

Judicial Project Investment Justification

*A Statewide Standard Document for Information Technology Projects
for the Arizona Judicial Branch*

Project Title:



Version 2.0

January 1, 2011

Prepared by:

<i>Name</i>	
<i>Court</i>	
<i>Date</i>	

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Section I. Business and Technology Assessment

<i>Court Name and Address</i>	<i>Contact Name, Phone, FAX, email</i>

<i>Project Investment Name</i>	<i>Date</i>

A. Management Summary

B. Existing Situation and Problem, "As Is"

C. Proposed Changes and Objectives, "To Be"

D. Quantified Justification

Section II. Project Approach

A. Proposed Technology

B. Other Alternatives Considered

C. Major Deliverables and Outcomes

D. Project Dependencies

Projects having business deliverables being depended on:

Project Name	Project Manager	Business Deliverable

Projects that depend on business deliverables being provided as part of this project:

Name of Business Deliverable	Project Name	Project Manager

E. Project Development Timeline

Development
Start Date:

Development
End Date:

Section V. Public Value and Benefits

A. Value to the Public

Score: 0=None, 1=Minor, 2=Moderate, 3=Considerable, 4=Substantial, 5=Extensive.

<i>Detail Description of Project Benefits: VALUE TO THE PUBLIC</i>	<i>Score</i>
Client Satisfaction: Describe how stakeholders will likely respond to the anticipated changes or improvements.	
Customer Service: Describe anticipated improvements to internal or external service delivery including faster response time, increased access to information, reduction in client in-person visits, etc.	
Life/Safety Functions: Describe how the project will reduce risk in functions related to public protection, health, environment, and safety.	
Public Service Functions: Describe how project enhances licensing, maintenance, or payments to public entities.	
Legal Requirements: Cite the federal or state mandate and/or describe any interfaces with federal, state, or local entities.	
Other: List any other valuable benefit to the public.	
TOTAL	

<i>FINANCIAL AND INTANGIBLE BENEFITS DESCRIPTION</i>

B. Benefits to the State and Local Judiciary

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Score: 0=None, 1=Minor, 2=Moderate, 3=Considerable, 4=Substantial, 5=Extensive.

<i>Factors to Include</i>	<i>Score/\$</i>
Court Performance: The extent to which duties and processes will improve or positively affect business functions. Consider reduced redundancy and improved consistency for the court.	
Productivity Increase: The improvements in quantity or timeliness of services or deliverables. Consider improved turnaround time or expanded capacity of key processes.	
Operational Efficiency: Rating may be based on improved use of resources, greater flexibility in court responses to stakeholder requests, reduction or elimination of paperwork, legacy systems, or manual tasks.	
Accomplishment Probability: The extent to which this project is expected to have a high level of success in completing all requirements for the division or court.	
Functional Integration: The impact the project will have in eliminating redundancy or improve consistency. Consider the impact of information sharing between departments or divisions, or between agencies in the State.	
Technology Sensitive: The implementation of the right types of technology to meet clear and defined goals and to support key functions. Consider technologies and systems already proven within the court, division, or other similar organizations.	
Other: List any other applicable benefit.	
TOTAL	

FINANCIAL AND INTANGIBLE BENEFITS DESCRIPTION

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Section VI. Project Financials

ALL COSTS MUST BE SUBSTANTIATED IN APPENDIX A. ITEMIZED LIST WITH COSTS.

1. *Professional and Outside Consultants Cost*

The dollars expended for all third-party consultants and contractors, such as project leaders, operations or technical support, communications, and LAN administrators. In Appendix A, include the billing rate, number of hours, and the tasks to be performed.

2. *Hardware*

All costs related to computer hardware and peripherals used on a project, including mainframes, midrange, micro- and mini-processors, laptops, hand-held devices, and peripheral devices such as disk drives and printers.

3. *Software*

All costs related to applications and systems related software for the project.

4. *Communications*

All costs related to analog and digital networks, communication processors, software, frame relays, phone switches, cabling, wiring, LAN/WAN, and other items associated with communications.

