Exhibit A

Technology Oversight Committee
Quarterly Report
(January - March 2018)

PART I – Technology Project Oversight in the City of Portland
January – March 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	vacant
Commissioner Saltzman	Michael Lynch Vice President Enterprise Systems, Salesforce.org

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)

New Projects under TOC Oversight

- None as of the end of this reporting period. TOC expects to add the City Budget Office software replacement, Portland Oregon Website Refresh, and Enterprise Asset Management in 2018.

PART II – Summary of Technology Projects under TOC Oversight
January – March 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:
- Amanda 7 technical training (train the trainer) is complete.
- Team is restarting work on key project/program management deliverables: charter, risk planning, communications planning.

Upcoming milestones next quarter:
- Complete Statement of Work Task Orders with vendor.
- Move ahead on TRACS enhancements
- Product owner completion of staff assessment and final staffing plan urgently need to be completed.

Risks, concerns, comments from TOC:
- TOC is waiting to see scope and schedule before beginning to rate the project.

Project Name: **Portland Online Permitting System (POPS)**
Bureau: **Bureau of Technology Services, Bureau of Development Services**
Reporting Date: **12 December 2017**

	Initial Estimate at TOC Intake 10/10/2017	Planned at Baseline *	Current Revision 11/21/2017	QA Assessment			TOC Assessment		
Expected Completion	09/30/2018		9/30/2017	Jan	Feb	Mar *	Jan* *	Feb* *	Mar *
Confidence Level	Medium		Medium	Yellow	Yellow		n/a	n/a	
Budget	TBD		$4,963,146	Yellow	Yellow		n/a	n/a	
Confidence Level	TBD		Medium						
Scope Stability Confidence Level	Medium		Medium	Yellow	Yellow		n/a	n/a	

* TOC did not meet in March.
** TOC wants to see schedule and scope before rating.