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Date
 January 23, 2015

To
 The Judicial Council Technology
 Committee

From
Hon. James E. Herman,
   Chair, Judicial Council Technology
Committee

Subject
 Modoc request for Case Management
System configuration changes

Action Requested
Please vote

Deadline
N/A

Contact
 Judge Herman
 jherman@sbcourts.org

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The purpose of this memorandum is to request the Judicial Council Technology
Committee review and vote on the recommendation concerning the following
item:

**Request from the Modoc Superior Court to Update Sustain Justice Edition
(SJE) Accounting Configuration.**

The Modoc Court has requested the JCC's assistance to modify their SJE
configuration to include the ability to perform top down distribution of fees and
fines. The top down distribution of fees/fines occurs when a defendant appears
before a judge and the judge sentences the defendant to pay a total fine amount.

Without SJE being configured to perform top down distribution of fees/fines, the
base fine must be manually calculated from the total fine amount assessed in the
courtroom. This increases the risk of error and inaccurate distributions as well as
being less efficient.

Making the requested modification to the SJE configuration is estimated to take 100 hours of JCC IT staff resource time and have an external consultant cost of $11,500. Attached for your reference is a project assessment form for the requested Modoc Top Down Accounting Project. As this request exceeds 50 hours of JCC resource time, it requires JCTC approval.

Recommendation:

The recommendation is to approve the request from the Modoc Court.

Thank you for your attention to this matter.
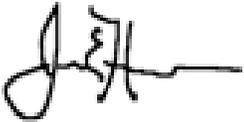
James E. Herman, Chair
Technology Committee

Attachment

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ADMINISTRATIVE DIVISION

INFORMATION TECHNOLOGY

This form is used by ITSO to describe, size, and categorize requests as small, medium, or large. For small projects, it is also used to document impact and risk analyses, and to obtain project approval from the appropriate change board.

1   PROJECT REQUEST: 0076

ITSO 0076
PR_SJE_Modoc Top D

2   REQUEST APPROACH *(To be completed by App/Infra Lead)*

Project Name	Modoc top down accounting.
Requirements	Modify Modoc's existing base up accounting configuration to also include top down accounting configuration.
Approach	Contract with Donna Argo to create the requirements, configuration changes and testing.
Alternatives	Continue as is. Court is using the existing base-up accounting configuration and then manually adjusting the amounts to be top down accounting. Contract with Donna Argo to create requirements, configuration changes and testing.
Workarounds	Court is using the existing base-up accounting configuration and then manually adjusting the amounts to be top down accounting.
Assumptions/Constraints	Constraint: Resource constraints: 1. Donna Argo-- work must be incorporated into Donna Argo's other contractual work 2. Judicial Council resources –this work will have to be incorporated into other SJE program priorities. 3. Court resources—Modoc is a small court and resources are sometimes redirected to production/court operation issues. Assumption: We can re-use much of the other court's top-down accounting configurations.
Risks	Work must be incorporated into the other SJE program priorities. Other accounting issues could be identified during requirements gathering creating additional scope to fix.

3   ROUGH ORDER OF MAGNITUDE (ROM) ESTIMATES

(To be completed by App/Infra Lead and, if applicable, Infra Architect based on preliminary estimates.)

3.1   LEVEL OF EFFORT (LOE)

Functional Area[1]	Est Hrs[2]
ICMS Application and PM support	30
Donna Argo	80
Total:	110

[1]LOE can be provided by area or for entire effort

[2]Hours; for CCTC-hosted apps/infra, also inc. SAIC hours

15 hrs for application support and 15 for project management.

Requirements, configuration & testing.

Project Assessment Form

Modoc top down accounting

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INFORMATION TECHNOLOGY

3.2 DURATION

Months expected to take once approved, per resource availability, other priorities, etc.

Est Mos[1]
3 months

[1]Months; for CCTC-hosted apps/infra, also inc. SAIC months

3.3 COSTS[1,2]

When completing this section, note that costs included here are intended to be **rough order of magnitude** ones, i.e., high-level, best-guess estimates per what may be limited on-hand information, for specific use in helping to determine the project category. The intent is **not** for detailed numbers to which project and/or collaborating SME resources are to be held accountable beyond the assessment itself; rather, project costs shall be revisited in more detail in the Business Case, if a project is approved.

