

Oakland County Department of Information Technology Project Scope and Approach

Project Name: Circuit Court Judge Switch 2021

Project ID: DB1314JS

Leadership Group: Courts/Justice Administration					
Department: Circuit Court			Division: Family		
Project Sponsor: John Cooperrider		Date Requested: 03/01/2020		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): Circuit Court Judge Switch 2021	
Total Estimated Application Services	Hours: 212
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: 212
Preliminary Estimated Development for Future Phases	Hours:
Grand Total Estimated Development	Hours: 212 Cost: \$34,980

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PROJECT COMPLETION AUTHORIZATION

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

Circuit Court Judge Switch 2021 - Size Estimate (+/- 10% to 50%)

1	Type	ID	Task Name	Estimated
2				Hours
3	3	100000	Circuit Court Judge Switch 2021	212
4				212