

SACC PROJECT
FIRST PHASE

2019-2020

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- The original document was written in Spanish.

1. BACKGROUND

Since March 2019, the Directory of Technology has been working on the development of the automatic system for handling cases and documentation of the Constitutional Court, preliminarily baptized as "SACC" (Automated System of the Constitutional Court ").

The design and development of SACC encompass three phases. In the first phase, there have been two major areas where we have emphasized our efforts: design and technical production, and communications. Regarding the former, the team designed, produced, and corrected the online platform to (i)submit documents -e.g. indictments, subpoenas, petitions, amicus curie among others- (ii)the digital repository of these documents that can be searched by search engines and (iii)the automatic and randomized allocation of cases to each judges' office. Additionally, (iv) virtual hearings were set up to promote citizens' participation. While regarding the latter, a communication plan was developed to promote the use of the system and participation in hearings and help users with technical issues. Currently, the team is working on the second phase that spans the design and development of a management system to resolve the cases. This phase includes the digitalization of the process of admission and resolution of all the cases as well as their legal notification. The second part of this phase will be the design and development of electronic tools to promote access from minorities, people with disabilities, and indigenous people (who speak different languages). On the other hand, the third phase will enclose the development of artificial intelligence to select cases that could create constitutional precedents.

This document develops only the first phase.

2. SACC PROJECT

Aiming at socializing and guaranteeing the successful execution of the system, the " SACC Project " integrates the legal, communication, planning, human talent, and administrative components, among others.

Consequently, meetings have been held between the directors of the different administrative areas to establish the milestones, managers, schedules, and budget that are detailed in this report.

3. METHODOLOGY

To carry out this project, the PMBOK methodology will be used, which provides a formal reference framework to coordinate the activities of all the managers and collaborators; as well as reporting on the progress of the project.

1. According to the PMBOK methodology, the project is promoted by a sponsor who, in general, is the highest authority of the Institution. In our case, it is the President of the Court.
2. The sponsor appoints a project leader who is in charge, mainly, of coordinating the activities and meetings in order to obtain the expected results in the deadlines. In this case, the president of this Court appointed María Consuelo Velasco as leader of the project on August 7, 2019.
3. Weekly meetings have been carried out to ensure compliance with the commitments, activities, and proposals.

4. SCOPE OF THE PROJECT SA C C:

The scope of the SACC project includes the automation of the entry and drawing of cases, registration, and management of both internal and external documents, as well as their certification, management of judges' offices, and filing of the documentation submitted to the Court.

5. MILESTONES IDENTIFIED, RESPONSIBLE AND COLLABORATORS

5.1. SACC system development

RESPONSIBLE	COLLABORATORS
Belfor Medina National Director of Technology	Maria Eugenia Samaniego General Secretariat Ana Carolina Donoso Judges offices' coordinator. María Gracia Naranjo and Pamela Escudero Representatives of judges' Advisers. María Augusta Zambrano and Pamela Barrionievo Representatives of the Clercks. Myrela Encalada Representative STJ. Consuelo Velasco Project Leader " SACC ". Ana Cristina Pena Planning Director. Natalia Ramirez Collaborator of the Planning Department. Lady Camacho Planning Direction Collaborator.

5.2. Agreements with the Council of the Judiciary (Interoperability and electronic signature)

RESPONSIBLE	COLLABORATORS
Ivette Charvet Director of Legal Advice	Belfor Medina Technology Director. Maria Eugenia Samaniego General Secretariat Consuelo Velasco Project Leader.

5.3. Agreement with DI NARD AP (National Directorate of Public Data)

RESPONSIBLE	COLLABORATORS
Ivette Charvet Director of Legal Advice	Belfor Medina National Director of Technology. Consuelo Velasco Project Leader “ SACC “. Lorena Medina STJ Rapporteur

5.4. Reform of the Court Regulation

RESPONSIBLE	COLLABORATORS
Daniel Gallegos Jurisdictional Technical Secretary	María Eugenia Samaniego General Secretariat Ana Carolina Donoso Representative of judges’ offices coordinators. María Gracia Naranjo y Pamela Escudero Representatives of judges’ offices advisers. María Augusta Zambrano y Pamela Barrionievo Representatives of the actuaries. Myrela Encalada Representative STJ. Consuelo Velasco Project Leader “ SACC “.

5.5. Improved processes

RESPONSIBLE	COLLABORATORS
Ana Cristina Peña National Director of Planning.	Lady Camacho National Planning Directorate María Eugenia Samaniego Representative of the General Secretariat Mauricio Montalvo Director of Documentology Ana Carolina Donoso Representative of judges' offices coordinators. María Gracia Naranjo y Pamela Escudero Representatives of judges' offices advisers. María Augusta Zambrano y Pamela Barrionievo Representatives of the actuaries. Lorena Molina, Myrela Encalada, Juan Martín Sánchez y Carolina Baca. Representative's STJ Consuelo Velasco Project Leader " SACC ".

5.6. Hardware acquisition

RESPONSIBLE	COLABORATORS
Sebastián Palacios, Administrative Director	Ivette Charvet Director of Legal Advice Ana Cristina Peña Planning Director Belfor Medina National Director of Technology

5.7. Communication plan

RESPONSIBLE	COLABORATORS
Alejandra Ortega Director of communication	Belfor Medina National Director of Technology Ana Cristina Peña Planning Director Consuelo Velasco Project Leader "SACC"

6. TIMELINE AND ESTIMATED BUDGET

Estimated dates that can be modified by factors external to planning.

6.1. SACC system development

- **Automatic and randomized allocation of cases**

Activity	Deadline
Adaptation of the system to the configuration matrix and the observations made at the meeting on December 24th.	01/10/2020
Set up training environment	01/10/2020
Preparation of manuals and tutorials	01/10/2020
Training	01/17/2020

- **Virtual Platform to submit documents and digital repository**

Activity	Deadline
Go live	03/02/20
Access control and user stories.	07/20/20
Automatic allocation.	07/20/20
Digitization of documents.	07/20/20
Automatic draw and presentation of documents via internet.	08/01/20

7. Agreements with the Council and DINARDAP

Activity	Deadline
Submit to the Secretary of Institutional Management and the Council of the Judiciary the request for the two specific agreements.	08/23/19
Subscription tracking.	10/10/19
Subscription of the agreements.	10/17/19

8. Improved processes*

Activity	Deadline
Design	
Elaboration of flow diagram (if it exists)	09/18/2019
Counterpart validation	09/24/2019
Construction	
Narrative and body of the document	09/24/2019
Reviews	
Counterpart review	11/15/2019
Authorities Approval	
Collection of process owner signatures	11/26/2019
Dissemination and Training	
Sending of approved communication pill	02/12/2020
Counterpart validation	02/13/2020
Design	
Elaboration of the flow diagram (if it exists)	03/20/2020
Construction	
Narrative and body of the document	05/10/2020
Reviews	
Counterpart review	06/11/2020
Document implementation	07/01/2020

* Document implementation.

Hardware:

Activity	Deadline
Bid start.	09/25/2019
End of bid.	09/26/2019
Estimated award date.	09/27/2019

- **Budget:**

Purpose of the process	Referential budget without VAT
Acquisition of IT equipment, computers, servers and multifunction copiers.	53'548.98 USD

9. Communicational Plan

Management plan

Activity	Deadline
Expectation campaign.	01/01/2020
Information campaign	07/20/2020
Results presentation campaign.	10/20/2020

- **Estimated budget:**
Own institutional development.