

ADMINISTRATIVE DIRECTIVE NO. 110

This 1st day of February, 1997,

IT APPEARS THAT:

(1) Effective February 1, 1996, the Chief Justice, with the unanimous concurrence of the members of the Supreme Court, issued Administrative Directive No. 104 reestablishing a Technology Coordinating Committee with terms expiring January 31, 1997.

(2) By reason of the expiration of those terms, the Technology Coordinating Committee has effectively ceased to exist.

(3) The members of the Committee are to be commended for their excellent work and progress.

(4) A new approach to technology planning and management should be instituted.

NOW, THEREFORE, IT IS DIRECTED, with the unanimous approval of the members of the Supreme Court, pursuant to Delaware constitution, art. IV, § 13(1) that effective as of this date, that:

(A) Administrative Directive No. 104, effective February 1, 1996, is hereby superseded.

(B) The Executive Committee of the Judicial Conference, through a subcommittee consisting of Chief Judge Poppiti and Chief Magistrate Griffin, with the staff assistance of Marianne Thompson (Technology Planner), shall assist the Chief Justice in overseeing the technology planning and the management of systemwide technology. Subject to the Chief Justice's review, this subcommittee is charged with the responsibility for balancing and implementing court technology priorities as established in the Technology Plan.

(C) The subcommittee is charged with completing technology planning efforts, using the format established by the Office of Information Systems (OIS) and combining the documents created by the Information Resource Manager (IRM) and the Technology Planner. The plan in final form shall be submitted for review by the Executive Committee prior to submission to the Chief Justice. A strategic technology plan shall be approved by the Chief Justice on or before March 15, 1997.

(D) The subcommittee will employ business-like practices to keep technology resources focused on the most critical statewide tasks and resolve competing and conflicting agendas. In this regard, any requests that represent deviations from or enhancements to the approved plan are to be referred immediately to the subcommittee for consideration and recommendation to the Chief Justice for resolution. If feasible, the subcommittee and the Chief Justice, before implementing any such deviation, should seek the input from the presiding judge of any court which is affected.

(E) The operational management of the Judicial Information Center (JIC) will continue

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under the direction of the Director of the Administrative Office of the Courts (AOC) (or his designee) with oversight by the subcommittee.

(F) The goal for technology purchases will be to provide procurement structure based upon good business practices that minimize delay. On an interim basis, until that structure is implemented, all procurement requests shall be submitted to the Director of the AOC for review and decision forthwith.

(G) The IRM will report to the subcommittee on a frequent and regular basis. The Director and IRM will submit a monthly written report in a format to be determined by the subcommittee. The purpose of this report is to give an accurate status on all priority technology projects. Minutes of any meeting will be kept by the Technology Planner.

(H) From time to time the subcommittee may request the assignment of persons from the AOC, JIC, and/or the various courts to assist in executing the responsibilities of the subcommittee. Additionally, the subcommittee may retain the services of experts or consultants to assist in executing their responsibilities.

(I) The subcommittee shall conduct an analysis of the JIC with a view toward examining:

- (1) Appropriate staffing and management of personnel resources
- (2) Financial management
- (3) Use of business-like management practices
- (4) Standardization of hardware and software
- (5) Employment of state-of-the-art technology
- (6) Effective delivery of services to the courts
- (7) Effectiveness of communication and interaction with the courts including judges and staff
- (8) Appropriate interaction with OIS consistent with Judicial Branch independence and effectiveness

(J) The subcommittee shall ensure that work toward recommendations for any adjustments in the FY 1998 budget cycle and preparations for the FY 1999 budget cycle are commenced immediately.

(K) Business processes shall drive technology acquisition and development. The subcommittee shall ensure that planning issues including reengineering business issues are the catalyst for all technology efforts.

E. Norman Veasey
CHIEF JUSTICE

cc: The Honorable Joseph T. Walsh	Members of the Judicial Conference
The Honorable Randy J. Holland	Lowell L. Groundland
The Honorable Maurice A. Hartnett, III	Court Administrators
The Honorable Carolyn Berger	Clerk of Supreme Court