

Public Investment Plan (PIP) – Project Charter – Proposed Final Scope Of Work

Name:	e-Filing and Document Management Project
Convener:	Howard Gentry, Criminal Court Clerk
Contact:	Alfred Degrafinreid; alfred.degrafinreid@nashville.gov ; (615) 862-5661

1. If necessary, please provide an updated or revised plan based on the feedback you received from the Public Investment Panel, and the resources you were awarded. If there are no proposed changes to your plan, please indicate so by marking this field as "NO CHANGE".

There are no general changes to the PIP or the resources, other than Justice Integration Services (JIS) will be the Project Manager for this endeavor. There is, however, a revision for the "Software/Annual Maintenance" budget category. JIS, along with the other partners within this PIP (Criminal Court Clerk, Circuit Court Clerk, and Juvenile Court Clerk), would prefer that the maintenance fee be housed in JIS's budget. There will likely be an annual maintenance fee (approximately \$56,000 for all three offices) that will need to be maintained upon implementation of the e-Filing and Document Management Project. Most software contracts provide the vendor with a 5% annual maintenance fee increase.

2. Provide a brief outline below of the actions that will be taken to implement the project in FY17, including key milestones, deliverables and project schedule.

1st Quarter (7/17/16 – 10/17/16): Engage partners (Criminal Court Clerk, Circuit Court Clerk, Juvenile Court Clerk, and JIS) to provide feedback for the scope of work; work with Metro's Procurement Department to develop the RFP.

2nd Quarter (10/17/16 – 1/17/17): Publish RFP; Evaluation of RFP.

3rd Quarter (1/17/17 – 4/17/17): Award contract; Negotiate contract; Sign contract; Submit project plan to Metro Finance for implementation and outline how to roll out the project; Planning, integration and implementation will begin for all three offices.

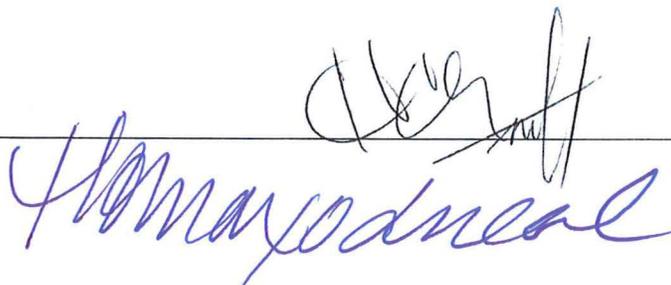
4th Quarter (4/17/17 – 7/15/17): Planning, integration and implementation will continue for all three offices; Determine the need for a Project Manager for JIS; Estimate the maintenance fee for FY18 and FY19; Request from the vendor that the annual maintenance fee be set by specific dates.

3. Provide clear and measurable criteria for how you propose that the administration and the PIP panel should evaluate the proposal's success during FY17

Clear and measurable criteria for FY17's success will be determined by how the milestones are reached and how the project schedule is followed. Although software RFPs can be challenging due to contractual negotiations, we plan to have specific project management dates and deadlines outlined beginning in the 3rd Quarter.

4. Provide an estimated level of completion for the project at the end of its first year – June 30, 2017 (i.e. Planning Stage, Implementation Stage, or Completed). Include specific detail for what that level of completion means for your project, in context of the project milestones outlined in question 3.

Planning will extend through June 30, 2016. Integration and implementation will continue into FY18. Please note that this process will likely take 12 to 18 months to fully implement the e-Filing and Document Management Project for all three Clerks of Court.



Public Investment Plan Project Charter Agreement

I, Howard Gentry, convener of the e-Filing and Document Management Project Public Investment Plan (PIP) hereby agree to abide by the terms and responsibilities contained in this Project Charter Agreement for the implementation, measurement, and evaluation of the approved Public Investment Plan.

I. Funding

Funding consisting of \$1.25 M and _____ FTEs was allocated to this PIP and will be kept in _____, for tracking and evaluation purposes. I acknowledge that the allocated funding is considered non-recurring for Fiscal Year 2017-18, and that continuation funding will be contingent upon satisfactory completion of the terms outlined in this agreement. All parties acknowledge that funding and resources allocated to this PIP were awarded for the sole purpose of fulfilling the objectives outlined in the original plan as submitted to the Public Investment Panel, the Final Scope of Work and Project Charter and therefore, **will not be used for other purposes.**

II. Evaluation

All parties agree to abide by the Project Charter and Project Schedule attached to this agreement. Satisfactory completion of the criteria - to be determined jointly by the Finance Director and Project Convener - will be required in order for the Public Investment Plan to be considered for continuation or additional funding in subsequent fiscal years.

III. Reporting

It is the responsibility of the Convener to ensure that reporting deadlines are met, and the agreed upon materials are provided at the dates specified in the FY17 Project Charter Schedule. The Convener shall report both the specified financial & performance metrics using the templates provided, and a brief narrative that details how the project is meeting the criteria. This information will be used to inform the Mayor, the Public Investment Panel, and the citizens of Davidson County of the project's success.

The project charter scope of work, evaluation criteria, and evaluation and reporting timeline have been formulated and agreed upon by both parties. Both parties understand that this agreement can be adjusted as required throughout the fiscal year.

Signed: _____
Convener

Howard Gentry
Finance Director

Public Investment Plan – FY2017 Project Charter Schedule

By signing this document I, as the Convener of this Public Investment Plan (PIP), agree to abide by the schedule outlined below. This schedule has been developed in concert with the Finance Director, and reflects our collective understanding of the Public Investment Plan’s Project Schedule.

1. Project Charter Finalized– 7/22/16

- Proposed project charter due to Dennise Meyers & OMB Analyst by 07/11/16
- Meet with Finance Director to finalize Project Charter: between July 13 and July 15th (time to be determined)
- Final Project Charter, including evaluation criteria completed and signed by 07/22/16

2. Project Launch – 07/25/16

3. As Convener, I agree to provide the following reports to the Finance Director according to the listed schedule:

Required Reporting Components (*format to be determined*):

- Narrative of current progress
- Performance Metrics
- Financial Tracking Form
- Other information that may be required for reporting to key stakeholders including the Metro Council and citizens. This may include written materials or in-person presentations to these groups.

Reporting deliverable templates will be provided by 8/1/16

Schedule:

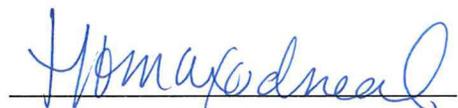
- **1st Quarter Report Due – 10/17/16**
- **2nd Quarter Report Due – 01/17/17**
- **3rd Quarter Report Due – 04/17/17**
- **Year-End Report Due – 07/15/17**

As Convener, I agree to meet with the Finance Director to discuss status of the PIP at any given time during the fiscal year.

I understand that complying with the terms of the Project Charter Schedule will be considered during upcoming budget processes to determine whether funding will be provided on a recurring basis for this initiative.

Signed: 
Name _____

Convener


Talia Lomax-O'dneal

Finance Director