

**Nebraska Information Technology Commission**

**Project Proposal Form**

**New or Additional State Funding Requests  
for Information Technology Projects**

**FY2005-07 Biennium**

<b>Project Title</b>	<b>Install Personal Computers for Courts</b>
<b>Agency/Entity</b>	<b>Nebraska Supreme Court</b>

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**About this form...**

The Nebraska Information Technology Commission (“NITC”) is required by statute to “make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel, for which new or additional funding is requested.” In order to perform this review, the NITC and DAS-Budget Division require agencies/entities to complete this form when requesting new or additional funding for technology projects. For more information, see the document entitled “Guidance on Information Technology Related Budget Requests” available at <http://www.nitc.state.ne.us/forms/>.

Electronic versions of this form are available at <http://www.nitc.state.ne.us/forms/>.

For questions or comments about this form, contact the Office of the CIO/NITC at:

Mail: Office of the CIO/NITC  
521 S 14th Street, Suite 301  
Lincoln, NE 68508  
Phone: (402) 471-3560  
Fax: (402) 471-4608  
E-mail: [info@cio.state.ne.us](mailto:info@cio.state.ne.us)

**Submission of Form**

Completed forms must be submitted by the same date biennial budget requests are required to be submitted to the DAS Budget Division. Completed project proposal forms must be submitted via e-mail to [info@cio.state.ne.us](mailto:info@cio.state.ne.us). The project proposal form should be submitted as an attachment in one of these formats: Microsoft Word; WordPerfect; Adobe PDF; or Rich Text Format. Receipt of the form by the Office of the CIO will be confirmed by e-mail. If an agency is unable to submit the application as described, contact the Office of the CIO prior to the deadline, to make other arrangements for submitting a project proposal form.

**Section I: General Information**

Project Title	Install Personal Computers for Courts
Agency (or entity)	Nebraska Supreme Court

Contact Information for this Project:

Name	Frank E. Goodroe, Administrator
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**Section II: Executive Summary**

Provide a one or two paragraph summary of the proposed project. This summary will be used in other externally distributed documents and should therefore clearly and succinctly describe the project and the information technology required.

Sections 24-228, R.S.S. 2003 (District Court) and 24-514, R.R.S. 1943 (County Court) provide the statutory basis for furnishing equipment to the trial courts.

Dedicated terminals were installed for all district and county court employees as JUSTICE was deployed. Subsequently, most organizations have switched to personal computers rather than terminals. The AS/400 has evolved, dropping Office Vision, which courts used via their terminals for E-Mail, word processing, and calendars. After exploring options, the JUSTICE team agreed with IMS to use standard E-mail, Outlook, and Microsoft Word to replace Office Vision. This will require personal computers rather than terminals. Personal computers will also be required to display graphical images, including documents which have been electronically filed or scanned and stored as images. PCs will also be required to allow JUSTICE to move to a graphical interface.

Courthouses have been rewired statewide to support IP communications. At least one personal computer has been installed in every court to allow the court to be in contact via E-mail. We must now complete the replacement of terminals.

Judges and their staff members (some district judges have bailiffs, secretaries, or both) require personal computers to efficiently complete their work and take full advantage of some JUSTICE enhancements. This plan includes the cost of providing a personal computer to every trial court judge and every court employee.

Computers are leased through the Department of Administrative Services. A dedicated terminal costs \$24 per month; a personal computer costs \$56 per month, and a laptop personal computer costs about \$85 per month. We plan to replace about one third of the remaining dedicated terminals each year during the 2005 fiscal year, which will increase costs by \$121,960 including the new DAS E-Mail service. This cost increases to just over \$254,000 when all terminals have been replaced.

Personal computers will be installed for each trial court judge and staff member beginning in July, 2005, and is expected to cost \$117,000 with E-Mail service in fiscal 2006 and about \$155,500 in the next and subsequent years.

Please note the Court will make a separate request in the expansion budget to place personal computers in courtrooms to allow courts to use a new JUSTICE enhancement to streamline the workflow of the courts and eliminate repetitive data entry. Those personal computers are not included in this request.

**Section III: Goals, Objectives, and Projected Outcomes (15 Points)**

1. Describe the project, including:
  - Specific goals and objectives;
  - Expected beneficiaries of the project; and
  - Expected outcomes.
1. This project is designed to provide a mechanism to achieve the following goals:
  - a. Provide users with reliable equipment.
  - b. Allow all users to communicate by E-mail after Office Vision is gone.
  - c. Allow all users to access State E-Government initiatives.
  - d. Provide word processing functions for those who require it.

