

United States Bankruptcy Court
Western District of New York
Internal Project Plan

ID	Task Name	Duration	Start	Finish	Percent Complete	Predecessors
1	Dictionary	113 days	Wed 01/08/03	Fri 06/13/03	63%	
2	Pre-Conversion	54 days	Wed 01/08/03	Mon 03/24/03	77%	
4	Phase I: Mapping	54 days	Wed 01/08/03	Mon 03/24/03	86%	
5	Run Report of all Tables in CM Conversion Guide	2 days	Wed 01/08/03	Thu 01/09/03	100%	
6	Identify Missing Records in all Tables	2 days	Fri 01/10/03	Mon 01/13/03	100%	5
7	Separate Records into those mapped to Generic and those needing creation	2 days	Tue 01/14/03	Wed 01/15/03	100%	6
8	Repeat prior step for Event Table	2 days	Tue 01/14/03	Wed 01/15/03	100%	7SS
9	Create New Event Records in Event Table and Enter Manually on Reports (cyclical process)	40 days	Thu 01/16/03	Wed 03/12/03	80%	8
10	Create Official Map Files from Manual Files	8 days	Thu 03/13/03	Mon 03/24/03	100%	9
11						
12	Phase II: Forms	26 days	Wed 01/08/03	Wed 02/12/03	83%	
13	Identify all Bancap Genform Forms	3 days	Wed 01/08/03	Fri 01/10/03	100%	
14	Review Genforms to determine which will carry to CM and which need modifying	5 days	Wed 01/08/03	Tue 01/14/03	100%	
15	Identify Events to Tie to Forms	2 days	Wed 01/15/03	Thu 01/16/03	80%	14
16	Name Forms	3 days	Fri 01/17/03	Tue 01/21/03	80%	15
17	Add "DoForm" to events w/form Table Name	2 days	Wed 01/22/03	Thu 01/23/03	80%	16
18	Form Creation	10 days	Fri 01/24/03	Thu 02/06/03	75%	17
19	Set-up Form from Table Record, Cerdoctype Table and BNC Info.	4 days	Fri 02/07/03	Wed 02/12/03	75%	18
20						
21	Phase III: Transmittal of Procedure Templates for Testing	54 days	Wed 01/08/03	Mon 03/24/03	65%	
22						
23	Pre-Conversion Milestone Complete	0 days	Mon 03/24/03	Mon 03/24/03	0%	2
24						
26	Post-Conversion	17 days	Thu 05/22/03	Fri 06/13/03	0%	23,C:\My Documents\Procedures.mpp\12
27	Modify Existing Events to act Correctly	17 days	Thu 05/22/03	Fri 06/13/03	0%	
28	Identify all WordPerfect Forms in Both Offices	3 days	Thu 05/22/03	Mon 05/26/03	0%	
29	Review Forms to Determine What is still Being Used	5 days	Thu 05/22/03	Wed 05/28/03	0%	
30	Tie Forms to Events	5 days	Thu 05/29/03	Wed 06/04/03	0%	29
31						
32	Post-Conversion Milestone Complete	0 days	Fri 06/13/03	Fri 06/13/03	0%	26
2	IT Plan	113 days?	Wed 01/08/03	Fri 06/13/03	68%	
2	Phase I: Mapping	6 days?	Tue 03/25/03	Tue 04/01/03	77%	C:\My Documents\Dictionary.mpp\4
3	Extract Codes from Bancap	3 days	Tue 03/25/03	Thu 03/27/03	100%	
4	Extract Codes from CM	3 days	Tue 03/25/03	Thu 03/27/03	100%	
5	Identify Physical Map Files	1 day?	Tue 03/25/03	Tue 03/25/03	98%	
6	Reconcile CM Codes with Bancap	1 day?	Tue 03/25/03	Tue 03/25/03	97%	
7	Resolve any Identified Problems	1 day?	Tue 03/25/03	Tue 03/25/03	97%	
8	Make Generic Event Map	1 day?	Tue 03/25/03	Tue 03/25/03	100%	
9	Former Employee Map File	1 day?	Tue 03/25/03	Tue 03/25/03	100%	
10	Process Mapping File	1 day?	Wed 03/26/03	Wed 03/26/03	67%	9
11	Add Retired Past Judges	1 day?	Thu 03/27/03	Thu 03/27/03	100%	10
12	Send Map Files to SDSD (Christine)	3 days	Fri 03/28/03	Tue 04/01/03	0%	11
13						
15	Phase II: Database Clean-Up	31 days	Wed 01/08/03	Wed 02/19/03	97%	
16	Contact SDSD to determine which Reports are available & Obtain Scripts	1 day	Wed 01/08/03	Wed 01/08/03	100%	
