



Report for
State of California
Secretary of State

VoteCal Special Project Report

15 AUGUST 2007



TABLE OF CONTENTS

TABLE OF CONTENTS	2
Executive Approval Transmittal	3
2.0 UPDATED IT PROJECT SUMMARY PACKAGE	5
3.0 PROPOSED PROJECT CHANGE	16
3.1 PROJECT BACKGROUND	16
3.2 PROJECT STATUS	17
3.3 REASONS FOR THE PROPOSED CHANGE	17
3.4 PROPOSED PROJECT CHANGE	17
3.5 IMPACT OF PROPOSED CHANGE ON THE PROJECT	18
3.6 FEASIBLE ALTERNATIVES CONSIDERED	18
3.7 IMPLEMENTATION PLAN	18
4.0 UPDATED PROJECT MANAGEMENT PLAN	18
4.1 PROJECT MANAGER QUALIFICATIONS	18
4.2 PROJECT MANAGEMENT METHODOLOGY	19
4.4 PROJECT PRIORITIES	21
4.5 PROJECT PLAN	21
4.5.1 Project Scope	21
4.5.2 Project Assumptions	21
4.5.3 Project Phasing	22
4.5.4 Project Roles and Responsibilities	22
4.5.5 Project Schedule	22
4.7 PROJECT QUALITY	26
4.8 CHANGE MANAGEMENT/CHANGE CONTROL	26
4.9 AUTHORIZATION REQUIRED	26
5.0 UPDATED RISK MANAGEMENT PLAN	26
5.1 RISK MANAGEMENT APPROACH	26
5.2 RISK MANAGEMENT WORKSHEET	26
6.0 UPDATED ECONOMIC ANALYSIS WORKSHEETS (EAWs)	27

**INFORMATION TECHNOLOGY
PROJECT REQUEST**

SPECIAL PROJECT REPORT

Executive Approval Transmittal



Debra Bowen

Department Name

California Secretary of State

Project Title (maximum of 75 characters)

VoteCal Statewide Voter Registration System Project

Project Acronym

VoteCal

FSR Project ID

0890-46

FSR Approval Date

April 14, 2006

Department Priority

1

Agency Priority

1

APPROVAL SIGNATURES

I am submitting the attached Special Project Report (SPR) in support of our request for the approval from the Department of Finance to continue development and/or implementation of this project.

I certify that the SPR was prepared in accordance with the State Administrative Manual Sections 4945-4945.2 and that the proposed project changes are consistent with our information management strategy as expressed in our current Agency Information Management Strategy (AIMS).

I have reviewed and agree with the information in the attached Special Project Report.

Chief Information Officer		Date Signed
		8-16-07
Printed name:	Lee Kercher	
Manager of Fiscal Affairs		Date Signed
		8/16/07
Printed name:	Crystal Goto	
Assistant Secretary of State, Operations & Project Sponsor		Date Signed
		8/16/07
Printed name:	Janice Lumsden	
Chief Deputy Secretary of State		Date Signed
		8-16-07
Printed name:	Evan Goldberg	

DEPARTMENT OF FINANCE
STATE INFORMATION MANAGEMENT MANUAL
SPECIAL PROJECT REPORT:
SUBMISSION CHECKLIST

- 1) SPR Executive Approval Transmittal – All Signatures included
- 2) The updated Information Technology Project Summary Package must include:
 - Section A: Executive Summary
 - Section B: Project Contacts
 - Section C: Project Relevance to State and/or Dept. Plans
 - Section D: Project Schedule
 - Section E: Budget Information
 - Section F: Total Vendor Project Budget
 - Section G: Risk Assessment Information
 - Section H: Project Profile
- 3) Proposed Project Change Document (all sections are required)
 - Project Background/Summary
 - Description of Proposed Change
 - Reason for Proposed Change
 - Justification
 - Impact of Proposed Change on the Project
 - Implementation Plan
- 4) Updated Project Management Plan
- 5) Updated Risk Management Plan
- 6) Updated Economic Analysis Worksheets

2.0 UPDATED IT PROJECT SUMMARY PACKAGE

This Special Project Report (SPR) provides updated information to the Department of Finance (DOF) for Project 890-46 and is the first SPR for this project. The Feasibility Study Report (FSR) for the project is entitled **VoteCal Statewide Voter Registration System Project** (VoteCal) and has five major phases with a scheduled implementation end date of December 31, 2009, according to the last approved FSR.

