

Bureau of Conveyances

Project Status Meeting

September 11, 2001

Overview and Quarterly Accomplishments (June 1, 2001 – August 31, 2001)

Contract "A" was awarded on May 30, 2000, #46621 which covers Task 1-5 (and a subset of Task 3). Supplemental Agreement Number 1 to ICS-FY-99-52, Contract "B", was awarded on December 27, 2000, which covers a subset of Task 3 and Task 6, 7, 10, and Contract "C" was submitted on June 7, 2001, which covers a subset of Task 3 and Task 8, 9, 11. ~~Contract "C" is still pending final signatures.~~

The balance of the Task 1 PC's were procured which included the Cashier's PC's with Flat Panel displays to fit in the new counter space. During this period, orientation was started with Frank and Andy from DPO, who will now be taking Sam's critical place in the project. The Data Storage components (DASD & Optical Storage) was purchased and installed to prepare for the migration of the Backfile images from Task 12 Vendor, Title Guaranty. More testing and rotational training took place on the BCIS in the applications, K03 LCATS, K06 Receiving, and K08 Abstracting, where each test, resulted in changes to the application that were deemed of great time savings without losing the benefit of familiarity. As BOC users became more familiar with the new GUI features, they began to "think out of the box", resulting in many new suggestions to change the fundamental ways work is being done at the BOC. Because of this, more time is being spent up front in re-designing, and re-testing these new changes. Global efforts to synchronize all historic data from the three disparate systems (LCATS, Receiving and Unisys) on the new BCIS is being done. Although the Imaging import and scan tasks were delayed, pending clarifications and public meetings, it has resumed this month with all personnel working hard to keep on schedule.

- ❖ A Quarterly Status Report is being presented for review

Activities for the Next Quarter (September 1 – November 30)

This next quarter will be at a much faster pace with different aspects of the project coming together and final cut-over from the Wang to the BCIS planned before the end of the year. Document imaging and backfile migration will be underway this quarter and will entail a new bar-coded, smaller labels look. All systems will be tightly integrated with the goal of utilizing a "one-time-entry" scheme and enhanced system design to provide a higher degree of data integrity. A VPN will be established for secure Title Company access. The VPN is a replacement of the existing Hawaii FYI modem pool, which provides a level of modernization over and above the original design. An ftp server, running Linux will be explored as suggested by the Title Plant & Board of Realtors for downloading General Indexes and Images. The Neighbor Island sites will communicate with the BCIS utilizing the Statewide NGN vs DLNR's more costly T1 as originally planned. The network will be redesigned to allow for a DMZ, and will be well positioned for secure Internet access.

Follow-up Items

~~Finalization of Contract "C"~~ and start of the maintenance contracts (known as column "D") with vendors following the warranty period. Review additional hardware items purchased under Attachment H for reallocation of Task funds. Insure that Neighbor Island sites are ready for business.

Topics of Interest

Talks continue with State Parks regarding sharing of the BCIS resources. The BOC lost Mason Young, a talented visionary who will be known as haven gotten the funds to make the BCIS a reality. ICSD switched the SP-BOC1 node over to new UPS on Labor Day weekend. A major document number new scheme is being explored for greater flexibility and handling of advance bulk recordings. 300845

State of Hawaii
Department of Land & Natural Resources

Bureau of Conveyance
ICS-FY-99-52

Quarterly Status Report

06/01/2001 – 08/31/2001

September 11, 2001

The Lange Group
1100 Ward Avenue, Suite 1050
Honolulu, Hawaii

300846

**Activity for this Quarterly Period
(June 1, 2001 – August 31, 2001)**

The following project tasks are in progress or have been completed during this reporting period:

Task 1: Implement a Basic BOC Network

- Procured the balance of the PC Workstations & installation
- Conducted initiation meetings with new DPO assigned staff Frank & Andy
- Conducted network reviews & planning for additional hardware
- Upgraded Win2000 Server software drivers to accommodate TG's DLT tape formats
- Revised Network Design Document

