

# Oakland County Department of Information Technology Project Scope and Approach

**Project Name: Circuit Court Judge Switch 2020**

**Project ID: DB0314JS**

<b>Leadership Group: Courts/Justice Administration</b>					
<b>Department: Circuit Court</b>			<b>Division: Family</b>		
<b>Project Sponsor: John Cooperrider</b>		<b>Date Requested: 02/02/2018</b>		<b>PM Customer No. 314</b>	
<b>Request Type: Enhancement</b>					
<b>IT Team Name: Courts/Justice Administration</b>			<b>IT Team No: B</b>		
<b>Project Manager/Leader: Patti Smutzki</b>					
<b>Account Number:</b>	95174	<b>Account Description:</b>	CTS-Jud Admin-Admin	<b>Customer Name:</b>	Circuit Court
<b>Grant Funded? No</b>			<b>Mandate? Yes</b>		
			<b>Mandate Source: Legislature</b>		

## 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, ePraecipe, 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

### **Approach**

- Follow standard Project Management Office Model
- Define judge changes on mainframe CMS, imaging system, Judicial Schedule Online, ePraecipe, Court Recordings Online
- Modify and test judge switch programs
- Modify and test case assignment and referee assignment programs
- Run judge switch programs in production
- Transfer case assignment and referee assignment programs to production

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**Research & Analysis**

**Gartner Research Recommendation**

N/A

**NACo Application Store**

N/A

**Benefits**

No RIO Analysis needed as it's mandated.

**Impact**

**Number of Users**      500

**Divisions**              Family

**Leadership Groups**   Courts/Justice Administration

**Risk**

**Business Environment**      Med – Project requires some changes to existing business process.

**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:

<b><u>Role:</u></b>	<b><u>Name</u></b>	<b><u>Hours per Day</u></b>
Project Sponsor	John Cooperrider	As needed
Business Analyst	Chris Bujak	As needed

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**Facilities**

- None

**Technical**

- None

**Funding**

- N/A as mandated

**Other**

- None

**Priority**

- TBD

**Constraints**

- None

**Exclusions**

- None

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**PROJECT PHASE AUTHORIZATION**

<b>Phase(s):</b>	
<b>Total Estimated Application Services</b>	<b>Hours: 209</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: 209            Cost: 34,485.00</b>

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**PROJECT COMPLETION AUTHORIZATION**

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

**Circuit Court Judge Switch 2020 - Size Estimate (+/- 10% to 50%)**

Type	ID	Task Name	Estimated Hours	Estimate Notes
Phase	000000	<input type="checkbox"/> PROJECT MANAGEMENT	65	
Phase	030000	<input type="checkbox"/> BUSINESS AREA REQUIREMENTS	34	
Phase	040000	<input type="checkbox"/> BUSINESS SYSTEM DESIGN	14	
Phase	050000	<input type="checkbox"/> TECHNICAL DESIGN	12	
Phase	060000	<input type="checkbox"/> PROGRAMMING	48	
Phase	070000	<input type="checkbox"/> IMPLEMENTATION	16	
Phase	080000	<input type="checkbox"/> POST IMPLEMENTATION SUPPORT	20	
			209	