

INFORMATION TECHNOLOGY



SYSTEMS DEVELOPMENT METHODOLOGY

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DEFINITIONS

NHJB	The New Hampshire Judicial Branch
Systems Developer	Any programmer or systems analyst in IT.
Court/AOC Project Leader	An NHJB staff member assigned to lead a group of users on an IT project
IT Project Manager	Chief Technology Officer (CTO), Senior Development Manager or Systems Developer assigned to lead a project.
DBA	Any Systems Developer or LAN/WAN Specialist assigned as a Database Administrator for a project who will perform database design, implementation and maintenance tasks.
Senior Development Manager	The IT senior manager who leads the IT systems development section.
CTO	The Chief Technology Officer for the Judicial Branch.
Court Users	Business-side Judicial Branch employees assigned to work with IT on a given project.
UAT	User Acceptance Testing; a period of time for Court Users to test an application before the application is put in use.
User Test Plan	A script for Court Users to follow when testing an application. Use of a User Test Plan ensures that an application is thoroughly and methodically tested.
Software Project Initiation Form	A formal Court User request sent to IT to be tracked by IT and prioritized by IT and/or the Director of AOC and Senior Business Managers.
Senior Business Managers	The Chief Justice of the Supreme Court, Administrative Judges, Regional Court Administrators the AOC Director, the AOC Manager of Operations, and the AOC Fiscal Manager.
Software Development Backlog and Priorities List	Development project backlog list managed by the Senior Development Manager and prioritized by the Senior Business Managers.
Application Software	Sometimes also referred to as Software Application or Application, this terms means a custom programmed or Commercial Off-the-Shelf software system.

PURPOSE

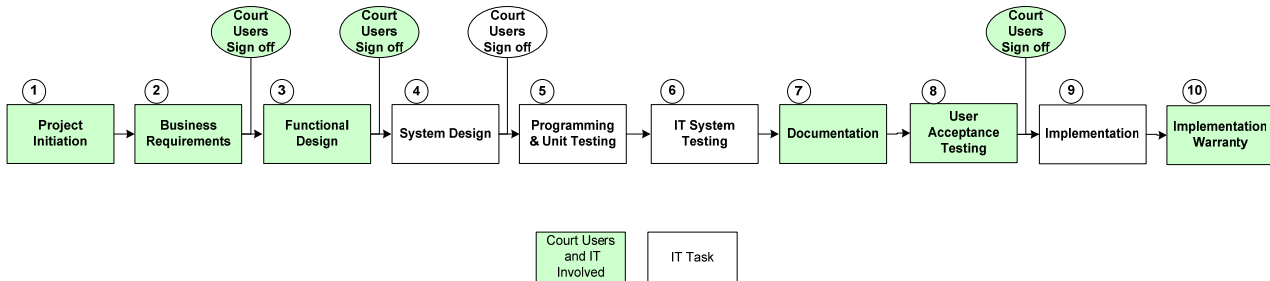
The purpose of this Systems Development Methodology is to provide technology projects with the benefits of a disciplined and methodical approach to development, planning, and implementation of complex IT projects. This methodology will increase the likelihood that technology projects meet the needs of users and are completed on time and within budget.

This methodology is intended for use in all technology projects. It will be followed rigorously in projects of moderate to large size and/or complexity. In simpler and smaller projects, including maintenance tasks, the concepts of the methodology shall be considered albeit documentation may be waived by the CTO or the Senior Development Manager. Formal Business Requirements, User Testing, and Implementation tasks will rarely be waived.

Specific benefits of this methodology include:

1. Court User requirements will be clearly and thoroughly defined at the outset of each project. This encourages development of a vision of the entire project and enables Court Users and IT staff to design and build a comprehensive solution.
2. Tasks will be performed once, or as few times as possible, in order to conserve valuable Court User time and IT staff time. Scope creep, piece meal development, iterative (and reiterative) design, re-development, and re-testing will be minimized in order to conserve staff resources.
3. IT staff are required to consider the entire business process and work with Court Users to develop process changes that will improve efficiency, prior to commencement of programming.
4. IT staff are required to review system architecture design and the capacities of existing hardware and software early in each project so they can plan to order, configure, and deploy needed hardware and software in advance of application deployment.