Task 2: BCIS Requirements Verification

- Conducted various meetings with BOC – Receiving, Review, Abstracting

Task 3: Replacement of R/S and L/C

- Procured & installed the balance of the data storage components – Optical Library & Disks
- Continued the Migration Prototype Test (Wang Replacement) of (K03) LCATS & (K06) Receiving
- Conducted various integration specification meetings regarding K06, K08, K03 applications
- Conducted Workflow reviews & statistics to validate Integration specifications
- Attended meetings w/BOR, DataTrace & ICSD re GI Daily Tape from UNISYS
- Conducted various hardware installation & Network Planning meetings – VPN (Hi FYI repl)
- Designed and Development of R/S and GI Index programs
- Revised System Requirements Specifications Document

Task 4: Imaging on BOC

- Continued the Testing of the new (K08) Abstracting Application
- Conducted Workflow reviews & statistics to validate new design
- Revised System Requirements Specifications Document

Task 5: Image Integration on BCIS

- Conducted various requirements and technical detail design meetings
- Designed and began development of K03, K06, K08 image integration programs

Task 6: Remote Access to Text Data

- Conducted various requirements and technical detail design meetings
- Conducted various configuration & network planning meetings – NGN to NI

Task 7, 7b: Remote Access to Images & Backfile Migration

- Conducted various requirements meetings and developed plan for Backfile image migration
- Tested TG Tape Transfers to Win2000 Server and posting to BCIS
- Design and Development of Backfile Import Programs using Kofax

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Task 10: Data Remedication

- Conducted various meetings regarding logistics / data paths / connectivity and developed plan to standardize historical data
- Researched ftp services w/ICSD and designed file layouts for Main Frame transfers
- Conducted various meetings to re-vamp and standardize Class Codes & Firm Names across LCATS & General Indexes

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Deliverables and Milestones

Task 1: Implement a Basic BOC Network

- Delivery & Installation of Attachment H Components
- Revised Network Design Document

Task 2: BCIS Requirements Verification

- None

Task 3: Replacement of R/S and L/C

- Delivery & Installation of Attachment H Components
- Revised Title Company Remote Access via Internet Connection Diagram
- Delivery of Content Manager & TSM Installation Guide
- Delivery of DB2 Universal Database (UDB) Enterprise Edition (EE) System Review Document

Task 4: Imaging on BOC

- None

Task 5: Image Integration on BCIS

- None

Task 6: Remote Access to Text Data

- Revised BOC Neighbor Island Connections Diagram

Task 7, 7b: Remote Access to Images & Backfile Migration

- Revised Image Data Field Requirements & Media Transfer Specification

Task 10: Data Remediation

- Requirements Documentation (Doc Class Codes, Firm Names)

Change Authorizations

There are no change authorizations at this time.

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Planned Activities for the Next Quarter (September 1, 2001 – November 30, 2001)

Task 1: Implement a Basic BOC Network

- Procure the balance of the hardware, install and configure
- Revise Network Design Document

Task 2: BCIS Requirements Verification

- Complete the Requirements Documentation

Task 3: Replacement of R/S and L/C

- Configure balance of the BCIS data storage components
- Perform Parallel Test of the prototype BCIS to validate Workflow assumptions
- Procure, install and configure the Bar Code Printers
- Procure, install and configure the Hawaii FYI replacement VPN components
- Plan Migration of Mainframe Data to BCIS
- Test R/S & GI Index programs
- Begin Acceptance System Tests
- Update documentation of the RS/6000 installation
- Complete training of all staff on K03 LCATS & K06 Cash Register
- Define & develop Enhancements

Task 4: Imaging on BOC

- Review other ways to share Map Scanning responsibilities with DAGS
- Procure the Map Scanner, install and configure
- Complete customization of Kofax and Content Manager (Visual Info)
- Develop System Test Cases and the Acceptance Plan
- Begin Acceptance Test
- Complete training of all staff on Scanning

Task 5: Image Integration on BCIS

- Complete customization to Kofax and VisualInfo
- Complete integration to K03 LCATS and K06 Receiving software customizations
- Test integration of K08 Abstracting with Content Manager (Visual Info)
- Begin System Acceptance Tests
- Schedule T3 training with BOC

Task 6: Remote Access to Text Data

- Procure, Install and Configure Remote Node(s) Hardware
- Conduct requirements and detail design specifications for Remote Text data access programs
- Develop and Implement Remote Access programs on BCIS
- Schedule T3 training to BOC

