

Project Management	321 days	10/22/01	01/30/03
Pre-Implementation	14 days	10/22/01	11/08/01
Detailed Scope / Deliverable definition	5 days	10/22/01	10/26/01
Complete Work Breakdown Structure	1 day	10/22/01	10/22/01
Analyze / document risks	5 days	10/29/01	11/02/01
Define project team / organization chart	1 day	10/30/01	10/30/01
Deploy change control policy / processes	1 day	11/08/01	11/08/01
Deploy risk management policy / processes	1 day	11/08/01	11/08/01
Project Initiation - Milestone	1 day	11/08/01	11/08/01
Project status reporting	321 days	10/22/01	01/30/03
Weekly reports to Chair and Vice Chair of Task Force and to LCC	321 days	10/22/01	01/30/03
Regular meetings with ERER Task Force to develop and continue project approach / procedures	1 day	10/22/01	10/22/01
Application Error and Issues Reporting	321 days	10/22/01	01/30/03
Evaluate Project Plan at each phase-end, adjust as needed	321 days	10/22/01	01/30/03
Preparation of progress report to legislative sessions 2002 and 2003.	321 days	10/22/01	01/30/03
Post Implementation	10 days	01/06/03	01/17/03
Create project closure and audit report	10 days	01/06/03	01/17/03
Update enhancement and change request list	10 days	01/06/03	01/17/03
Update Error / Issue Report	10 days	01/06/03	01/17/03
Assessment Phase	151 days	11/08/01	06/14/02
Solidify Project Scope	68 days	11/09/01	02/20/02
Identify Processes for Pilot Testing	41 days	11/09/01	01/14/02
Identify documents and processes desired for pilot	41 days	11/09/01	01/14/02
Identify Public and Private Involvement	41 days	11/19/01	01/22/02
Identify public groups (including Recorder, Auditor and Treasurer)	41 days	11/19/01	01/22/02
Identify Private groups (including title companies, mortgage companies, banks)	41 days	11/19/01	01/22/02

Identify education / communication plan to educate parties on involvement	41 days	11/19/01	01/22/02	
Identify legislative needs to facilitate envelopment	41 days	11/19/01	01/22/02	
Identify Pilot Counties	23 days	01/21/02	02/20/02	
Identify Pilot Parameters (Document volumes, document types, technology requirements, etc)..	23 days	01/21/02	02/20/02	
Select Consulting Teams - RFPs	30 days	11/08/01	12/21/01	
Develop consultant RFP	5 days	11/08/01	11/14/01	
Publish RFP	7 days	11/13/01	11/23/01	
Review consultant proposals	18 days	11/26/01	12/19/01	33
Select consultant	1 day	12/20/01	12/20/01	34
Consultant team selection - Milestone	1 day	12/21/01	12/21/01	35
Prepare Interview Template	5 days	01/03/02	01/09/02	
ID Content and Format Questions	5 days	01/03/02	01/09/02	
ID Index questions	5 days	01/03/02	01/09/02	
ID Technology Feature, e-Management and e-Processing Standards	5 days	01/03/02	01/09/02	
ID e-Recording Payment Information	5 days	01/03/02	01/09/02	
Document Interview Template	1 day	01/09/02	01/09/02	
Conduct Task Force Interviews	77 days	01/10/02	04/26/02	42
Task Force Concerns List	1 day	01/10/02	01/10/02	
Indexes, features, content, format, authenticating, securing, record prioritizing	1 day	01/10/02	01/10/02	
Technology Assessment at County and Private Sector Offices	77 days	01/10/02	04/26/02	
Evaluate documentation detailing current technology and transaction volumes at the county and private sector offices	75 days	01/14/02	04/26/02	
Document the current state of technology, and transaction volumes at each county and private sector office	75 days	01/14/02	04/26/02	
Evaluate archive and retrieval needs and issues	1 day	01/10/02	01/10/02	

Assess infrastructure needs and concerns	75 days	01/14/02	04/26/02
Functional and Business Process Assessment at County and Private Sector offices	75 days	01/14/02	04/26/02
Document the current state of processes at each county and private sector office	75 days	01/14/02	04/26/02
Evaluate documentation detailing current processes at the county and private sector offices	75 days	01/14/02	04/26/02
Assess the electronic recording systems used in other jurisdictions	75 days	01/14/02	04/26/02
Evaluate any national standards for electronic document management	75 days	01/14/02	04/26/02
Identify best practices from aggregate county and private sector offices and national information	75 days	01/14/02	04/26/02
Identify legal requirements	75 days	01/14/02	04/26/02
Identify business processes, workflow, automated processes, and operational needs	75 days	01/14/02	04/26/02
Identify functionality requirements necessary for a successful pilot implementation	75 days	01/14/02	04/26/02
Mid-Assessment Review - Milestone	1 day	04/26/02	04/26/02
Data / Security Requirements	75 days	01/14/02	04/26/02
Identify data security needs	75 days	01/14/02	04/26/02
Identify legacy data migration needs and data cleansing issues	75 days	01/14/02	04/26/02
Report Needs	75 days	01/14/02	04/26/02
Identify reporting needs / requirement for county and private sector offices	75 days	01/14/02	04/26/02
Vendor Selection Process	41 days	02/04/02	04/01/02
Identify E-Transmittal Software Vendors	10 days	02/04/02	02/15/02
Identify E-Recording Software Vendors	10 days	02/04/02	02/15/02