Executive Overview



Task #1 Project Initiation: This task has four functions: 1) formally defines the project, 2) logs the project into the IT project priority tracking system, 3) formally identifies participating stakeholders referred to as Court Users, and key IT staff, and 4) specifies the role of each participant.

Task #2 Business Requirements: This task defines the specific make-up and scope of the project by clearly and completely describing the functions and tasks the Court Users would like to accomplish through the software and/or hardware.

Task #3 Functional Design: In this task the conceptual design of an automated system is developed, creating a new business work flow with other design concepts while addressing the Business Requirements.

Task #4 System Design: System Design translates the Court User based Functional Design into a technical computer oriented design which includes technical processing flow, technical architecture, security features, and interfaces to external processes. This task will be performed by the Systems Developer/LAN/WAN staff after funding has been secured for the project.

Task #5 Construction/Unit Test: This task represents computer programming (or in the case of hardware/software, the installation and configuration) translating concepts from the Functional/System Design phases. It includes a test of an individual program (or hardware/software component).

Task #6 IT System Test: The purpose of this task is to test groups of programs which interface and pass data or call each other in the course of expected use. This task will ensure that all existing, as well as modified functions, produce the intended results.

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- Task #7 Documentation:** The purpose of this task is to provide Court Users with a reference document that describes and illustrates use of the software application, supporting training and encouraging uniform use of the software.
- Task #8 User Acceptance Testing:** The purpose of this task is to complete the User Acceptance Testing (UAT) based on a Court User Test Plan. When UAT is completed, Court Users will be asked to accept the software.
- Task #9 Implementation:** The purpose of this task is to actually deploy the new software application for use by Court Users.
- Task #10 Implementation Warranty:** The Warranty period allows Court Users to identify bugs directly attributable to requested functionalities specified in Task #2 Business Requirements. In this case they are afforded a high priority from IT to correct them rather than Court Users submitting a bug ticket via the standard IT development queue.

Task #1

Project Initiation

Purpose: The purposes of this task are to 1) formally define the project; 2) log the project into the IT project priority tracking system; 3) formally identify participating court IT and external stakeholders and 4) specify the role of each stakeholder.

Activities

1. Systems Developer or Court/AOC Project Leader completes and delivers to the Senior Development Manager a Software Project Initiation Form or free text email containing the following information: Request/Project Description, Requestor, Date of Request, , Current Process or Procedure, Business Case, and if applicable, Mandatory Completion Date Required with Source . Known business requirements may also be submitted at this time.
2. Senior Development Manager verifies the existence or logs the request information in the IT project priority tracking system.
3. The Senior Development Manager or Chief Technology Officer (CTO) prioritizes the project preliminarily, and seeks guidance from the AOC Director or Administrative Council, as necessary. The default priority level is 99.
4. The Senior Development Manager or CTO assigns a Project Manager, usually from IT to manage the day-to-day project activity and project communications, oversee the SDM process, and to assign other IT resources as necessary. On most projects the CTO, Senior Development Manager or a Senior Systems Analyst will be appointed as Project Manager.
5. On moderately complex to complex projects, the IT Project Manager completes an IT Project Stakeholder Form (Appendix A) through interaction with the Court/AOC Project Leader appointed by an Administrative Judge or AOC Director. The Court/AOC Project Leader identifies participants vertically down their hierarchy, and notifies IT of horizontal interested parties outside their jurisdiction and stakeholders external to the NHJB. The IT Project Manager distributes the checklist to horizontal parties, asking them to identify their required participants.

