

ERER Project Revised

Project Start: Mon 10/22/01
Project Finish: Thu 1/30/03

Tasks

ID	Task Name	Duration	Start	Finish	Resource Names	% Complete
1	Project Management	321 days	Mon 10/22/01	Thu 1/30/03		28%
2	Pre-Implementation	14 days	Mon 10/22/01	Thu 11/8/01		100%
3	Detailed Scope / Deliverable definition	5 days	Mon 10/22/01	Fri 10/26/01		100%
4	Complete Work Breakdown Structure	1 day	Mon 10/22/01	Mon 10/22/01		100%
5	Analyze / document risks	5 days	Mon 10/29/01	Fri 11/2/01		100%
6	Define project team / organization chart	1 day	Tue 10/30/01	Tue 10/30/01		100%
7	Deploy change control policy / processes	1 day	Thu 11/8/01	Thu 11/8/01		100%
8	Deploy risk management policy / processes	1 day	Thu 11/8/01	Thu 11/8/01		100%
9	Project Initiation - Milestone	1 day	Thu 11/8/01	Thu 11/8/01		100%
10	Project status reporting	321 days	Mon 10/22/01	Thu 1/30/03		28%
11	Weekly reports to Chair and Vice Chair of Task Force and to LCC	321 days	Mon 10/22/01	Thu 1/30/03		30%
12	Regular meetings with ERER Task Force to develop and continue project approach / procedures	1 day	Mon 10/22/01	Mon 10/22/01		30%
13	Application Error and Issues Reporting	321 days	Mon 10/22/01	Thu 1/30/03		0%
14	Evaluate Project Plan at each phase-end, adjust as needed	321 days	Mon 10/22/01	Thu 1/30/03		30%
15	Preparation of progress report to legislative	321 days	Mon 10/22/01	Thu 1/30/03		50%

	sessions 2002 and 2003.					
16	Post Implementation	10 days	Mon 1/6/03	Fri 1/17/03		0%
17	Create project closure and audit report	10 days	Mon 1/6/03	Fri 1/17/03		0%
18	Update enhancement and change request list	10 days	Mon 1/6/03	Fri 1/17/03		0%
19	Update Error / Issue Report	10 days	Mon 1/6/03	Fri 1/17/03		0%
20	Assessment Phase	146 days	Mon 10/22/01	Tue 5/21/02		58%
21	Solidify Project Scope	72 days	Fri 11/9/01	Tue 2/26/02		63%
22	Identify Processes for Pilot Testing	41 days	Fri 11/9/01	Mon 1/14/02		0%
23	Identify documents and processes desired for pilot	41 days	Fri 11/9/01	Mon 1/14/02		0%
24	Identify Public and Private Involvement	41 days	Mon 11/19/01	Tue 1/22/02		90%
25	Identify public groups (including Recorder, Auditor and Treasurer)	41 days	Mon 11/19/01	Tue 1/22/02		100%
26	Identify Private groups (including title companies, mortgage companies, banks)	41 days	Mon 11/19/01	Tue 1/22/02		100%
27	Identify education / communication plan to educate parties on involvement	41 days	Mon 11/19/01	Tue 1/22/02		100%
28	Identify legislative needs to facilitate envelopment	41 days	Mon 11/19/01	Tue 1/22/02		60%
29	Identify Pilot Counties	27 days	Mon 1/21/02	Tue 2/26/02		0%
30	Identify Pilot Parameters (Document volumes, document types, technology requirements, etc)..	27 days	Mon 1/21/02	Tue 2/26/02		0%
31	Scope complete milestone	1 day	Mon 1/21/02	Mon 1/21/02		0%
32	Create Project Sub-Committees	34 days	Mon 10/22/01	Mon 12/10/01		100%
33	Identify sub-committee needs	1 day	Mon 10/22/01	Mon 10/22/01		100%
34	Solicit membership	24 days	Mon 10/22/01	Mon 11/26/01		100%
35	Appoint committee chair	34 days	Mon 10/22/01	Mon 12/10/01		100%
36	Detail work process and needs for committees	34 days	Mon 10/22/01	Mon 12/10/01		100%
37	Sub-Committee milestone	34 days	Mon 10/22/01	Mon 12/10/01		100%
38	Select Consulting Teams -	42 days	Thu 11/8/01	Mon 1/14/02		100%