When the Feasibility Study Report was first submitted, the intent of the SOS was to identify the requirements and develop the Request for Proposal (RFP) by November 16, 2006. As of the date of this SPR, the new date is September 26, 2007. Although the RFP release date has changed, the final project implementation date has not. A new project schedule has been completed and is attached. This new schedule is based on the information obtained from visiting several states in the United States and seeing what systems are already in place and approved by the U.S. Department of Justice.

Overall, total project costs are expected to decrease, however, for this SPR, costs have been shifted to the out years and only authorized staff resources in the initial part of the project have been decreased. This will match the notification to Finance sent on June 27, 2007 that 10 of the 12 positions authorized for FY 2007/08 will be hired in FY 2008/09.

No additional delays are anticipated. The new administration is supportive of the FSR objectives and proposed solution, and daily project meetings have resumed. The project manager of VoteCal reports that there has been "good progress" over the last few months and she continues to update project plans and schedules. On May 8, 2007, the VoteCal team, including Rhonda Smith from DGS, met with the new consultants [Independent Verification and Validation (IV&V), Independent Project Oversight Consultant, (IPOC) and Procurement Consultant] to kick-off VoteCal. As of August 9, 2007, the RFP requirements are 95 percent complete and no additional delays are anticipated at this time.

As will be discussed further in this SPR, over all the total project scope, costs and benefits have not deviated by more than the ten percent to require an SPR. This SPR is being done to support the Budget Change Proposal required to establish positions in the FY 08/09 fiscal year instead of the FY 07/08 as originally approved.

**INFORMATION TECHNOLOGY PROJECT SUMMARY PACKAGE
SECTION A: EXECUTIVE SUMMARY**

1.	Submittal Date	March 20, 2006 for the FSR/August 15, 2007 for the SPR
-----------	-----------------------	--

		FSR	SPR	PSP Only	Other:
2.	Type of Document		X		
	Project Number				

		Estimated Project Dates	
Project Title	VoteCal Statewide Voter Registration System Project	Start	End
Project Acronym	VoteCal	08/03/06	12/31/09

Submitting Department	Secretary of State
Reporting Agency	

**INFORMATION TECHNOLOGY PROJECT SUMMARY PACKAGE
SECTION A: EXECUTIVE SUMMARY**

Project #	0890-46
Doc. Type	SPR

Project Objectives	Major Milestones	Est. Complete Date
<p>Program objectives for the VoteCal Project include:</p> <ul style="list-style-type: none"> ■ Comply with 100% of HAVA voter registration system requirements no later than 12/31/09. 	Receive FSR Approval	04/14/06
	Phase I: Requirements and RFP Development	09/26/07
	Phase II: Vendor Selection and Project Planning	09/15/08
	Phase III: HAVA Compliant Database	11/19/09
	Phase IV: System Deployment and Training	12/31/09
	Phase V: PIER Review	12/31/10
	Key Deliverables	
	Key Deliverables are delivered during each VoteCal Phase above:	
	Phase I: RFP	
	Phase II: SPR and Vendor Contract	
	Phase III: Fit Gap Analysis, SRS, SDD, Interfaces, Test Results, HAVA Compliant Database	
	Phase IV: End User and Technical Training	
VoteCal Acceptance		12/31/09

INFORMATION TECHNOLOGY PROJECT SUMMARY PACKAGE
SECTION A: EXECUTIVE SUMMARY

Project #	0890-46
Doc. Type	SPR

Proposed Solution

Section 303 of the Help America Vote Act of 2002 (HAVA) (Public Law 107-22, 107th Congress), mandates that each state implement a uniform, centralized, interactive, computerized voter registration database that is defined, maintained and administered at the state level. This database must contain the name and registration information of every legally registered active or inactive voter in the state. It must serve as the single system for storing and managing the official list of registered voters in the state.