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Task 7, 7b: Remote Access to Images & Backfile Migration

- Develop, Install and Configure software
- Conduct T3 Training
- Begin Imports of Backfile Images

Task 8: Enable Public Access to Text Data

- Procure, Install and Configure hardware
- Complete Requirements Verification & Specifications
- Design, Develop & Install Access Software
- Begin Acceptance System Test
- Complete training

Task 9: Enable Public Access to Image Data

- Complete Requirements Verification & Specifications
- Design, Develop & Install Access Software
- Begin Acceptance System Test
- Complete all training

Task 10: Data Remediation

- Finalize Class & Firm Name tables
- Plan Migration of Mainframe Data to BCIS
- Develop Update programs for K03 LCATS for data remediation
- Perform Data Remediation of Mainframe Data and LCATS Data
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Task 11: GIS Requirements Study

- Determine Resource to be Utilized & Verify Requirements
- Perform Study
- Complete Study Documentation

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Project Schedule – Planned Activities

The estimated schedule below represents task planned for the next 12 weeks from September 01, 2001 through November 30, 2001, including the last four weeks through December 31st, of the project.

Task Description	SEPTEMBER				OCTOBER				NOVEMBER				DECEMBER			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Task 1 Implement a BOC Network																
Procure/Install balance of Hardware																
Update Network Documentation																
Task 2 BCIS Requirements Verify																
Complete Requirements Document																
Task 3 Replacement of R/S & L/C																
Procure & Configure balance of h/w																
Procure & Configure VPN																
Continue Validation Test																
Begin Acceptance System Test																
Complete training of all Staff																
Convert Wang Data & Cutover to BCIS																
Update RS/6000 Install Document																
Define/Install Enhancements																
Task 4 Implement Imaging																
Procure, Install Map Scanner																
Customize Kofax & CM/Visual Info																
Conduct T3 Training																
Begin Acceptance System Test																
Task 5 Imaging on BCIS																
Customize K03 & K06 for Images																
Conduct T3 Training																
Complete Acceptance Testing																
Task 6 Remote Access to Text Data																
Procure/Install remote node hardware																
Design/Develop Access Programs																
Conduct T3 Training																
Task 7 Remote Access to Images																
Task 7b Backfile Migration of Images																
Develop/Install/configure software																
Conduct T3 Training																
Begin Imports of Backfile Images																
Task 8 Public Access to Text Data																
Requirements Specifications																
Procure/Install/Configure h/w																
Conduct T3 Training																
Task 9 Public Access to Images																
Requirements Specifications																
Conduct T3 Training																
Begin Acceptance System Test																

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**Project Schedule – Planned Activities
continuation**

Task Description	SEPTEMBER				OCTOBER				NOVEMBER				DECEMBER			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Task 10 Data Remediation																
Finalize Class & Firm Name tables	■	■														
Plan Migration of Data to BCIS			■	■												
Develop/Install/Test Update programs				■	■	■	■	■								
Perform Data Remediation					■	■	■	■	■	■	■	■				
Task 11 GIS Requirements Study																
Requirements Verification													■	■	■	■
Perform Study															■	■