17	Run Scripts & produce Reports	5 days	Wed 01/08/03	Tue 01/14/03	100%	
18	Analyze Reports to determine what the data is	1 day	Wed 01/15/03	Wed 01/15/03	100%	17
19	Analyze Data	10 days	Thu 01/16/03	Wed 01/29/03	100%	18
20	Identify Party's w/o Last Names	1 day	Wed 01/08/03	Wed 01/08/03	100%	
21	Identify Deficiency Lists	10 days	Wed 01/08/03	Tue 01/21/03	100%	
22	Identify Bad Hist Entry-Time Records	1 day	Wed 01/08/03	Wed 01/08/03	100%	
23	Perform System Clean-up based on results of Analysis Above	15 days	Thu 01/30/03	Wed 02/19/03	90%	19
24						
25	Phase III: Forms	66 days?	Wed 01/08/03	Wed 04/09/03	66%	

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26	Identify Forms (Genform)	1 day?	Wed 01/08/03	Wed 01/08/03	75%	
27	Identify Forms (not Genform)	5 days	Wed 01/08/03	Tue 01/14/03	65%	
28	Create Forms Identified (Genform)	30 days	Wed 01/15/03	Tue 02/25/03	75%	27
29	Create Identified WP forms	30 days	Wed 01/15/03	Tue 02/25/03	75%	28SS
30	Verify Forms/Clins/CerDocTyp	3 days	Wed 02/26/03	Fri 02/28/03	50%	29
31	Prepare for and Test Forms w/BNC	10 days	Thu 03/27/03	Wed 04/09/03	15%	30
32						
33						
37	Phase IV: Conversion Activities	30 days?	Thu 03/27/03	Wed 05/07/03	0%	10,C:\My Documents\Dictionary.mpp2
38	Run Conversion Extraction #1	1 day?	Thu 03/27/03	Thu 03/27/03	0%	
39	Run Conversin Upload #1	1 day?	Fri 03/28/03	Fri 03/28/03	0%	38
40	Verify Database Conversion #1	15 days	Mon 03/31/03	Fri 04/18/03	0%	39
41	Run Conversion Extraction #2	1 day?	Mon 04/21/03	Mon 04/21/03	0%	40
42	Run Conversin Upload #2	1 day?	Tue 04/22/03	Tue 04/22/03	0%	41
43	Verify Database Conversion #2	10 days	Wed 04/23/03	Tue 05/06/03	0%	42
44	BNCFIN Conversion	1 day	Wed 05/07/03	Wed 05/07/03	0%	43
45	FRC Conversion	1 day?	Wed 05/07/03	Wed 05/07/03	0%	44SS
46						
47	Phase V: Testing Activities	86 days?	Wed 01/08/03	Wed 05/07/03	8%	
48	Test SARD Upload	1 day?	Wed 05/07/03	Wed 05/07/03	0%	43
49	Develop/Test EOD Process	1 day?	Wed 01/08/03	Wed 01/08/03	15%	
50						
51	Phase VI: Miscellaneous Activities	95 days?	Wed 01/08/03	Tue 05/20/03	97%	
52	Verify v2.1 database schema	1 day?	Wed 01/08/03	Wed 01/08/03	100%	
53	Move logical logs out of rootdbs	1 day?	Wed 01/08/03	Wed 01/08/03	100%	
54	Code Table Changes	1 day?	Wed 01/08/03	Thu 03/27/03	95%	10
55	Site Table Changes	95 days?	Wed 01/08/03	Tue 05/20/03	95%	54SS
56	Reengineer LIVE/TEST/TRAIN	75 days?	Wed 01/08/03	Tue 04/22/03	100%	
57	Incorporate NYS training/test messages	1 day?	Wed 01/08/03	Wed 01/08/03	100%	
58	Setup Judge/Trustee assignment	1 day?	Wed 01/08/03	Wed 01/08/03	0%	
59	Contact Replication Center	1 day?	Wed 01/08/03	Wed 01/08/03	100%	
60	Evaluate Rebooting Alternatives	2 days	Wed 01/08/03	Thu 01/09/03	100%	
61	Establish Rebooting Alternatives	1 day?	Wed 01/08/03	Wed 01/08/03	50%	
62	Informix Database Training SDSD	5 days	Mon 02/10/03	Fri 02/14/03	100%	
63						
64	Phase VII: Pre Go-Live Activities	113 days?	Wed 01/08/03	Fri 06/13/03	35%	
65	Setup Public Terminals	3 days	Thu 03/27/03	Mon 03/31/03	100%	
66	Verify CM non-working days	1 day?	Thu 03/27/03	Thu 03/27/03	100%	
67	Verify Software Release Versions	1 day?	Thu 03/27/03	Thu 03/27/03	100%	
68	BNCFIN Training w/Financial	1 day?	Wed 01/08/03	Wed 01/08/03	0%	
69	Check v2 Judsys Mod Changes	4 days	Thu 03/27/03	Tue 04/01/03	50%	
