

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	89%	
2	Pre-Conversion	54 days	Wed 01/08/03	Mon 03/24/03	88%	
4	Phase I: Mapping	54 days	Wed 01/08/03	Mon 03/24/03	96%	
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	95%	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	97%	
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	98%	14
16	Name Forms	3 days	Fri 01/17/03	Tue 01/21/03	98%	15
17	Add "DoForm" to events w/form Table Name	2 days	Wed 01/22/03	Thu 01/23/03	98%	16
18	Form Creation	10 days	Fri 01/24/03	Thu 02/06/03	95%	17
19	Set-up Form from Table Record, Cerdoctype Table and BNC Info.	4 days	Fri 02/07/03	Wed 02/12/03	95%	18
20						
21	Phase III: Transmittal of Procedure Templates for Testing	54 days	Wed 01/08/03	Mon 03/24/03	75%	
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	93%	23,C:\My Documents\Procedures.mpp\12
27	Modify Existing Events to act Correctly	17 days	Thu 05/22/03	Fri 06/13/03	90%	
28	Identify all WordPerfect Forms in Both Offices	3 days	Thu 05/22/03	Mon 05/26/03	100%	
29	Review Forms to Determine What is still Being Used	5 days	Thu 05/22/03	Wed 05/28/03	100%	
30	Tie Forms to Events	5 days	Thu 05/29/03	Wed 06/04/03	90%	29
31						
32	Post-Conversion Milestone Complete	0 days	Fri 06/13/03	Fri 06/13/03	0%	26
2	IT Plan	95 days?	Wed 01/08/03	Tue 05/20/03	94%	
2	Phase I: Mapping	6 days?	Tue 03/25/03	Tue 04/01/03	100%	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	100%	
6	Reconcile CM Codes with Bancap	1 day?	Tue 03/25/03	Tue 03/25/03	100%	
7	Resolve any Identified Problems	1 day?	Tue 03/25/03	Tue 03/25/03	100%	
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	100%	9
11	Add Retired Past Judges	1 day?	Thu 03/27/03	Thu 03/27/03	100%	10
12	Send Map Files to SDS (Christine)	3 days	Fri 03/28/03	Tue 04/01/03	100%	11
13						
15	Phase II: Database Clean-Up	31 days	Wed 01/08/03	Wed 02/19/03	97%	
16	Contact SDS 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	73%	

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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	99%	29
31	Prepare for and Test Forms w/BNC	10 days	Thu 03/27/03	Wed 04/09/03	60%	30
32						
33						
37	Phase IV: Conversion Activities	29 days?	Thu 03/27/03	Tue 05/06/03	100%	10,C:\My Documents\Dictionary.mpp2
38	Run Conversion Extraction #1	1 day?	Thu 03/27/03	Thu 03/27/03	100%	
39	Run Conversin Upload #1	1 day?	Fri 03/28/03	Fri 03/28/03	100%	38
40	Verify Database Conversion #1	15 days	Mon 03/31/03	Fri 04/18/03	100%	39
41	Run Conversion Extraction #2	1 day?	Mon 04/21/03	Mon 04/21/03	100%	40
42	Run Conversin Upload #2	1 day?	Tue 04/22/03	Tue 04/22/03	100%	41
43	Verify Database Conversion #2	10 days	Wed 04/23/03	Tue 05/06/03	100%	42
44	Person Prefix Map	2 days	Thu 03/27/03	Fri 03/28/03	100%	
45						
46	Phase V: Testing Activities	86 days?	Wed 01/08/03	Wed 05/07/03	98%	
47	Test SARD Upload	1 day?	Wed 05/07/03	Wed 05/07/03	100%	43
48	Develop/Test EOD Process	1 day?	Wed 01/08/03	Wed 01/08/03	95%	
49						