This system must provide a functional interface for counties, which are charged with the actual conduct of elections, to access and update the registration data. Additionally, HAVA mandates the voter registration system coordinate electronically with the Department of Motor Vehicles (DMV), the Department of Health Services (DHS) and the Department of Corrections and Rehabilitation (DCR) for identification and list maintenance purposes.

The major factors driving the selected HAVA compliance solution were the specific compliance requirements, as understood by the State of California, and the need to minimize disruption to county business processes. In particular, the requirements for a uniform and centralized database to serve as the official list preclude solutions where information in county systems is simply exported to a central database subsequent to data entry. Likewise, the need to minimize disruption to county business processes discounts approaches that require replacing existing county systems.

The proposed solution addresses both of these major requirements by providing a new central State database (VoteCal) and remediating existing county election management systems (EMSs) to serve as the “front end” for maintaining VR information in the central system. The solution will permit county users to use their existing (remediated) data entry screens processes while ensuring that VR information is maintained the VoteCal database.

**INFORMATION TECHNOLOGY PROJECT SUMMARY PACKAGE
SECTION B: PROJECT CONTACTS**

Project #	0890-46
Doc. Type	SPR

Executive Contacts								
	First Name	Last Name	Area Code	Phone #	Ext.	Area Code	Fax #	E-mail
Chief Deputy Secretary of State	Evan	Goldberg	916	653-1424		916	651-8295	egoldberg@sos.ca.gov
Division Chief for Elections	Cathy	Mitchell	916	653-0721		916	653-3214	cmitchell@sos.ca.gov
Manager Fiscal Affairs	Crystal	Goto	916	653-9445		916	653-8544	cgoto@sos.ca.gov
Chief Information Officer	Lee	Kercher	916	653-7735		916	653-2151	lkercher@ss.ca.gov
Project Sponsor	Janice	Lumsden	916	2328		916	653-4795	jlumsden@sos.ca.gov

Direct Contacts								
	First Name	Last Name	Area Code	Phone #	Ext.	Area Code	Fax #	E-mail
Primary Contact	Lee	Kercher	916	653-7735		916	653-2151	lkercher@ss.ca.gov
Project Manager	Linda	Wasik	916	653-0472		916	653-2151	lwasik@ss.ca.gov

Document Prepared by Theresa Finger August 2007

INFORMATION TECHNOLOGY PROJECT SUMMARY PACKAGE
SECTION C: PROJECT RELEVANCE TO STATE AND/OR DEPARTMENTAL PLANS

1.	What is the date of your current Operational Recovery Plan (ORP)?	Date	10/2000
2.	What is the date of your current Agency Information Management Strategy (AIMS)?	Date	12/2000
3.	For the proposed project, provide the page reference in your current AIMS and/or strategic business plan.	Doc.	n/a
		Page #	

Project #	
Date Rec'd	
Doc. Type	

4.	Is the project reportable to control agencies?	Yes	No
		✓	
	If YES, CHECK all that apply:		
✓	a) The estimated total development and acquisition cost exceeds the departmental cost threshold.		
✓	b) A new system development or acquisition that is specifically required by legislative mandate or is subject to special legislative review as specified in budget control language or other legislation.		
✓	c) The project involves a budget action.		
	d) Acquisition of any microcomputer commodities and the agency does not have an approved Workgroup Computing Policy (WCP).		
	e) Electronic access to private information concerning individuals or entities by entities or individuals other than the entity responsible for data ownership or other entities authorized by law.		
	f) Installation or expansion of wide area network data communication facilities or services other than those acquired through contracts administered by the Department of General Services, or a State consolidated data center as defined in SAM Section 4982.		