70	Reestablish bncuser account	1 day?	Wed 01/08/03	Wed 01/08/03	0%	
71	Test UST Extraction/Upload	1 day?	Fri 03/14/03	Fri 03/14/03	0%	
72	Test backup and restore (DB)	1 day?	Thu 03/27/03	Thu 03/27/03	100%	
73	User Report Configuration	17 days	Thu 01/30/03	Fri 02/21/03	95%	
74	Creation of Atty. Admission Database	93 days	Wed 02/05/03	Fri 06/13/03	20%	
3	Reports	86 days?	Wed 01/08/03	Wed 05/07/03	10%	
1	Phase I: Preparation	23 days?	Wed 01/08/03	Fri 02/07/03	67%	
2	Identify all current Bancap system-generated Reports	4 days	Wed 01/08/03	Mon 01/13/03	100%	
3	Identify all reports kept Manually	4 days	Wed 01/08/03	Mon 01/13/03	100%	
4	Tracking Grid	6 days?	Fri 01/31/03	Fri 02/07/03	100%	
5	Compare current BANCAP Reports to CM/ECF Reports	4 days	Wed 01/08/03	Mon 01/13/03	20%	
6	Identify Reports Needing to be Developed for CM/ECF	4 days	Wed 01/08/03	Mon 01/13/03	0%	
7						
8	Phase II: Event Creation/Modification	86 days?	Wed 01/08/03	Wed 05/07/03	0%	

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9	Identify CM/ECF Events needing Modification to Accommodate Report Development	1 day?	Wed 01/08/03	Wed 01/08/03	0%	
10	Provide Dictionary Group with Event Modifications	1 day?	Thu 01/09/03	Thu 01/09/03	0%	9
12	Test Reports using tracking grid	45 days	Thu 03/06/03	Wed 05/07/03	0%	10,C:\My Documents\IT Plan.mpp\37FF
13	Meeting Among JoAnn, Todd, Mickie, and Pete	75 days	Wed 01/08/03	Tue 04/22/03	0%	
14	Advise JoAnn and Todd & Affected Staff of Remaining Manual Reports	10 days	Wed 04/23/03	Tue 05/06/03	0%	13
4	Procedural Manual	106 days?	Wed 01/08/03	Wed 06/04/03	28%	
1	Phase I: Preparation	1 day?	Wed 01/08/03	Wed 01/08/03	100%	
2	Install Robo File	1 day?	Wed 01/08/03	Wed 01/08/03	100%	
3	Upload NYN Manual	1 day?	Wed 01/08/03	Wed 01/08/03	100%	
4						
5	Phase II: Review Other Manuals/Begin Development	40 days	Wed 01/08/03	Tue 03/04/03	37%	
6	Case Administration/Intake/Financial	20 days	Wed 01/08/03	Tue 02/04/03	90%	
7	Chambers	20 days	Wed 01/08/03	Tue 02/04/03	90%	
8	Quality Control	40 days	Wed 01/08/03	Tue 03/04/03	10%	
9	Editing	40 days	Wed 01/08/03	Tue 03/04/03	10%	
10						
12	Phase III: Manual Development/Assessment and Testing	76 days	Wed 02/05/03	Wed 05/21/03	31%	
13	Set-up Manual for Internal Purposes/Procedures	23 days	Wed 02/05/03	Fri 03/07/03	60%	
14	Case Administration/Intake/Financial	5 days	Wed 02/05/03	Tue 02/11/03	100%	
15	Chambers	5 days	Wed 02/05/03	Tue 02/11/03	100%	
16	Management	5 days	Wed 02/05/03	Tue 02/11/03	100%	
17	Quality Control	5 days	Mon 03/03/03	Fri 03/07/03	0%	
18	Editing	5 days	Mon 03/03/03	Fri 03/07/03	0%	
19						
21	Develop Procedures and Assess Events in Manual	71 days	Wed 02/12/03	Wed 05/21/03	22%	
22	Preliminary Event Assessment/Testing Against Procedures	71 days	Wed 02/12/03	Wed 05/21/03	25%	
23	Final Comparison of Procedures Against Events	10 days	Thu 05/08/03	Wed 05/21/03	0%	C:\My Documents\IT Plan.mpp\37
24						
25	Phase IV: Evaluations (Can users follow it?)	10 days	Thu 05/22/03	Wed 06/04/03	0%	12
26	Evaluation for Operational Use	10 days	Thu 05/22/03	Wed 06/04/03	0%	
27	Case Administration/Intake	10 days	Thu 05/22/03	Wed 06/04/03	0%	
28	Chambers	10 days	Thu 05/22/03	Wed 06/04/03	0%	
29	Quality Control	10 days	Thu 05/22/03	Wed 06/04/03	0%	