	RFPs					
39	Develop consultant RFP	5 days	Thu 11/8/01	Wed 11/14/01		100%
40	Publish RFP	7 days	Tue 11/13/01	Fri 11/23/01		100%
41	Review consultant proposals	18 days	Mon 11/26/01	Wed 12/19/01		100%
42	Select consultant	1 day	Mon 1/7/02	Mon 1/7/02		100%
43	Consultant team selection - Milestone	1 day	Mon 1/14/02	Mon 1/14/02		100%
44	Prepare Interview Template	5 days	Mon 1/14/02	Fri 1/18/02	Interview Consultant I, Interview Consultant II	100%
45	ID Content and Format Questions	5 days	Mon 1/14/02	Fri 1/18/02		100%
46	ID Index questions	5 days	Mon 1/14/02	Fri 1/18/02		100%
47	ID Technology Feature, e-Management and e-Processing Standards	5 days	Mon 1/14/02	Fri 1/18/02		100%
48	ID e-Recording Payment Information	5 days	Mon 1/14/02	Fri 1/18/02		100%
49	Document Interview Template	5 days	Mon 1/14/02	Fri 1/18/02		100%
50	Template Milestone	1 day	Fri 1/18/02	Fri 1/18/02		100%
51	Conduct Task Force Interviews	25 days	Mon 1/21/02	Fri 2/22/02	Technology Consultant I, Standards Consultant II, Legal Research [35%], Technical Design [35%]	80%
52	Task Force Concerns List	19 days	Mon 1/21/02	Thu 2/14/02		80%
53	Indexes, features, content, format, authenticating, securing, record prioritizing	19 days	Mon 1/21/02	Thu 2/14/02		80%
54	Technology Assessment at County and Private Sector Offices	19 days	Mon 1/21/02	Thu 2/14/02		80%
55	Evaluate documentation detailing current technology and transaction volumes at the county and private sector offices	19 days	Mon 1/21/02	Thu 2/14/02		80%
56	Document the current state of technology, and transaction volumes at each county and private	19 days	Mon 1/21/02	Thu 2/14/02		80%

	sector office					
57	Evaluate archive and retrieval needs and issues	19 days	Mon 1/21/02	Thu 2/14/02		80%
58	Assess infrastructure needs and concerns	19 days	Mon 1/21/02	Thu 2/14/02		80%
59	Functional and Business Process Assessment at County and Private Sector offices	19 days	Mon 1/21/02	Thu 2/14/02		80%
60	Document the current state of processes at each county and private sector office	19 days	Mon 1/21/02	Thu 2/14/02		80%
61	Evaluate documentation detailing current processes at the county and private sector offices	19 days	Mon 1/21/02	Thu 2/14/02		80%
62	Assess the electronic recording systems used in other jurisdictions	19 days	Mon 1/21/02	Thu 2/14/02		80%
63	Evaluate any national standards for electronic document management	19 days	Mon 1/21/02	Thu 2/14/02		80%
64	Identify best practices from aggregate county and private sector offices and national information	19 days	Mon 1/21/02	Thu 2/14/02		80%
65	Identify legal requirements	19 days	Mon 1/21/02	Thu 2/14/02		80%
66	Identify business processes, workflow, automated processes, and operational needs	19 days	Mon 1/21/02	Thu 2/14/02		80%
67	Identify functionality requirements necessary for a successful pilot implementation	19 days	Mon 1/21/02	Thu 2/14/02		80%
68	Mid-Assessment Review - Milestone	1 day	Thu 2/14/02	Thu 2/14/02		80%
69	Data / Security Requirements	19 days	Mon 1/21/02	Thu 2/14/02		80%
70	Identify data security needs	19 days	Mon 1/21/02	Thu 2/14/02		80%
71	Identify legacy data migration needs and data cleansing issues	19 days	Mon 1/21/02	Thu 2/14/02		80%
72	Report Needs	19 days	Mon 1/21/02	Thu 2/14/02		80%

