

On behalf on the Commission on Technology, I am contacting you regarding your **Information Technology Strategic Plan for 2007-2009**. The Arizona Judicial Department is required to submit an Information Technology Strategic Plan to the State per ARS 41-3504(f). In accordance with ACJA 1-109, COT reviews and approves IT strategic plans of the courts. Strategic planning is also specified by an initiative under Goal 3 of our new Branch plan, *Good to Great*.

As you recall from past years, the plan you submit is a county-wide plan that includes all courts in the county as well as all departments within courts, especially Adult and Juvenile Probation.

I'm beginning earlier this year because of an important change in the preparation process. To ensure the plan captures courts' business goals distinct from IT goals and projects, COT has directed that plans be completed in two steps, 1) obtaining court business drivers and 2) detailing the technology responses to those drivers.

Please identify a contact person for each step **by November 18**: 1) the person (typically a superior court administrator) who can best characterize the business issues facing the courts in your county, as well as 2) the information technology (IT) liaison most knowledgeable about IT projects underway and those planned for the future. I'd be happy to include whomever you might want added to my distribution list to receive further emails regarding either topic.

Once I have received those names from you, I'll circulate the business-related plan sections to the business contact identified in Step 1. After I receive plan input from the business contact I'll share it with the IT liaison as drivers for project plans in Step 2. A couple of plan sections request impact statements from both business and technology perspectives, so input for these will be requested from both contacts.

While I realize this creates an additional due date to manage, I trust that this new approach brings greater clarity to the business drivers for your automation initiatives. By stakeholder request, other changes have been made to streamline the template this year by

- eliminating information included for reference only,
- consolidating all project information into a single Excel spreadsheet, and
- greatly reducing the granularity of hardware inventory information collected.

Your plan, **due March 10, 2006**, will be:

- reviewed at the Commission's May 2006 strategic planning meeting,
- used to make COT's JCEF/TCPF program funding decisions in May/June,
- integrated into the statewide Arizona Judicial Department Information Technology Strategic Plan for 2007-2009, and
- submitted to the Government Information Technology Agency and the JLBC (for the legislature) in September 2006.

Timeline of Activities

- 1) **By November 18**: Please provide your two contact names and their e-mail addresses to Stewart Bruner via phone (602.542.9351) or email (sbruner@courts.az.gov); you can also contact the Support Center and they will refer your call. (Superior courts without IT support typically use the administrator as the sole contact or solicit help from county IT staff in plan preparation.)
- 2) The **business contact** will then be provided with instructions, a copy of the new branch plan, a link to last year's county-wide courts ITSP, and the 2007 plan template in Word

format for download from the strategic plan page at <http://www.supreme.state.az.us/cot/Documents/AJBITSP07/Planning.htm>. Any of these documents may also be requested via email from sbruner@courts.az.gov.

- 3) **By December 16:** The business contact will return the appropriate completed sections of the template to COT staff. Staff will then distribute the business input to the ***IT contact*** with instructions for completion of technology-specific sections.
- 4) **By March 10:** The IT contact will return the county courts' IT plan in Word format via email or other electronic means. Staff will prepare them for distribution to COT in electronic form. There is no need to mail a paper copy to AOC.
- 5) **Today – March 10:** COT staff will be available to answer questions and assistance in plan preparation. Contact Stewart Bruner directly via phone (602.542.9351) or email; you can also contact the Support Center and they will refer your call.
- 6) **March 13 -- April 14:** COT staff will review plans, summarize them for COT, and create motions for approval. Staff may communicate with the appropriate court contact to clarify text or resolve any issues as summaries are drafted.
- 7) **May 5/6:** COT Strategic Planning meeting. COT will review submitted IT Plans. Revisions will be identified based on meeting results and decisions. You will receive a letter indicating the results of COT's review of your county-wide plan.
- 8) **During the summer:** Staff will create the branch strategic plan based on the planning session and the contents of the individual plans as approved.
- 9) **September 8:** COT will meet for final review and approval of the Arizona Judicial Department's 2007-2009 Information Technology Strategic Plan.
- 10) **By September 30, 2006:** Staff will submit final IT Strategic Plan to GITA and the Arizona Legislature (JLBC).

As clarification of the content, please note that these IT plans are strategic and not tactical; therefore, they identify business and technology goals and high-level information about projects planned to achieve them. When specific projects are undertaken, detailed planning and documentation is assumed to be developed and is often requested as project documentation; detailed project plans and accompanying documentation are neither expected nor intended to be included in a strategic plan.

Thank you in advance for submitting your business and IT contact names to me and for your support of the planning process in your courts.