

## ACTIVITY REPORTING AND PROPOSAL FORM


### JUDICIAL COUNCIL DIRECTIVES AOC RESTRUCTURING

<b>DATE</b>	6/4/2013
<b>PREPARED BY</b>	Mark Dusman
<b>OFFICE NAME</b>	<u>Information &amp; Technology Services Office</u>
<b>JUDICIAL COUNCIL DIRECTIVE NUMBER</b>	133
<b>JUDICIAL COUNCIL DIRECTIVE</b>	As of April 2013, JC Directive 133 will now state: "E&P recommends that the Judicial Council support SEC recommendations 7-46 and 7-50 and direct the Administrative Director of the Courts, as part of AOC long term planning, to review the information technology systems currently implemented Branch wide to support enterprise resource planning: finance, human resources, and education functional areas; to identify costs, benefits, and potential long-term savings, and the challenges of migrating support to a single IT platform; and to return to the council with a progress report on the findings."
<b>SEC RECOMMENDATION</b>	As with the Information Services Division, the AOC should determine whether to continue use of multiple or overlapping technologies for similar functions, as using a single technology could result in efficiencies and savings, both operationally and in personnel cost.
<b>RESPONSE (check applicable boxes)</b>	
<input type="checkbox"/> This directive has been completed and implemented:  <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; width: fit-content;">📎 File Attachment</div>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:  <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; width: fit-content;">📎 File Attachment</div>	
<input checked="" type="checkbox"/> Other:  The request for modification of directive #133 wording was accepted at the April 26, 2013 Judicial Council Meeting. The following language will appear on all future reports:  "E&P recommends that the Judicial Council support SEC recommendations 7-46 and 7-50 and direct the Administrative Director of the Courts, as part of AOC long-term planning, to review the information technology systems currently implemented Branch wide to support enterprise resource planning: finance, human resources, and education functional areas; to identify costs, benefits, and	

potential long-term savings, and the challenges of migrating support to a single IT platform; and to return to the council with a progress report on the findings.”

To address the branchwide scope of the directive, the project team began updating the inventory of functions and processes that are implemented in the administrative technology systems at the AOC with information that is available about the systems in place at the superior courts. As this information is limited, the project team requested and received approval by the Judicial Council Technology Committee to survey the superior courts. Preparation of the survey and cover letter for distribution is in process.






The project team also submitted a request to the AOC Legal Services Office to review the administrative functionality in existing AOC administrative systems currently supported by the State Controller’s Office, State Treasury and State Treasurer’s Office. This information is necessary to determine which potential consolidation options are feasible.

 File Attachment

**TIMELINE AND RESOURCES FOR IMPLEMENTATION**

<b>IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE</b>	ADOC interim report to the council by the December 2013 council meeting.
<b>RESOURCES REQUIRED FOR IMPLEMENTATION</b>	The team for directives #105 and #133 will continue to work on gathering the background information required for the review.

**ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)**

<input type="checkbox"/> <b>PROCEDURES/ POLICIES UPDATED OR DEVELOPED</b>	 File Attachment
<input type="checkbox"/> <b>TRAINING UPDATED OR DEVELOPED</b>	 File Attachment
<input type="checkbox"/> <b>SAVINGS</b>	 File Attachment
<input type="checkbox"/> <b>COST</b>	 File Attachment
<input type="checkbox"/> <b>EFFICIENCIES</b>	 File Attachment
<input type="checkbox"/> <b>SERVICE LEVEL IMPACT</b>	

	<input type="text" value="File Attachment"/>
<input type="checkbox"/> <b>OTHER</b>	<input type="text"/> <input type="text" value="File Attachment"/>
<b>ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL</b>	
<b>ADOC REVIEW</b>	Administrative Director of the Courts Review Date: <input type="text" value="6/13/2013"/>
<b>EXECUTIVE AND PLANNING (E&amp;P) COMMITTEE REVIEW</b>	
<b>E&amp;P REVIEW</b>	Executive and Planning Review Date: <input type="text" value="6/17/2013"/>