

# Scope Statement For Agave Release 2.0



## Document History

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# EXECUTIVE SUMMARY

## Purpose of this Document

This Scope Statement has been produced for the Pima Agave 2.0 project in order to manage and define the scope of this project effectively. Specifically, this document refers to the modifications necessary to update the current installation of Agave 1.0, to incorporate a rules engine, to sunset Pima County Superior Court Administration's CACTIS system, and to incorporate the functionality of the Clerk of the Court's financial systems.

This document will provide a baseline definition of the Agave 2.0 project based on project deliverables, exclusions, objectives, constraints, and assumptions, thus providing a common understanding of the project and its scope for the stakeholders.

This document clearly defines the project management approach and the key deliverables for this project. Work not specified in the scope statement is assumed to be excluded from the scope and subject to change control.

The project scope is set through joint collaboration of Pima County Court Administration, the Pima County Clerk of the Court, and the Administrative Office of the Court (AOC). This project is to pursue a unified case management, calendaring, financial, and imaging system.

**To obtain the most recent updates to this document, please visit:**

<http://agavedev.sc.pima.gov/scportal>

Once you have registered for the site, click on the Project Management Tab at the top, then scroll down to the "Release 2 Deliverables" section and click on "Release 2 Scope Document".

**For any questions, please contact Frank Bohac at [bohac@bconserv.com](mailto:bohac@bconserv.com)**

## Project Justification

The overall business justification is to ensure that a single application will meet the business needs of a large volume, general jurisdiction court. These needs include:

- Case Management
- Financial Management
- Records Management
- Statistical and Reporting Requirements
- Compliance Monitoring

Information should be captured at the earliest possible point in the process as practical and stored in a single location. Duplicate data entry will be eliminated as disparate systems are coalesced into a single data repository. The elimination of redundancy will assist the court by freeing resources for other tasks.

Data access should be limited based upon job function. Information that is not essential to the user's job function should be suppressed.

CACTIS is considered an end-of-life system due to an antiquated operational environment. Exchanging data between CACTIS and other systems prove to be difficult at best. While CrimWeb and e-Ledger are built on newer technologies and exchange data, they had not been integrated with other court systems. This can cause staff to perform duplicate data entry and manage multiple application interfaces to complete a specific business process.

A unified system will provide a single point of data entry and a single user interface for the court to manage its business.

## Introduction

### Historical Situation

Pima County Superior Court had examined Maricopa County's iCIS system as a precursor to the development process of a new Case Management application. It was determined that a conversion of iCIS from a Visual Basic 6.0 to a Visual Basic.net environment using Visible Developer was impractical. iCIS proved to be a valuable tool when performing the analysis for the new application; however, the code, database structure, screen layout and "look and feel" of the iCIS application has not been reused.

### Current Situation

Pima County Superior Court has released the first version of the Agave application (during 2<sup>nd</sup> quarter of 2005). This version of Agave has allowed to Superior Court to sunset the CMS system that had been utilized by the Clerk of the Court for the functions of:

- Case Initiation
- Document Imaging
- Non-Criminal Receipting

Additionally, an electronic feed was added between the Pima County Attorney's Office and the Pima County Superior Court which allows for electronic transmission of Grand Jury cases to the court.

Complete case records were converted from the legacy application systems into the new Agave data structure. Incomplete records were supplemented with CACTIS data. Records where extensive research was required remained in a CMS-like archive structure. Users are able to view these records only.

Agave has been developed using Visible Developer as the development tool and SQL 2000 as the database server environment.

## Introduction (cont)

### Overview of Release 2.0

The goal of Agave Release 2.0 (henceforth referred to as Agave 2.0) is fourfold:

1. Provide structural updates to Agave 1.0
  2. Incorporate a rules engine to the architecture which allows users to maintain local business rules independently of the actual application code
  3. Incorporate court financials
  4. Incorporate functionality currently available to users via the CACTIS application
- 
1. After Agave 1.0 was deployed to Pima County Superior Court, the Administrative office of the Court performed a technical code audit of the application. The purpose of this audit was to advise the Agave development team of variances between Visible Developer best practices and the Agave 1.0 source code. Where appropriate, these variances will be addressed. Additionally, the development team will upgrade their installation of Visible Developer to the current release. Agave was developed using a Microsoft SQL 2000 database. This will be upgraded to Microsoft SQL 2005 as part of the structural upgrades.
  2. Each court has its own unique set of business practices and rules that change over time. In order to incorporate Pima County Superior Court's business practices into Agave and to provide the flexibility needed for the application to be deployed to other jurisdictions, a rules engine will be built into Agave 2.0. This will allow Agave to capture specific application events and respond in accordance with local business practices. Other jurisdictions can choose to code the same event differently or take no action when a particular event is fired.
  3. Court financials are currently tracked in three systems within Pima County Superior Court:
    - o *CrimWeb* tracks the obligations and payments made by individuals in a criminal case. It also enables the court to accurately track joint-and-several liabilities.
    - o *E-Ledger* allows the court to allocate the funds that have been collected through Agave and *CrimWeb* to the various agencies per statute, rule, and administrative order.
    - o *Agave* currently tracks Case Initiation receipting
  4. CACTIS has been utilized by Pima County Superior Court Administration for the purposes of case management, calendaring, arbitration, and statistical data collection. CACTIS has not undergone significant revisions since 1994, when updates were halted pending a new case management system.

## Mission of Agave 2.0

The *primary mission* of Agave 2.0 is to provide Pima County Superior Court with a replacement of the CACTIS Case Management system. This system is primarily used for Case Management, Calendaring, Arbitration Tracking and Statistical Data Collection of Criminal, Civil, and Family Law cases.

In support of this mission, the following high-level functionality will be included in Agave 2.0:

- Scheduling of criminal, civil and family law cases
- Calendaring of criminal, civil and family law cases
- Resulting of calendar events
- Courtroom Scheduling
- Case / party termination
- Case Status / Party Status tracking
- Warrant Tracking
- Charge and Sentence Management
- Jail Transport List
- Non-Judicial resource scheduling
- Maintenance of Judge related information
- Attorney maintenance
- Attorney assignments
- Judicial performance review survey tracking
- Arbitration
- Statistical and Data reporting
- Usage of interpreters on cases
- Rule 8 tracking
- Rule 11 tracking
- Rule 32 tracking
- Advanced search features
- Civil / Family law inactivity terminations (Zlacket Rules)
- Settlement Conference tracking
- File tracking
- Case management reports
- CACTIS data conversion
- Data exchanges with the County Attorney, Public Defender, and Legal Defender of attorney and calendar information

## Mission of Agave 2.0 (Cont.)

A *secondary mission* of Agave 2.0 is to include additional financial functionality. In order to do this, the following tasks will be included:

- Integration of CrimWeb and e-Ledger functionality
  - Criminal obligations
  - Criminal receipting
  - Joint and Several Liability
  - Payment processing
  - Allocation
  - Deposit Warrant
  - General ledger
  - Disbursements
  - Victim restitution and IPS check processing
  - Data preparation for collections
- CrimWeb and e-Ledger data conversion
- The financial component will reuse legacy financial code where applicable

For specific information on the included functionality please see Appendices 1 - 5.

## Excluded from Scope for Agave 2.0

The following items are specifically excluded from the scope of Agave 2.0. Some of these items will be included in a future build of Agave:

- Juvenile case management and calendaring
- Probate case management and calendaring
- Conciliation Court case management and calendaring (as provided by the current CASA application. Includes appointment scheduling, party/contact information, counselor information, etc.)
- Automated creation of Minute entries
- Interpreter per diem tracking
- Post decree tracking
- Subscription services for external users (attorneys, etc.)
- Alerts to external users (for scheduling events for example)
- Electronic disposition reporting
- E-Signature
- E-filing (other than Lexis-Nexis)
- Re-architecting the application to utilize Appshell
- Re-architecting the application to utilize the Visible code pattern generator
- Re-architecting the application into a three-tier application
- Re-coding financial Stored Procedures
- Master calendar blocks for judges
- Juvenile Financials
- Recoding of existing financial stored procedures
- Bank reconciliation
- Cash bond tracking
- Interface to Pima County Justice Court
- Interface to Tucson City Court
- Data Cleansing
- Detailed Rule 11 tracking
- Evidence tracking
- File tracking

## Project Structure

Due to the amount of changes necessary to carry out the Scope as defined above, four separate project plans with four separate budgets will be produced. This will allow for a more encapsulated view of the project and better ability to externally review and manage the overall project components. Many of the same resources will participate across the four project plans and care will need to be taken when scheduling resources. The project manager will produce consolidated project plans and budgets as required for internal or external reporting purposes.