Deliverables: 1. A transaction entered in the IT project priority tracking system.
2. Completed IT Project Stakeholder Form (See Appendix A).

Task #2

Business Requirements

Purpose: The purpose of this task is to define the project by clearly and completely describing the functions and tasks the Court Users would like to accomplish with the help of software and/or hardware.

Activities:

1. For less complex projects, Court Users complete the Business Requirements template and submit it to IT.
2. Document the current work flow.
3. For more complex projects, IT and Court Users meet and discuss project requirements by:
 - a. Gathering and reviewing source input documents used as a basis for data collection;
 - b. discussing data elements to be captured;
 - c. reviewing sample reports and other output forms leveraging screen prints and reports from existing systems or other sources;
 - d. reviewing current workflow processes, current problems, and missing functionality; and
 - e. brainstorming new functionalities that will improve efficiency, productivity, or service to Court User constituents.
4. IT documents all information gathered from the steps above.
5. IT develops a list of questions and assumptions and interacts with users to clarify and refine Business Requirements.
6. IT completes a Business Requirements draft and distributes it for Court User review and comments.
7. IT discusses with Court User(s) the advantages of conducting a formal meeting to walk-through the Business Requirements, usually with expanded users and sometimes expanded IT staff, encouraging dialog which will further increase the understanding of software needs.
8. IT updates the Business Requirements document with any required changes.
9. Court Users identified as the Lead/Sign-Off Users on the IT Project Stakeholder form (Appendix A) sign the IT Project Authorization Sign-Off Form (Appendix C).
10. Court Users create a draft Test Plan from the list of requirements (Appendix D).

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11. The Project Manager estimates the Duration Days required to complete the remaining project tasks and creates a project plan in an SDM outline, using the standard IT project plan software including the following fields:
 - Task name
 - Start date
 - End date
 - Total duration days
 - Resources with % allocation (including resource percentage assignments)

Deliverables:

1. Completed Software Project Initiation Form (Appendix B).
2. List of required data elements.
3. Existing sample input documents and output documents/reports.
4. Current Work Flowchart
5. Completed IT Project Authorization Sign-Off Form (Appendix C).
6. Project Plan
7. Test Plan for use during Unit Testing, IT System Testing and User Acceptance Testing

Task #3

Functional Design

Purpose: The purpose of this task is to develop a conceptual design of an automated system that will address the Business Requirements.

Activities:

1. IT project staff (other analyst/programmers, managers, DBA, server/network staff) meets with Court Users to develop the new Business Process Work Flow using Lean Management techniques, the IT standard flowcharting software, an outline, descriptive text, or other means to describe and/or graphically depict the day-to-day business operations that the project will automate. All input, output, decisions, and processes are included.
2. Collect, review and categorize samples of all documents that will be used as data input for the new system. Describe what data elements are to be captured from each document. Discuss and document look-up table elements.
3. Describe and/or outline reports and other system output that are to be generated in order to turn the collected raw data into meaningful business information. Include report generation frequency, stakeholder distribution, data sorts and report breaks.
4. Develop preliminary Data Dictionary identifying data elements to be captured and stored. Design a database or revise an existing record layout, including field names, field data types, and field descriptions that will be used to store the data in the application. Include acceptable data ranges/choices and edits employed in the application.
5. Describe modifications/enhancements to the work/processing flow.
6. Design new data entry screens and reports or changes.
7. When applicable, create an Entity Relationship Diagram depicting one-to-many relationships, referential integrity, etc.
8. Develop Application/Business Logic through the IT standard flowcharting software or other means to depict how the system will work including the business process flow from one functional area to another, as well as system interfaces.
9. Describe/depict any special processing required by this application. Include links to other applications, data imports/exports, batch processing, special forms, electronic signatures, payments or notifications, external user need for account ID and password establishment and management, etc.
10. Design the functional access authorization levels of Court Users.

