

Oakland County Department of Information Technology Project Scope and Approach

Project Name: Criminal Justice Reform Compliance Ph 1

Project ID: DB2312RC

Leadership Group: Courts Justice/Administration					
Department: Business Courts and Clerks			Division: Circuit Court/Clerks		
Project Sponsor: John Cooperrider/Jennifer Howden		Date Requested: Feb 2021		PM Customer No. 312	
Request Type:			<i>New Development</i>		
IT Team Name: Courts			IT Team No: B		
Project Manager/Leader: Patti Smutzki					
Account Number:	95179	Account Description:	CTS-GJ-General Support	Customer Name:	Circuit Court
Grant Funded?		No		Mandate?	Yes
				Mandate Source:	

Project Goal

To update all systems impacted by expanded criminal justice reform legislation so that Oakland County is compliant. This project should be considered as Phase 1 of a multiphase criminal justice reform implementation. The project focuses on legislation passed as of April 2021.

Business Objective

Major Deliverables

- Update case and document management systems and interfaces
 - Some examples of systems and interfaces are:
 - Mainframe
 - Court Explorer
 - LaserFiche (including workflows)/OakDocs
 - Judicial Data Warehouse (State of Michigan)
 - Purge/Restore Process
 - Kofax
 - Pre-Processor
- Ensure eFiled cases that have been expunged are sent to Image Soft with proper non public indicator.
- Ensure access to court records is retained as appropriate
- Prepare for initial high-volume process for auto set asides.
- Modify systems as needed to accommodate increased volume of requests for set aside prior to SOM automated system.
- Ensure compliance with automated systems ready by targeted go live date of 4/11/2023
- Include Reporting as necessary

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Approach

- Identify and work with all departments impacted
- Known departments impacted are:
 - Circuit Court
 - Clerk's Office
- Prepare for initial volume to be high
- Prepare for interfaces with LEIN and SOM,
- Develop automated systems for batch and/or real-time processing for set asides.

Research & Analysis

Gartner Research Recommendation

Benefits

See Return on Investment (ROI) Analysis Document

Impact

Number of Users 40+ Judicial Staff, Public Users

Divisions Circuit (Adult Criminal and Juvenile)
Clerks Office
Executive

Leadership Groups Courts Justice Administration

Risk

Business Environment **Medium** – project will require some changes 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</u> <u>Day</u>
Project Sponsor:	John Cooperrider	As needed
Project Sponsor:	Jennifer Howden	As needed
Project Sponsor	Chris Bujak	As needed

Facilities

-
-

Technical

-
-

Funding

- IT Funded

Other

-

Priority

-

Constraints

- New development of state systems
- Additional legislation still being passed
- Governance not clearly defined

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- Funding if not available through the State of Michigan

Exclusions

-
-

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PROJECT PHASE AUTHORIZATION

Phase(s):	
Total Estimated Application Services	Hours: 1323
Total Estimated Technical Systems	Hours: 37
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: 1360 Cost: \$224,400

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PROJECT COMPLETION AUTHORIZATION

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

Criminal Justice Reform Compliance - Size Estimate (+/- 10% to 50%)

1	Type	ID	Task Name	Estimated
2				Hours
3	3	000000	PROJECT MANAGEMENT	437
4	Phase	200000	DEFINE BUSINESS REQUIREMENTS	83
5	Phase	300000	DESIGN SYSTEM ARCHITECTURE	72
6	Phase	500000	DEVELOP APPLICATION	605
7	Phase	600000	IMPLEMENTATION PHASE	94
8	Phase	080000	POST IMPLEMENTATION SUPPORT	69
9				1,360