

- Empowered to hold project team members, even those with a higher position or rank, accountable for completing any assigned tasks on-time

**Project Management Highlights**

<i>Activities &amp; Services</i>	<ul style="list-style-type: none"> <li>❖ Conducting, Coordinating, or Assisting with the Project Kick-off</li> <li>❖ Create and update the project schedule</li> <li>❖ Ensure project is within scope</li> <li>❖ Create change orders for new scope as needed</li> <li>❖ Track the project budget</li> <li>❖ Create, update, and deliver periodic status reports, typically weekly</li> <li>❖ Provide project governance status report summaries, typically monthly</li> <li>❖ Assist in scheduling project activities</li> <li>❖ With assistance and input from the Client project manager, track, manage, and update issues and risks</li> <li>❖ Assist the Client project manager in creating the training schedule</li> <li>❖ Assist the Client project manager in creating the go-live transition schedule</li> </ul>	
<i>Objectives</i>	<ul style="list-style-type: none"> <li>❖ Manage project scope</li> <li>❖ Track issues and risks</li> <li>❖ Deliver the project on time, on budget, and within scope</li> <li>❖ Assist the Client project manager as needed</li> </ul>	
<i>Participants</i>	<b>Tyler</b>	<b>Client</b>
	❖ Project Manager	❖ Functional Project Manager
<i>Milestones</i>	<b>Item</b>	<b>Description</b>
	2.1 Project Status Report (s) 2.1.1 – 2.1.10 Status Reports 1 - 10	2.1 Periodic status reports to show: current issues; current schedule; upcoming activities and tasks; tasks and activities that are past due. Reports to be generated at least once per month but may be generated weekly as needed.
	2.2 Project Schedule	2.2 Updated project schedule of activities

**3. Infrastructure, Business Process Review, Configuration & Forms**

**Odyssey Infrastructure Established – On-Premise Deployment**

The Tyler Corrections implementation and software deployment will utilize the existing Odyssey infrastructure, including the existing Odyssey database instance(s) that are in use by the Lowndes County Courts.

During this task, Tyler will work with the Client IT Team to plan for and design the Client’s Odyssey infrastructure. As part of this activity, Tyler will also provide the Client IT Team with Odyssey specifications and compatibility