50	Phase VI: Miscellaneous Activities	95 days?	Wed 01/08/03	Tue 05/20/03	99%	
51	Verify v2.1 database schema	1 day?	Wed 01/08/03	Wed 01/08/03	100%	
52	Move logical logs out of rootdbs	1 day?	Wed 01/08/03	Wed 01/08/03	100%	
53	Code Table Changes	1 day?	Wed 01/08/03	Thu 03/27/03	99%	10
54	Site Table Changes	95 days?	Wed 01/08/03	Tue 05/20/03	99%	53SS
55	Reengineer LIVE/TEST/TRAIN	75 days?	Wed 01/08/03	Tue 04/22/03	100%	
56	Incorporate NYS training/test messages	1 day?	Wed 01/08/03	Wed 01/08/03	100%	
57	Setup Judge/Trustee assignment	1 day?	Wed 01/08/03	Wed 01/08/03	50%	
58	Contact Replication Center	1 day?	Wed 01/08/03	Wed 01/08/03	100%	
59	Evaluate Rebooting Alternatives	2 days	Wed 01/08/03	Thu 01/09/03	100%	
60	Establish Rebooting Alternatives	1 day?	Wed 01/08/03	Wed 01/08/03	90%	
61	Informix Database Training SDS	5 days	Mon 02/10/03	Fri 02/14/03	100%	
62	Determine Need for Adobe Writer	15 days	Tue 03/11/03	Mon 03/31/03	100%	
63	Installation and Testing of v2.2	10 days	Mon 04/21/03	Fri 05/02/03	90%	
64	Create Attorney Database	90 days	Wed 01/08/03	Tue 05/13/03	100%	
65	Phase VII: Pre Go-Live Activities	60 days?	Wed 01/08/03	Tue 04/01/03	86%	
66	Setup Public Terminals	3 days	Thu 03/27/03	Mon 03/31/03	100%	
67	Verify CM non-working days	1 day?	Thu 03/27/03	Thu 03/27/03	100%	
68	Verify Software Release Versions	1 day?	Thu 03/27/03	Thu 03/27/03	100%	
69	BNCFIN Training w/Financial	1 day?	Wed 01/08/03	Wed 01/08/03	0%	
70	Check v2 Judsys Mod Changes	4 days	Thu 03/27/03	Tue 04/01/03	70%	
71	Reestablish bncuser account	1 day?	Wed 01/08/03	Wed 01/08/03	0%	
72	Test UST Extraction/Upload	1 day?	Fri 03/14/03	Fri 03/14/03	90%	
73	Test backup and restore (DB)	1 day?	Thu 03/27/03	Thu 03/27/03	100%	
74	User Report Configuration	17 days	Thu 01/30/03	Fri 02/21/03	95%	
3	Reports	85 days?	Wed 01/08/03	Tue 05/06/03	14%	
1	Phase I: Preparation	23 days?	Wed 01/08/03	Fri 02/07/03	96%	
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	90%	
6	Identify Reports Needing to be Developed for CM/ECF	4 days	Wed 01/08/03	Mon 01/13/03	90%	
7						
8	Phase II: Event Creation/Modification	85 days?	Wed 01/08/03	Tue 05/06/03	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	50%	
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	Wed 03/05/03	Tue 05/06/03	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	84%	
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	Convert ARKANSAS Eastern 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	100%	
6	Case Administration/Intake/Financial	20 days	Wed 01/08/03	Tue 02/04/03	100%	
7	Chambers	20 days	Wed 01/08/03	Tue 02/04/03	100%	
8	Quality Control	40 days	Wed 01/08/03	Tue 03/04/03	100%	
9	Editing	40 days	Wed 01/08/03	Tue 03/04/03	100%	
10						
12	Phase III: Manual Development/Assessment and Testing	76 days	Wed 02/05/03	Wed 05/21/03	97%	
13	Set-up Manual for Internal Purposes/Procedures	23 days	Wed 02/05/03	Fri 03/07/03	96%	
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	90%	