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Overall Project Financials

PAYMENT MILESTONE SCHEDULE Award: ICS-FY-99-52 Contract #46621 Initial Contract (Task 1-5) (4/5/00) Sup Agr #1 (Task 3*,6,7,10) (1/4/01) Sup Agr #2 (Task 3^,8,9,11) (PEN 6/7) As of 09/11/2001	Labor + GET Incl. Sub Contractors	Attachment H	Total	% Completed	Total Payments Made To Date
Task 1 Implement a Basic BOC Network					
Deliver Network Design Document	23,051.93		23,051.93	100%	
Delivery of Attachment H Components-partial		128,794.18	128,794.18	100%	
Delivery of Attachment H Components-balance		6521.00	6521.00	0%	
Installation of Cabling (Boss Electric)	40,837.24		40,837.24	100%	
Installation of Hardware	41,577.86		41,577.86	90%	
Task 1 Totals	105,467.03	135,315.18	240,782.21		215,101.07
Task 2 BCIS Requirements Verification					
Deliver Requirements Document	48,458.02		48,458.02	80%	
Task 2 Totals:	48,458.02		48,458.02		0.00
Task 3 Replacement of R/S & L/C					
Delivery of Attachment H Components-partial		175,848.38	175,848.38	100%	
Delivery of Attachment H Components-partial		136,052.24	136,052.24	100%	
Delivery of Attachment H Components-balance		14,322.66	14,322.66	0%	
Installation of Hardware	38,339.34		38,339.34	100%	
Migration Prototype Test (Wang Replacement)	43,541.39		43,541.39	100%	
*Migration Acceptance Test (Production)	21,979.02		21,979.03	50%	
*New R/S and GI's Completion	45,833.04		45,833.04	50%	
^Enhancements	27,603.99		27,603.99	0%	
Task 3 Totals:	177,296.78	326,223.28	503,520.06		337,943.22
Task 4 Imaging on BOC					
Delivery of Attachment H Components		285,034.44	285,034.44	95%	
System Requirements Document	44,458.06		44,458.06	100%	
Installation of Imaging Hardware	38,299.79		38,299.79	100%	
Installation of Imaging Software	70,653.73		70,653.73	50%	
Completion of Training	80,784.93		80,784.93	0%	
Task 4 Totals:	234,196.51	285,034.44	519,230.95		369,188.52
Task 5 Imaging on BCIS					
Completion of Acceptance Test (Production)	44,739.33		44,739.33	0%	
Completion of Training	36,353.93		36,353.93	0%	
Task 5 Totals:	81,093.26		81,093.26		0.00

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Overall Project Financials - continued

PAYMENT MILESTONE SCHEDULE Award: ICS-FY-99-52 Contract #46621 Initial Contract (Task 1-5) (4/5/00) Sup Agr #1 (Task 3*,6,7,10) (1/4/01) Sup Agr #2 (Task 3^,8,9,11) (PEN 6/7) As of 09/11/2001	Labor + GET Incl. Sub Contractors	Attachment H	Total	% Completed	Total Payments Made To Date
Task 6 Enable Remote Access to Text Data					
Delivery of Attachment H Components		59,524.24	59,524.24	0%	
Completion of Training	17,869.68		17,869.68	0%	
Task 6 Totals:	17,869.68	59,524.24	77,393.92		0.00
Task 7 Enable Remote Access to Images Task 7b Backfile Migration					
Delivery of Requirements Document (TG Import)	17,945.73		17,945.73	100%	
Completion of Programs & Training (TG Import)	14,449.91		14,449.91	80%	
Completion of Programs & Training (NI Remotes)	14,771.80		14,771.80	50%	
Task 7 & 7b Totals:	47,167.44		47,167.44		0.00
Task 8 Enable Public Access to Text Data					
Delivery of Attachment H Components		33,121.12	33,121.12	0%	
Delivery of System Specifications	53,175.71		53,175.71	0%	
Completion of Training	53,175.72		53,175.72	0%	
Task 8 Totals:	106,351.43	33,121.12	139,472.55		0.00
Task 9 Enable Public Access to Image Data					
Delivery of System Specifications	20,675.92		20,675.92	0%	
Completion of Acceptance Test	20,675.92		20,675.92	0%	
Completion of Training	20,675.92		20,675.92	0%	
Task 9 Totals:	62,027.76		62,027.76		0.00
Task 10 Data Remediation					
Delivery of Requirements Documentation	3,999.97		3,999.97	100%	
Completion of Programs & Review	10,583.27		10,583.27	90%	
Migration of Mainframe Data to BCIS	7,083.29		7,083.29	0%	
Task 10 Totals:	21,666.53		21,666.53		3,999.97
Task 11 GIS Requirements Study					
Delivery of Study Results	33,749.78		33,749.78	0%	0.00
Task 11 Totals:					
Initial Contract Totals:	551,095.55	746,572.90	1,297,668.45		922,232.81
Supplemental #1 Contract Totals:	154,515.72	59,524.23	214,039.95		3,999.97
Supplemental #2 Contract Totals:	229,732.96	33,121.12	262,854.08		0.00
GRAND TOTALS:	935,344.23	839,218.25	1,774,562.48		926,232.78

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