73	Identify reporting needs / requirement for county and private sector offices	19 days	Mon 1/21/02	Thu 2/14/02		80%
74	Wrap-up of Interviews	5 days	Mon 2/18/02	Fri 2/22/02		80%
75	Task Force Interview Completion Milestone	1 day	Fri 2/22/02	Fri 2/22/02		0%
76	Conduct Survey of All Other Counties	39 days	Mon 1/21/02	Thu 3/14/02		6%
77	Overveiw of training agenda for survey staff (interns)	2 days	Mon 1/21/02	Tue 1/22/02		100%
78	Draft survey script for interns	3 days	Mon 2/4/02	Wed 2/6/02		0%
79	Conduct surveys via phone or on-site visits by interns	25 days	Thu 2/7/02	Wed 3/13/02		0%
80	Summarize responses	1 day	Thu 3/14/02	Thu 3/14/02		0%
81	Vendor Selection Process	41 days	Mon 2/4/02	Mon 4/1/02		19%
82	Identify E-Signature Vendors	10 days	Mon 2/4/02	Fri 2/15/02		50%
83	Identify E-Recording Software Vendors	10 days	Mon 2/4/02	Fri 2/15/02		50%
84	Create functionality scripts based on needs identified in assessment	10 days	Mon 2/18/02	Fri 3/1/02		0%
85	Obtain Task Force approval of script	1 day	Mon 3/4/02	Mon 3/4/02		0%
86	Communicate script to vendor group	1 day	Tue 3/5/02	Tue 3/5/02		0%
87	Schedule evaluation demos for Task Force based on scripts	11 days	Wed 3/6/02	Wed 3/20/02		0%
88	Conduct question and answer series	3 days	Thu 3/21/02	Mon 3/25/02		0%
89	Select vendor best matching requirements and needs	1 day	Tue 3/26/02	Tue 3/26/02		0%
90	Finalize vendor negotiations directed at application pricing, availability requirements, customization and bug fix, overall support response time / service level agreements	4 days	Wed 3/27/02	Mon 4/1/02		0%
91	Vendor Selection - Milestone	1 day	Mon 4/1/02	Mon 4/1/02		0%
	Prepare and Present					

92	Standards	80 days	Mon 1/28/02	Fri 5/17/02		0%
93	Review Other States' Processes	35 days	Mon 1/28/02	Fri 3/15/02		0%
94	Standard Review: Electronic Recording Technology Features	25 days	Mon 2/25/02	Fri 3/29/02	Technology Consultant I, Standards Consultant II	0%
95	Assess interview findings against Considerations 11 through 18	5 days	Mon 2/25/02	Fri 3/1/02		0%
96	Conduct additional research	15 days	Mon 3/4/02	Fri 3/22/02		0%
97	Document recommendations for technology features	5 days	Mon 3/25/02	Fri 3/29/02		0%
98	Standards Review: Real Estate Record Indexing	15 days	Mon 4/29/02	Fri 5/17/02	Legal Research [35%], Standards Consultant II	0%
99	Assess interview findings against Considerations 19 through 21	5 days	Mon 4/29/02	Fri 5/3/02		0%
100	Conduct additional research	5 days	Mon 5/6/02	Fri 5/10/02		0%
101	Document recommendations for technology features	5 days	Mon 5/13/02	Fri 5/17/02		0%
102	Standards Review: Content and Format	15 days	Mon 4/29/02	Fri 5/17/02	Standards Consultant II, Technical Design [35%]	0%
103	Assess interview findings against Considerations 22 through 26	5 days	Mon 4/29/02	Fri 5/3/02		0%
104	Conduct additional research	5 days	Mon 5/6/02	Fri 5/10/02		0%
105	Document recommendations for technology features	5 days	Mon 5/13/02	Fri 5/17/02		0%
106	Standards Review: Authentication, Securing, Record Priority	15 days	Mon 4/29/02	Fri 5/17/02	Standards Consultant II, Legal Research [35%]	0%
107	Assess interview findings against Considerations 27 through 30	5 days	Mon 4/29/02	Fri 5/3/02		0%
108	Conduct additional research	5 days	Mon 5/6/02	Fri 5/10/02		0%
109	Document recommendations for	5 days	Mon 5/13/02	Fri 5/17/02		0%

