

**JUS.T.I.S. \* Governance Council Meeting Minutes**

\*Justice Tracking Information System

Thursday, September 18, 2003, 10:00 a.m.

Hall of Justice, 850 Bryant Street, Room 215

San Francisco, California 94103

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**Attendance**

Sheriff -----	Eileen Hirst	Police -----	Tom Bruton
Adult Probation -----	Jahangir Khan	Police -----	Kathryn Brown
DOSW -----	Belle Taylor-McGhee	Public Defender-----	Teresa Caffese
DOSW -----	Justine McGonagle	Public Defender-----	Thomas Brown
MOCJ -----	Gregg Lowder	Superior Court -----	Pat Jeong
MOCJ -----	Cynthia Caporizzo	IT PM -----	Al Corker
District Attorney -----	Linda Klee	IT PM -----	Richard Peck
District Attorney -----	Reg Smith	IT PM -----	Rob Castiglia
ECD -----	Rex Martin	OIS -----	Bill Roth
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ECD -----	Mitch Sutton	Coordinator -----	Paula Itaya
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DTIS -----	Walt Calcagno		

**Call to Order**

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Eileen Hirst, Co-Chair of the Governance Council, called the meeting to order at 10:07 a.m. Eileen requested that all audible electronic devices be deactivated, so as not to sound during the meeting. Eileen noted that no members of the public were present today, although the meeting had been duly announced and posted. She said that as long as there were no public present, it would not be necessary to call for public comment after each agenda item.

**Adoption of Agenda - Action Item**

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Teresa Caffese moved to adopt the Agenda. Gregg Lowder seconded the motion, which was approved unanimously by the members. The Agenda was adopted.

**Adoption of Meeting Minutes - July 31, 2003 - Action Item**

Teresa moved to adopt as final the draft of Minutes of the meeting of July 31, 2003. Kathryn Brown seconded the motion, which was carried by unanimous voice vote. The Minutes were adopted as final.

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### **Executive Sponsor Update - Discussion/Action Item**

Gregg said that he would turn this section of the meeting today over to Al Corker, who would make a presentation regarding the JUSTIS Master Project Plan, an introduction to the Project website, and an explanation of the Master Work Breakdown Structure. At this point, Gregg invited Al to make the presentation. A copy of the slides is attached to these Minutes.

Al said that what IT PM has done is to take the Vision Document and funnel it into Project activities. The process involved taking work that has been done in the domain, and work that is to be done, and applying uniform quality, security and technological standards to all. Al said that in order to do that, a document is needed, which translates Council's goals into actions. This document, a guide, is the top-level plan, the Master Plan, which incorporates plans for specific projects within the domain. It would provide the rules and principles by which the Project and sub-projects get accomplished.

Slide Two shows the sub-projects which have been approved by the Council and are included in the JUSTIS domain. Some of the projects are peripheral and not funded by JUSTIS but have an impact upon it. Slide Three defines three areas covered in Al's presentation. Al said that the Master Plan Document will grow over time and, in addition to being a guide, will reflect a history of what has been done on the Project. The Work Breakdown Structure (WBS) is created for each project and for the overall Project, the Master Work Breakdown Structure. Al said that the System Development Lifecycle (SDLC) is basically a list of tasks, which define the phases of each WBS, and are issues that need to be addressed. A technical staff would sign off on the prepared list of activities as each activity is completed.

Al said that the document they have produced is meant to serve the entire domain, by everyone, for everyone. The document discusses how projects relate to each other and what the MOUs intend to accomplish. Some, but not all, policy issues are addressed. Issues that have not been addressed by the Council, and are, therefore, not included, are ownership, interfaces, and subsequent modifications. All key documents are reference documents for the Master Plan. Al said that he attended a discussion with SMPG on citywide standards for deployment of resources, and a basis for a consistent program of technology investment. Some of these broad-scope ideas have been included in the Table of Contents.

Richard Peck added that it is important to know that the Master Project Plan has a WBS document for the entire project, and each sub-project has a WBS guiding document as well. Al said that following this method gives every project the same level of attention, the same level of quality, the same level of opportunity for success, and the same level of thoroughness, regardless of size, department, funding or schedule. It allows every project to be treated equally within the selected HMO.

Al said that one of the project goals was to have a repository where everyone could see the results of the work that has been accomplished. Al said that one of the methods of doing this is to have a website. To that end, the WBS website, [www.itprojectmethods.com/justiswbs](http://www.itprojectmethods.com/justiswbs) has been created, which Al hopes to have operational by Monday, September 22<sup>nd</sup>. The "WBS Dashboard" shows the three groups of approved projects, with approximate timelines for start and completion. Al said that the timelines have been estimated based on input from DTIS about the availability of their staff. The user

could "drill down" within each project to see the detail of project activity. The "Precedence View" is a management tool that provides schedule and relationship information for sub-projects.

The document section of the home page provides a list of and links to all JUSTIS documents and presentations. Individual projects, such as the SFPD STAR Project demonstrated in the slide, show their own "home page" with a timeline, documents, feasibility analysis, and activities. There will be a schedule, the current WBS, for that project. It would be possible to monitor the status of the project: which activities have been completed, which remain to be done. The WBS becomes a schedule of every project task, which is helpful for estimating costs, and insures that no detail is overlooked. Al said that various aspects of the Project could be password protected or secured in different ways, but this should be kept to a minimum, because the information is useful for all stakeholders. Richard added that a narrative summary of the project would be included. The data would emanate from the Project Manager through the TSC, and be updated every two weeks. Al said that assigning responsibility and measuring performance are essential elements of budget oversight. Al said that the Gantt chart with timelines is an effective tool and would be used to standardize project evaluation.

