

**CA-PMM**

**Project Name:** Statewide Voter Registration System (VoteCal)

**OCIO Project #:** 0890-046

**Department:** Secretary of State

**Reporting Period:** From: 10/1/16 To: 10/31/16

# Executive Project Status Report

<b>Total Percent Complete:</b>	83.00%
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**Current Status and Accomplishments:**  
*Describe deliverables completed and milestones met during **this reporting period.***

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During October, the VoteCal project team, comprised of the Secretary of State (SOS), System Integrator (SI), and Election Management System (EMS) Remediation Contractors, continued to execute the planned maintenance activities and deliverables in accordance with the Integrated Project Schedule (IPS). The VoteCal project began Phase VII, Maintenance and Operations. The VoteCal project team attended various county meetings including the California Association of Clerks and Election Officials (CACEO) Help America Vote Act (HAVA) subcommittee meetings. Ongoing Organizational Change Management (OCM) activities and communications to internal and external project stakeholders continued. The project team continued supporting the fifty-eight counties in their production activities. The VoteCal project team continued collaboration with the State Interface Partners including the Department of Motor Vehicles (DMV), the Department of Public Health (CDPH), the Employment Development Department (EDD), and the California Department of Corrections and Rehabilitation (CDCR) on production activities. The VoteCal project team continued analysis of changes to the Elections Code and regulations that may affect the project scope, schedule, and/or cost.

The SI started its Phase VII, Maintenance and Operations.

The EMS Remediation Contractors, DFM and DIMS, continued remediation activities for their respective systems and their support for VoteCal System maintenance and operations activities. DFM began its Phase VII, Maintenance and Operations. DIMS continued its Change Request VC-CR #55 implementation.

The SOS initiated its Post Implementation Evaluation Report (PIER) activities. Recurring project status, risk, issue, and change control meetings continued as planned. The SOS conducted its last Executive Steering Committee (ESC) meeting for the project.

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## Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	Yes			
2. Were any key milestones or deliverables rescheduled?	No			

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3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			

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8. Are there any new major issues?	No			
9. Are there any staffing problems?	No			

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## Variations

Insert the variance value into the appropriate column for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance". **The variance must be a numeric value only.**

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	0.00%			
Milestones	0.00%			
Deliverables	0.00%			
Resources	0.00%			
OneTime Cost	0.00%			
Continuing Cost	0.00%			

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## Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	<b>1</b> Yellow	
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	<b>0</b> Green	
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	<b>0</b> Green	
	5% to 10%	2		
	>10%	4		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	<b>0</b> Green	
	5% to 10%	2		
	>10%	4		
5. High-Probability, High-Impact Risks	0 to 3	0	<b>0</b> Green	
	4 to 6	1		
	>6	2		
6. Unresolved Issues	On time	0	<b>0</b> Green	
	Late with no impact	2		

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(on time resolution)	Late impacting the critical path	3	0
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7. Sponsorship Commitment	Fully engaged	0	0	Green
	Partially engaged	2		
	Inadequate engagement	4		
8. Strategy Alignment	Strong alignment	0	0	Green
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	0	Green
	Medium	1		
	Weak	2		
10. Vendor Viability (provide rationale for the rating in the field following the scorecard) * If this is not applicable to your project, please select a score of "0".	Strong	0	0	Green
	Medium	1		
	Weak	2		
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	0	Green
	80-90% on time	1		
	<80% on time	2		
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0	Green
	80-90% on time	1		

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planned)	<80% on time	2	
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13. Actual vs. Planned Resources	>90% assigned and available	0	0	Green
	80-90% assigned and available	2		
	<80% assigned and available	4		
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green
	15-25%	1		
	>25%	2		
15. Team Effectiveness	Highly Effective	0	0	Green
	Moderately Effective	1		
	Ineffective	2		
<b>Total</b>			<b>1</b>	<b>G</b>

Green = 0 - 8  
 Yellow = 9 - 19  
 Red = 20+

### Vendor Viability Rating Rationale

A number of vendors across the U.S. have deployed HAVA-compliant systems. VoteCal SPRs #4 (approved November 12, 2012) and #5 (approved January 10, 2013) reported the results of the formal Systems Integration (SI) contractor procurement and described the technical solution, an updated project management plan, schedule and cost estimates. The selected SI Contractor, with a significant track record of successful system integration projects within California and the U.S., is subcontracting with firms bringing HAVA implementation experience and familiarity with SOS' current "as is" voter registration system. DGS approved the SI contract on March 6th, 2013 and full SI contract execution occurred on March 13th, 2013. DGS approved the EMS Remediation Services contracts with DFM and DIMS on April 19, 2013 enabling the full coordination so critical to VoteCal's success: the coordination between the SI, responsible for developing the VoteCal system, and the EMS vendors, who are responsible for modifying their respective systems at the county level to operate as the VoteCal front-end and who bring a depth of understanding county business processes and practices. Finalizing these critical coordination contracts further increases the viability of the selected SI and the success of the total VoteCal solution.

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**Look Ahead View**

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No		
2. Do any key milestones or deliverables need to be rescheduled?	No		
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		

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6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	No		
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		