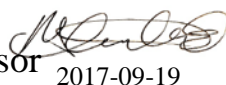


## MEMORANDUM

**TO:** Arlene Johnson, Chief of Court Services

**FROM:** PJ Stockdale, Data Administration Supervisor  2017-09-19

**DATE:** September 19, 2017

**SUBJECT:** Addendum to Judicial Data Management Services Project Plan for July 2017 – December 2017

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Following the June 29, 2017 planning meeting with the Judicial Data Management Services project managers and in accordance with the July 18, 2017 JDMS Project Planning Summary memorandum, the following addendum is provided to the FY15-17 Judicial Data Management Services Project Plan.

Given that the goals for the JDMS project have not changed and that the essential structure of the project is unchanged, the original FY15-17 project plan is extended for the period July 2017 through December 2017 with the following amendments.

The specific project goals for the period July 2017 through December 2017 are incorporated as section 2.3 (attached) of the project plan.

Section 3.1 Project Organization, Table 1 JDMS Project Team, the Business Sponsor is amended to read Arlene Johnson, Chief of Court Services

Section 4.2 Budget for July 2017 – December 2017 is amended as follows

Requirement	LBR Category	FY 2017-18 Court Services Allocation	FY 2018-19 (Estimated)
<b>Personnel</b>			
1.0 OPS Staff FTE (note 1) (Data Management Development and Support) (1) Information Systems Consultant II		(R) \$68,526	N/A
Total Non-Recurring		\$0	\$0
Total Recurring		\$68,526	\$0

Note:

1. This OPS position will assist the Data Administration unit with the Uniform Case Reporting project. Clerks of court may satisfy this data exchange requirement by making a replica of their local case maintenance system database available to the OSCA. This OPS position will assist staff in developing the data management workflows and queries necessary to integrate those clerks who elect to enable replication. Total cost computed as annual salary for information System Consultant II including 1.45% Medicare Adjustment.

PKJ:abc

Arlene Johnson  
September 19, 2017  
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**Attachment One**

**JDMS Goals and Scope for  
July 2017 – December 2017**

# Judicial Data Management Services Project Plan

## 2.3 Goals and Scope for July 2017 – December 2017

The Project Goals and Project scope from the FY2015-2017 plan apply to this project plan addendum. To further these project goals, the Project Sponsors and Project Manager identified the following project areas and capabilities for the July 2017 – December 2017 JDMS Development Cycle:

1. Shorten the JDMS development cycle from one year to six months to ensure the project remains responsive to rapidly changing court management needs.
  - 1.1. Current JDMS development cycle 2017/07 – 2017/12
2. All project work associate with case activity should be directed toward increased data quality or include such improvements as an active component of development.
3. Case Activity Reporting
  - 3.1. Begin transition of clerks of court to UCR reporting as per approved Implementation Schedule timeline
  - 3.2. Enhancements to UCR ETL and data warehouse processes
  - 3.3. Automated error reporting
  - 3.4. Inclusion of Family division elements to data model and reporting specifications
4. Statewide Uniform Case Management Database
  - 4.1. Expand JDMS and Trial Court Data Model glossary and common data definitions
5. Analytics
  - 5.1. Produce Summary Reporting System Reports
  - 5.2. Produce Judicial Case Inventory Reports
  - 5.3. Knowledge acquisition on court activity process improvement charts and dashboards
6. Visual display of data
  - 6.1. Identify software/hardware needed to create a meaningful analytic web presence
  - 6.2. Coordinate a joint Data Administration/OIT team to evaluate web services within JDMS
  - 6.3. Develop a supplemental LBR if appropriate
7. Court Statistics and Workload Committee Support
  - 7.1. Juvenile Dependency Workload Reporting Simulation Study
8. Criminal Transaction System Migration