**INFORMATION TECHNOLOGY PROJECT SUMMARY PACKAGE
SECTION E: BUDGET INFORMATION**

Project #	0890-46
Doc. Type	SPR

	No	Yes
Budget Augmentation Required?		X

If YES, indicate fiscal year(s) and associated amount:

	FY 06/07	FY 07/08	FY 08/09	FY 09/10	FY 10/11	
General Fund	0	0	0	0	0	

PROJECT COSTS

1.	Fiscal Year	FY 06/07	FY 07/08	FY 08/09	FY 09/10	FY 10/11	TOTAL
2.	One-Time Cost	\$652,002	\$2,104,583	\$38,944,897	\$522,635	\$0	\$42,224,117
3.	Continuing Costs				\$13,757,268	\$9,587,215	\$23,344,483
4.	TOTAL PROJECT BUDGET	\$652,002	\$2,104,583	\$38,944,897	\$14,279,903	\$9,587,215	\$65,568,600

SOURCES OF FUNDING

5.	General Fund						
6a.	Redirection (Staff)						
6b.	Redirection (Existing system)						
7.	Reimbursements						
8.	Federal Funds	\$652,002	\$2,104,583	\$38,944,897	\$14,279,903	\$9,587,215	\$65,568,600
9.	Special Funds						
10.	Grant Funds						
11.	Other Funds						
12.	PROJECT BUDGET	\$652,002	\$2,104,583	\$38,944,897	\$14,150,618	\$9,587,215	\$65,568,600

**PROJECT FINANCIAL
BENEFITS**

13.	Cost Savings/Avoidances						
14.	Revenue Increase						

**INFORMATION TECHNOLOGY PROJECT SUMMARY PACKAGE
SECTION E: BUDGET INFORMATION**

PROJECT FINANCIAL BENEFITS

		2000/2001	2001/2002	2002/2003	2003/2004	2004/2005	2005/2006	2006/2007	2007/2008	TOTAL
13	Cost Savings/ Avoidance	0	0	0	0	0	0	0	0	0
14	Revenue Increase	0	0	0	0	0	0	0	0	0
15	Net (Cost) or Benefit	0	0	0	0	0	0	0	0	0

Note: The totals in Item 4 and Item 12 must have the same cost estimate.

**INFORMATION TECHNOLOGY PROJECT SUMMARY PACKAGE
SECTION F: VENDOR PROJECT BUDGET**

Project #	0890-46
Doc. Type	SPR

Vendor Cost for FSR Development (if applicable)	\$174,295
Vendor Name	Gartner Consulting

VENDOR (System Integrator) PROJECT BUDGET

1.	Fiscal Year	FY 06/07	FY 07/08	FY 08/09	FY 09/10	FY 10/11	TOTAL
2.	Primary Vendor Budget	\$0	\$0	\$29,414,997	\$5,369,313	\$0	\$34,784,310
3.	Project Management Budget	\$306,000	\$306,000	\$306,000	\$125,440	\$0	\$1,043,440
4.	IV&V Budget	\$61,164	\$263,715	\$260,918	\$260,918	\$0	\$846,715
5.	Independent Project Oversight	\$112,500	\$225,000	\$225,000	\$200,400	\$0	\$762,900
6.	Other Contract Services	\$104,448	\$885,384	\$1,360,500	2,549,539	\$2,930,077	\$7,829,948
7.	TOTAL VENDOR BUDGET	\$584,112	\$1,680,099	\$31,567,415	\$8,505,610	\$2,930,077	\$45,267,313

-----**(Applies to SPR only)**-----

PRIMARY VENDOR HISTORY SPECIFIC TO THIS PROJECT

6.	Primary Vendor/Organization	Still in the RFP stage of the project – vendor not known
7.	Contract Start Date	
8.	Contract End Date (projected)	
9.	Amount	

INFORMATION TECHNOLOGY PROJECT SUMMARY PACKAGE
SECTION F: VENDOR PROJECT BUDGET

PRIMARY VENDOR CONTACTS

	Vendor	First Name	Last Name	Area Code	Phone #	Ext.	Area Code	Fax #	E-mail
10.									
11.									
12.									

