1. CALL TO ORDER
   
   Robert Berlin, DuPage County State's Attorney

2. ROLL CALL

3. CHAIRMAN'S REMARKS

4. PUBLIC COMMENT

5. APPROVAL OF MINUTES

6. ACTION ITEMS

   A. Action Item -- Nomination for and selection of Police Records Management System Oversight Committee Chairman.

   B. Action Item -- Nomination for and selection of Police Records Management System Oversight Committee Vice Chairman.

   C. Action Item -- Adoption of Police Records Management System Oversight Committee 2018 Meeting Schedule.

7. REPORTS

   A. RMS Update

8. DISCUSSION

   A. Invoicing

   B. Committee Rules

9. OLD BUSINESS

10. NEW BUSINESS

   A. OMA Training Reminder
11. **ADJOURNMENT**
Police Records Management System (PRMS)  
Oversight Committee  
2018 Meeting Schedule

All meetings will convene at 2:00 p.m.  
Conference Room 3-500B  
421 N. County Farm Road  
Wheaton, IL 60187

Tuesday, February 20th

Tuesday, June 19th

Tuesday, September 18th

Tuesday, December 4th
Status Report & Risk Register

Customer Name: DuPage County, IL  
Alias: DUPG2.00.11

Customer PM: Linda Zerwin/Mike Galvin  
Hexagon Sales: Mark Roylance

Hexagon Project Manager: Jim Santaferrara  
Project / Delivery Name: DuPage ETSB

New Change Requests: None  
Reporting Period End: 1/31/2018

Project Overview

- Project Overview:
  - On target
  - Below target
  - Above target

- Budget
  - On target

- Schedule
  - On target

- Scope
  - On target

- Resources
  - Poor
  - Average
  - Good

Project Performance - Period ending December 31, 2017

- GREEN
  - Interface questionnaires and ICDs review by DuPage - behind project schedule. Per the schedule, Hexagon has resources scheduled to begin the development of these interfaces. The delay of the questionnaires/ICDs has caused these tasks to be rescheduled and resources reassigned. DuPage is working to obtain the additional information from 3rd parties to complete the ICDs. DuPage has multiple ICDs to review and provide feedback and/or signature. (on-going)

- RED
  - WebRMS Test Plan and Test Case consulting was conducted 09/19 - 09/22. DuPage has been creating the Test Plans and Test Cases with Hexagon providing guidance/assistance. The target date for the completion of the Test Plans and Test Cases was 11/03, followed by the review and acceptance of the Test Plans and Test Cases, and Configuration Round 2 tasks. Additional time was allocated in November for the completion of the Test Plans and Test Cases. These have not been completed, and these are required for the Hexagon FAT and subsequent SAT1 and SAT2 testing, scheduled for December and January. These tasks may have to be pushed out on the schedule. All of the Test Plan will be a joint effort moving forward and a scheduled time will be coordinated for Hexagon Resource to be on site to work with DuPage Resources to complete this task. (Jan 25 meeting)

- YELLOW
  - Per DuPage request to complete the cutovers prior to 06/01/2018, the scheduled was modified to accommodate this request and delivered to DuPage in September. In October, due to the new PSAP building construction timeline, DuPage has requested that the cutover dates be moved out. A revised project schedule is being developed and will be delivered in December.

Objectives Completed This Period

- Joint Update Execute Meeting held on Jan 25. Project schedule is on partial hold.

Objectives NOT Completed This Period

- Interface questionnaires and ICDs review - partially completed
- WebRMS - Acceptance Test Plan and Test Cases

