

Project Status
Project Name: COSC's Adult Financial System
Department: Maricopa County Judicial Branch - CTS

Date: June 13th, 2008

Status Overview:

The project is tracking according to schedule. Worthy of mention for this reporting period are:

- Baseline Project Plan for this phase - The joint project team developed the project plan on May 27, 2008. Execution of the plan started on June 2, 2008; it will end on October 31, 2008. Major deliverables of this plan are:
 - 1) Business Process Analysis of financial obligation processes – high-level narratives of every business process involved in the COSC's Criminal Financial Obligations unit
 - 2) Baseline Scope Definition – list of business processes to be automated
 - 3) Process Decomposition – detailed documentation of each relevant business process
 - 4) Business Requirements – list of functional and technical requirements
 - 5) Baseline Cost Estimate and projected project delivery date
- Business Analysis Team - CTS and COSC formed a joint Business Analysis Team consisting of 5 CTS Analysts and 6 COSC subject matter experts. Resource commitments are secured for this phase.
- For the business process narrative deliverables, the project team completed 3 interviews and meetings out of the planned 40 interviews/meetings. This process is going very well and on track.
- Risk (CTS and Clerk of Court Staff Availability) probability is reduced from 20 to 10%. Also, note that CTS staff availability is added as an additional factor of the risk. The recent assignment of additional CTS resources, the recent commitment of COSC resources, and the progress that the team made during the past week justify this risk mitigation. It is important to note that the risk still exists due to continued resource demands of the CTS iCIS Juvenile Financial project and of the COSC's Cash Receipting project.

Project Manager Journal:

5/19

(CTS Project Manager on vacation)

5/27

Baseline project plan was developed and presented to the joint team for collaboration. Art, Doug, and Deborah met with Chris Stimson to discuss the project plan. The project plan starts June 1st. Business analysis and requirements phase is scheduled for 19 weeks. Chris will supply subject matter experts.

5/28

Doug cross-referenced the old plan with the new plan; he took items from the old plan (Ken's plan) and put them under the 7 main areas of the new plan in order to create comprehensive interview agendas.

6/2

The gathering of business requirements will be done in stages. First, business requirements will be gathered from a wide-angle perspective defining what the business processes are. Next, the mid level interviews will define components of each process and will ask how and why business is done. Finally, requirements will be gathered from a micro level, in which every business process will be decomposed and clearly defined. The final stage may be done in the mid level stage depending on complexity of subject matter.

6/3

Resource scheduling problems were encountered. Interviews could not proceed as planned. The PMO escalated matters to Rich and Gordon. Resource commitment agreement was reached; we believe this matter is resolved.

6/10

CTS and COSC team met to confirm resources and commit to the project plan. Gordon, Darrel, Rich, Chris, Jeannette, Angela, Doug, Art, Deborah in attendance. All parties involved are excited and are ready to begin the process of working together in order to meet common goals.

6/11

The first three business overview interviews were successful and complete. Further, work on the first business overview narrative has begun due for completion on June 16 2008.