INFORMATION TECHNOLOGY PROJECT SUMMARY PACKAGE

SECTION G: RISK ASSESSMENT INFORMATION

Project #	0890-46
Doc. Type	SPR

	Yes	No
Has a Risk Management Plan been developed for this project?	X	

General Comment(s)
<p>The VoteCal Project Management Team has developed a Risk Management Plan that is detailed in Section VII of this Feasibility Study Report. The Risk Management Plan is based on State Information Management Manual (SIMM) guidelines. Key components include:</p> <ul style="list-style-type: none"> ■ Identification of roles and responsibilities for the various parties involved in Risk Management, including the Executive Steering Committee, Project Management Team, and Independent Project Oversight and IV&V vendors. ■ The Risk Management Plan will be used on an ongoing basis to identify risks, quantify the potential impact of each identified risk, present mitigation plans and enact appropriate risk responses. Mitigation measures and contingency plans will be developed and implemented as high-priority risks are identified and monitored. ■ Initial identification of a risk management process, to be supplemented by the System Integration vendor who will be required to develop a Risk Management Plan within 30 days of contract execution. It is expected that the State will work with the System Integration vendor to develop a single risk management process that will cover all areas of project risk. ■ Preliminary development of a Risk Management Worksheet identifying risks identified by SOS to date. The Risk Management Worksheet was completed to provide a risk assessment based on the identification, analysis, quantification, and prioritization of key project risks.

3.0 PROPOSED PROJECT CHANGE

3.1 PROJECT BACKGROUND

The program to be supported is the registration of voters, administered jointly by the Secretary of State Elections Division and county election officials. The Elections Division's primary mandate is to ensure that state and federal elections laws are fairly and uniformly administered; that every eligible citizen has barrier-free access to participate in the electoral process; and that the process remains open and free from fraud. California's voter registration program is fundamental to that effort: voter registration is the mandatory first step to participation. Maintaining accurate records of all legally registered citizens is critical to ensuring the integrity of all official elections conducted in this state. To fulfill the purposes of the voter registration program the state and local elections officials:

- Distribute voter registration cards through many channels including local advocacy groups, online access, and other state agencies
- Process voter registration cards
- Verify voter eligibility
- Notify voters of their voter registration status
- Update voter registration records with data received from multiple sources, including returned voter registration cards, direct communication from registrants, and electronic data received from other agencies

The information collected and maintained through the voter registration program supports a wide range of election management activities including:

- Determining precinct boundaries,
- Establishing polling places,
- Verifying petition signatures,
- Mailing election information to registered voters,
- Providing voter information to courts for jury pools,
- Qualifying candidates for the ballot, and myriad others.

Currently the official voter file is maintained by the elections official of each of the 58 counties. The Secretary of State (SOS) maintains a statewide database of all active voters, supported by the Calvoter statewide voter registration and election management system. The Calvoter registration database is primarily used to aid county officials in their list maintenance activities. It contains a mirror image of the county voter records, kept current by daily updates from the counties. New voter records cannot be entered directly into Calvoter. Adds, changes, and deletes of voter information identified by the Calvoter system cannot be applied to that database. Calvoter is updated once the counties have researched the changes, applied them to their databases and then sent them to the Calvoter system in an update.

County data cannot be directly updated from state data; any changes or corrections made to state data will be overwritten by county updates.

Section 303 of the Help America Vote Act of 2002 (HAVA) (Public Law 107-22, 107th Congress) mandates that each state implement a uniform, centralized, interactive, computerized voter registration database that is defined, maintained and administered at the state level. This database must contain the name and registration information of every legally registered active or inactive voter in the state. This system will constitute the official record of all registered voters. Unlike the state's current system, the state database must serve as the single system for storing and managing the official list of registered voters in the state.

This system must provide a functional interface for counties, which are charged with the actual conduct of elections, to access and update the registration data. Additionally, HAVA mandates the voter registration system coordinate electronically with the DMV, DHS and CDCR for identification and list maintenance purposes.