	technology features					
110	ERER Payment Methods	15 days	Mon 4/29/02	Fri 5/17/02	Standards Consultant II	0%
111	Assess Considerations 31 through 37	5 days	Mon 4/29/02	Fri 5/3/02		0%
112	Conduct additional research	5 days	Mon 5/6/02	Fri 5/10/02		0%
113	Document recommendations for technology features	5 days	Mon 5/13/02	Fri 5/17/02		0%
114	Business Process / Redesign	15 days	Mon 4/29/02	Fri 5/17/02	Standards Consultant I, Standards Consultant II	0%
115	Assess county processes	5 days	Mon 4/29/02	Fri 5/3/02		0%
116	Identify redundancy, non-value add processes, etc	10 days	Mon 5/6/02	Fri 5/17/02		0%
117	Recommend redesign and process streamlines	5 days	Mon 4/29/02	Fri 5/3/02		0%
118	Draft Models and Standards	35 days	Mon 2/25/02	Fri 4/12/02		0%
119	Deliver / Recommendation / Baseline Standards	25 days	Mon 4/15/02	Fri 5/17/02	Standards Consultant I, Standards Consultant II	0%
120	Meet with ERER Task Force and present standards for authorization	25 days	Mon 4/15/02	Fri 5/17/02		0%
121	Phase End Review	2 days	Mon 5/20/02	Tue 5/21/02		0%
122	Conduct walkthrough of assessment findings	1 day	Mon 5/20/02	Mon 5/20/02		0%
123	Assessment - Phase End Milestone	1 day	Tue 5/21/02	Tue 5/21/02		0%
124	Design Phase	129 days	Mon 1/7/02	Mon 7/8/02		3%
125	Technology GAP Analysis, all counties and application standards	10 days	Mon 5/6/02	Fri 5/17/02	Technology Consultant III	0%
126	Identify technology gaps between county pilots offices and private sector and vendor package requirements	10 days	Mon 5/6/02	Fri 5/17/02		0%
127	Document technology matrix for all county offices and pilot host facility	10 days	Mon 5/6/02	Fri 5/17/02		0%
128	Pilot Architecture and Dual Mode Processes	10 days	Mon 5/20/02	Fri 5/31/02	Technology Consultant I, Technology Consultant II	0%

