Exhibit A

Technology Oversight Committee
Quarterly Report
(July – September 2018)

PART I – Technology Project Oversight in the City of Portland
July – August 2018

Background
On February 2, 2011, City Council approved Resolution #36844 creating an independent five-member citizen committee for City of Portland technology projects. On April 20, 2011, City Council adopted changes to City Code Chapter 3.15.010 and Chapter 3.15.070 to establish the duties and authorities of the Chief Administrative Officer and Chief Technology Officer respectively as they relate to Technology Project Oversight. On June 29, 2011, Council adopted an update to BTS Administrative Rule (A.R.) 4.01 – Technology Project Intake as well as a new rule (BTS A.R. 1.07) on Technology Project Oversight.

As stated in BTS A.R.1.07, technology project oversight for the City of Portland includes the following components:

- Citizen Oversight
- Quality Assurance
- Project Management

Citizen Oversight

The citizen members of the Technology Oversight Committee (TOC) are:

Selected by	Member
Mayor Wheeler	Wilfred Pinfold, PhD CEO urban.systems, Inc.
Commissioner Fish	Ken Neubauer Director Platform Engineering, Standard Insurance
Commissioner Fritz	Dyanna Garcia
Commissioner Eudaly	Victoria Trapp Strategic Business Consultant, ATUM Group
Commissioner Saltzman	Jimmy Godard

Exhibit A

Quality Assurance

Quality assurance (QA) – provided by external contractors – is a required component of the City's technology project oversight. The role of the QA consultants on a project overseen by the TOC is to provide guidance and oversight to the City staff on the technology project, but ultimately to report the QA's unbiased findings to the TOC.

Project Management

Staff from Office of Management & Finance (OMF) Business Operations and OMF Bureau of Technology Services provide committee support and technical expertise to the TOC.

There were no major developments this quarter. All the templates and tools are working well.

Projects under TOC Oversight
- Portland Online Permitting System (POPS)
- City Budget Office software replacement, Budget Formulation Management (BFM)

New Projects under TOC Oversight
- TOC has recently started monitoring the Portland Oregon Website Replacement (POWR) project and has reviewed the Integrated Tax System (ITS) RFP.

Exhibit A

PART II – Summary of Technology Projects under TOC Oversight
July – September 2018

Project name: **Portland Online Permitting System (POPS)**
Bureau: Bureau of Development Services (BDS)
                          Bureau of Technology Services (BTS)

Project Description:
This project develops a paperless permit and case management process and allows complete, online access to the permitting and case review services. Project deliverables include digitization and online access of historical permits and property information, implementation of an updated permit and case review information management system, online case and permit application and review services, mobile online access for field staff, and implementation of an automated queuing system.

Major accomplishments this quarter:
- Project Scope is complete.
- Budget is complete and approved by sponsors.
- CSDC contract is signed.
- Crystal report conversion is complete.
- POPS Amanda shadow system migration project is complete.
- Risk Management plan is approved.

Upcoming milestones next quarter:
- QAT will begin Inspection Scheduling, and vendor will provide documentation.
- Portal II Train the Trainer for Admin and BSA's.
- Portal II QAT will begin, and a Support Plan will be developed.
- Phase II strategy and priority projects will be finalized.

Risks, concerns, comments from TOC:
- TOC was glad to see a project budget but has strong concern about the vendor's timeliness and ability to respond to issues that have arisen.

Exhibit A

Project Name: **Portland Online Permitting System (POPS)**
Bureau: **Bureau of Technology Services, Bureau of Development Services**
Reporting Date: **13 September 2018**

	Initial Estimate at TOC Intake 10/10/2017	**Planned at Baseline**	**Current Revision** 10/15/2018	**QA Assessment**			**TOC Assessment**		
Expected Completion	09/30/2018		TBD	July	Aug	Sept	July	Aug	Sept
Confidence Level	Medium		Medium	Green	Yellow	Yellow	Yellow	Yellow	Yellow
Budget	TBD		$11,997,231	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow
Confidence Level	TBD		Medium						
Scope Stability Confidence Level	Medium		Medium	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow

Exhibit A

Project name: **Budget Formulation Management (BFM)**
Bureau: City Budget Office (CBO)

Project Description:
This project replaces the City's current budget software system, BRASS, with Budget Formulation Management (BFM). BFM is a cloud-based application managed by Sherpa Government Solutions (Sherpa). Sherpa shall design, build, install and support BFM for the City to meet the City's enterprise wide budget management needs. The scope of this project includes: full conversion of BRASS data, combining the currently separate databases for BMP and Production into a single repository; form development; personnel and benefits costing/forecasting; capital project budgeting; performance management; integration with the City's enterprise resource planning system, SAP; and integration with the City Budget Office's (CBO) publishing software, Patternstream.

Major accomplishments this quarter:
- Significant progress has been made on report development; file structure is established, drill down order is established and bureau survey data is compiled.
- Administrative uploads have been finalized.
- End user trainings have been scheduled and invitations have been sent.

Upcoming milestones next quarter:
- Continue to make progress on reporting.
- Complete BMP forms.
- Schedule/confirm uPerform training opportunities.

Risks, concerns, comments from TOC:
- TOC members are pleased with this project's status and have no concerns at this time.

Exhibit A

Project Name: **BFM Implementation**
Bureau: **City Budget Office**
Reporting Date: **10 September 2018**

	Initial Estimate at TOC Intake 4/16/2018	**Planned at Baseline** 8/21/2018	**Current Revision**	**QA Assessment**			**TOC Assessment**		
Expected Completion	12/1/18	12/1/18		July*	Aug	Sept	July*	Aug	Sept
Confidence Level	Medium	Medium		n/a	Green	Yellow	n/a	Green	Green
Budget	$1,080,000	$869,530		n/a	Green	Yellow	n/a	Green	Green
Confidence Level	TBD	Medium							
Scope Stability Confidence Level	Medium	Medium		n/a	Yellow	Yellow	n/a	Yellow	Green

*Note: TOC took project on in August 2018.