3.2 PROJECT STATUS

Total project scope, costs, schedule and benefits do not deviate by more than the 10 percent. However, this SPR is being done at the request of Finance to document the reduction of authorized staffing needs in FY 07/08 from 12 positions to 2 and will match the notification to Finance sent on June 27, 2007 that the remaining 10 of the 12 positions will be hired in FY 2008/09.

3.3 REASONS FOR THE PROPOSED CHANGE

This SPR identifies the reduction of new authorized staff needs in FY 07/08, which is associated with the delay of releasing the RFP. In BCP #3, submitted 09/13/2006, 10 of the 12 positions authorized for the project were tied to the award of the primary systems integration vendor's contract. Because the RFP has not yet been released, this has caused all subsequent major milestones to change and this SPR is providing revised dates for the five major milestones as listed in the FSR. Other minor updates to contract staff have been updated where applicable. Otherwise, no major changes have occurred that meet the 10 percent threshold to warrant a full SPR and most sections will be noted as "No Change. Refer to the last approved FSR." This method was approved by the Department of Finance for this report.

3.4 PROPOSED PROJECT CHANGE

Other than the change in timeline to hire the 12 new positions that had been planned for FY 07/08, which are subject to the approval of the SPR that will include updated system integration vendor solution and costs, no other major changes have been proposed. Timelines for major milestones have been realigned but the total end date for implementation remains unchanged. Updated contract costs, based on the actual contracts, have been included in this SPR for independent project oversight consultant, independent verification and validation consultant, procurement consultant and IT project manager consultant.

3.5 IMPACT OF PROPOSED CHANGE ON THE PROJECT

As a result of the proposed changes listed above, total project costs have been reduced by \$3.6 million, from \$69,178,975 to \$65,568,600. Of the \$3.6 million reduction, over \$2.7 million is a result of lower than expected consultant contracts awarded to date. No other changes can be considered until more information is received from the solutions recommended by the system integration vendors.

3.6 FEASIBLE ALTERNATIVES CONSIDERED

No Change. See latest approved FSR.

3.7 IMPLEMENTATION PLAN

No Change. See latest approved FSR.

4.0 UPDATED PROJECT MANAGEMENT PLAN

The SOS recognizes that a structured approach to project management is required to ensure the successful implementation of the VoteCal proposed solution. Since overall the project is not delayed, and there is not a change in scope or benefits, there is merely a change in the schedule within the project for hiring new staff, only the areas of project management that are affected will be updated with this SPR. All other areas will reflect a statement of “no change”.

4.1 PROJECT MANAGER QUALIFICATIONS

Linda Wasik has filled the SOS IT Project Manager position. She provides the depth of knowledge required to successfully manage the VoteCal Project. Linda has worked on Calvoter projects since 2004 and her skills and experience include over 25 years in IT technical expertise, including Program/Project Management, Business Development and Consulting. She will be responsible for the project management of VoteCal until project implementation.

Linda Wasik will work with the SOS Elections Project Lead and the SOS IT Project Lead. The SOS Elections Project Lead will represent Elections Division program concerns and provide technical, functional and program knowledge. The SOS Elections Project Lead will also oversee specific VoteCal quality assurance activities, training and deployment, and serve as the main contact with county liaisons. The SOS IT Project Lead will provide the IT Division with project leadership and will coordinate activities that involve SOS IT staff.

Together, this team will act as the VoteCal Project Management Team, responsible for managing the day-to-day activities of State project responsibilities, as well as working with and overseeing the selected System Integration vendor’s project manager(s).

No other areas have changed. Please refer to the last approved FSR.

4.2 PROJECT MANAGEMENT METHODOLOGY

SOS will comply with the State's Project Management Methodology as defined in SIMM Section 200, or a comparable standard. This will be a requirement in the RFP. This has not changed. Please refer to the last approved FSR.

4.3 PROJECT ORGANIZATION

VoteCal has hired the support consultants for Project Manager, IV&V, Procurement and IPOC. A few staff changes have been made as well. An updated chart is listed below.

