

FORM 700 E-FILING PROJECT LIFE CYCLE

Initial Scoping Activities

- ✓ Preliminary meetings with select departments
- ✓ PeopleSoft update in coordination with DHR and City departments

Legislative

- ✓ Meet & Confer planning, coordination and session with Employee Unions
- ✓ Draft and pass regulation to enforce e-filing for designated employees
- Biennial Code review and adoption
- COI Code update

Technical Scoping

- ✓ Evaluate, test, and document functional specs for each business process and user role
- ✓ Identify and address technical issues and constraints
- ✓ Evaluate training development software and City's LMS
- ✓ Test and confirm NetFile user/filer implementation procedures

Design and Planning

- ✓ Design and lock business processes and best practices
- ✓ Conceptualize and adopt training and outreach plan
- ✓ Identify Enforcement's role and referral procedures
- ✓ Determine additional staffing needs
- Confirm/update departmental filing officer roster
- Confirm/update designated filer rosters

Development

- ✓ Develop API and datasets
- Develop user guides and guidance materials
- Develop filing officer and filer training eLearning modules
- Develop pre and post filing notice templates for use by City departments
- Prepare content for SEI webpages

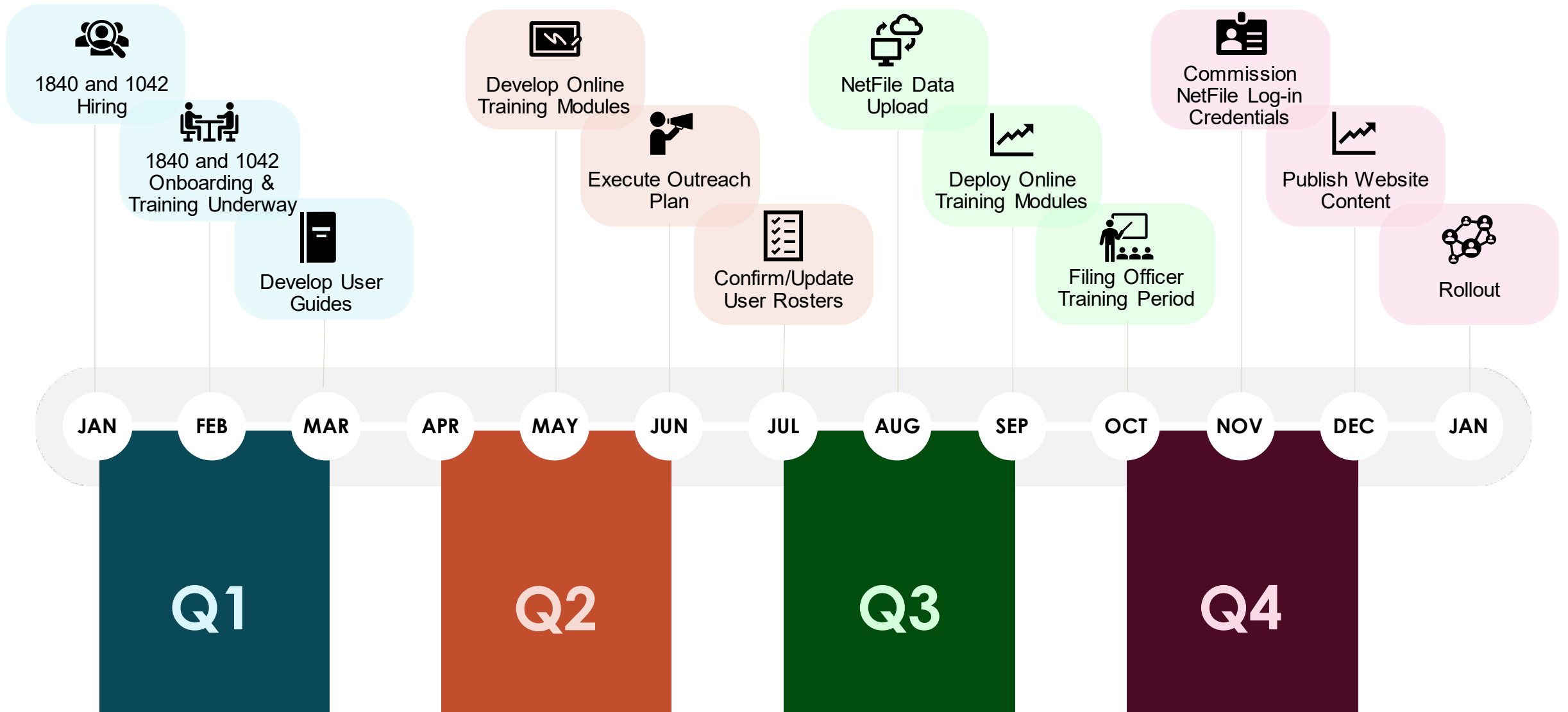
Implementation

- ✓ Deploy API and datasets
- Reconfigure SEI webpages
- Coordinate NetFile Data Upload
- Launch/announce filing officer training modules in City's LMS (SF Learning)
- Commission NetFile system credentials for filing officers
- Launch and announce filer training modules in City's LMS (SF Learning)
- Publish website content, guides, fact sheets, and notice templates

✓ Completed

PROJECTED TIMELINE

January 2021 to January 2022



SAMPLE OUTREACH & TRAINING ACTIVITIES

Q2:

- Citywide communication announcing regulation and effective date
- Disseminate FAQ addressing questions posed by select departments during preliminary meetings

Q3:

- Confirm/update departmental filing officer roster
- Disseminate filing officer duties factsheet
- Confirm/update departmentally-designated Form 700 filer roster
- Launch filing officer training modules in the City's learning management system

Q4:

- Announce and manage filing officer training availability and schedule
- Launch Form 700 filer training modules in the City's learning management system
- Announce filer training availability
- Conduct virtual Q&A sessions for filing officers

Q1 2022:

- Conduct annual Form 700 filer information sessions in coordination with the City Attorney's office