Create functionality scripts based on needs identified in assessment	10 days	02/18/02	03/01/02	
Obtain Task Force approval of script	1 day	03/04/02	03/04/02	
Communicate script to vendor group	1 day	03/05/02	03/05/02	
Schedule evaluation demos for Task Force based on scripts	11 days	03/06/02	03/20/02	
Conduct question and answer series	3 days	03/21/02	03/25/02	
Select vendor best matching requirements and needs	1 day	03/26/02	03/26/02	
Finalize vendor negotiations directed at application pricing, availability requirements, customization and bug fix, overall support response time / service level agreements	4 days	03/27/02	04/01/02	
Vendor Selection - Milestone	1 day	04/01/02	04/01/02	
Prepare and Present Standards Standard Review: Electronic Recording Technology Features	35 days	04/29/02	06/14/02	
Assess interview findings against Considerations 11 through 18	25 days	04/29/02	05/31/02	
Conduct additional research Document recommendations for technology features	5 days	04/29/02	05/03/02	43
Conduct additional research Document recommendations for technology features	15 days	05/06/02	05/24/02	79
Conduct additional research Document recommendations for technology features	5 days	05/27/02	05/31/02	80
Standards Review: Real Estate Record Indexing	25 days	04/29/02	05/31/02	
Assess interview findings against Considerations 19 through 21	5 days	04/29/02	05/03/02	
Conduct additional research Document recommendations for technology features	10 days	05/06/02	05/17/02	83
Conduct additional research Document recommendations for technology features	5 days	05/27/02	05/31/02	84
Standards Review: Content and Format	25 days	04/29/02	05/31/02	
Assess interview findings against Considerations 22 through 26	5 days	04/29/02	05/03/02	
Conduct additional research	10 days	05/06/02	05/17/02	87

Document recommendations for technology features	5 days	05/27/02	05/31/02	88
Standards Review:				
Authentication, Securing, Record Priority	25 days	04/29/02	05/31/02	
Assess interview findings against Considerations 27 through 30	5 days	04/29/02	05/03/02	
Conduct additional research	10 days	05/06/02	05/17/02	91
Document recommendations for technology features	5 days	05/27/02	05/31/02	92
ERER Payment Methods	25 days	04/29/02	05/31/02	
Assess Considerations 31 through 37	5 days	04/29/02	05/03/02	
Conduct additional research	10 days	05/06/02	05/17/02	95
Document recommendations for technology features	5 days	05/27/02	05/31/02	96
Business Process / Redesign	25 days	04/29/02	05/31/02	
Assess county processes	5 days	04/29/02	05/03/02	
Identify redundancy, non-value add processes, etc	10 days	05/06/02	05/17/02	
Recommend redesign and process streamlines	5 days	05/27/02	05/31/02	
Deliver / Recommendation / Baseline Standards	10 days	06/03/02	06/14/02	
Meet with ERER Task Force and present standards for authorization	10 days	06/03/02	06/14/02	
Phase End Review	2 days	06/03/02	06/04/02	
Conduct walkthrough of assessment findings	1 day	06/03/02	06/03/02	97
Assessment - Phase End Milestone	1 day	06/04/02	06/04/02	105
Design Phase	129 days	01/07/02	07/08/02	
Technology GAP Analysis, all counties and application standards	10 days	05/06/02	05/17/02	
Identify technology gaps between county pilots offices and private sector and vendor package requirements	10 days	05/06/02	05/17/02	
Document technology matrix for all county offices and pilot host facility	10 days	05/06/02	05/17/02	

Pilot Architecture and Dual

Mode Processes	10 days	05/20/02	05/31/02
Document scenarios that will allow pilot testing while at the same time allowing county offices to continue business using current technology/process	10 days	05/20/02	05/31/02
Configure a development site for creating pilot requirements and hosting	10 days	05/20/02	05/31/02
Mid-Design Review - Milestone	1 day	05/31/02	05/31/02
Functional and Business Process Design	10 days	06/10/02	06/21/02
Identify business functionality gaps between ERER requirements and vendor package functionality	10 days	06/10/02	06/21/02
Design functionality requirements identified for pilot	10 days	06/10/02	06/21/02
Design workflow model and functionality standards	10 days	06/10/02	06/21/02
Define automated processes, calculations and screen pops	10 days	06/10/02	06/21/02
Security	5 days	06/03/02	06/07/02
Design database and application security needs	5 days	06/03/02	06/07/02
Design web security needs	5 days	06/03/02	06/07/02
Communication	5 days	01/07/02	01/11/02
Design a communication plan that includes educating all county offices and private sector on operational changes, security standards, training dates, status of pilot implementation progress	5 days	01/07/02	01/11/02
Communication - Milestone	1 day	01/11/02	01/11/02
Report Design	5 days	06/24/02	06/28/02
Design reports identified for pilot	5 days	06/24/02	06/28/02
Implementation Plan	5 days	06/03/02	06/07/02
Document detailed implementation plan for pilot host site and county offices and private sector	5 days	06/03/02	06/07/02
Develop communication plan for pilot and full rollout	5 days	06/03/02	06/07/02

