

**Recommendation: Pilot Phase I Activity**  
**Beginning Near End of Implementation of Phase 1 – February 2003**  
**Timeframe**

**Skills:**

**Required:**

- Experience with XML-based applications and schema development
- Business Analysis experience of processes in collaboration with XML automated workflow
- Skills in providing clear and detailed gap analysis
- Strong presentation and communications skills

**Desirable:**

- Standards maintenance experience
- Knowledge of real estate recording processes in the government and/or private sectors

**Required Duties Include:**

- The consultant will learn and understand the ERE standards and how they are implemented. With this knowledge the consultant will assist the Task Force in assessing and evaluating the pilots.
- The consultant will report to and work with the Task Force's project manager to monitor and measure the pilots' progress and results.
- The consultant will assist the Task Force in determining whether the ERE standards as originally adopted address the needs of both county and private sector participants and conform to national standards as they are technologically implemented.
- The consultant will analyze, document and present any recommended changes to the standards for the review of the Pilot Subcommittee and the approval by the Task Force.

**Recommendation: Pilot Phase II Activity**  
**Beginning End of April, 2003 through June of 2004**

- Consultant will document an Implementation Guide as recommended by the Technology Subcommittee in its report to the Task Force on August 8, 2002 – to include core and common implementation needs along with unique and specific county needs.
- Consultant will work with Pilot Counties to develop project plans for each pilot county that reflect workflow and business process needs for Phase 2 documents. This plan will include:
  - information architecture design and planning,
  - connectivity and integration needs for current back office system,
  - expected costs,
  - a risk and assumptions document
- The consultant will report to and work with the Task Force's project manager to monitor and measure the pilots' Phase II progress and results.
- The consultant will assist the Task Force in determining whether the ERER standards as originally adopted address the needs of both county and private sector participants and conform to national standards as they are technologically implemented.
- The consultant will analyze, document and present any recommended changes to the standards for Phase II for the review of the Pilot Subcommittee and the approval by the Task Force.