This single scope document will cover all four projects, but each project will then have its own set of key deliverables. Application deployment strategy, including documentation and training will be assessed during (or just prior to) the implementation phase

## Project Product

Agave version 2.0 will be deployed primarily to Pima County Superior Court. It is projected that deployment will have the following effects:

### Court Staff

- All existing Agave users will be upgraded to the Agave 2.0 version.
- CACTIS will be sunset and all CACTIS users will be migrated to Agave 2.0.
- The compliance and statistical reporting requirements of the court will be incorporated into Agave.
- Information on reports currently generated by CACTIS will be made available via Agave as appropriate.
- Dual entry of Case information (Agave/CACTIS) will no longer be required
- Court data will be present in a single, integrated application

### Clerk Staff

- All existing Agave users will be upgraded to the Agave 2.0 version.
- Individuals utilizing CrimWeb or e-Ledger will no longer need to launch a separate application (financial information will be provided via a single, integrated application).
- Users will no longer need to manually enter or correct the case caption.
- Users will no longer need to manually populate judge assignments.

### External Users

- All external users currently utilizing CACTIS will be given either a web service or a thin-client interface.
- External users will be responsible for developing any code to receive return electronic feeds.

## Project Constraints

The following items are considered constraints of the Pima AGAVE Project:

- Use of Visible Developer as the development tool
- Integration constraints which result from unlike data structures in the legacy applications
- Quality of existing data and the effort required to cleanse this data
- A standardized code set delivered by the General Jurisdiction Code Standardization Committee, including code definitions
- Availability of resources (both in the development and support areas); all available resources are being utilized for this release
- Outstanding business decisions that will impact the scope with regard to functionality
- The potential for legislative changes that will impact the requirements

## Project Assumptions

The following are the defined assumptions for the Pima AGAVE Project:

- An external project manager, Phillip Ellis, will provide high level management of the project and will act as an interface between the project team and external stakeholders.
- A Governance Team will provide the strategic direction of this project. For clarity, it is envisaged that the Governance Team includes Hon. Patti Noland, Clerk of Pima Superior Court; K. Kent Batty, Court Administrator Pima Superior Court; Gregg Obuch, Director, Information Technology and Service Division, Pima County Superior Court; and Sean Abrigo Information Technology Director, Clerk of the Court.
- A Pima County Management Team consisting of: K. Kent Batty, Hon. Patti Noland, Gregg Obuch, Sean Abrigo, Phillip Ellis, and Frank Bohac will review and approve all project related documentation including change requests within an acceptable time frame in order to prevent unnecessary delays.
- A Project Team (membership to be determined) which will Author, Review and Approve Business Process changes, UAT Environment, Reconciled Data Conversion and the 'Live' Production system.
- Agave does not include juvenile functionality beyond replacing the existing imaging repository and importing a subset of financial information from JOLTSAZ.
- Pima Superior Court is not sharing resources with Pima County Juvenile Court.
- Once delivered Pima County Superior Court Administration and Pima County Clerk of Superior Court will take on all support and maintenance responsibilities. The project team will be available to work on the next version of Agave.
- Agave 2.0 will not include all the recommended changes from the Visible audit. If all recommendations were to be included a minimum of one more build will be necessary.
- In order to reuse some existing financial functionality, not all legacy code will be rewritten using Visible Developer.
- Co-operation and information will be provided in a timely manner by all resources.
- All hardware will meet specifications outlined in the "Agave Design Specifications" document.
- Dedicated time will be provided by departments within the courts for scheduled visits.
- Delays suffered to the project due to lack of resources or data / information not supplied as per the Detailed Project Schedule can be escalated accordingly.

## Project Assumptions (cont.)

- The opportunity for re-planning will exist if a change in Scope or Time occurs.
- The Governance Team, Pima County Management Team, and the Project Management Team will assume the responsibility to review Key Deliverables within an agreed timeframe.
- A full Life Cycle test environment will be available in order to conduct end-to-end Life Cycle Testing as part of System Testing. This will involve participation from Project Team as well as any external agencies affected, such as the County Attorney.
- Robust change control mechanisms will exist between this project and all other involved parties.
- All Data Quality and Cleansing activities are to be completed before any System Testing, UAT, Data Conversions or Data Extractions are undertaken.
- At the end of data extraction, conversion, and cleansing, historical data may not be complete. Any omissions will be noted.
- The GJXDM XML format is to be used for data interchange as a default.
- All functional areas will have access to necessary hardware, tools and/or environments to accomplish program tasks and activities.
- Document reviews are conducted in a timely manner.
- The change management process will be utilized to minimize scope changes.
- The Program Team will be fully represented by all required functional areas.