduct Change Control
- Develop Disaster Recovery Toolkit and Service Center Knowledge Documents
- Determine Training needs
- Release into production

## **Research & Analysis**

### **Gartner Research Recommendation**

## **Benefits**

## **Impact**

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

## **Risk**

<b>Business Environment</b>	High – Project will dramatically change existing business processes or will negatively affect the business environment if implementation is unsuccessful.
<b>Technical Environment</b>	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:

<b><u>Role:</u></b>	<b><u>Name</u></b>	<b><u>Hours per Day</u></b>
Project Sponsor:	Dana O’Neal	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.

**Funding**

- 

**Other**

- 

**Priority**

**Constraints**

- 

**Exclusions**

-

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## PROJECT PHASE AUTHORIZATION

<b>Phase(s):</b>	
<b>Total Estimated Application Services</b>	<b>Hours:</b>
<b>Total Estimated Technical Systems</b>	<b>Hours:</b>
<b>Total Estimated CLEMIS</b>	<b>Hours:</b>
<b>Total Estimated Internal Services</b>	<b>Hours:</b>
<b>IT Application Services Division Manager Approval:</b>	<b>Date:</b>
<b>IT Technical Systems Division Manager Approval:</b>	<b>Date:</b>
<b>IT CLEMIS Division Manager Approval:</b>	<b>Date:</b>
<b>IT Internal Services Division Manager Approval:</b>	<b>Date:</b>
<b>IT Management Approval:</b>	
Approved:                      Yes                      No	<b>Date:</b>
Reason:	
<b>Project Sponsor Approval:</b>	
Title:	<b>Date:</b>

## PROJECT SUMMARY

<b>Authorized Development (see above)</b>	<b>Hours:</b>
<b>Preliminary Estimated Development for Future Phases</b>	<b>Hours:</b>
<b>Grand Total Estimated Development</b>	<b>Hours:</b> <b>Cost:</b>

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**PROJECT COMPLETION AUTHORIZATION**

<b>Customer Acceptance of Product:</b>	
Title:	Date:
<b>Project Office Review:</b>	Date: