

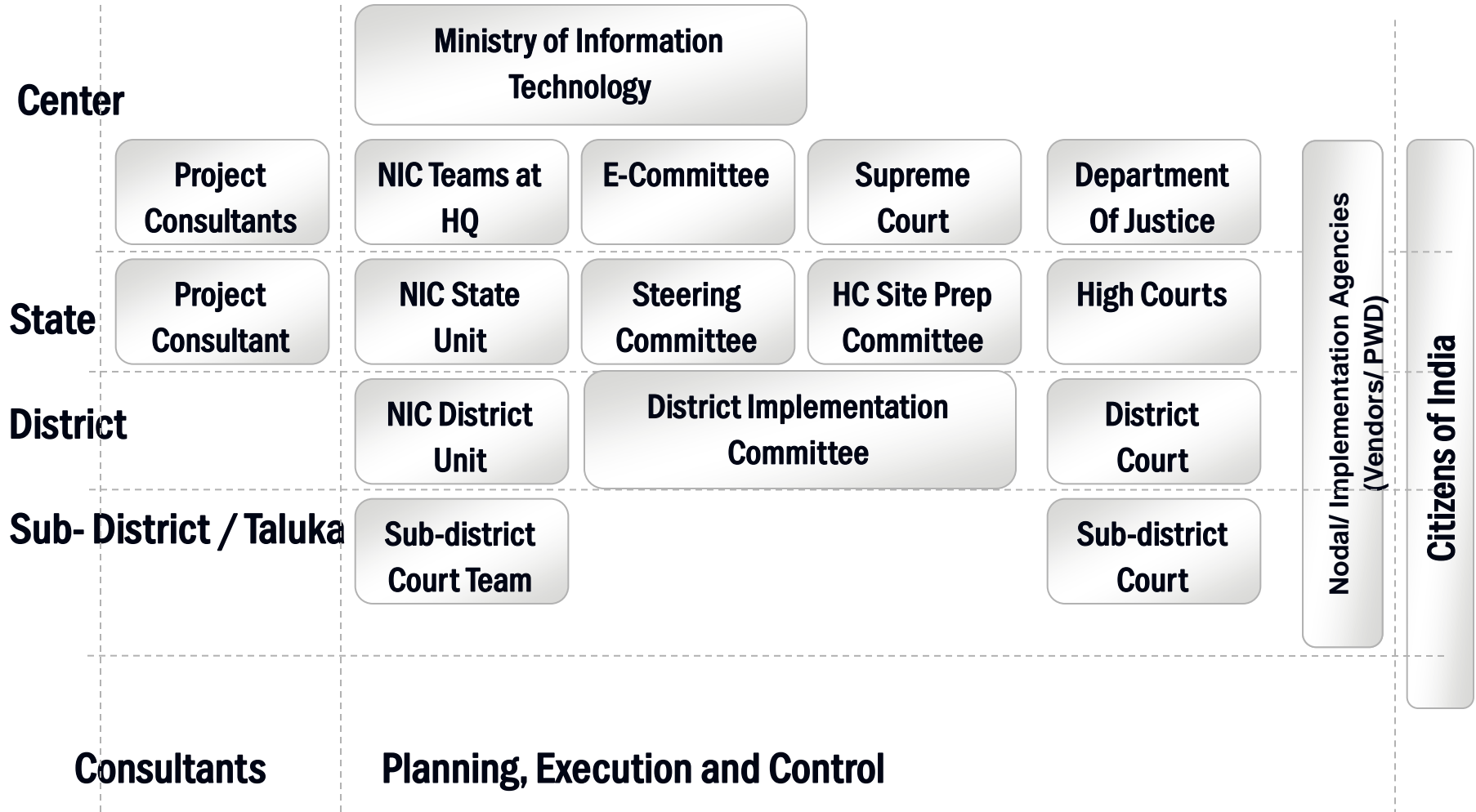


Project Charter for e-Courts

Utility of Project Charter

- Provide a common point of reference
- Define the roles of each of the stakeholders
- Serves as the basis for a collaborative environment
- Facilitate tracking and allocation of responsibilities amongst stakeholders
- Facilitate better coordination amongst stakeholders
- Ready guide for contact details of the members at various levels and across locations

Project Execution



Project Execution

1	e-Committee	
2	NIC HQ	Project Monitoring and Evaluation Team
		Software Team
		Infrastructure team
3	NIC State Units	
4	NIC District Units	
5	Department Of Justice	
6	Project Monitoring Committee at HQ	
7	Project Steering Committees (21) at all High Courts	
8	High Court Committees for site preparation	
9	District Court Monitoring Committees	
10	Vendors	
11	PWD	
12	Project Consultants	

Roles and responsibility: Department of Justice

Serial Number:	6	Name of Stakeholder	Department of Justice
Primary Objective:			
Department of Justice (DOJ) would be responsible for:			
<input type="checkbox"/> Coordination with e-Committee, NIC, High Courts and State Governments			
<input type="checkbox"/> Funding			
<input type="checkbox"/> Administrative Overview			
<input type="checkbox"/> Project Monitoring			
Reporting To:	Ministry of Justice	Location:	Delhi
Composition:	Additional Secretary, Joint Secretary, Director		
Responsibilities:			
<input type="checkbox"/> Coordination with State Governments, Judiciary, and implementation agencies			
<input type="checkbox"/> Timely issuance of directives and tracking progress of the modules			
<input type="checkbox"/> Timely release of funds for project execution			
<input type="checkbox"/> Providing strategic direction for various modules of the project			

Roles and responsibility: Project Monitoring Committee

Serial Number:	7	Name of Stakeholder	Project Monitoring Committee
Primary Objective:			
Central Monitoring committee that is responsible for tracking the progress of all the project activities			
		Location:	Delhi
Composition:	Additional Secretary, Department of Justice, GOI Director General, NIC Member Technical, e-Committee		
Responsibilities:			
<input type="checkbox"/> Performs the function of the central executive body <input type="checkbox"/> Issuing directives to the Implementing Agency <input type="checkbox"/> Devising the project strategic framework and execution guidelines <input type="checkbox"/> Review project action plans and provide guidance on implementation aspects <input type="checkbox"/> Monitoring and evaluation of project progress			

Roles and responsibility: NIC HQ – Project Monitoring

Serial Number:	2a	Name of Stakeholder	NIC HQ – Project Monitoring
Primary Objective:			
<ul style="list-style-type: none"> • Implementing agency for the project • Planning, coordination, monitoring and evaluation of various project modules 			
		Location:	Delhi
Composition:	Director General, Project Leader- Software, Project Leader – Infrastructure, Project Consultants		
Responsibilities:			
<ul style="list-style-type: none"> <input type="checkbox"/> Personalised training to judges and deployment of technical manpower <input type="checkbox"/> Interconnectivity of all District & Subordinate courts, High Courts to Supreme Court <input type="checkbox"/> Site Preparation and provision of requisite infrastructure, hardware and network <input type="checkbox"/> Development and Implementation of Standardized Application Software <input type="checkbox"/> Upgrading ICT facilities at Supreme Court and High Courts <input type="checkbox"/> Implementation and maintenance of website for Project Monitoring <input type="checkbox"/> Tracking Issues and ensuring progress 			

Roles and responsibility: NIC HQ - Infrastructure Team

Serial Number:	2b	Name of Stakeholder	NIC HQ - Infrastructure Team
Primary Objective:			
Planning, execution and co-ordination of all tasks related to the Infrastructure setup of the project			
		Location:	Delhi
Composition:	Project Leader- Infrastructure, Project Consultants, Infrastructure Team		
Responsibilities:			
Responsible for the execution of the following modules:			
<input type="checkbox"/> Project Planning and coordination activities <input type="checkbox"/> Co-ordination with Central Project Monitoring Committee and Vendors <input type="checkbox"/> Interaction with e-Committee, DoJ & Courts for project purposes <input type="checkbox"/> Site preparation activities <input type="checkbox"/> Procurement of Hardware and other related infrastructure <input type="checkbox"/> Supervision and reporting status of Training of Judges <input type="checkbox"/> Resolving all Issues related to Infrastructure setup			

Roles and responsibility: NIC HQ – Software Team

Serial Number:	2c	Name of Stakeholder	NIC HQ – Software Team
Primary Objective:			
Software Application Standardization and development and updation of the systems at the various District Courts, High Courts and Supreme Court.			
		Location:	Delhi
Composition:	Project Manager- Software, Project Consultants, Software Team		
Responsibilities:			
<u>For Version 1:</u>		<u>For Version 2(BPR):</u>	
<input type="checkbox"/> Preparing a report on existing data structures and functionality based development of a common –view of various state versions <input type="checkbox"/> Critical analysis of common view by software standardisation committee <input type="checkbox"/> Design, development, testing, and rollout of common view software <input type="checkbox"/> Configuration Management & Training		<input type="checkbox"/> Development of reengineered processes <input type="checkbox"/> Implementation of the application software for reengineered process <input type="checkbox"/> Evaluation and Testing <input type="checkbox"/> Roll-out and Handholding	

Roles and responsibility: NIC State Unit

Serial Number:	3	Name of Stakeholder	NIC State Unit
Primary Objective:			
<input type="checkbox"/> Coordination & reporting to NIC HQ on all matters relating to project activities. <input type="checkbox"/> The SIO from each NIC State Unit is a member of the HC Site preparation committee <input type="checkbox"/> The NIC State Unit is also be responsible for coordination with the vendors for delivery, installation and facilitation of payment process.			
Reporting To:	NIC HQ – Project Monitoring	Location:	Each High Court
Composition:	NIC SIO, State coordinator, NIC representative at the High Court		
Responsibilities:			
<input type="checkbox"/> Facilitation in successful delivery & installation of various infrastructure activities <input type="checkbox"/> Support in Project Monitoring and Evaluation activities <input type="checkbox"/> Provide support in rollout of Standardized Application Software Version 1 and 2 <input type="checkbox"/> Tracking Issues and ensuring progress on various modules <input type="checkbox"/> Coordinate with vendors in issue resolution <input type="checkbox"/> Coordinate with courts for updating the Project Monitoring website <input type="checkbox"/> Provide support in other project related activities			

Roles and responsibility: NIC District Unit

Serial Number:	4	Name of Stakeholder	NIC District Unit
Primary Objective:			
Coordinate with district courts for smooth implementation of project activities at the district, sub-district and taluka courts			
Reporting To:	NIC State Unit	Location:	Each District Court
Composition:	NIC DIO, NIC District Representative		
Responsibilities:			
The NIC district unit will be responsible for			
<input type="checkbox"/> Facilitation in successful delivery and installation of various infrastructure modules <input type="checkbox"/> Support in Project Monitoring and Evaluation activities <input type="checkbox"/> Provide support in rollout of Standardized Application Software Version 1 and 2 <input type="checkbox"/> Tracking Issues and ensuring progress on various modules <input type="checkbox"/> Coordinate with vendors in issue resolution <input type="checkbox"/> Updation of information on the project monitoring website <input type="checkbox"/> Provide support in other project related activities			

Roles and responsibility: Project Steering Committees

Serial Number:	8	Name of Stakeholder	Project Steering Committees
Primary Objective:			
This would oversee the implementation of project activities in the respective High Court jurisdiction			
		Location:	High Court
Composition:	3-5 Judges of High Court		
Responsibilities:			
The Committee oversees execution of all the Modules of the project at the HC and all subordinate Courts.			
The main tasks include overseeing and giving strategic directions in execution of:			
<input type="checkbox"/> Site preparation activities <input type="checkbox"/> Training of Judges and deployment of Technical Manpower <input type="checkbox"/> Infrastructure delivery, installation, and working <input type="checkbox"/> internet connectivity for judges and at court complexes <input type="checkbox"/> Deployment of software application Version 1 and 2			

Roles and responsibility: High Court Committees for site preparation

Serial Number:	9	Name of Stakeholder	High Court Committees for site preparation
Primary Objective:			
Execute site preparation activities and give directions to the executing agency to complete the work in time bound manner			
Reporting To:	Project Steering Committee	Location:	High Court
Composition:	Registrar General as its Chairman with State Informatics Officer (SIO) of NIC and Secretary (PWD/Public Building) of State Government as members		
Responsibilities:			
<input type="checkbox"/> Engage the executing agency (PWD or Independent Contractor) for site preparation work in the State.			
<input type="checkbox"/> Facilitate vetting of cost estimates, BoM, and layout diagrams for site preparation			
<input type="checkbox"/> Oversee activities of civil and electrical work and network infrastructure set-up			
<input type="checkbox"/> Facilitating monitoring, evaluation, and reporting of site preparation progress			
<input type="checkbox"/> Forward cost estimates and work completion certificates to NIC for payment			

