

Phase 1& 2 Narrative

Phase 1: June 5, 2002 – August 4, 2003

Planning and Budgeting for Phase 1, June 5, 2002 - September 6, 2002 (two and ½ months)

- Select pilot counties
- Select trusted submitters
- Identify Certificate Authorities for pilot work
- County technology assessment – build out technical detail to automating paper processes
- County workflow assessment (both Phase 1&2 documents) – involving all county offices, identify workflow needs for each electronic document to be tested
- Determine county information architecture and integration needs
- Write and sign Phase 1 contract between Task Force and pilot county
- Appropriate funding to counties based on identified needs
- Procurement of county and Task Force resources

Project preparation identifies stakeholders for pilot work and the financial needs of pilot counties. Funding needs will be identified and recommendations will be made to the Task Force.

Each pilot county will identify a county project manager for this phase of their initiative. This will be their own on-site contact and manager of day-to-day activities. The Project Coordinator and Pilot Resource will work with the counties as resources to allow counties to get answers to questions, stay on course and generally provide oversight of project activity.

County technical detail will be built out into a project plan for Phase 1. The Pilot Resource will assist the county's vendor and IT staff with information architecture design and planning, along with integration design.

The county project manager, Pilot Resource and Project Coordinator will assess workflow needs for all electronic documents to be used in both Phase 1 and Phase 2. This will bring all county offices together to assess how they will work together with new electronic processes. The Pilot Resource will be responsible for developing an implementation timeline and recommend this to the Task Force.

Resources: County Project Manager, Task Force Pilot Resource, County IT Department, Project Coordinator, County Technology Vendor, County Officers As Needed,

Development and Implementation of Phase 1, September 9, 2002 - February 28, 2003 (six months)

- Design
- Develop and Train
- Test and Implement

During this time the county's technology vendor will work to enable e-recording to be managed at the county level. It is anticipated that some counties may begin piloting before or after this date, depending on the pace of their development and testing.

Throughout this phase the Project Coordinator will serve as a resource to pilot counties and oversee status. The county project manager will manage day-to-day project activity and coordinate work and communications between project groups. The Pilot Resource will provide process and technical assistance and represent the Task Force's interests in regards to standards. The Pilot Resource will assist both the county officers and county technology vendor in interpreting and designing systems to test standards.

Resources: County Project Manager, Task Force Pilot Resource, Project Coordinator, County Technology Vendor, County IT Department, County Officers As Needed

2003 Report to the Legislature/Legislative Activity -- December 16, 2002 through March 28, 2003 (three and ½ months)

- Report Status of pilot work (if testing has begun in some counties, utilize this information)
- Funding for FY04 project work

Conduct Phase 1 Pilot Test -- March 3, 2003 - August 4, 2003 (five months)

- Pilot Testing of Phase 1

Throughout this phase the Project Coordinator will serve as a resource to pilot counties and oversee status. The Pilot Resource will evaluate and document testing activity and document results against ERER standards. The County Project Manager will manage day-to-day project activity, coordinate work and communications between project groups.

Resources: County Project Manager, Task Force Pilot Resource, Project Coordinator, County Technology Vendor, County Officers As Needed

Note: For the next seven weeks there will be a break in activity, allowing for development lags. This will also serve as time necessary to perform system adjustments and bug fixes. The initial launching of Phase 2 will absorb the county technology vendor's time. This break in activity will provide time to work through any issues due to Phase 1 work before diving into Phase 2.

Electronic recording functions for Phase 1 documents can continue after August 4, 2003. This is presented as an option to the counties. Data collection and analysis will discontinue after this date.

Phase 2 - April 21, 2003 – May 30, 2004

Planning and Budgeting for Phase 2, April 21, 2003 –June 6, 2003 (one and ½ month)

- Review e-documents against national schema standards as available
- County technology assessment – build out technical detail to automating paper processes
- County workflow assessment– review workflow design and assess against any learnings gained from Phase 1, adjust as necessary
- Determine county information architecture and integration needs
- Write and sign Phase 2 contract between Task Force and pilot county
- Appropriate funding to counties based on identified needs
- Procurement of county and Task Force resources

Phase 2 activity may begin earlier or later, based on the implementation schedule of Phase 1.

Project preparation identifies stakeholders for pilot work and the financial needs of pilot counties. Funding needs will be identified and recommendations will be made to the Task Force.

Each pilot county will identify a county project manager for this phase of their initiative. This will be their own on-site contact and manager of day-to-day activities. The Project Coordinator and Pilot Resource will work with the county as resources to allow county's to get answers to questions, stay on course and generally provide oversight of project activity.

County technical detail will be built out into a project plan for Phase 2. National schema standards available for this phase's documentation will be evaluated against Minnesota's schema. Recommendations will be made to the Task Force. The Pilot Resource will assist the county's vendor and IT staff with information architecture design and planning, along with integration design.

Workflow will be reviewed against learnings from Phase 1 activity. Workflow will be adjusted in the counties' workplan as necessary. The Pilot Resource will be responsible for developing an implementation timeline and recommend this to the Task Force.

Resources: County Project Manager, Task Force Pilot Resource, County IT Department, Project Coordinator, County Technology Vendor, County Officers As Needed

Implementation of Phase 2 -- June 9, 2003 - October 20, 2003 (five months)

- Design
- Develop and Train
- Test and Implement

During this time the county's technology vendor will work to enable e-recording to be managed at the county level. It is anticipated that some counties may begin piloting before or after this date, depending on the pace of their development and testing.

Throughout this phase the Project Coordinator will serve as a resource to pilot counties and oversee status. The county project manager will manage day-to-day project activity and coordinate work and communications between project groups. The Pilot Resource will provide process and technical assistance and represent the Task Force's interests in regards to standards. The Pilot Resource will also serve as a resource to both the county officers and county technology vendor in interpreting and designing systems to test standards.

Resources: County Project Manager, Task Force Pilot Resource, Project Coordinator, County Technology Vendor, County IT Department, County Officers As Needed

Conduct Phase 2 Pilot Test -- October 27, 2003 - May 30, 2004 (seven months)

- Pilot Testing of Phase 2

Throughout this phase the Project Coordinator will serve as a resource to pilot counties and oversee status. The Pilot Resource will assess and document testing activity and document results against ERER standards. The county project manager will manage day-to-day project activity, coordinate work and communications between project groups.

Resources: County Project Manager, Task Force Pilot Resource, Project Coordinator, County Technology Vendor, County Officers As Needed

2004 Report to the Legislature/Legislative Activity -- December 15, 2003 - March 26, 2004 (three and ½ months)

- Report Status of pilot work
- During the session, recommend a system for the electronic filing and recording of real estate documents in Minnesota.

Note: Pilot testing information will be collected through May 30, 2004. Based on this information and any changes that were made to systems, a report will be prepared for 2005 legislature.

Electronic recording functions for both Phase 1 and Phase 2 documents can continue after May 30, 2004. This is presented as an option to the counties. Data collection and analysis will discontinue after this date for Phase 2 activity.