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11. Determine IT Support Desk and User Help Desk/Call Center needs and demand.
12. As a first option, consider the purchase of off-the-shelf software products which satisfy the users' requirements.
13. Conduct a formal walk-through meeting to review the Functional Design inviting a larger IT audience including Senior IT managers and other IT staff who will be assigned to the project. .
14. Court Users review and sign-off on the Functional Design package.
15. Consider application security options and design.

Deliverables:

1. New Business Process Work Flow
2. Data Input Samples/Descriptions
3. System Output
4. Data Dictionary
5. Entity Relationship Diagram (Optional)
6. Application/Business Logic
7. Special Processing (if applicable)
8. User Access Authentication and Security design
9. Off-the-shelf Software Recommendation (if applicable)
10. Functional Design Court User Sign-off (See Appendix C)

Task #4

System Design

Purpose: The purpose of this task is to translate the Court User based Functional Design into an IT based System Design which includes technical processing flow, technical architecture, security features, and interfaces to external processes. This task will be performed by the Systems Developer/LAN/WAN staff after funding has been secured for the project.

Activities:

1. Determine data flow across servers, the internal network, and external networks.
2. Determine the optimal system architecture within the AOC standard architecture and operating environment targeting:
 - a. types, configuration and sizing of hardware;
 - b. system software needs (e.g. operating systems);
 - c. application languages (including databases), utilities and tools;
 - d. network/server topology;
 - e. security; and
 - f. interfaces.
3. Select final hardware/software products, determine product costs, determine budget constraints, and complete and submit Purchase Orders.
4. Assign program numbers or names to each new program according to standard naming conventions.
5. Document required database changes.
6. Develop duration day estimates for the remaining tasks in the systems development process and network/server tasks for the project.
7. Update the project schedule
8. The CTO or Senior Development Manager negotiates vendor software changes and agrees on necessary amendments to the price, timetable, Statement of Work, Specification, and relevant obligations under the existing or new contract agreement.
9. The CTO or Senior Development Manager approves the Project Schedule prior to the start of the next SDM task. At this point the Specifications are frozen.

Deliverables:

1. Systems Architecture design text.
2. Systems Architecture topology diagrams.
3. Updated Project Plan for Development, Testing, Implementation and Warranty.
4. Completed Purchase Orders.
5. Completed Vendor Contracts.

Task #5

Coding & Unit Testing

Purpose: The purpose of this task is to translate the Functional/System Designs into program specifications and code and perform unit testing. This task is performed by a Systems Developer. In the case of hardware/software, the task will consist of installation and configuration which will be performed by networking staff.

Activities:

1. Systems Developer converts the Design into program code to create the programs necessary to create screens, reports, and database updates according to design specifications and in compliance with AOC established coding standards. When possible, the existing screen or prototype is utilized as a basis and enhanced. Guidelines are followed to ensure Systems Developer remains mindful of the important concepts and standards of code reusability and maintainability.
2. DBA creates database changes and implements each in the test environment.
3. Systems Developer unit tests coded functions on an individual program basis to verify expected operation.
4. The lead Developer overseeing project (not the Developer creating code) conducts a code walk-thru to ensure program efficiency and overall standards compliance. Alternative code review methods shall be considered, including use of automated code review tools.
5. Systems Developer and DBA make iterative changes required.
6. Systems Developer and DBA retest.

Deliverables:

1. Systems Developer ensures all data dictionaries have been updated.
2. Database and application program changes loaded to test environment.

Task #6

IT System Test

Purpose: The purpose of this task is to test groups of programs which interface and pass data or call each other in the course of expected use. This task will ensure that all existing, as well as modified functions, produce the intended results.

