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| **Court Contacts Planning & Reference** |
| This document is to ascertain Court contact and system/user information in preparation for deployment planning for project California Courts Protective Order Registry (CCPOR).

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| Date document due back to the JCC: | Xx/xx/xxxx |
| Return to: | sean.jordan@jud.ca.gov |
| cc: | jeffrey.p.johnson@jud.ca.gov |

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| The section below defines the positions of the project team, the role that position will play during the project, and the responsibilities that go along with the role. Please refer to it as you complete the contact pages that follow so that the correct people are contact when needed. |
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| **Item** | **Role** | **Responsibility** |
| --- | --- | --- |
| **Court Advisor / Project Manager:** This is the person designated as the primary contact for the Court to AOC relating to CCPOR project | Main point of contact for overall project needs | * Work closely with JCC CCPOR Project Manager on project planning and activities
* Monitor project status at Court
* Attend meetings to exchange status
 |
| **IT Deployment Manager:** This is the person designated as the primary contact for Court deployment activities | Manage deployment activities at the court | * Work with JCC CCPOR Deployment Manager on deployment planning and activities
* Ensure that deployment activities are performed on schedule and with the available resources
* Attend meetings to exchange status
 |
| **Subject Matter Experts:** People who are designated as the contact when different types of information are needed. These include the areas of: Business, technical, Vendor.  | Provide business expertise as related to CCPOR | * Work with JCC project team to ensure business needs and software functionality is being met. Help validate user requirements
* Provide input for the design and construction of test cases and business scenarios
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| **Court LAN and IT Services Management** | Main point of contact for court to JCC connectivity for CCPOR project |  |

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| **Item** | **Description/Task** | **Information for AOC** |
| 1 | **Court Advisor/Project Manager**Name & Contact Information | Name: |  |
| Title: |  |
| Phone: |  |
| E-Mail |  |
| 2 | **IT Deployment Manager**Court Information Technology –Contact for deployment activities | Name: | Sean M. Jordan |
| Title: | IT Project Manager |
| Phone: | (415) 865-4956 |
| E-Mail | sean.jordan@jud.ca.gov |
| 3.1 | **Subject Matter Expert*** Business SME
 | Name: |  |
| Title: |  |
| Phone: |  |
| E-Mail |  |
| 3.2 | **Subject Matter Expert*** Technical SME
 | Name: |  |
| Title: |  |
| Phone: |  |
| E-Mail |  |
| 3.3 | **Subject Matter Expert**Vendor SME (if applicable) | Name: |  |
| Title: |  |
| Phone: |  |
| E-Mail |  |
| 4 | **ATC**Court ATC (Agency Terminal Coordinator) Name and Contact Information  | Name: |  |
| Title: |  |
| Phone: |  |
| E-Mail |  |
| 5 | **Court LAN and I.T. Services Management**Name and Contact Information | Name: |  |
| Title: |  |
| Phone: |  |
| E-Mail |  |
| 5.1 | Is court LAN/I.T. Services managed and provided solely by the court?(indicate Yes or No) | Check One[ ]  Yes [ ]  No |
| If “No”, then indicate who (third party) is providing those services **⇒** |  |
| If “No”, indicate what services are provided by the third party **⇒**(either “All” or provide a summary listing) |  |
| **6 - DOJ Access: CLETS subscriber and ORI** |
| Is the court a CA DOJ CLETS subscriber? (Yes, No)  | Check One[ ]  Yes [ ]  No |
| Does the Court facility have a “main” ORI; where they process the restraining order? (Yes, No) | Check One[ ]  Yes [ ]  No |
| If “Yes”, what is the “main” ORI?  |  |
| **7 - CLETS/CARPOS Users:** Includes users and console administrators that can potentially be assigned to CCPOR project |
| Quantity of users: (Please estimate) |  |
| **8 - CLETS Workstations:** Your court is approved for CLETS workstations (mnemonics). |
| Do you currently have CLETS workstations that can potentially be used for CCPOR needs? (Yes, No) | Check One[ ]  Yes[ ]  No |
| If “No”, indicate how many will be implemented **⇒** |  |
| If “No”, please state the reason **⇒** |  |
| Do you anticipate needing to add PCs for CLETS access? (Yes, No) | Check One[ ]  Yes[ ]  No |
| Reason for additional PCs and if any delay due to funding issues **⇒** |  |
| Will the court be able to have all CLETS PCs secured (unable to be used or viewed by non-authorized persons)? | Check One[ ]  Yes[ ]  No |
| If “No”, please indicate the reason and other potential future conflicts **⇒** |  |

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| **End of Document** |