Roles and responsibility: District Implementation Committees

Serial Number:	10	Name of Stakeholder	District Implementation Committees
Primary Objective:			
This committee will monitor all the major project activities within the District and submit progress reports to the High Court level committee as and when required			
Reporting To:	Project Steering Committee	Location:	District Court
Composition:	District Judge, DIO-NIC, and District PWD In-Charge		
Responsibilities:			
Facilitate implementation of the major modules such as			
<input type="checkbox"/> Infrastructure Procurement, delivery, installation, and working <input type="checkbox"/> Internet connectivity for Judges and court complexes <input type="checkbox"/> Site preparation activities <input type="checkbox"/> Training of Judges and deployment of Technical Manpower <input type="checkbox"/> Deployment of software application Version 1 and 2 <input type="checkbox"/> Facilitate updation of Project Monitoring website			

Roles and responsibility: Vendors

Serial Number:	11	Name of Stakeholder	Vendors
Primary Objective:			
Vendors are all external organization that have been empanelled for each of the tasks. They are primary responsibility is as per the directives issued by the NIC/ e-Committee.			
Reporting To:	NIC	Location:	-
Composition:	-		
Responsibilities:			
<input type="checkbox"/> As per the Service Level Agreements and Terms & Conditions of the contract <input type="checkbox"/> Successful execution of their designated role			

Roles and responsibility: PWD

Serial Number:	12	Name of Stakeholder	PWD
Primary Objective:			
PWD is responsible for Site Preparation across locations as directed by the High Court committee. A member of PWD is part of the High Court Site Preparation Committee			
Reporting To:	State committees	Location:	-
Composition:	-		
Responsibilities:			
<input type="checkbox"/> Facilitate the site preparation activities at all court complexes including civil & electrical requirements <input type="checkbox"/> Vetting of cost estimates, BoM, and layout diagrams as prepared by contractors <input type="checkbox"/> Ensure that project costs are not inflated by undesirable practices			

Roles and responsibility: Project Consultants HQ Team

Serial Number:	13a	Name of Stakeholder	Project Consultants HQ Team
Primary Objective:			
Ernst & Young is responsible for providing Consulting services to NIC for all the modules of the project			
Reporting To:	NIC HQ	Location:	Delhi
Composition:	Team of Consultants at HQ		
Responsibilities:			
<ul style="list-style-type: none"> <input type="checkbox"/> Preparation of comprehensive Project Plan and Action Plans for various modules <input type="checkbox"/> Project Monitoring, evaluation, and periodic reporting to all stakeholders <input type="checkbox"/> Preparation and submission of fortnightly project status report <input type="checkbox"/> Development of Project Monitoring Website <input type="checkbox"/> Critical Review for all Tender documents <input type="checkbox"/> Facilitate Vendor Technical and Financial Evaluation <input type="checkbox"/> Devising strategy for Software application standardisation (Version 1) and Version 2 			

Roles and responsibility: Project Monitoring Consultant at State level

Responsibilities:

- Interface to ensure flow of information between HQ and State levels
- Responsible for resolving hold ups and ensuring progress of activities
- Tracking issues and collecting and escalating common problems faced
- Generation of Action Items and status reports
- Planning of site preparation activities depending on the conditions prevalent within that state
- Roll-out planning and tracking migration path of the application software
- Coordination amongst various stakeholders and vendors for Site preparation, Hardware procurement, connectivity and Network installation

Roles and responsibility: Project Monitoring Consultant at State level

Responsibilities:

- Planning and developing action plan for effective transitioning and change management
- Updating the website with details of High court and reporting progress of district and taluka courts
- Active coordinator and representative of NIC on field, working exclusively for this project
- Coordinating Site preparation committee meetings; preparation and upload of minutes
- Reporting to NIC SIO or NIC In-charge at High Court