Activities:

1. Developer further evolves the Test Plan initiated in the Business Requirements phase. (See Appendix D)
2. Systems Developer performs a test of all programs and their interfacing capability with each other, specifically testing:
 - Correctness: The degree to which the software performs its required function;
 - Maintainability: The ease with which a program can be (1) corrected if an error is encountered; (2) adapted if its environment changes; or (3) enhanced if the user desires a change in requirements;
 - Conformance with Systems Development Standards: Insuring that all code follows established programming standards;
 - Integrity: Measuring a system's ability to withstand attacks to its security and measuring a system's ability to prevent erroneous entry of data;
 - Usability: "user-friendliness" will be quantified by evaluating the software for:
 1. The skill required to learn the system.
 2. The time required to become moderately proficient in the use of the system.
 3. The net increase in productivity measured when the system is used by someone who is moderately proficient.
 4. A subjective assessment of users' attitudes toward the system.
 - Scalability Test: Test the system in the test environment for expected maximum volume when in production.
 - Hardware, Interfaces, Special Processing: The Systems Developer along with a LAN/WAN specialist ensures that new hardware, data interfaces and special processing are tested.
3. The IT Project Manager determines the need of an option to have an independent developer conduct an independent test of the programs.
4. Testing parties sign-off on the test results.

Deliverables:

1. System Test results.
2. Test Plan.

Task #7

Documentation

Purpose: The purposes of this task are to 1) Provide a comprehensive guide for the Court users known as User Documentation and 2) If necessary, provide the IT Support Staff with a reference document known as System Documentation.

Activities:

1. If a new application:
 - i. Systems Developer writes a comprehensive Court User guide that includes application overview, screen and report examples, and narratives that describe application functions and user command sequence.
 - ii. Systems Developer/LAN-WAN Specialist/DBA writes a comprehensive guide that will be used to maintain the application at a system/network level.
2. If added functionality:
 - i. Systems Developer updates documentation to include narratives that describe new functionality).
 - ii. Systems Developer/LAN-WAN Specialist/DBA updates documentation to include new functionality.
3. The documentation author follows AOC IT Documentation Standards.
4. The documentation author seeks a review of the documentation package by other team members and/or Court Users. Corrections in the documentation are made, if necessary.

Deliverables:

1. Completed User Documentation.
2. Court User and IT support staff review and sign-off of the User Documentation.
3. Copy the documentation electronically to the central documentation folder.

Task #8

User Acceptance Testing

Purpose: The purpose of this task is to complete the User Acceptance Testing (UAT) based on a Court User Test Plan. When UAT is completed, Court Users will be asked to accept the software.

Activities:

1. Project Leader creates User Test and Implementation duration day's estimates with Court Users and updates the project schedule.
2. Systems Developer and Court Users further evolve the Test Plan. This plan was initiated in the Business Requirements Phase and further developed during IT System Testing.
3. Court Users complete UAT using the User Test Plan.
4. IT corrects bugs for user retest.
5. Users sign-off testing is complete.

Deliverables:

1. Final UAT Test Plan
2. User Acceptance Test Plan signed-off (Appendix C).

Task #9

Implementation

Purpose: The purpose of this task is to actually deploy the new software application for use by Court Users.

Activities:

1. The Project Manager negotiates an implementation date with the Court/AOC Project Leader and IT staff.
2. Systems Developer/DBA follow IT Standards for Implementation.
3. Systems Developer/DBA performs data migration according to the Implementation Plan established in Activity #2 above.
4. Systems Developer reviews system operations documentation and procedures with operations staff determining job execution cycles, report destination and timing, computer operator related parameter options.
5. Project Leader seeks access authentication rights from the Court/AOC Project Leader who submits them to the IT Support Desk via the standard IT Systems Access Form.
6. IT Project Manager seeks CTO or Senior Development Managers written authorization for loading programs/database changes to production.
7. Production program load documentation is stored in a secured central location in IT.
8. IT promotes application/database into production.
9. IT Project Manager closes initial Court User request ticket.

Deliverables:

1. Court User signed-off user access list including network directory, network rights, and application access.
2. Completed production load forms signed by an authorized party.
3. Securely filed production program load documentation.
4. Completed project initiation ticket closure.