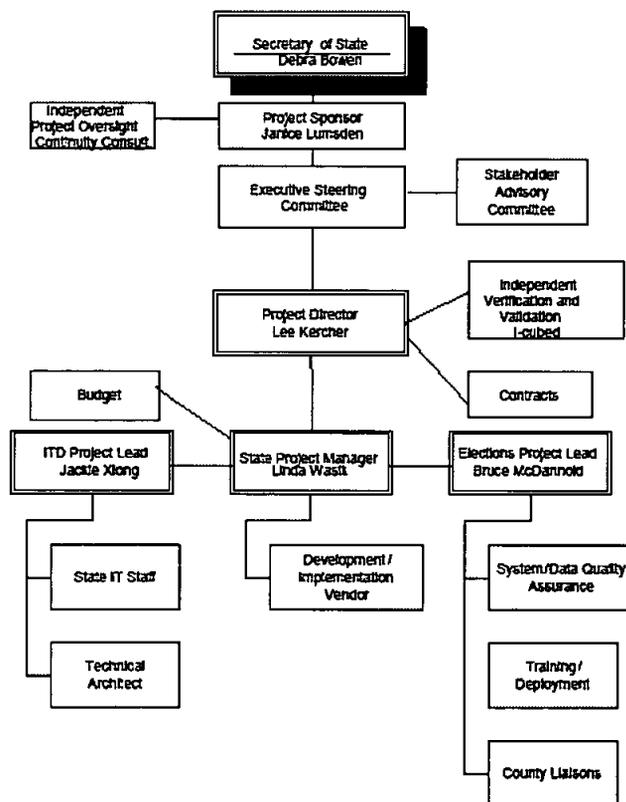


Figure 1. VoteCal Project Organization

4.4 PROJECT PRIORITIES

No Change. See latest approved FSR.

4.5 PROJECT PLAN

4.5.1 Project Scope

This has not changed. The scope of the VoteCal project is the development, testing, and implementation of a California statewide voter registration system that will meet federal HAVA mandates and functionality requirements defined by SOS. See the latest approved FSR.

4.5.2 Project Assumptions

The only assumption that changed as previously listed in the latest approved FSR is the selection of an SI vendor and subsequent contract signing. It will not be completed by September 12, 2007 but rather September 15, 2008. Overall the project implementation date is still targeted for December 31, 2009. See the chart below:

Milestones	FSR submitted 03/20/2006 and approved 04/14/2006	Revised Completion Date	Actual Completion Date (if applicable)	Notes/Description
Receive FSR Approval	04/04/06	04/14/06	04/14/06	Acceptance Letter by DOF
Phase I: Requirements and RFP Development	11/16/06	09/26/07	Not Applicable	DGS review & release
Phase II: Vendor Selection and Project Planning	09/12/07	09/15/08	Not Applicable	Assuming no protests
Phase III: HAVA Compliant Database	05/13/09	11/19/09	Not Applicable	Pilot Counties
Phase IV: System Deployment and Training	12/31/09	12/31/09	Not Applicable	Ongoing since 09/09/09
Phase V: PIER Review	12/31/10	12/31/10	Not Applicable	

4.5.3 Project Phasing

No Change. See latest approved FSR.

4.5.4 Project Roles and Responsibilities

No Change. See latest approved FSR.

4.5.5 Project Schedule

In addition to the high level milestone comparison listed above, a revised project plan for VoteCal has been prepared as of August 9, 2007 detailing project tasks, duration days, start and finish time frames, as well as staff resources. The primary driver for the change to the project schedule is to reflect the new Phase I: Requirements and RFP Development release date and the dependent phases thereafter.