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- e. Allow JUSTICE to move from strictly 'green screen' displays to a graphical interface by Web facing or Web enabling part or all of the application.
  - f. Allow JUSTICE to include electronic filing by providing a way for court employees and judges to see documents stored as a digital images. Digital imaging is useless if the court staff cannot see the documents.
  - g. Improve the productivity of judges by providing basic tools such as word processing.
2. Describe the measurement and assessment methods that will verify that the project outcomes have been achieved.
    2. The measurement method will be an installation schedule and verifying that personal computers are being installed in accordance with that schedule.
  3. Describe the project's relationship to your agency comprehensive information technology plan.
    3. The replacement of terminals will provide the infrastructure needed to allow the Court to complete E-Government initiatives, especially Electronic Filing, and storing scanned documents as digital images.

**Section IV: Project Justification / Business Case (25 Points)**

4. Provide the project justification in terms of tangible benefits (i.e. economic return on investment) and/or intangible benefits (e.g. additional services for customers).
  4. Some of the dedicated terminals in use in trial courts were installed ten years ago. Maintenance agreements were canceled by IMS because of poor service. New replacement terminals are no longer manufactured by IBM because most customers now use personal computers. Office Vision has been discontinued by IBM, taking away E-mail, calendars, and word processing. Dedicated terminals, though they have been economical and, until recently, reliable, are a technological dead end, leaving terminal users without E-mail, calendar, word processing, etc.

Judges have had mixed success requesting personal computers from the counties they serve. Some of the machines are connected to the State system, while some are not. We propose installing personal computers which are supported, maintainable, and which can access State services which include JUSTICE, E-mail, and legal research services.
5. Describe other solutions that were evaluated, including their strengths and weaknesses, and why they were rejected. Explain the implications of doing nothing and why this option is not acceptable.
  5. IMS purchased terminals from vendors other than IBM; one vendor declared bankruptcy. Replacements for Office Vision were evaluated and found seriously wanting in comparison to Office Vision and completely out of the mainstream, unable to produce documents which can be shared with PC users. No other options were identified. The AS/400s are being upgraded to be sure mission-critical applications are running on a supported operating system; this means Office Vision is lost. New applications (E-Filing, for one) cannot be deployed without graphical displays. The world has lurched forward, leaving terminals in the past. Doing nothing is not an option. Judges and court employees must have the tools to be productive.
6. If the project is the result of a state or federal mandate, please specify the mandate being addressed.
6. This change is not in response to a mandate imposed by law.

**Section V: Technical Impact (20 Points)**

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7. Describe how the project enhances, changes or replaces present technology systems, or implements a new technology system. Describe the technical elements of the project, including hardware, software, and communications requirements. Describe the strengths and weaknesses of the proposed solution.
7. The personal computers will be leased through Information Management Services (IMS) and will each be provided with a standard software "image" which will include the current version of the Microsoft (MS) operating system (currently Windows XP), anti-virus software, MS Outlook, MS Word, Adobe Acrobat reader, and Mocha Soft 5250 emulation software. This is exactly the same image which has been deployed to each county on computers leased and supported by IMS. The machines communicate on the IP networks installed in each county, store documents on the local AS/400 where they are mirrored and backed up, and access to central systems and the Internet is through the State communications network. This has proved itself in actual use in each county. We have not found substantial weaknesses.
8. Address the following issues with respect to the proposed technology:
- Describe the reliability, security and scalability (future needs for growth or adaptation) of the technology.
  - Address conformity with applicable NITC technical standards and guidelines (available at <http://www.nitc.state.ne.us/standards/>) and generally accepted industry standards.
  - Address the compatibility with existing institutional and/or statewide infrastructure.
- 8.
- a. The PCs now installed have proven to be reasonably reliable. The machines are leased for a three-year period and will thus be changed as growth occurs. The technology is the industry standard and is adaptable to satisfy future court needs.
- b. IMS consulted NITC guidelines in selecting this technology. It is all industry standard (Intel processors, Microsoft operating system).
- c. Because nearly identical machines with identical software are installed and running, there are no issues of compatibility with existing infrastructure. It is demonstrably compliant.