Reg Smith inquired about password protection. Gregg stated that, since the matter is a public document presented at a public meeting, the request might raise Sunshine issues. Reg asked to discuss the matter of the password later. No request was made to put the issue on the Agenda.

### **Technical Steering Committee (TSC) Update - Discussion/Action Item**

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Cynthia Caporizzo presented a status report of the issues currently being worked on by the Technical Steering Committee (TSC). Cynthia invited Al to update the Council on the Police and Sheriff systems.

System Architecture - IT PM and DTIS have been working together on this aspect of the Project. The initial phase regarding prior work, infrastructure, and related issues has taken place. Meetings are being held to determine the interfaces of CX2000 (Superior Court), Damion (District Attorney) and JUSTIS. A proof of concept will be developed. Rob Castiglia (IT PM) confirmed that he is working with DTIS. He said that he has compiled a list of the documents that were used to create the existing JUSTIS middleware architecture, and he will continue to work with DTIS, the Court, and the District Attorney to develop the requirements of the proof of concept for the proposed architecture.

Superior Court - The TSC has been meeting with the Court regarding integration and the exchange of data. Pat Jeong said that the implementation date of their system has been moved from January to mid or late 2004. Pat reiterated the intention of the Court to maintain the *status quo* of sending data to CMS until the new system is up and running.

Public Defender - Cynthia said that she spoke with Brian Strong (Controller's Office) for an update on the contract for the Public Defender's Office case management system. The contract has been sent to the vendor for signing. Thomas Brown added that they are working on developing a prototype interface to get a slight head start on the project.

Sheriff Department - Al said that he has met with Eileen and Jean Mariani and has been instructed to accelerate progress on their project by taking advantage of the existing infrastructure. There are some usable components available from prior efforts which have been made. In addition, they are asking vendors to provide options on the booking and management components, for possible integration with

a Police RMS. If possible, they would like the Police and Sheriff to work with a single vendor on what are essentially similar processes.

Police Department - Al said that tomorrow they will be presenting a draft RFP for the RMS. After bids are received, an additional technical review would take place. DTIS is working with the Police on their existing infrastructure, and to discover what additional components may be needed.

District Attorney - A new project schedule has been developed to accommodate the grant's end-of-year deadline. DTIS has placed a full-time employee (John James) within the DA's office to help with data migration, work with subject matter experts, and help with the integration to JUSTIS. Rob is working closely with the DA, DTIS and Bill Roth (OIS) on data migration and other issues. It was noted that Anne Anderson is working hard to bring the project to fruition.

### **New Business**

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Funding Request - Linda Klee said that funding for the creation of a charging document is essential to their case management system at this time, and the TSC has tabled the item to January 2004. Linda said that she realizes that \$3000 was previously approved by the Council; however, that amount was for a modification to the charging document, and that amount would not suffice to have the document on screen, for the attorneys to fill out on screen, which is what is needed. She is appealing to the Council to put this issue on the Agenda of the next meeting, for immediate resolution. Linda said that the charging document is essential to the success of their project, and must be included up front. Therefore, they cannot wait until January for the TSC to consider the issue. Linda said that the vendor has agreed to do the work "on a handshake" before funding is approved by the Council. She said that they feel that strongly that it is needed, that they are going to go ahead, and "worry about funding later, even if they have to pay for it themselves."

Eileen recommended that Linda send all supporting data to the Coordinator for distribution to the members before the next Council meeting. The request would be on the Agenda for the next meeting. Reg asked that Linda and Murlene Randle Johnson be added to the list of stakeholders of the Project. Cynthia said that the project had to be limited at this point in order to get it done on time. Cynthia and Gregg each stated that if the DA moves forward on the charging document, it cannot stand in the way of customer acceptance of its case management system by the end of 2003. Cynthia said that they are two separate project schedules and separate scopes of work. Linda and Reg indicated that the DA's office understands that the two projects are separate, and that the charging document project cannot interfere with acceptance of the case management system. Gregg added that a lot of resources have been added to this project to help the District Attorney's Office to completion, hopefully by mid-November. Bill added that it would be helpful to have the charges entered into the Damion system for interface to the Court system and to CMS.

Data Sharing - Jahangir Khan asked a question about plans and a timeline for the sharing of data, and specifically when would be decided what data would be shared. Jahangir said, for example, Code names are not standardized. He said it would be helpful to work on this while systems are being devised. Al said that this issue is part of the system architecture. He said that over the next six weeks information will become more codified and data sharing issues will surface and be addressed. Reg said that he would appreciate seeing what APD is using. Jahangir agreed to share the code and charge data they are using.

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## **Adjournment**

The next Council meeting is scheduled for Thursday, October 23, 2003, at 10:00 a.m., in the Adult Probation Conference Room. There being no further business before the Council, Reg moved to adjourn the meeting. Teresa seconded the motion, which was approved unanimously by the members. The meeting was adjourned at 11:07 a.m.