129	Document scenarios that will allow pilot testing while at the same time allowing county offices to continue business using current technology/process	10 days	Mon 5/20/02	Fri 5/31/02		0%
130	Configure a development site for creating pilot requirements and hosting	10 days	Mon 5/20/02	Fri 5/31/02		0%
131	Mid-Design Review - Milestone	1 day	Fri 5/31/02	Fri 5/31/02		0%
132	Functional and Business Process Design	10 days	Mon 6/10/02	Fri 6/21/02	Technology Consultant IV,Standards Consultant II,Legal Research[35%]	0%
133	Identify business functionality gaps between ERER requirements and vendor package functionality	10 days	Mon 6/10/02	Fri 6/21/02		0%
134	Design functionality requirements identified for pilot	10 days	Mon 6/10/02	Fri 6/21/02		0%
135	Design workflow model and functionality standards	10 days	Mon 6/10/02	Fri 6/21/02		0%
136	Define automated processes, calculations and screen pops	10 days	Mon 6/10/02	Fri 6/21/02		0%
137	Security	5 days	Mon 6/3/02	Fri 6/7/02	Technology Consultant I	0%
138	Design database and application security needs	5 days	Mon 6/3/02	Fri 6/7/02		0%
139	Design web security needs	5 days	Mon 6/3/02	Fri 6/7/02		0%
140	Communication	5 days	Mon 1/7/02	Fri 1/11/02		58%
141	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	Mon 1/7/02	Fri 1/11/02		70%
142	Communication - Milestone	1 day	Fri 1/11/02	Fri 1/11/02		0%
143	Report Design	5 days	Mon 6/24/02	Fri 6/28/02	Technology Consultant II	0%
144	Design reports identified	5 days	Mon 6/24/02	Fri 6/28/02		0%

	for pilot					
145	Implementation Plan	5 days	Mon 6/3/02	Fri 6/7/02	Technology Consultant I	0%
146	Document detailed implementation plan for pilot host site and county offices and private sector	5 days	Mon 6/3/02	Fri 6/7/02		0%
147	Develop communication plan for pilot and full rollout	5 days	Mon 6/3/02	Fri 6/7/02		0%
148	Develop Backup / Recover Plans	5 days	Mon 6/24/02	Fri 6/28/02	Technology Consultant I	0%
149	Document backup and recovery procedures	5 days	Mon 6/24/02	Fri 6/28/02		0%
150	Define county office support procedures	5 days	Mon 6/24/02	Fri 6/28/02		0%
151	Phase End Review	6 days	Thu 6/27/02	Mon 7/8/02		0%
152	Document design	5 days	Thu 6/27/02	Fri 7/5/02		0%
153	Conduct walkthrough of design	1 day	Mon 7/8/02	Mon 7/8/02		0%
154	Design - Phase End Milestone	1 day	Mon 7/8/02	Mon 7/8/02		0%
155	Development Phase	26 days	Mon 7/8/02	Mon 8/12/02		0%
156	Application Configuration	20 days	Mon 7/8/02	Fri 8/2/02	Technology Consultant I, Technology Consultant II	0%
157	Develop a pilot application based on pilot requirements	20 days	Mon 7/8/02	Fri 8/2/02		0%
158	Unit Testing By ERER Task Force Members	20 days	Mon 7/8/02	Fri 8/2/02		0%
159	Create test scripts for pilot offices and private sector	1 day	Mon 7/8/02	Mon 7/8/02		0%
160	Conduct unit testing and modify as needed	20 days	Mon 7/8/02	Fri 8/2/02		0%
161	Mid-Development Review - Milestone	1 day	Fri 8/2/02	Fri 8/2/02		0%
162	Report Needs	20 days	Mon 7/8/02	Fri 8/2/02	Technology Consultant I	0%
163	Develop reports	20 days	Mon 7/8/02	Fri 8/2/02		0%
164	Technology Setup / Configuration	5 days	Mon 7/29/02	Fri 8/2/02	Technology Consultant I, Technology Consultant II	0%
165	Configure Web Server	5 days	Mon 7/29/02	Fri 8/2/02		0%
	Configure database and					