5. *Facilities*

All costs related to improvements or expansions of existing facilities required to support this project, as well as rentals, leases or purchase of new IT facilities.

6. *Licensing and Maintenance Fees*

All licensing and maintenance fees that might apply to hardware, software and any other products included as up-front costs in this project (ongoing costs are considered operational not development).

7. *Other*

Other IT costs not included above, such as documentation, manuals, travel, training and living expenses.

Training costs should be included if expenditures are specifically incurred for this project. If there is an in-house training department and the cost of the training is absorbed, no costs should be reported. Travel costs should be the amount of expenditures and not the value of automobiles, trucks, or other goods.

NOTE: FTE costs may be included in section C. below, as required.

A. Development and Operational Project Funding Details

(Double click on table below – add funding in **whole dollars** and then click outside the table to return to Word doc)

DEVELOPMENT COSTS						
Category	FY_____	FY_____	FY_____	FY_____	FY_____	Total
Professional & Outside Services						\$ -
Hardware						\$ -
Software						\$ -
Communications						\$ -
Facilities						\$ -
License & Maintenance Fees						\$ -
Other						\$ -
Total Development Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Enter Total Development Cost (above) in Project Values table on Approvals page.

OPERATIONAL COSTS						
Category	FY_____	FY_____	FY_____	FY_____	FY_____	Total
Professional & Outside Services						\$ -
Hardware						\$ -
Software						\$ -
Communications						\$ -
Facilities						\$ -
License & Maintenance Fees						\$ -
Other						\$ -
Total Operational Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Enter Total Project Cost (below) in Project Values table on Approvals page.

	FY_____	FY_____	FY_____	FY_____	FY_____	Total*
TOTAL PROJECT COSTS *(Includes development and operational costs)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

B. Funding Source

(Double click on table below – add funding in **whole dollars** and then click outside the table to return to Word doc)

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Funding Source Category	Name of Funding Source	Currently Available (\$)		New Appropriations Request (\$)		Total (\$)
		Development Budget	Operational Budget	Development Budget	Operational Budget	
Local General Fund						\$ -
State JCEF						\$ -
Other Local Fund						\$ -
Federal Funds						\$ -
Other Non Appropriated Funds						\$ -
TOTAL PROJECT COSTS		\$ -	\$ -	\$ -	\$ -	\$ -
Totals should = development and operational totals above						

C. Full Time Employee (FTE) Project Hours

Total Full Time Employee Hours

Total Full Time Employee Cost \$

Section VII. Risk Assessment

RISK EVALUATION RANGES

- LOW RISK PROJECT 0 - 8
- MEDIUM RISK PROJECT 9 - 25
- HIGH RISK PROJECT 26 - 42
- VERY HIGH RISK PROJECT 43 +

Add Project Risk Details (if required)

