

Public Investment Plan (PIP) – Quarterly Reporting Form

Name:	e-Filing and Document Management Project
Convener:	Howard Gentry, Criminal Court Clerk
Contact:	Alfred Degrafinreid; alfred.degrafinreid@nashville.gov ; 615-862-5661
Reporting Period:	1 st Quarter <input type="checkbox"/> 2 nd Quarter <input type="checkbox"/> 3 rd Quarter <input checked="" 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 e-Filing and Document Management Systems contract was executed (Contract #399250) and signed. Xerox Government Systems, LLC, is the contracted vendor and the contract is effective from April 7, 2017 to April 6, 2022.

The contract abstract is attached and the signed contract will be furnished once uploaded to the iProcurement system.

JIS will provide information and schedule to roll this project out for the Criminal Court Clerk and the Juvenile Court Clerk. The Circuit Court Clerk, along with their Case Management System vendor, will provide details as to their implementation.

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.

We will submit a project plan during the 4th Quarter Reporting Period 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 the Project Charter (Proposed Final Scope of Work). As previously outlined, planning will continue into FY18. Integration and implementation will continue for 12 to 18 months. We will be able to identify measurable criteria for the full implementation of the e-Filing and Document Management Project for all three Clerks of Court during the 4th Quarter Reporting Period.