

Oakland County Department of Information Technology Project Scope and Approach

Project Name: FOC - eFiling Mandate

Project ID: DB1314EF

Leadership Group: Courts/Justice Administration					
Department: Circuit Court			Division: Friend of the Court		
Project Sponsor: Suzanne Hollyer		Date Requested:		PM Customer No. 31404	
Request Type: <i>New Development</i>					
IT Team Name: Courts			IT Team No: B		
Project Manager/Leader: Patti Smutzki					
Account Number:	34041	Account Description:	Family Division	Customer Name:	FOC
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 the FOC 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

Mandated.

Impact

Number of Users Internal and Public Users (attorneys, etc.)

Divisions FOC

Leadership Groups Courts/Justice Administration

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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.

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:	Suzanne Hollyer	As Needed

Facilities

-
-

Technical

-
-

Funding

-

Other

-

Priority

-

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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: <input type="checkbox"/> Yes <input type="checkbox"/> 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:

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

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