
CLERICUS

Deliverable Acceptance

Document Information:

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| Project Name: CiviTek Jury | Document Version #: Version Number 1.0 |
| Sub-Project Name: CiviTek Jury Implementation | Document Version Date: August 9, 2022 |
| Project Manager: Jim Cleek | Preparation Date: August 9, 2022 |
| Prepared for: Jefferson County Clerk of Court | Prepared by: Melissa Bennefield |

Deliverables:

CiviTek has prepared and provided the Jefferson County Clerk of Court with a project schedule in support of their transition to the new CiviTek Jury application. This schedule describes the tasks and resources needed to install, deploy and transition the CiviTek Jury application into an operational system for the Jefferson County Clerk of Court.

CiviTek has performed all required major implementation tasks required to support Jefferson County Clerk's transition to the CiviTek Jury application, as follows:

1. Work with and support the Jefferson County Clerk of Court in preparing their Jury Plan to submit to OSCA for approval.
2. Provide a CiviTek analyst to assist and work with the Jefferson County Clerk of Court's staff to complete all needed code table set-up and mapping exercises.
3. Assist the Jefferson County Clerk of Court in the creation and development of all custom forms
4. Perform data conversion
5. Provide a CiviTek analyst to work with Jefferson County to perform data validation
6. Configure security, users and interfaces
7. Conduct user training
8. Conduct and facilitate user acceptance testing
9. Perform the final data conversion
10. Provide onsite support for the first Juror report date for check-in, following the move to production.

Acceptance Criteria:

- (1) Jefferson County was provided with the CiviTek project schedule and this schedule was reviewed, discussed and mutually agreed upon with the Jefferson County Clerk of Court.
- (2) Jefferson County agrees that all required major implementation tasks were completed. The CiviTek Jury application was placed in production on July 13, 2022. The CiviTek team supported the Clerk's transition and operations completely including providing onsite support for the first Juror report date on August 17, 2022.

(3) As defined in the Change Request document, implementation costs of \$6,500 along with any travel expenses incurred will be billed upon acceptance of this document.

Acceptance:

Name: Kirk Reams

Name: Melissa Bennefield

Title: Jefferson County Clerk of Court

Title: Project Management Director

Date: 9/6/22

Date: _____

Signature: 

Signature: _____