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JPIJ Project Classification & Risk Evaluation					
Risk Factor	Low (0)	Medium (1)	High (2)	Very High (3)	Score
Project Management Complexity					
Project Team Size (# of people)	1-5	6-10	11-15	> 15	
Project Manager (PM) Experience	Deep experience in this type of project	Some experience in this type of project and able to leverage subject matter experts	Some experience in this type of project and has limited support from subject matter experts	New to this type of project	
Team Member Availability	Dedicated staff for project activities only as assigned	Staff n place, few interrupts for non project tasks are expected and have been accounted for	Available, some turnover expected, some interrupts for non project issues likely	Dedicated team not available; staff will be assigned based on capacity	
# of Entities Involved in Development Activity	1	2	3	> 3	
Vendor (if used)	No Vendor required	Vendor has been used previously with success	Vendor has been used previously with some management support required	New Vendor and/or multiple vendors	
Project Schedule	Schedule is flexible	Schedule can handle minor variations, but deadlines are somewhat firm	Scope or budget can handle minor variations, but deadlines are firm	Scope, Budget and Deadlines are fixed and cannot be changed	
Project Scope	Scope is defined and approved	Scope is defined and pending approval	Scope being defined	High level definition only at this point	
Budget Constraints	Funds allocated	Funds pending approval	Allocation of funds in doubt or subject to change without notice	No funding allocated	
Project Methodology	Defined methodology	Defined methodology, no templates	High level methodology framework only	No formal methodology	
IT Solution Complexity					
Product Maturity (if purchased)	Product implemented & working in > 1 gov't agency or business of similar size	Product implemented & working in 1 agency or business of similar size	Product implemented & working only in an agency or business of smaller size	Product not implemented in any agency or business	
Solution Dependencies	No dependencies or interrelated projects	Some minor dependencies or interrelated projects but considered low risk	Some major dependencies or interrelated projects but considered medium risk	Major high-risk dependencies or interrelated projects	
System Interface Profile	No other system interfaces	1-2 required interfaces	3-4 required interfaces	> 4 required interfaces	
IT Architectural Impact	Follows COT-approved design; principles, practice & standards	New to the court but follows established industry standards	Evolving "industry standard"	No standards, leading edge technology	
Deployment Impact					
Process Impact	No business process changes	Agency wide process changes	Multi-State Agency process changes	State-wide process changes	
Scope of End User Impact	Department or Division level only	Multiple Dept. or Court-wide impacts	Multi-Court impacts	Statewide impacts	
Training Impact	No training is required	Minimal training is required	Considerable training is required	Extensive training is required	
Total Risk Score					0

Section VIII. Project Approvals

Management Review Checklist

Key Management Information	Yes	No
1. Is this project for a mission critical application system?		
2. Is this project referenced in your court's/county's IT Strategic plan?		
3. Is this project consistent with COT policies, standards and procedures?		
4. Is this project in compliance with the Arizona Revised Statutes and court rules?		
6. Is this project mandated by law, court case or rule? If yes, cite the federal requirement, ARS Reference, Court Rule or Case.		
Details: <i>Provide details related to technology as part of the requirement.</i>		

Project Values

Description	Section	Significance
Value Rating	V. A. Value to the Public	
Economic Benefits	V. B. Benefits to the State and Local Judiciary	Score \$
Total Development Cost	VI. A. Development Costs	\$
Total Project Cost	VI. A. Total Project Costs	\$
FTE Hours	VI.C FTE Project Hours	
Project Risk Factors	VII. Risk Assessment Score (Maximum 48)	

Formal Project Approvals

Project Title:

<i>Responsibility</i>	<i>Approval Signature and Title</i>	<i>Date</i>
Presiding Judge:	Full Name	
Clerk of Court:	Full Name	
Project Manager	Full Name	
Project Sponsor or Other	Full Name and Title	

Appendices

A. Itemized List with Costs

Attach a detailed list of expenditures including unit costs and extensions. Ensure the total agrees with the TOTAL column on tables labeled “Development Costs” and “Operating Costs.” This list should contain all items associated with the total project investment, including hardware purchase costs, software purchase costs, software licensing costs, professional and outside services costs, consulting costs, communication costs, facilities costs such as cabling or wiring, training costs, travel costs, and all other costs.

B. Connectivity Diagram

Attach a high-level schematic drawing, indicating major hardware components. If your project is an expansion of existing facilities, clearly indicate existing and new components. A hand-drafted drawing is acceptable.

C. Project Schedule -- Gantt Chart, Project Management Timeline

Include a computer-generated Gantt Chart or a textual list of major project phases and milestones. Include the estimated time of completion for each milestone, and the total elapsed time for the entire project. Do not include a detailed list. If a vendor is involved, insure the plan is consistent with the vendor’s proposed schedule. This Gantt Chart will be used as the basis for project oversight.

Glossary

If special terminology and acronyms are used, consider including a glossary of terms.

Document Information

Title: Judicial Project Investment Justification Version 2.0
Originator: Arizona Supreme Court, May 2004
Date: Revised November 5, 2010
Download: <http://www.azcourts.gov/cot/Documents.aspx>
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