

**Shilling, Mona**

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**From:** Shilling, Mona  
**Sent:** Friday, February 23, 2018 1:12 PM  
**To:** Shilling, Mona  
**Subject:** FW: ESTECH - Follow Up and Agenda Prep

**From:** David Froemke [mailto:david@froemke.com]  
**Sent:** Tuesday, February 20, 2018 8:57 AM  
**To:** Mallory, Charles  
**Cc:** Kim, Scott; Paul Lanyi; Lindsey Breeden; Greg Carpenter (gcarpenter@elsegundo.org) <gcarpenter@elsegundo.org>; Chad Hahn; Tori Lieberstein; Brian Hauer (ests@tsotech.com); Tom Vanek (tom.vanek@gmail.com)  
**Subject:** ESTECH - Follow Up and Agenda Prep


Charles,

Just thought I would drop you a line to see how you were surviving and to catch up on a couple things.

One of the biggest areas of concern for our group has been project status. I personally was happy to hear that you had a solid background running projects. Your group is overseeing tons of very key projects. A frustration the committee has is that we've continued to ask for greater understanding of each of the project's status. Staff has tried different ways, yet we continue to have unanswered questions. My bet is that you have the ability to close this gap for us.

Related to the active projects below is that we are simply missing the details. Perhaps developing a one pager with an Agile/Scrum-like status for each of the projects would be most helpful. Scrum/Agile doesn't flawlessly fit these type of projects IMHO, but the status reporting would. Providing budget updates, risks, completed milestones/tasks (aka stories), unfinished work etc. Something like the attached would be great.

Let me get on with the agenda.

1. New Business
  - a. Electronic Communications Legal Discovery
    - i. (Mark Hensley)  

2. Old Business
  - a. Primary Projects
    - i. The project chart
      1. We really need this chart to be formatted for reading. My recommendation is that it's simply pivoted and blown up.
      2. This is also something I would like the group to see in advance of the meeting.
      3. It will have been 5 or so weeks since the last meeting and I'm guessing that this will be updated by the time the group meets on the 26<sup>th</sup>.
    - ii. Support tickets
      1. This will need an update to include January's tickets.
    - iii. City Software, Staffing and Technologies
      1. Perhaps you and I can come up with a better way of organizing these items for the group.
      2. Staffing

- a. In addition to hearing about the current open/filled position for the current org chart, it would be great to hear from you your thoughts on the current state of staffing and organizational structure.
3. Technologies & Software are here in case we need to discuss/vote on something in particular.
- b. Parks & Rec Rec1 Software Implementation Status
  - i. (Meredith Petit)
  - ii. We'd like to see how this project is progressing and help ensure it stays on track. In an effort to bring light to the big wins and pitfalls, we've asked three months in a row for a detailed understanding of the project from the project leads. At a minimum we again request that Meredith be in attendance. The hope continues to be that the appropriate staff or contractors be on-hand in lieu of a detailed description of the status.
  - iii. We'd like to see their existing workplan, project plan, Gantt chart timeline and/or whatever will give us a sense of where they are in the process and on target for their delivery.
  - iv. Discussion of plan b.
- c. Website
  - i. (the 3<sup>rd</sup> party project lead)
  - ii. We would like to hear how this is actually progressing. They should provide an understanding of proposed time, budget, expenses to date, proposed site map & structure etc. I feel, that since the 3<sup>rd</sup> party project manager has been leading this, we've not had any significant movement toward getting the site built. I'm hoping together we can rectify this and move this at a faster pace.
- d. Planning Department Software Status
- e. Business Licensing Online
  - i. If actually completed, let's get the costs filled in.

I think you see the path I'm on here. If the team could be better prepared to handle the myriad of questions, it would go a long way.

We are very grateful to finally have you on board. The good news is that there is never going to be a boring day!

Please let me know if you have questions or comments.

Thanks

David