

Project Startup Report

Submitted to Project Oversight on 06/16/2023

GENERAL INFORMATION

Project Name: Legal Case Management System

Agency Name: ND OAG IT/CJIS

Project Sponsor: Heidi Smith

Project Manager: Scott Borchers

PROJECT DESCRIPTION

The mission of the ND OAG IT/CJIS Division is to provide IT services, support and programs to all NDAG divisions and to criminal justice agencies statewide. Our agency is conducting this project because we currently provide a legal case management system for the legal divisions of the NDAG and for county state's attorney offices. The system we currently utilize is being discontinued upon expiration of our contract.

The ND OAG has several legal divisions with various responsibilities including:

- Managing civil litigation cases involving state agencies
- Boards
- Commissions
- Officials and employees
- Natural resource state and federal cases
- Consumer fraud cases
- Assisting in the prosecution of criminal cases
- Managing state and local agency portfolios
- Providing legal services to other state agencies
- Providing advice on Indian affairs
- Enforcing anti-trust statutes
- Drafting and reviewing pending legislation bills
- Reviewing all administrative rules

ND OAG also provides the use of a legal case management system for county state's attorney offices statewide. The two systems are separate and there needs to continue to be some form of separation between the systems in terms of separate provisioning and separate data.

It is necessary not only to select a product to manage documents, but to also manage entire caseloads, matters, and portfolios; find information quickly and accurately; manage schedules and events; and resolve potential conflict of interest items.

BUSINESS NEEDS AND PROBLEMS

Our agency is conducting this project because we currently provide a legal case management system for the legal divisions of the NDAG and for county state's attorney offices. The system we currently utilize is being discontinued upon expiration of our contract. Therefore a replacement for the current legal case management system is required to meet current business requirements.

PROJECT BASELINES

Project Start Date	Baseline End Date	Baseline Budget	Funding Source
May 3, 2022	January 27, 2025	\$1,498,560	Federal & Special Funds

Notes:

- Federal Funds - \$1 million in ARPA funds and \$882,000 NCHIP 21 funds
- Special Funds - \$138,361 of federal match/carry over funds.

OBJECTIVES

Business Objective	Measurement Description
Replace the current expiring system with a new system that meets or exceeds user satisfaction of the current system.	User satisfaction will be measured to verify the new system meets or exceeds the current system.

KEY CONSTRAINTS AND/OR RISKS

- The current solution will not be available as of April 30, 2025 as it will be discontinued upon expiration of the contract. The project must finish before April 30, 2025 due to the contract expiring.
- The new system cannot go live until internal interface functionality has been implemented between the current systems and the new replacement solution.