CTAC Annual Agenda Planning

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About the Annual Agenda

- CTAC's annual agenda outlines the projects the committee is authorized to carry out each year.

- CTAC develops and recommends an agenda; the JCTC then comments/approves a final version.

- A new agenda is approved each calendar year.

- If CTAC wants to change direction mid-year, an annual agenda amendment must be approved.
  Examples of amendments:
  - To significantly change the scope of a project
  - To newly request funding for a project
  - To introduce a new project or workstream

Changes This Year

- Introducing a repeatable process (schedule and proposal templates) for annual agenda building.

- Starting development process earlier:

  Members asked to submit proposals in August/September.

- Compliant with Court Technology Governance Plan, adopted October 2014.

Process for Submitting Ideas

- Project ideas/proposals are submitted via a "Project Request form," which includes:
  - Project category (e.g., technology solution, rule/form proposal, etc.)
  - Expected benefits and deliverables
  - Criticality and strategic alignment
  - Workstream interest

- Forms are needed for new *and* ongoing "carryover" projects from 2015.

- Project Request form is included in materials.

Timeline to Develop Annual Agenda

August

- Subcommittee Chairs and Workstream Sponsors identify "carryover" projects continuing from 2015.

- CTAC Chairs and staff review Tactical Plan for "gap" areas to address.

→ Project Request forms for these are due September 4.

Timeline (continued)

September

- List of "carryover" and "gap" project requests is shared with members.

- New ideas are solicited from members, CITMF and the Joint CEAC/TCPJAC Technology Subcommittee.

→ Project request forms for new ideas are due September 14-30.

Timeline (continued)

October/November

- CTAC Chairs consult with JCIT regarding resources.

- The committee shortens the list of project ideas to a manageable agenda and prioritizes.

- A draft annual agenda is prepared by staff.

Timeline (continued)

December

- The committee reviews, edits, and approves the draft agenda–as part of its December 4, in person meeting.

- Staff submits the draft annual agenda to the JCTC for approval.

Next Steps

- Subcommittee Chairs and Workstream Sponsors begin identifying carryover work and submit appropriate Project Request forms.

- Staff will solicit CTAC members for additional/new ideas beginning mid-September.

- Staff will email CTAC members a new ITAC procedural Guide. Please review in advance of the October meeting.