Cost Category	Application		Infrastructure		Comments
	One-Time	Ongoing[3]	One-Time	Ongoing[3]	
Hardware	N/A	N/A	N/A	N/A	
Software	N/A	N/A	N/A	N/A	
Telecomms	N/A	N/A	N/A	N/A	
Contract Srvcs	$11,500.00	N/A	N/A	N/A	$10,000 for Donna Argo and $1,500 for JCC.
CCTC Data Center	N/A.	N/A	N/A	N/A	
Agency Facilities	N/A	N/A	N/A	N/A	
Other (specify)	N/A	N/A	N/A	N/A	
Sub-Totals	N/A	N/A	N/A	N/A	

One-Time Total	$11,500.00		N/A	OngoingTotal[3]

[1] Cost categories and table format are provided as suggestions and may be modified per stakeholder needs/expectations.

[2] Budget does not include FTE costs, but does include costs for external consultants, software, hardware, etc. Budget amount is for total project (i.e., not a phase or subset of functionality), regardless of whether or not funding has been secured. ◆ [3] Annual

COSTS FOR EXTERNAL ENTITIES

N/A.

4 PROJECT CATEGORY

Category	Criteria[1]					
	LOE (hrs.)		Duration (mos.)		Budget (k)[2]	
Large	> 500	Or	> 9	Or	> $250	
Medium	160 – 500	Or	3 – 9	Or	$100 - $250	
Small[3]	50 - 160	Or	<3[4]	Or	< $100[4]	

Category Assigned	Small

Rationale	N/A

[1] Senior manager approval required to classify a project differently than stipulated by criteria. Projects with projected duration > 24 mos. require special approval by ITSO Director.

[2] One-time total; not ongoing costs.

[3] Examples of "small" infrastructure projects include: memory additions, firewall changes, "like" server additions (up to n), etc

[4] Low end of Duration and Budget thresholds at discretion of applicable senior manager

Project Assessment Form

Modoc top down accounting

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INFORMATION TECHNOLOGY

Next Steps

1. "Medium" and "large" projects **STOP HERE**. "Medium" and "large" projects do **not** complete the remaining sections of this form (and can delete them); rather, they must be submitted to the ITOC for approval, based on the information provided in sections one through four above.

2. "Small" projects **only** continue to the Organizational Impact Assessment section of this form.

5   ORGANIZATIONAL IMPACT ASSESSMENT

*<To be completed by "small" projects **only**.>*

Team	Assigned To	Assessment
Business	Ronda Gysin, Modoc Superior Court	Without changes court risks accounting discrepancies especially during audit because of the current practice of manual manipulation of the numbers.
Application(s)	Herman Trinh	Herman—Will do general troubleshooting & log in issues and environment refreshes. Donna—Will do requirements, configuration changes & testing.
Data Integration	None.	None.
Enterprise Architecture	None.	None.
Infrastructure & Security	None.	None.
Other	None.	None.

5.1   INFRASTRUCTURE

No changes required.

	Network	Assessment
	Network Topology	
	Other	

Info Security		Assessment
	Firewall	
	Interfaces	
	Data Encryption	
	Other	

Data Center (CCTC or IT)		Assessment
	Infrastructure	
	Server Specifications	
	User Security Setup	
	Other	

5.2   DOCUMENTATION *(To be completed by App/Infra Lead)*

Not applicable at this time.

Project Assessment Form

Modoc top down accounting

6 LEVEL-OF-EFFORT (LOE) ESTIMATE

Concurrent with updating the LOE hours in the table below, the Costs table should be updated, if any significant changes result from the impact analysis.

Bus Team	App Supp	Middle/ISB	EA	Security	Network	Data Ctr[1]	QA	TOTAL	+/-[2]
	95						15	110	

[1] *For CCTC-hosted apps/infra, include SAIC hours* ◆ [2] *Percentage confidence in estimate*

7 REVIEW CERTIFICATION

Role	Name	Signature/Link to Electronic Approval	Date
Business Application Analyst (SME)			
Application and/or Infrastructure Lead			

Upon review certification, this form is submitted to the appropriate senior manager for review and approval, after which it proceeds to the applicable (i.e., program) change board for final approval. If/when the senior manager is on the change board, the two steps may be one in the same.