Objectives for Next Period

- CAD System Tune Up - 2/13-2/15
<table>
<thead>
<tr>
<th>Change Orders</th>
<th>Date</th>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Order #2 rev. 1</td>
<td>1/30/17</td>
<td>Complete - 03/14/2017</td>
<td>Visual Studio 2012 change to 2015 version &amp; VMWare vCenter v5 to v6 version</td>
</tr>
<tr>
<td>Change Order #3</td>
<td>5/26/17</td>
<td>Complete - 10/13/2017</td>
<td>Rename of custom interface, APS Virtual Partner to LEADER, and Visual Studio 2012 quantity.</td>
</tr>
<tr>
<td>Change Order #4</td>
<td>11/27/17</td>
<td>Complete - 12/13/2017</td>
<td>Add Addison hardware move.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New Project Issues</th>
<th>Actions / Comments</th>
<th>Owner</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICDs and questionnaires. A tracking list has been developed and submitted to DuPage. The majority of these (questionnaires) have been delivered. Several ICDs are in review by DuPage.</td>
<td>In process. Progress made on several ICDs during the month of November. Several LiveScan ICDs still outstanding due to waiting on specifications from the LiveScan vendors.</td>
<td>DuPage / Hexagon</td>
<td>ASAP, based on the specific ICD.</td>
</tr>
<tr>
<td>Based on the Jan 25 Executive meeting the present schedule will be redone based on agreed upon timeline. All CAD and WebRMS tasks will be rescheduled and submitted for approval by both parties.</td>
<td>1. There was a request for a more specific document on the present WEBRMS July Delivery slide (due Jan 31). 2. They will be a follow on meeting to review and discuss the draft updated schedule.</td>
<td>Hexagon PM</td>
<td>1. Jan 31 2018 2. Feb 12 2018</td>
</tr>
<tr>
<td>Hexagon will provide a support on site team for Test Plan and cases.</td>
<td>Hexagon will coordinate a team to go on site at DuPage and work on the test plans with the DuPage team.</td>
<td>Hexagon PM and DuPage PM</td>
<td>Feb 12 2018</td>
</tr>
<tr>
<td>Milestones will need to be relooked and scheduled</td>
<td>This will be discussed at the Executive Level and the Hexagon Team will make documentation changes once finalized.</td>
<td>Hexagon Executive Team and DuPage Executive Team</td>
<td>TBD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Milestones / Deliverables</th>
<th>Baseline Date</th>
<th>New Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Project Kickoff Meeting</td>
<td>Aug/16</td>
<td>Aug/16</td>
<td>Completed and acceptance form delivered, payment received</td>
</tr>
<tr>
<td>2 - Server HW order</td>
<td>Aug/16</td>
<td>Aug/16</td>
<td>Completed and acceptance form delivered, payment received</td>
</tr>
<tr>
<td>3 - Installation of base COTS I/CAD software in first environment</td>
<td>Nov/16</td>
<td>Dec/16</td>
<td>Completed and acceptance form delivered, payment received</td>
</tr>
<tr>
<td>4 - Installation of base COTS WebRMS SW in first environment</td>
<td>Nov/16</td>
<td>Dec/16</td>
<td>Completed and acceptance form delivered, payment received</td>
</tr>
<tr>
<td>5 - I/CAD Essentials for Core Team (IPST 2001)</td>
<td>Jan/17</td>
<td>Dec/16</td>
<td>Completed and acceptance form delivered, payment received</td>
</tr>
<tr>
<td>6 - WebRMS and FBR System Overview Training</td>
<td>Jan/17</td>
<td>Jun/17</td>
<td>Completed and acceptance form delivered, payment received</td>
</tr>
<tr>
<td>7 - CAD System Configure 3</td>
<td>Jul/17</td>
<td></td>
<td>Completed and acceptance form delivered, payment received</td>
</tr>
<tr>
<td>8 - WebRMS Configuration Workshop 3</td>
<td>Apr/17</td>
<td></td>
<td>Completed and acceptance form delivered, payment received</td>
</tr>
<tr>
<td>9 - Mobile for Public Safety Configuration Workshop 3 for Law</td>
<td>Aug/17</td>
<td></td>
<td>Completed and acceptance form delivered, payment received</td>
</tr>
<tr>
<td>10 - WebRMS Configuration Workshop 5</td>
<td>Jun/17</td>
<td></td>
<td>Task realignment necessary. (CO #5)</td>
</tr>
<tr>
<td>11 - Map Roll Consulting for I/CAD Systems (IPST8004)</td>
<td>Aug/17</td>
<td>Nov/17</td>
<td>Completed and acceptance form delivered, payment received</td>
</tr>
<tr>
<td>12 - CAD, MPS and CAD Integration Testing</td>
<td>Nov/17</td>
<td>Dec/17</td>
<td>Completed and acceptance form delivered</td>
</tr>
<tr>
<td>13 - WebRMS, FBR and WebRMS Integration Testing</td>
<td>Nov/17</td>
<td></td>
<td>Task realignment necessary. (CO #5)</td>
</tr>
<tr>
<td>14 - RMS Train-the-Trainer Training</td>
<td>Feb/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 - CAD Train-the-Trainer Training</td>
<td>Mar/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16 - Cutover of WebRMS and FBR Subsystems to Production Use at</td>
<td>Jun/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17 - Cutover of I/CAD and MPS Subsystems to Production Use at the</td>
<td>Jun/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 - Acceptance of 30 day Reliability Period for CAD</td>
<td>Jul/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report/Resource</td>
<td>Purpose</td>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>-------------------------------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>19 - 30 day Reliability Period for WebRMS</td>
<td></td>
<td>Jul/18</td>
<td></td>
</tr>
<tr>
<td>20 - Cutover of Firehouse Interface in First Additional Agency</td>
<td></td>
<td>Jun/18</td>
<td></td>
</tr>
<tr>
<td>21 - Cutover of Smart911 in First Additional Agency</td>
<td></td>
<td>Jun/18</td>
<td></td>
</tr>
<tr>
<td>22 - Cutover of BEAST Interface in First Additional Agency</td>
<td></td>
<td>Jun/18</td>
<td></td>
</tr>
<tr>
<td>23 - Cutover of LiveScan Interface in First Additional Agency</td>
<td></td>
<td>Jun/18</td>
<td></td>
</tr>
</tbody>
</table>

