PART I – Technology Project Oversight in the City of Portland
April – June 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:

<table>
<thead>
<tr>
<th>Selected by</th>
<th>Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor Wheeler</td>
<td>Wilfred Pinfold, PhD CEO urban.systems, Inc.</td>
</tr>
<tr>
<td>Commissioner Fish</td>
<td>Ken Neubauer Director Platform Engineering, Standard Insurance</td>
</tr>
<tr>
<td>Commissioner Fritz</td>
<td>Dyanna Garcia</td>
</tr>
<tr>
<td>Commissioner Eudaly</td>
<td>vacant</td>
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<tr>
<td>Commissioner Saltzman</td>
<td>Michael Lynch Vice President Enterprise Systems, Salesforce.org</td>
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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 will add the City Budget Office software replacement in July and is monitoring the Portland Oregon Website Refresh.
PART II – Summary of Technology Projects under TOC Oversight
April – June 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 has a baseline schedule.
• Project has a risk management plan, a risk manager, and a change manager.
• Amanda 7 development infrastructure is complete, development environment setup is in progress.
• The Public Permit Portal functional requirements are being reviewed.
• Electronic Plan review manager/reviewer training is complete

Upcoming milestones next quarter:
• Complete the project budget.
• Select a resource management tool.
• Establish testing and support plans and finalize the training, change management, and communication plans.
• Complete a new contract with CSDC.

Risks, concerns, comments from TOC:
• TOC is pleased to see a workable schedule, expects to see a budget soon.
Project Name: Portland Online Permitting System (POPS)
Bureau: Bureau of Technology Services, Bureau of Development Services
Reporting Date: 11 June 2018

<table>
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<tr>
<th>Expected Completion</th>
<th>Initial Estimate at TOC Intake 10/10/2017</th>
<th>Planned at Baseline</th>
<th>Current Revision 1/15/2018</th>
<th>QA Assessment</th>
<th>TOC Assessment</th>
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<td>Yellow</td>
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</tbody>
</table>

* TOC wants to see schedule and scope before rating.