Task #10

Implementation Warranty

Purpose: The purpose of this task is to ensure that IT staff are available to promptly correct any bugs or add missing post-implementation functionality specified in Task #2, Business Requirements. . The warranty is not an invitation to redesign the project or to add functionalities to the Business Requirements that were identified at the outset of the project.

Activities:

1. The Systems Developer tracks the production warranty for 30 calendar days. This is the time in which the Court/AOC Project Leader may submit requests for corrections to a newly implemented system for functionality documented in the Requirements and Design documents.
2. Systems Developer/DBA make required production changes via test environment based testing and stakeholder UAT retesting. Court Users should expect timely turnaround. Corrections are considered to be "Implementation Warranty" only if they cite functionality previously outlined in the Business Requirements and Design.

Deliverables:

1. Application changes that are requested by Court Users and that fall within the Business Requirements and Design established at the outset of the project.

Appendix A

IT Project Stakeholder Form				
Project Name:		Jury Management System		Updated: 2/14/12
Step in IT Methodology	IT Leader	IT Representatives	Lead/Sign-Off User	Participating User(s)
Jury				
Business Requirements	Peter Croteau	Cheryl Bennett Dan Morin	Barbara Sweet	Karen Frazier David Carlson Barbara Sweet Marshall Buttrick
Detailed Design	Peter Croteau	Cheryl Bennett Dan Morin	Barbara Sweet	Karen Frazier David Carlson Barbara Sweet Marshall Buttrick
User Acceptance Testing	Peter Croteau	Cheryl Bennett Dan Morin	Barbara Sweet	Karen Frazier David Carlson Barbara Sweet Marshall Buttrick
Definitions:				
Lead/Sign-Off User:	One business user per court type authorized to sign-off, approving accurate completion each step of the IT methodology. They also coordinate other participating users attendance at meetings, review of documents and participation in project methodology steps.			
Participating User(s):	Other business process knowledgeable court staff assigned to ensure all phases of the methodology such as user requirements, design, and testing are completed accurately and comprehensively.			
IT Representative:	One IT representative responsible for ensuring business processes and IT process convergence is practical considering existing automated business processes and the current IT architecture including Judicial Branch and external interface considerations.			

Appendix B



**INFORMATION TECHNOLOGY
SOFTWARE PROJECT INITIATION FORM**

Requests for new software systems, enhancements or maintenance including Case Management System (CMS) codes are submitted through emailing this form to IT at dmorin@courts.state.nh.us. Forward requests through your court level administrator and Administrative Judge (except for CMS codes) or your manager/supervisor (AOC) signifying their approval. The current status of Software Requests submitted can be viewed at http://aoc.courts.cjis/it/software_backlog.pdf

PROJECT INFORMATION: (Required for Software and Codes)

Request/Project Description:	
Project Requesters Name:	
Date Submitted:	
Mandated Due Date:	
Mandated Date Source (if applicable):	<input type="checkbox"/> Law Change <input type="checkbox"/> Administrative Order <input type="checkbox"/> Other _____

HISTORY/BACKGROUND: (Required for Software and CMS Codes)

Describe Current Process or Procedure (n/a for CMS codes):	
Business Case: Describe how this software or CMS code will help your business. <i>(NOTE: If this request is for a NEW Odyssey Case Type, you must indicate the Weight that should be applied as it relates to the Clerical Weighted Caseload.)</i>	

BUSINESS REQUIREMENTS (Optional During Initial Submission):

Business Requirements shall denote every detailed feature you desire pertaining to "what" business functions you require the software to perform. Resist describing "how" the system should be designed which is a later project phase. Business Requirements will be sorted by "Required" versus "Desired".

Required:	•
Desired:	•

INITIAL ESTIMATE: (IT Completes This Section)

This estimate is made in Effort Hours, is high level in nature and very preliminary, and is a management tool for task prioritization. Actual Duration Time to complete the task will vary and will be significantly greater than the Effort Hour estimate in most cases.