Develop Backup / Recover			
Plans	5 days	06/24/02	06/28/02
Document backup and recovery procedures	5 days	06/24/02	06/28/02
Define county office support procedures	5 days	06/24/02	06/28/02
Phase End Review	6 days	06/27/02	07/08/02
Document design	5 days	06/27/02	07/05/02
Conduct walkthrough of design	1 day	07/08/02	07/08/02
Design - Phase End Milestone	1 day	07/08/02	07/08/02
Development Phase	26 days	07/08/02	08/12/02
Application Configuration	20 days	07/08/02	08/02/02
Develop a pilot application based on pilot requirements	20 days	07/08/02	08/02/02
Unit Testing By ERER Task Force Members	20 days	07/08/02	08/02/02
Create test scripts for pilot offices and private sector	1 day	07/08/02	07/08/02
Conduct unit testing and modify as needed	20 days	07/08/02	08/02/02
Mid-Development Review - Milestone	1 day	08/02/02	08/02/02
Report Needs	20 days	07/08/02	08/02/02
Develop reports	20 days	07/08/02	08/02/02
Technology Setup / Configuration	5 days	07/29/02	08/02/02
Configure Web Server	5 days	07/29/02	08/02/02
Configure database and application servers	5 days	07/29/02	08/02/02
Configure pilot workstations	5 days	07/29/02	08/02/02
Phase End Review	6 days	08/05/02	08/12/02
Document development issues	5 days	08/05/02	08/09/02
Conduct walkthrough of developed application	1 day	08/12/02	08/12/02
Development - Phase End Milestone	1 day	08/12/02	08/12/02
Implementation Phase	38 days	07/01/02	08/23/02
Training Program Development	33 days	07/01/02	08/16/02
Develop training manuals - End Users and IT Support	2.5 days	07/22/02	07/24/02
Schedule training	1 day	07/01/02	07/01/02
Train pilot user group	5 days	08/12/02	08/16/02
Install - Final Configuration and Production Database Build	5 days	08/12/02	08/16/02
Install client software and connectivity	5 days	08/12/02	08/16/02
Install host environment	5 days	08/12/02	08/16/02
Set-up Business Rules	5 days	08/12/02	08/16/02

Phase End Review	5 days	08/19/02	08/23/02
Document Implementation plan	5 days	08/19/02	08/23/02
Conduct walkthrough of Pilot application with Task Force Implementation – Phase End Milestone	1 day	08/23/02	08/23/02
Pilot Testing Program	106 days	08/12/02	01/13/03
Pilot Testing Process	96 days	08/19/02	01/06/03
Perform stress, load and capacity tests to ensure county and private sector offices and host client pass usability standards	96 days	08/19/02	01/06/03
Test accessibility of pilot application from county offices and private sector	96 days	08/19/02	01/06/03
Test application according to testing scripts	96 days	08/19/02	01/06/03
Stage One of Pilot - Milestone	1 day	08/19/02	08/19/02
Pilot Changes / Enhancements	101 days	08/12/02	01/06/03
Document Issues / Needs / Concerns	96 days	08/12/02	12/30/02
Evaluate cost / benefit of pilot change	96 days	08/19/02	01/06/03
Configure / make approved changes	96 days	08/19/02	01/06/03
Pilot Communication Program	96 days	08/19/02	01/06/03
Communicate regularly with pilot sites and document findings	96 days	08/19/02	01/06/03
Publish findings for all pilot offices to share and initiate additional feedback	96 days	08/19/02	01/06/03
Stage Two of Pilot – Milestone	1 day	09/27/02	09/27/02
Vendor Communication	96 days	08/19/02	01/06/03
Communicate feedback to application vendor with bugs and usability issues	96 days	08/19/02	01/06/03
Manage bug fixes	96 days	08/19/02	01/06/03
Monitor service and response against service level agreement	96 days	08/19/02	01/06/03
Vendor Performance Review - Milestone	1 day	10/25/02	10/25/02
Phase End Review	52 days	10/25/02	01/13/03

Document pilot testing issues	15 days	10/25/02	11/14/02
Pilot Program - Phase End			
Review	1 day	11/14/02	11/14/02
Finalize recommended standards and feature definition	1 day	01/13/03	01/13/03