30	Editing	10 days	Thu 05/22/03	Wed 06/04/03	0%	
31	Evaluation for Training Purposes	3 days	Thu 05/22/03	Mon 05/26/03	0%	
32	Evaluation for Attorney Use	5 days	Thu 05/22/03	Wed 05/28/03	0%	
33	Operations	5 days	Thu 05/22/03	Wed 05/28/03	0%	
34	Calendars	5 days	Thu 05/22/03	Wed 05/28/03	0%	
5	Train	111 days	Wed 01/08/03	Wed 06/11/03	2%	
1	Phase I: Development	100 days	Wed 01/08/03	Tue 05/27/03	2%	
2	Develop Local Training Plan	5 days	Wed 01/08/03	Tue 01/14/03	100%	
3	Apply for CLE Accreditation	3 days	Tue 01/14/03	Thu 01/16/03	100%	
4	Develop local train-the trainer training	50 days	Wed 01/08/03	Tue 03/18/03	0%	
5	Present local train-the-trainer training	10 days	Wed 01/22/03	Tue 04/01/03	0%	4
6	Develop Training Manual	100 days	Wed 01/08/03	Tue 05/27/03	0%	
8	Establish Training Cases	5 days	Thu 05/08/03	Wed 05/14/03	0%	C:\My Documents\IT Plan.mpp\37
9	Determine internal and ext. users requiring support	60 days	Wed 01/08/03	Tue 04/01/03	0%	
10	Determine class schedule for internal users	60 days	Wed 01/08/03	Tue 04/01/03	0%	
11	Determine class schedule for external users	60 days	Wed 01/08/03	Tue 04/01/03	0%	
12	Develop on-line registration process	10 days	Wed 04/02/03	Tue 04/15/03	0%	11
13						
15	Phase II: Initial Training	11 days	Wed 05/28/03	Wed 06/11/03	0%	6
16	Train Financial Staff	1 day	Wed 05/28/03	Wed 05/28/03	0%	
17	Create ECF instructions for public terminal users	1 day	Wed 05/28/03	Wed 05/28/03	0%	

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18	Train Clerk's Office Staff on CM/ECF	10 days	Wed 05/28/03	Tue 06/10/03	0%	
19	Train Chambers staff on CM/ECF	1 day	Wed 06/11/03	Wed 06/11/03	0%	18
20	Train attorneys on how to file electronically	10 days	Wed 05/28/03	Tue 06/10/03	0%	
21	Train USTs	10 days	Wed 05/28/03	Tue 06/10/03	0%	
22	Train 7 Trustees	10 days	Wed 05/28/03	Tue 06/10/03	0%	
23	Train Chapter 13 Trustees	10 days	Wed 05/28/03	Tue 06/10/03	0%	
24	Train US Attorney	10 days	Wed 05/28/03	Tue 06/10/03	0%	
25	Ongoing training	0 days	Tue 06/10/03	Tue 06/10/03	0%	20
6	Atty. Advisory	170 days?	Wed 01/08/03	Tue 09/02/03	40%	
1	PHASE I: Getting Organized/Procedural Review	108 days?	Wed 01/08/03	Fri 06/06/03	89%	
2	Meet with UST's/Review Administrative Procedures	108 days	Wed 01/08/03	Fri 06/06/03	80%	
3	Set Date for Initial Meeting of the Committee	1 day?	Wed 01/08/03	Wed 01/08/03	90%	
4	Obtain Volunteers to serve as early users/testers	90 days	Wed 01/08/03	Tue 05/13/03	100%	
5	Complete Administrative Procedures and Opinion Grid	60 days	Wed 01/08/03	Tue 04/01/03	90%	
7	PHASE II: Education/Training/Awareness	170 days?	Wed 01/08/03	Tue 09/02/03	12%	
8	Evaluate Training Programs/Materials	90 days?	Wed 01/08/03	Tue 05/13/03	20%	
9	Develop Mentor Program (Attorneys/Paralegals)	60 days?	Wed 01/08/03	Tue 04/01/03	20%	
10	Identify Additional Resources (website, etc.)	20 days?	Wed 01/08/03	Tue 02/04/03	32%	
11	Participate in Awareness Activities	106 days?	Fri 01/10/03	Fri 06/06/03	20%	
12	Collect and Evaluate System Feedback	101 days?	Tue 04/15/03	Tue 09/02/03	0%	
13	Monitor and Evaluate Training	89 days?	Thu 05/01/03	Tue 09/02/03	0%	
14						
16	GO LIVE- CASE MANAGEMENT	1 day	Thu 06/12/03	Thu 06/12/03	0%	C:\My Documents\train.mpp\15
17	GO LIVE- ECF (ECF Project Plan Posted in June)	1 day	Tue 09/02/03	Tue 09/02/03	0%	