Iterative Project Report for Programs & Multi-Year Phased Projects

Submitted to Large Project Oversight on 9/12/2019

GENERAL INFORMATION

Program/Project Name: SOS Elections Program

Agency Name: Office of the Secretary of State (SOS)

Project Sponsor: John Arnold

Project Manager: Aaron Kielhack

PROJECT DESCRIPTION

This program is comprised of two projects:

1) Voting System Replacement (VSR) project that will replace the statewide voting system that is nearing its end of life

2) Electronic Poll Book (EPB) project that will implement statewide electronic poll books

There are currently 425 precincts among the state's 53 counties with at least one polling place per precinct. A Request for Proposal (RFP) will be released for each project and funding was requested during the 2019 Legislative Session. SOS received $3 million in funding from the federal government for the program, and $8.2 million from the state legislature.

BUSINESS NEEDS AND PROBLEMS

The mission of the SOS is to execute with integrity the duties required by the North Dakota Constitution and the North Dakota Century Code. As the chief election official for the state of ND the SOS has a vested interest in the successful administration of elections. The SOS has the statutory authority to state how elections operate in the state and is responsible to certify ND voting systems.

1. The optical scan precinct tabulators, central count optical scan tabulators, and assistive ballot marking devices in use are entering their end-of-life phase. Maintenance is becoming more difficult every year due to aging equipment, shortage of parts, and vendor's reduced ability to support a product that is no longer produced. Hardware issues make conducting elections unacceptably risky in future elections. Additionally, the current system runs on a 64-bit Windows 7 operating system, which will no longer be supported beginning in January of 2020.

2. Currently, eight (8) of the fifty-three (53) counties use electronic poll books. Those eight counties are split across two separate products, with two completely different architectures. The remaining counties use paper poll books. The counties with electronic poll books have information for their own counties only. To provide accurate and timely information to voters, election officials, candidates, and other stakeholders as well as to prevent intentional or unintentional voter fraud, a statewide electronic solution is imperative.

PROGRAM/PROJECT FORMAT

Program/Project Start Date: 06/28/2019 for VSR

Budget Allocation at Time of Initial Start Date: $11.2 million

How Many Phases Expected at Time of Initial Start Date: One project - VSR

Phase Approach Description: The two projects may run in parallel.

Estimated End Date for All Phases Known at Time of Initial Start Date: 01/20/2020

Iterative Project Report for Programs & Multi-Year Phased Projects

Submitted to Large Project Oversight on 9/12/2019

PROGRAM/PROJECT ROAD MAP

The program road map shows the high-level plan or vision for the program/projects/phases. It is intended to offer a picture of the lifespan of all the effort that is expected to be required to achieve the business objectives.

Project/ Phase	Title	Scope Statement	Estimated Months Duration	Estimated Budget
Project 1	Voting Systems Replacement (VSR)	New statewide elections/voting system	6 months	$6,628,516
Project 2	EPollBook (EPB)	Statewide electronic poll book implementation	4 months	$2,000,000

Notes: VSR has estimated ongoing costs of $2,572,275 for five years after project closeout/warranty.

PROJECT BASELINES

The baselines below are entered for only those projects or phases that have been planned. At the completion of a project or phase a new planning effort will occur to baseline the next project/phase and any known actual finish dates and costs for completed projects/phases will be recorded. The iterative report will be submitted again with the new information.

Project/ Phase	Program/ Project Start Date	Baseline Execution Start Date	Baseline End Date	Baseline Budget	Actual Finish Date	Schedule Variance	Actual Cost	Cost Variance
VSR	05/02/18	08/08/19	01/20/21	$6,628,516		0 days	$5,451,801	$0.00
EPB	05/02/18	TBD	TBD	$		TBD		

Notes: VSR actuals as of 09/04/2019.

Iterative Project Report for Programs & Multi-Year Phased Projects

Submitted to Large Project Oversight on 9/12/2019

OBJECTIVES

Project/ Phase	Business Objective	Measurement Description	Met/ Not Met	Measurement Outcome
Project 1	Replace all tabulation, assistive ballot marking, express vote and election management system equipment, and election staff trained in all 53 counties	Successful delivery, testing, setup of equipment, completion of training for all 53 counties		
Project 2	Implement a statewide electronic poll book solution	Successful delivery, testing, setup of the solution and completion of training for all 53 counties		

POST-IMPLEMENTATION REPORT

Post-Implementation Reports are to be performed after each project or phase is completed. A "PIR" is a process that utilizes surveys and meetings to determine what happened in the project/phase and identifies actions for improvement going forward. Typical PIR findings include, "What did we do well?" "What did we learn?" "What should we do differently next time?"

Project/ Phase	Lesson Learned, Success Story, Idea for Next Time, Etc.
Project 1	
Project 2	

COST BENEFIT ANALYSIS

KEY CONSTRAINTS AND/OR RISKS