18	Editing	5 days	Mon 03/03/03	Fri 03/07/03	90%	
19						
21	Develop Procedures and Assess Events in Manual	71 days	Wed 02/12/03	Wed 05/21/03	97%	
22	Preliminary Event Assessment/Testing Against Procedures (cyclical with Dictionary)	71 days	Wed 02/12/03	Wed 05/21/03	100%	
23	Final Comparison of Procedures Against Events	10 days	Wed 05/07/03	Tue 05/20/03	75%	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	21%	12
26	Evaluation for Operational Use	10 days	Thu 05/22/03	Wed 06/04/03	28%	
27	Case Administration/Intake	10 days	Thu 05/22/03	Wed 06/04/03	50%	
28	Chambers	10 days	Thu 05/22/03	Wed 06/04/03	60%	
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	110 days	Wed 01/08/03	Tue 06/10/03	65%	
1	Phase I: Development	100 days	Wed 01/08/03	Tue 05/27/03	75%	
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	100%	
5	Present local train-the-trainer training	10 days	Wed 01/22/03	Tue 04/01/03	100%	4
6	Develop Training Manuals	100 days	Wed 01/08/03	Tue 05/27/03	80%	
8	Establish Training Cases	5 days	Wed 05/07/03	Tue 05/13/03	70%	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	100%	
10	Determine class schedule for internal users	60 days	Wed 01/08/03	Tue 04/01/03	100%	
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	10 days	Wed 05/28/03	Tue 06/10/03	9%	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/Editing/QC	10 days	Wed 05/28/03	Tue 06/10/03	50%	
19	Train Chambers staff on CM/ECF	2 days	Mon 06/02/03	Tue 06/03/03	10%	
20	Adobe Writer training	2 days	Wed 05/28/03	Thu 05/29/03	0%	
21	Train attorneys on how to file electronically	10 days	Wed 05/28/03	Tue 06/10/03	0%	
22	Train USTs	10 days	Wed 05/28/03	Tue 06/10/03	0%	
23	Train 7 Trustees	10 days	Wed 05/28/03	Tue 06/10/03	0%	
24	Train Chapter 13 Trustees	10 days	Wed 05/28/03	Tue 06/10/03	10%	
25	Train US Attorney	10 days	Wed 05/28/03	Tue 06/10/03	0%	
26	Ongoing training	0 days	Tue 06/10/03	Tue 06/10/03	0%	21
6	Atty. Advisory	170 days?	Wed 01/08/03	Tue 09/02/03	55%	
1	PHASE I: Getting Organized/Procedural Review	108 days?	Wed 01/08/03	Fri 06/06/03	99%	
2	Meet with UST's/Review Administrative Procedures	108 days	Wed 01/08/03	Fri 06/06/03	99%	
3	Set Date for Initial Meeting of the Committee	1 day?	Wed 01/08/03	Wed 01/08/03	100%	
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	98%	
6						
7	PHASE II: Education/Training/Awareness	170 days?	Wed 01/08/03	Tue 09/02/03	30%	
8	Evaluate Training Programs/Materials	90 days?	Wed 01/08/03	Tue 05/13/03	50%	
9	Develop Mentor Program (Attorneys/Paralegals)	60 days?	Wed 01/08/03	Tue 04/01/03	40%	
10	Identify Additional Resources (website, etc.)	20 days?	Wed 01/08/03	Tue 02/04/03	34%	
11	Participate in Awareness Activities	106 days?	Fri 01/10/03	Fri 06/06/03	35%	
12	Collect and Evaluate System Feedback	101 days?	Tue 04/15/03	Tue 09/02/03	20%	
13	Monitor and Evaluate Training	89 days?	Thu 05/01/03	Tue 09/02/03	10%	
14						
16	GO LIVE- CASE MANAGEMENT	1 day	Wed 06/11/03	Wed 06/11/03	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%	