1 day or less
 1-3 days
 3-10 days
 2-4 weeks
 >1 month
 Plus Management Overhead Effort Of:
 none
 10%
 20%
 Other _____ %

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PROJECT APPROACH: (IT Completes This Section)

Upon certain cases approved by the CTO or Senior Development Manager, the Design phase shall be combined with the Requirements phase for efficiency purposes.

<input type="checkbox"/> BUSINESS REQUIREMENTS ONLY	CTO/designee decision to develop separate Business Requirements with Court Users with Design to follow in a separate project phase in accordance with the SDM.
<input type="checkbox"/> BUSINESS REQUIREMENTS AND DESIGN	CTO/designee decision to combine SDM steps Business Requirements and Design concurrently as an efficiency measure. If this option is selected, indicate source of approval below:
COMBINED REQUIREMENTS/ DESIGN APPROVAL	<input type="checkbox"/> Chief Technology Officer <input type="checkbox"/> Senior Development Manager

Appendix C

IT Project Authorization Sign-Off

Judicial Branch Information Technology policy requires business managers and staff to authorize the requirements, design, and testing of certain IT projects as determined by the Chief Technology Officer.

PROJECT INFORMATION:

Project Name: Jury Management Upgrade

Date This Form is Due For Return to IT: 4/5/12

SYSTEMS DEVELOPMENT METHODOLOGY STEP:

Business Requirements – The compilation of business functions the business users request the IT system perform. Requirements denote “what” the system should do, not “how”. In certain cases requirements will be sorted by “Required” versus “Desired” .

Design – Documentation developed by IT to identify “how” the IT system is designed in the form of flowcharts, text and information to be captured and reported.

User Acceptance Testing – The process of business users testing the IT system prior to IT loading the system into production. This may require the business users and IT to develop scripted test plans.

Other _____

APPROVAL SECTION:

Unconditional Approval - The document is accurate and complete to the satisfaction of my work unit. IT is authorized to move forward with the next project phase.

Conditional Approval - IT is authorized to move forward with the next project phase upon consideration and approval of the conditions indicated below.*

Rejection - IT is not authorized to move forward to the next step in the Systems Development Methodology due to severe flaws in the requirements, design or testing.* I request IT take corrective action stated below and provide me an opportunity to repeat this authorization process.

* The implementation conditions listed below are subject to the review and approval of project leaders.

Authorizing Business User Name

Date

Approval denoted in this document signifies agreement by participating business users and Information Technology regarding the development of the IT system identified. If approved, this document authorizes IT to move to the next step in the IT methodology and continue development of the IT system. Rejection of the approval process or any delay in the timely approval relative to this document could have a negative effect on project schedule deadlines.

Conditions for Approval/Reasons for Rejection:

Test Plan

Appendix D

J-One Complaints & Dispositions Master Test Plan				Questions/open items			
Version 1.0							
Odyssey							
#	Test Description	Steps	Expected Result	Actual Results	Pass/Fail	Notes	
GUI Representation of UCT							
1	GUI Representation of UCT	GUI of UCT has been tested in Production - Need to check w/SME's if more					
Send CAAFF from "Paper" Complaint - Happy Path							
2	Create a SIN for "paper" complaints	2.1	Create a new CASE using test scenario #1	2.1.1	The application generates a SIN		
				2.1.2	GUI displays SIN but users can't modify it	This is one of Tyler Change Request. As of Nov 2, 2012 court users can modify the SIN	
				2.1.3	The SIN is no more than 20 alpha-numeric characters		
				2.1.4	SIN contains originating court ORI		
		2.2	SAVE the CASE	2.2.1	The SIN is permanently saved in the Case record	See comment in cell J63	
				2.2.2	The SIN is a searchable parameter in Odyssey		
3	Send CAAFF to J-One	3.1	See Step 2.2	3.1.1	Odyssey sends CAAFF to J-One		
					J-One inserts CAAFF data in CHRI		
				3.1.2	PENDING tables		
				3.1.3	J-One sends CAAFF data to originating LE	Eg Complaint filed @ courthouse - so it should go the LE. No notification if originating LE is not part of ecomp	
4	Multiple iterations with variations	4.1	Create cases for scenarios #2 -	4.1.1	Results 2.1.1 - 3.1.3		
				4.1.2	scenario #8 results in one CASE with 3 charges		
				4.1.3	scenario #9 results in two (2) cases, with two (2) charges each		
				4.1.4	scenario #10 results in one (1) bucket charge	Need to check treatment of bucket charge dispo @ CHRI & LE	
				4.1.5	scenario #12 results in one CASE with 2 charges		