**Section VI: Preliminary Plan for Implementation (10 Points)**

9. Describe the preliminary plans for implementing the project. Identify project sponsor(s) and examine stakeholder acceptance. Describe the project team, including their roles, responsibilities, and experience.
9. Mr. Frank Goodroe, State Court Administrator, is the sponsor of the project. He established this as a priority and will actively monitor progress of the project. Our initial plan is to install the new personal computers by judicial district over a three-year period (fiscal years 2005 through 2007). This will allow a staggered replacement schedule, providing new equipment to courts every three years or so. The project team for the Supreme Court includes John Cariotto, JUSTICE Project Manager, eight Business Analysts and four Technical Analysts. The Project Manager and three Business Analysts will organize the project and order equipment. The Project Manager has worked for the Supreme Court for over 27 years and has worked on the JUSTICE project for 16. Each Business Analyst has at least five years' experience with the project; most have at least 20 years with courts. IMS will acquire, install and maintain the equipment.
10. List the major milestones and/or deliverables and provide a timeline for completing each.
10. Equipment will be ordered and installed as money is available.

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11. Describe the training and staff development requirements.

11. Personal computer training, including the operating system and Microsoft Word and Outlook, will be presented by the use of Computer Based Training established by IMS. Court stenographers, who have specialized training needs, will attend classroom training. Other training will be presented when the need is identified.

12. Describe the ongoing support requirements.

12. Personal computers present special support requirements which will be addressed by the PC division of IMS and local computer companies who contract with IMS.

**Section VII: Risk Assessment (10 Points)**

13. Describe possible barriers and risks related to the project and the relative importance of each.

13. The primary risk is not obtaining the money to complete this conversion, as the existing terminals do not meet the court's needs. IMS has demonstrated the ability to order, install and maintain personal computers for court staffs. If IMS is able to retain capable staff members, the risk involved in this project will be very low.

14. Identify strategies which have been developed to minimize risks.

14. The risk is minimized because pilot installations were completed after thorough testing of the personal computers by JUSTICE Business Analysts. Approximately 160 of these personal computers have been installed and are now in use.

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**Section VIII: Financial Analysis and Budget (20 Points)**

15. Financial Information

Financial and budget information can be provided in either of the following ways:

- (1) If the information is available in some other format, either cut and paste the information into this document or transmit the information with this form; or
- (2) Provide the information by completing the spreadsheet provided below.

**Instructions:** Double click on the Microsoft Excel icon below. An imbedded Excel spreadsheet will be launched. Input the appropriate financial information. Close the spreadsheet. The information you entered will automatically be saved with this document. If you want to review or revise the financial information, repeat the process just described.



Excel Spreadsheet  
(Double-click)

**Financial information appears at the end of the document.**

16. Provide a detailed description of the budget items listed above. Include:

- An itemized list of hardware and software.
- If new FTE positions are included in the request, please provide a breakdown by position, including separate totals for salary and fringe benefits.
- Provide any on-going operation and replacement costs not included above, including funding source if known.
- Provide a breakdown of all non-state funding sources and funds provided per source.

17. Please indicate where the funding requested for this project can be found in the agency budget request, including program numbers.

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Section VIII: Financial Analysis and Budget

(Revise dates as necessary for your request.)

	Estimated Prior Expended	Request for FY2005-06 (Year 1)	Request for FY2006-07 (Year 2)	Request for FY2007-08 (Year 3)	Request for FY2008-09 (Year 4)	Future	Total
1. Personnel Costs		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2. Contractual Services							
2.1 Design		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2.2 Programming		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2.3 Project Management		\$ -	\$ -				\$ -
2.4 Other							\$ -
3. Supplies and Materials							\$ -
4. Telecommunications							\$ -
5. Training		\$ 12,000.00					\$ 12,000.00
6. Travel							\$ -
7. Other Operating Costs							\$ -
8. Capital Expenditures							
8.1 Hardware	\$ 190,080.00	\$ 281,708.00	\$ 454,646.00	\$ 454,646.00	\$ 454,646.00		\$ 1,835,726.00
8.2 Software							\$ -
8.3 Network							\$ -
8.4 Other		\$ 1,158.00	\$ 1,502.00	\$ 1,502.00	\$ 1,502.00		\$ 5,664.00
<b>TOTAL COSTS</b>	\$ 190,080.00	\$ 294,866.00	\$ 456,148.00	\$ 456,148.00	\$ 456,148.00	\$ -	\$ 1,853,390.00
General Funds							\$ -
Cash Funds	\$ 190,080.00	\$ 294,866.00	\$ 456,148.00	\$ 456,148.00	\$ 456,148.00		\$ 1,853,390.00
Federal Funds							\$ -
Revolving Funds							\$ -
Other Funds							\$ -
<b>TOTAL FUNDS</b>	\$ 190,080.00	\$ 294,866.00	\$ 456,148.00	\$ 456,148.00	\$ 456,148.00	\$ -	\$ 1,853,390.00