**Vacation / Off Site**

<table>
<thead>
<tr>
<th>Resource</th>
<th>Purpose</th>
<th>From</th>
<th>To</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hexagon</td>
<td>Christmas Week</td>
<td>25-Dec-17</td>
<td>29-Dec-17</td>
<td>Hexagon Holiday closure.</td>
</tr>
</tbody>
</table>

**Notes**
To: Linda Zerwin, ETSB Executive Director  
From: Michael Galvin, Project Manager  
Date: January 31, 2018  
Re: DuJIS Project Monthly Summary

**CAD/RMS Replacement Project**

The CAD/RMS Replacement Project experienced a significant setback since our previous status report. Last month, the County had just completed the Integration Acceptance Testing for the CAD and Mobile products. The testing was successful, with comparatively minor issues that were to be refined prior to go-live. One of the more critical errors revolved around the mapping system; that error has since been resolved. At the end of January and into February, train-the-trainer (TTT) sessions were to be conducted for CAD end-users in preparation of the previously anticipated go-live. That training, however, has since been delayed due to issues around the RMS.

The primary issues surrounding the RMS issues are the ability to meet user expectations and pending system enhancements. As it currently stands, there are a number of system enhancements and refinements that need to be completed by Hexagon in order to meet the needs of the County. Planned enhancements include improvements to the system’s integration, usability, multi-agency, and administration capabilities. In order to provide these system improvements, the System will require an additional 7 or so months, pushing the anticipated go-live to early 2019. While the delay is far from ideal, we believe this will result in a better product and transition period.

Though the CAD project remains on schedule, the intent is to go-live for both the CAD and RMS products simultaneously. As such, we are delaying the go-live of the CAD application to coincide with the RMS. We will use the additional time to continually test and refine the CAD application. Further, we are delaying the CAD TTT sessions so that they will occur closer to the go-live date. Hexagon is currently modifying the project schedule; when those modifications have been reviewed and approved by Project leadership, we will be scheduling the additional workshops and training sessions for both the CAD and RMS user base.

Further, Hexagon has put into place a new project manager, Jim Santaferrera, who replaces Clint Griggs and Helen Hicks. Since his formal assignment three weeks ago, we’ve been getting Mr. Santaferrera up-to-speed on the Project as well as identifying opportunities for improvement, including additional calls specific to system enhancement requests, interfaces, and additional workshops specific to the RMS build.
TO: PRMS Oversight Committee and ETS Board
FROM: David Jordan, RMS Manager
DATE: February 1, 2018
RE: DuJIS RMS Monthly Update – January 2018
CC: Linda Zerwin, ETSB Executive Director
     Don Carlsen, County Chief Information Officer

**Intergovernmental Agreement (IGA)/Oversight:**
As noted in the main body of the monthly report, all DuJIS IGAs have been received. The first meeting of the PRMS Oversight Committee will be February 20 at 2:00pm.

**PRMS Module:**
In January, Hexagon has informed staff that it will be necessary to delay the “go-live” of the system in order to make system enhancements identified in our current service requests (SRs) as well as other enhancements identified by other customers. A copy of the tentative timeline is attached at the end of this report. A document will be produced to outline the adjustments to the contract that will become a change order to the contract.

**Project Management:**
Hexagon’s project manager resigned his position with the company. The County was informed at the beginning of January that a new project manager (PM), Jim Santaferretra, had been assigned. County staff is working with the new PM to review and reorganize the project timelines.

**System Configuration:**
The RMS Team continued to work with Hexagon’s implementers on system configuration. The main focus this month was FBR forms mapping. This mapping is the process of taking various forms used by county agencies and mapping the data elements to the new FBR application. This forms mapped this month include the State’s Pedestrian Stop form, the County’s Juvenile Data Sheet, Gang Contact Form, and the general Incident form.

**RMS Test Plan and Test Case Creation and Consulting:**
County staff continued to work to finalize the test plans that the RMS Team has developed. However, with the delay in implementation, Hexagon would like to take a different approach to developing the test plans. At the on-site meeting, Hexagon informed the County that they will be sending additional resource to conduct a more intensive test plan consultation. During this consultation, Hexagon will take the County’s test plans and develop them into more comprehensive user documentation. This documentation will be the bases of the County’s training manual and will be vital during end-user training.
Preliminary Timeline

- **Product Internal Delivery**: Jun 2018
- **Production-ready system & Code Freeze**: Aug 2018
- **Ready for onsite testing with DuPage**: July 2018
- **Cutover**: Feb 2019

**Timeline Details**:
- **Product Certification**: 14 days
  - **Factory Acceptance Testing based on Test Plans**: 9 days
  - **Site Acceptance Testing 1**: 4 days
  - **SAT Issues Resolution**: 9 days
  - **Site Acceptance Testing 2**: 5 days
- **Train The Trainers**: 50 days
- **Ensled user Training by the customer**: 90 days

**Communication**: RMS Update (Reports)