

IT resource reservation system

Purpose

1. Implementation of IT-supported organizational tools in the area of resource management necessary for the implementation of the court's judicial and administrative activities.
2. Resource management in the aspect of the entire court by examining the availability and burden of individual resources and their groups, so that they can be optimally managed.

Assumptions

1. In its day-to-day operations, the court uses a variety of resources. They can be divided into three categories: premises, material and personal.
2. The premises include courtrooms, conference rooms, special rooms, e.g. a "blue room" or a courtroom with the possibility of teleconferences. Material resources usually include specialist equipment: e.g. a multimedia set for the presentation of evidence, means of transport, e.g. a car needed to transport the adjudicating panel and a collection of files to a hearing to be held in a distant building.
3. Human resources are the employees of an organization. In many cases, for effective and efficient work, it is necessary to share information related to the work calendar of individual employees in order to coordinate their activities.
4. Important information from this point of view is, for example, the calendar of the president of the court, the calendars of vice-presidents, the calendars of department chairmen and branch managers, or the holiday plan of employees of the IT department.

Create a tool

1. Improving the efficiency of resource management, on a court-wide scale, can be done by introducing IT support aimed at:- providing information about the resource including the selection of the resource itself (or a group of resources) and checking the status of the parameters describing it- ensuring the possibility of booking the resource at a specific time, with the possibility of possible later change of the reservation dates- obtaining information on the degree of use of individual resources, and resource groups within a specified time period.
2. Meeting the above postulates will not only shorten the process of booking resources, provide better control over the use of resources, but will also allow for the optimization of the structure of resources and will improve the efficiency of future purchases.
3. The basic mechanism for implementing the practice is to provide calendars for individual resources.
4. The calendar is also a mechanism that allows you to coordinate the activities of employees. In this case, the employee is a special type of resource, where the subject of the reservation is his time.

Description of the functioning of the practice

1. The described good practice assumes different models of functioning depending on the degree of maturity of the organization for its implementation.
2. Maturity levels of good practice *An IT resource reservation system*:
 - a) initial: local applications (e.g. appropriately developed spreadsheets) used by individual court units (divisions and branches) for resource reservation.
 - b) repeatable but intuitive: a networked (server-based), centralized application for resource reservation.
 - c) defined: the calendar of the court president, director and other persons in managerial positions.
 - d) controlled and measurable: formalized method of resource reservation and resource utilization measures.
 - e) optimized: analysis of trends (resource utilization load), analysis of user needs in terms of resource reservation, modification of the reservation model

Benefits

1. Aspect of work organization

- Increasing the availability of resources with limited resources.
- Identification and elimination of duplicate resources.
- Identification of underestimated resources.
- Identification of seasonality in resource use.
- Coordination of activities of selected employees and groups of employees.
- Improving the efficiency of the resource reservation process.
- Improving the purposefulness of planning the purchase of new resources.

2. Employee aspect

- Facilitate access to information about the availability and parameters of resources.
- Shortening the time of booking a resource, changing dates and possible cancellation of the reservation.
- Improving the ergonomics of the resource reservation procedure.
- Ability to coordinate with other employees.

3. Financial aspect

- Reduce the cost of the resource reservation process
- Reduction of the costs of acquisition and maintenance of resources

Cost of implementation

1. The costs of implementing the practice include the cost of hardware and software, the cost of training the system administrator, and the cost of training system users.
2. Good practice assumes the use of existing hardware and *Open Source* software (or other free software and possibly previously purchased commercial software), which in practice means limiting the expenses related to implementation only to personnel costs.

Other necessary expenditures/activities

Implementation requires a preparatory phase, which includes an initial assessment of the maturity level, verification of the maturity level, determination of the target maturity level and selection of methods and tools necessary to achieve the target level.