

Public Investment Plan (PIP) – Quarterly Reporting Form

Name:	e-Filing and Document Management Project
Convener:	Howard Gentry, Criminal Court Clerk
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Reporting Period:	1 st Quarter <input checked="" type="checkbox"/> 2 nd Quarter <input type="checkbox"/> 3 rd Quarter <input type="checkbox"/> 4 th Quarter <input type="checkbox"/>

1. Project Funding-Provide budget to actual information. See attachment 1 and provide comments in the area below.

There are no costs associated with the e-Filing and Document Management Project at this time.

2. Provide an update on the actions taken to date on the implementation of the project, including key milestones, deliverables and project schedule. Please address all relevant points in section 2 of your Project Charter.

The offices of the Criminal Court Clerk, Circuit Court Clerk, Juvenile Court Clerk, and Justice Integration Services have met on several occasions to provide feedback for the scope of work for this project. We have worked with Metro's Procurement Department to develop the criteria for the RFP and the RFP has been published and will likely be evaluated in the 2nd Quarter (10/17/16 – 1/17/17). It is projected that the contract will be awarded, negotiated and signed during the 3rd Quarter (1/17/17 – 4/17/17).

3. Provide a status of the measurable criteria listed in your final scope of work. Please address all relevant points in section 3 of your Project Charter.

Because this project is largely a software purchase, we anticipate that contractual negotiations will occur during the 3rd Quarter (1/17/17 – 4/17/17). Once the contract is negotiated and signed, we will submit a project plan to the Department of Finance for planning, integration and implementation for all three Clerks of Court. Justice Integration Services will subsequently be able to provide details on how they plan to roll out the project for all three offices.

4. Project Completion Status-Is the project on schedule as outlined in your Project Charter? Please address all relevant points in section 4 of your Project Charter.

The e-Filing and Document Management Project is on schedule as outlined in Project Charter (Proposed Final Scope of Work). As previously outlined, planning, integration and implementation will continue into FY18. Because we anticipate that the RFP will be awarded in the 3rd Quarter (1/17/17 – 4/17/17), we will subsequently be able to identify measurable criteria for the full implementation of the e-Filing and Document Management Project for all three Clerks of Court.