

CMS Requirements Project Conceptualization (February 6, 2002)

Phase	Task	AOC Resource	Duration	Work Product
I	Project Initiation		8w	
	1.10 Design CMS Requirements Repository	HJL (2d)	< 1w	Conceptual Design
	1.20 Conceptualize Project	PM & HJL (1d)	< 1d	Project Concept
<>	1.30 Approve CMS Requirements Repository Design & Project Concept	KH & JS		
	1.40 Develop Project Plan, Project Management & Project Reporting	PM	< 1w	Project Plan
	1.50 Build Repository (Access?) Data Base, Forms & Initial Reports	HJL (1w)	< 1w	Repository
	1.60 Acquire copies of "local" Authorities and store in Repository Folder	HL (1d)	< 1w	Repository Authorities
	1.61 AOC's Court Order Enforcement Guidelines (April 2001)			
	1.62 AOC's Surcharge Question & Answer Guidelines			
	1.63 CACC Financial Requirements			
	1.64 FACTS User Group Recommendations (et al)			
	1.65 Large Volume East Valley Court Study			
	1.66 Maricopa County Justice Court AZTEC Gap Analysis			
	1.67 Maricopa County Superior Court AZTEC Gap Analysis			
	1.68 MAS			
	1.69 Uniform Accounting Manual for AZ JP Courts (AG's Office)			
	1.70 Load Meta Data Tables into Repository	HL (1d)	1d	Repository Meta Data
	1.71 Functions & Activities based on NCSC functional standards			
	1.72 <i>Authorities</i>			
	1.80 Load Initial <i>Tasks</i> and Requirements into Repository	HL (5w)	6w	CMS Requirements (v0.1)
	1.81 NCSC Functional Standards (CR, CV, DR, JV)	HL (2w)	2w	
	1.82 CACC Financial Requirements	HL (3w)	3w	
	1.90 Plan and Schedule Phase II	PM (3d)	2w	Phase II Schedule
<>	1.99 Approve Phase I Work Products	KH & JS		

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II	LJC CMS Requirements		28w+	
<>	2.10 Obtain CACC Buy In and Approval	KH et al		
	2.20 Begin forming CACC LJC Functional Workgroups	PM (5d)	8w	CACC Workgroup Staffing
	2.30 Develop and Load baseline LJC CMS Requirements	HJL (11w)	12w	CMS Requirements (v0.2)
	2.31 MCJC AZTEC Gap Analysis	HL & CSD? (3w)	3w	
	2.32 Large Volume East Valley Court Study	HJL (1w)	1w	
	2.33 CA RFP	HJL (1w)	1w	
	? 2.34 MN RFP - CMS Functional Requirements	HL & CSD? (4w)	4w?	(Need to Obtain)
	? 2.35 Hawaii RFP - CMS Functional Requirements	HL & CSD? (2w)	2w?	(Amy to provide if needed)
	2.40 Plan and Launch Phase II CACC Involvement	PM (1d)	2w	CACC Workgroup Schedule
	2.41 Complete forming CACC LJC Functional Workgroups			CACC Workgroup Staffing
	2.42 Prepare CACC Workgroup Schedule			CACC Workgroup Schedule
<>	2.43 Present Workgroups and Schedule for CACC Approval	KH & JS		
	2.44 Schedule meeting room and other AOC resources	PM (1d)		
	2.44 Invite Court representatives and secure commitments	PM (1d)	1w	
	2.50 CSD Review of baseline CMS Requirements	PM, HL & CSD	3w	CMS Requirements (v1.0)
	2.51 Coordinate CSD Staffing for CMS Requirements Review	PM (1d)		AOC/CSD Workgroup Staffing
	2.52 Schedule CSD Review Sessions	PM (1d)		Review Schedule
	2.53 Prepare Session Review Materials	HL (1d)		
	2.54 Conduct Review Sessions	PM & HL (1w)	2w	
	2.55 Incorporate CSD Review Critique into v0.1	HL (3d)	1w	CMS Requirements (v0.2)
	2.56 Initiate Issues List	HL (1d)	1d	Issues List (Initial)
	2.57 Review CMS v0.2 with CSD Workgroup; incorporate deltas	PM & HL (1d)	1d	CMS Requirements (v1.0)
<>	2.60 Obtain AOC Approval of CMS v1.0	KH & JS		
	2.70 Supplement CMS v1.0 with CACC Workgroup input	PM(5w) HL(10W)	10w	Assuming 2 sessions/week
	2.71 Prepare for first functional workgroup review; Distribute review materials to Work Group Participants	HL (1d) PM	1d	
	2.72 Conduct first functional work shop (elect Work Group Captain	PM & HL (1d)	1d	
	2.73 Incorporate WG changes into CMS v1.0; resolve issues	HL (1d)	1d	CMS Requirements (v1.1)

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	2.74	Manage Issues List	HL	Issues List (Evolving)
	2.75	Identify and Develop Best Practices	PM	Best Practices Candidates
	2.76	Document Business Process Standardization Candidates	HL	BPS Candidates Inventory
	2.77	Obtain approval of WG Work Products from WG Captain	HL	WG Captain's Approval
	2.78	Publish Revised Work Products to WEB for <i>at large</i> review	HL	Review Comments
	2.79	Repeat 2.71 - 2.78 for each of the remaining 15-20 functions	PM & HL (1d)	1d
<>	2.80	Obtain CACC Buy In and Approval	PM(2w) HL(2w)	3w CMS Requirements (v2.0)
	2.81	Package CMS v2.0	HL	
	2.82	Finalize Issues List	PM & HL (2d)	
	2.83	Finalize Best Practices	PM & HL (5d)	
	2.84	Finalize Business Practice Standardization Candidates	PM & HL (3d)	
	2.85	Prepare Transmittal Letter/Report Summary to CACC	HL	
	2.86	Present to CACC	PM & HL (1d)	
	2.90	Post-CACC Follow Up		? CMS Requirements (v3.0)
	2.91	Work Issues List to Resolution		
	2.92	Document and Adopt Standardized Business Practices		
	2.93	Incorporate Best Practices into LJC CMS Requirements		
	2.94	Package CMS v3.0 for Presentation to CACC		
	2.95	Prepare Transmittal Letter/Report Summary to CACC		
	2.96	Present to CACC		
III	Juvenile Court CMS/Case Financial Records Requirements			TBD CMS Requirements (v4.0)
IV	Superior Court CMS/Case Financial Records Requirements			TBD CMS Requirements (v5.0)
	Pima ICIS.Net Gap Analysis?			