166	application servers	5 days	Mon 7/29/02	Fri 8/2/02		0%
167	Configure pilot workstations	5 days	Mon 7/29/02	Fri 8/2/02		0%
168	Phase End Review	6 days	Mon 8/5/02	Mon 8/12/02		0%
169	Document development issues	5 days	Mon 8/5/02	Fri 8/9/02		0%
170	Conduct walkthrough of developed application	1 day	Mon 8/12/02	Mon 8/12/02		0%
171	Development - Phase End Milestone	1 day	Mon 8/12/02	Mon 8/12/02		0%
172	Implementation Phase	38 days	Mon 7/1/02	Fri 8/23/02		0%
173	Training Program Development	33 days	Mon 7/1/02	Fri 8/16/02		0%
174	Develop training manuals - End Users and IT Support	2.5 days	Mon 7/22/02	Wed 7/24/02	Standards Consultant II, Technology Consultant I	0%
175	Schedule training	1 day	Mon 7/1/02	Mon 7/1/02		0%
176	Train pilot user group	5 days	Mon 8/12/02	Fri 8/16/02	Standards Consultant II	0%
177	Install - Final Configuration and Production Database Build	5 days	Mon 8/12/02	Fri 8/16/02	Technology Consultant I, Technology Consultant II, Technology Consultant III, Technology Consultant IV	0%
178	Install client software and connectivity	5 days	Mon 8/12/02	Fri 8/16/02		0%
179	Install host environment	5 days	Mon 8/12/02	Fri 8/16/02		0%
180	Set-up Business Rules	5 days	Mon 8/12/02	Fri 8/16/02		0%
181	Phase End Review	5 days	Mon 8/19/02	Fri 8/23/02		0%
182	Document Implementation plan	5 days	Mon 8/19/02	Fri 8/23/02		0%
183	Conduct walkthrough of Pilot application with Task Force	1 day	Fri 8/23/02	Fri 8/23/02		0%
184	Implementation – Phase End Milestone	1 day	Fri 8/23/02	Fri 8/23/02		0%
185	Pilot Testing Program	106 days	Mon 8/12/02	Mon 1/13/03		0%
186	Pilot Testing Process	96 days	Mon 8/19/02	Mon 1/6/03		0%
187	Perform stress, load and capacity tests to ensure county and private sector offices and host client pass usability standards	96 days	Mon 8/19/02	Mon 1/6/03		0%

188	Test accessibility of pilot application from county offices and private sector	96 days	Mon 8/19/02	Mon 1/6/03		0%
189	Test application according to testing scripts	96 days	Mon 8/19/02	Mon 1/6/03		0%
190	Stage One of Pilot - Milestone	1 day	Mon 8/19/02	Mon 8/19/02		0%
191	Pilot Changes / Enhancements	101 days	Mon 8/12/02	Mon 1/6/03	Pilot Technical Support[15%]	0%
192	Document Issues / Needs / Concerns	96 days	Mon 8/12/02	Mon 12/30/02		0%
193	Evaluate cost / benefit of pilot change	96 days	Mon 8/19/02	Mon 1/6/03		0%
194	Configure / make approved changes	96 days	Mon 8/19/02	Mon 1/6/03		0%
195	Pilot Communication Program	96 days	Mon 8/19/02	Mon 1/6/03		0%
196	Communicate regularly with pilot sites and document findings	96 days	Mon 8/19/02	Mon 1/6/03		0%
197	Publish findings for all pilot offices to share and initiate additional feedback	96 days	Mon 8/19/02	Mon 1/6/03		0%
198	Stage Two of Pilot – Milestone	1 day	Fri 9/27/02	Fri 9/27/02		0%
199	Vendor Communication	96 days	Mon 8/19/02	Mon 1/6/03		0%
200	Communicate feedback to application vendor with bugs and usability issues	96 days	Mon 8/19/02	Mon 1/6/03		0%
201	Manage bug fixes	96 days	Mon 8/19/02	Mon 1/6/03		0%
202	Monitor service and response against service level agreement	96 days	Mon 8/19/02	Mon 1/6/03		0%
203	Vendor Performance Review - Milestone	1 day	Fri 10/25/02	Fri 10/25/02		0%
204	Phase End Review	52 days	Fri 10/25/02	Mon 1/13/03		0%
205	Document pilot testing issues	15 days	Fri 10/25/02	Thu 11/14/02		0%
206	Pilot Program - Phase End Review	1 day	Thu 11/14/02	Thu 11/14/02		0%
207	Finalize recommended standards and feature definition	1 day	Mon 1/13/03	Mon 1/13/03		0%