



Administrative Office of the Courts

Operations Division

September 17, 2018

Good afternoon,

The Administrative Office of the Courts is pleased to announce a new statewide GEARS project!

The GEARS PeopleSoft Asset Management (AM) and Inventory Management (INV) Project will create a Maryland Judiciary-wide solution replacing and augmenting existing Asset Management and Inventory systems, as well as working in tandem with ServiceNow (SN) to provide support and maintenance for the entirety of the Maryland Judiciary. The go-live date is tentatively planned for April 2019 and we are currently in the beginning of the design phase of the project. With the full implementation of AM and INV in GEARS, the system will bring a greater level of efficiency. Other identified benefits of the project are:

- Full integration of the Asset Lifecycle, from Requisition to Disposal:
 - Purchase->Receive->Inventory->Asset Tracking->Invoice->Disposal
(Procurement, Warehousing, Fixed Assets, Service Desk, Finance)
- Eliminate duplicate receiving in GEARS and SN.
- Eliminate manual reconciliation.
- Improved auditing and internal controls.
- Accurate inventory visibility.
- Allow asset grouping and hierarchy.
- Better tracking of costs to assets.

Please feel free to review the attached presentation from our Project Kick-Off meeting for more detailed information, including the members of the Executive Steering Committee and the Project Team and their respective roles and responsibilities. The project team will continue to keep all users informed of the project status by sending out communication as we begin each phase of the project. It is important to note that during the project, current related processes and data will be reviewed to identify potential areas for improvement or standardization. Any required process changes will be communicated and the team will offer detailed training sessions and guidance during the training phase.

The team looks forward to working with users and developing the system to best meet the Judiciary's needs! Please let me know if you should have any questions or comments.

Thank you,
Tammy

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Project Kickoff.p...