

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

Date: August 19, 2008

### **Status Overview:**

The joint CTS/COSC project team completed the entire suite of business narratives whose overview includes COSC's management input to the project. The Scope Definition will be completed this week.

The next step is to develop flowcharts and detailed documentation of the CFO unit's business processes. During the next 7 weeks, CTS will be observing (and documenting activities) the CFO's RFR processors process real accounts/cases, payments, checks, reports, and as they deal with real day-to-day business tasks.

The current project phase (Business Analysis and Requirements) is on track to complete on or before October 31, 2008 at which time the baseline project delivery date will be known.

### **Project Journal:**

**7/8**

The joint team reviewed RFR reports. Gordon, Darrell, Jeanette, Jane, Angie, Diana, and Doug attended the meeting. Gordon expressed a desire to have Jeanette and Chris to be able to pull clerk financial ad-hoc reports on iCIS. Currently, Chris has this ability with the present RFR system. This feature will be included in the iCISng project.

**7/10**

The joint team reviewed the reports narrative. Jeanette was not at this meeting and as a result we still need input from her. Angie is going to have Jeanette send CTS her input in a written format.

**7/15**

Diana Lewis is the new RFR project manager as Doug starts transitioning out before he leaves CTS. Doug will assist her in her new position as she adjusts to expectations and demands.

**7/17**

Chris Stimson mentioned he would be taking a more active role in the RFR project meetings because much of Jeanette Farrison's time will now be allocated to supporting the case receipting system.

Chris also gave a note commenting that the narratives continue to fall short of expectations and are not sufficient for system developers to design a system. Art

explained to everyone that the business narratives represents only one-fourth of the current project phase's deliverables. Through progressive elaboration, additional intermediate materials will be developed during the next 3 months: Scope Definition, Detail Process Decomposition flowcharts, and Business Requirements. These will all be plugged-in to a formal document called the Business Process Analysis and Requirements (BPR) document and will be THE document that will be presented to stakeholders for review and approval signatures. This document is planned for completion on October 31, 2008. The BPR will become the basis for developers to design the new solution. Chris understood the PMO process and is OK with this.

**7/22**

Art met with COSC management team (Gordon, Darrel, Jane and Angie) to propose 5 additional interviews and a meeting to gather management input to the business narratives. The team agreed and the first meeting was conducted immediately; 4 interviews and meetings were completed for the task. The COSC org chart was added to the business overview; a financial obligation lifecycle diagram was also added to the business overview. Thus, COSC management concerns are memorialized in the business overview. Review of the results (mainly in the Business Overview section) occurred and concurred by participants during the following week.

**8/1**

Doug left CTS for Berkeley, California. Karen Szabo and Craig Brooks join the RFR projects.

Diana, Karen, and Craig started to work on the process lists for the Scope Definition. The joint team continued to review and refine the business process narratives.

**8/5**

RFR Project Status meeting held. Art asked Chris for a schema of the current RFR system. Later in the week Art received from Chris the database schemas: one in Erwin format and another in Visio format; both are forwarded to Ken for further studies by his staff. Also, Art sent Ken a copy of the latest RFR project documents for his staff's review. The goal is to have a head-start in developing a WBS for estimating project delivery date (to be determined on Oct. 31, 2008). Data conversion was also discussed. The COSC will play a key role in pulling the data from its current RFR database so that CTS can import the data into the new schema.

The joint team continued to review and refine the business process narratives.

**8/12**

CTS-COSX Financial Steering Committee meeting held. Art asked Gordon for his acceptance of the intermediate deliverables (business process narratives) that are completed and reviewed so far. This acceptance (verbal) will be indicated in the CACC status report. Formal acceptance signatures will be reserved for the formal Business Process and Requirements document at the end of the project Phase in October 31, 2008.

CTS continued to work on the Scope Definition.

**8/18**

CTS started observing the CFO's RFR operations – a result of miscommunication. The current task is the Scope Definition. The next task is a week of flowcharting.

Chris asked for an updated project plan; Art provided to him (and to the entire project team) the 8/12/2008 version of the project plan. Art emphasized that the Process Decomposition will be conducted in 2 tracks: one for the complex payment/JSL processing and the other for the less complex processes. This means 2 sets of resources and activities working in parallel.