

Oakland County Department of Information Technology Project Scope and Approach

Project Name: eFiling for District Courts

Project ID: DB9321TF

Leadership Group: Courts/Justice Administration				
Department: District Court			Division: District Ct Admin	
Project Sponsor: Tom Fuentes		Date Requested: 03/16/2018		PM Customer No. 321
Request Type: <i>New Development</i>				
IT Team Name: Courts			IT Team No: B	
Project Manager/Leader:				
Account Number:	95517	Account Description:	District Ct Support 25%	Customer Name: District Courts
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 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

- Support plan for implementing the States EDMS and eFiling system

Approach

- Provide guidance and support to the District Courts

Research & Analysis

Gartner Research Recommendation

Benefits

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Project Scope and Approach**

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Impact

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

Divisions 52-1, 52-2, 52-3, 52-4

Leadership Groups Courts/Justice Administration

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:	Tom Fuentes	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.

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- All 4 District Courts will implement the States Document Management System, which is ImageSofts DMS.

Funding

-

Other

-

Priority

Constraints

-
-

Exclusions

-
-

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PROJECT PHASE AUTHORIZATION

Phase(s):	
Total Estimated Application Services	Hours: 300
Total Estimated Technical Systems	Hours: 0
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: 300	
Preliminary Estimated Development for Future Phases	Hours:	
Grand Total Estimated Development	Hours: 300	Cost: 49,500.00

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PROJECT COMPLETION AUTHORIZATION

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

eFiling for District Courts - Size Estimates - Phase Level

1				Estimate
2	Type	ID	Task Name	Hours
3				
4	3	000000	District Courts eFiling Mandate Budget	300
5				300