System Development Methodology

Test #	Description	Subject Information	Descriptors	Incident Summary/Offense Information	Narrative	Charge	Disposition
1	Single subject	Michael Rumpelstiltskin	White	Mr. Rumpelstiltskin was arguing with a patron, Robert Brown, outside of a Leopord bar in downtown Salem on 11/01/12 around 11:15 PM. He lost his temper and punched Mr. Brown in the nose. Mr. Brown went to the ground and did not retaliate. Arrest Date/Time: 11/3/12, 10:00AM		Smart Code = 6312a..MA02207	DISPO: single charge; Finding=Guilty; Sentence=Probation (10 Month & 5 Days)
	1 simple assault offense	DOB: 12/25/1965	Male			Code = 6312A	
	New, no match in the system	SSN: 059-41-9999	HGT = 5'10"			Statute = 631:2-a	
	Served in hand = Yes	OLN: 9876543 ME	WGT = 195			Degree = Class A Misdemeanor	
	Court, Court date & time: Salem, 12/5/12, 10:00 AM	Address: 35 Park St, Wells, ME 04090	Brown hair			Description = Simple Assault	
		Registered Sex Offender = No	Brown eyes				
	Language: English						
2	Single subject	Blossom Applejack	White	Routine traffic stop; date = 11/17/12; time = 9:05 PM ; Location = Salem; Officer has just cause to search vehicle, finds a couple of marijuana cigarettes and arrests subject.		Smart Code = 318-B2I.318-B261I.MA02477	DISPO: single charge; Finding=Not Guilty
	1 drug offense	DOB: 5/9/1979	Female			Code = 318B2I	
	New, no match in the system	SSN: 666-66-6666	HGT = 5'5"			Statute = 318-B:2,I	
	Served in hand = Yes	OLN: 05AKB79091 NH	WGT = 145			Degree = Class A Misdemeanor	
	Court, Court date & time: Salem, 12/3/12, 8:30 AM	Address: 132 Olsen Rd, Derry NH 03038	Blond hair			Description = Cntrl Drug: Marij/Hash<5 gms, possn	
		Registered Sex Offender = No	Blue eyes				
	Language: English						
3	Single subject	Rejean V. Drapeau Jr.	White	Mr. Drapeau is apprehended leaving a downtown Salem music store Juke Box, Salem, NH 03079 on 11/11/12 at 4:00 PM, with a compact disc valued at \$12.99 concealed on his person.		Smart Code = 6373..01347	DISPO: single charge; Finding=Guilty; Sentence=HOC Incarceration (12 Months), Condition: Counseling
	1 theft (shoplifting) charge	DOB: 9/28/1963	Male			Code = 6373	
	New, no match in the system	SSN: 001-44-3333	HGT = 6'1"			Statute = 637:3	
	Served in hand = Yes	OLN/OLS: 09DUR63051 NH	WGT = 250			Degree = Violation	
	Court, Court date & time: Salem, 12/7/12, 9:00 AM	Address: 1285 Smyth Rd, Salem, NH 03079	Bald			Description = Theft by Unauthd Taking	