Technology Oversight Committee
Quarterly Report
(July - September 2017)

PART I – Technology Project Oversight in the City of Portland
July – September 2017

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 Hales	Wilfred Pinfold, PhD
Commissioner Fish	Ken Neubauer Director Platform Engineering, Standard Insurance
Commissioner Fritz	Dyanna Garcia
Commissioner Novick	Joshua Mitchell Director of Engineering, Phase 2
Commissioner Saltzman	Michael Lynch Director Software Engineering, Salesforce

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)
- Data Center Move project

New Projects under TOC Oversight
- None as of the end of this reporting period. TOC expects to add the City Budget Office software replacement in October.

PART II – Summary of Technology Projects under TOC Oversight
July – September 2017

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:
- Upgrade AMANDA 6 database.
- Complete mission statement.
- Develop staffing plan.
- QA evaluator has been selected.

Upcoming milestones next quarter:
- Create implementation approach.
- Create implementation budget.
- Map high-level architecture and delivery roadmap.

Risks, concerns, comments from TOC:
- TOC supports POPS current project direction.

Project Name: **Portland Online Permitting System (POPS)**
Bureau: **Bureau of Technology Services, Bureau of Development Services**
Reporting Date: **18 September 2017**

	Initial Estimate at TOC Intake date: 08/03/2017	**Planned at Baseline***	**Current Revision**	**QA Assessment**			**TOC Assessment**		
Expected Completion	09/30/2018			July	Aug*	Sept*	July	Aug*	Sept*
Confidence Level	Medium			Green	n/a	n/a	Green	n/a	n/a
Budget	TBD			Green	n/a	n/a	Green	n/a	n/a
Confidence Level	TBD								
Scope Stability Confidence Level	Medium			Green	n/a	n/a	Green	n/a	n/a

* "Discovery" phase complete in July; "project" phase not yet begun.

Project name: **Data Center Move Project**
Bureau: Bureau of Technology Services (BTS)

Project Description:
This project will move the City's primary data center from the Portland Building to a competitively selected colocation facility. This project will also obtain a secondary, out of region colocation data center to facilitate later disaster recovery capabilities. BTS requires facilities that offer acceptable levels of physical security, power and cooling redundancy, monitoring, and compliance.

Status: Project is on schedule.

Major accomplishments this quarter:
- BTS non-production and production migration complete.
- Customer lower-risk non-production migration complete.

Upcoming milestones next quarter:
- Customer lower-risk production migration complete.
- Customer higher-risk non-production and production migration complete.
- Portland Building data center decommissioned by end of December 2017.

Risks, concerns, comments from TOC:
- TOC is confident that project will complete on time.

Project Name: **Data Center Move**
Bureau: **Bureau of Technology Services**
Reporting Date: **18 September 2017**

	Initial Estimate at TOC Intake date:12/19/2016	Planned at Baseline* date: 12/29/2016	Current Revision xx/xx/xxxx	QA Assessment			TOC Assessment		
Expected Completion	12/29/2017	12/29/2017	n/a	July	Aug	Sept	July	Aug	Sept
Confidence Level	Very High	Very High	n/a	Green	Green	Green	Green	Green	Green
Budget	$9.7M	$9.7M	n/a	Green	Green	Green	Green	Green	Green
Confidence Level	Very High	Very High	n/a						
Scope Stability Confidence Level	Very High	Very High	n/a	Green	Green	Green	Green	Green	Green