2007_08_09_VoteCal_schedule						
ID	Task Name	Duration	Start	Finish	Resource Names	Predecessors
1	VoteCal Project Workplan	1110 days	07/18/05	12/31/09		
2	Submit FSR to DOF	1 day	07/18/05	07/18/05		
3	Receive FSR Approval	177 days	07/19/05	04/04/06		2
4	Receive ITPP Approval	20 days	04/05/06	05/02/06		3
5	30 Day Legislative Notice Period	20 days	04/05/06	05/02/06		3
6	Budget Approval	41 days	05/05/06	07/03/06		5
7	Procurement & Project Support RFPs	207 days	07/05/06	05/03/07		
8	State Cntrl Agncy Rvw-Procure.&Prjct Support RFO's - IPOC&I	82 days	07/05/06	10/30/06		6
9	Issue RFO's	1 day	03/01/07	03/01/07		
10	Agency review & Select Procurement & Project Support Vendor	30 days	03/02/07	04/12/07	LK,BD	9
11	DGS review and Award of contracts	15 days	04/13/07	05/03/07		10
12	Project Activities	660 days	05/04/07	12/29/09		
13	IV&V Plan	24 days	05/04/07	06/07/07	IV&V	11
14	IV&V Workplan	5 days	06/08/07	06/14/07	IV&V	13
15	Project Meetings	653 days	05/15/07	12/29/09	RS,IPOC,IV&V	
151	Update Workplan	15 days	06/07/07	06/27/07	Wasik	
152	Document Risk Plan	15 days	06/21/07	07/12/07	Wasik	
153	Write Project Charter	10 days	06/28/07	07/12/07	Wasik	151
154	Write Issue Management Plan	10 days	06/28/07	07/12/07	Wasik	
155	Write Communication Plan	10 days	06/07/07	06/20/07	Wasik	
156	Write Change Management Plan	15 days	06/07/07	06/27/07	Wasik	
157	Update Project Plan	5 days	06/07/07	06/13/07	Wasik	
158	Write Quality Plan	10 days	08/03/07	08/16/07	Wasik	
159	Develop SPR for DOF	10 days	08/01/07	08/14/07	Finger	
160	Requirements and RFP Development	99 days	05/08/07	09/26/07		
161	Integration Vendor RFP	99 days	05/08/07	09/26/07		
162	Project Team Kickoff	1 day	05/08/07	05/08/07	RS,IPOC,IV&V	
163	Working Committee #1 Kickoff	1 day	06/14/07	06/14/07	LK,LVD,BD,RS	
164	Working Committee #1 Requirements Review	2 days	06/21/07	06/22/07	K,LVD,LW,RS	
165	Advisory Committee Kickoff	1 day	05/10/07	05/10/07		
166	Working Comm. #2 Kickoff	1 day	06/19/07	06/19/07	LK,LVD,BD,RS	
167	Working Comm. #2 Requirements Review	1 day	06/29/07	06/29/07	LK,LVD,BD,RS	
168	Develop/Revise RFP	75 days	05/11/07	08/27/07	LK,BD,LW,RS	165
169	Procurement Review	15 days	08/07/07	08/27/07	IV&V	168SS+60 days
170	Agency Review	10 days	08/14/07	08/27/07	SOS	169SS+5 days
171	DGS Review	10 days	08/28/07	09/11/07	RS	168
172	DGS Legal Review	10 days	09/12/07	09/25/07	DGSleg	171
173	RFP Approved and Ready for Release	0 days	09/25/07	09/25/07	Procure vmdir	172
174	Issue RFP	1 day	09/26/07	09/26/07	RS	173

Thu 08/09/07 2:44 PM

Page 1

Figure 2. VoteCal Updated Project Schedule (pg 1 of 3)

2007_08_09_VoteCal_schedule						
ID	Task Name	Duration	Start	Finish	Resource Names	Predecessors
175	Vendor Selection and Project Planning	241 days	09/27/07	09/15/08		
176	Procurement Process to select SI Vendor	241 days	09/27/07	09/15/08		
177	Vendors Provide Intent to Bid	10 days	09/27/07	10/11/07		174
178	Schedule Confidential Discussions	10 days	10/12/07	10/25/07		177
179	Post RFP release Confidential Discuss. (4 vendors)	5 days	10/26/07	11/01/07	.RS,SIVendors	178
180	Draft Development(vendors)	40 days	11/02/07	01/03/08	SIVendors	179
181	Predraft Confidential Discussions	4 days	11/19/07	11/26/07		180SS+10 days
182	Develop Confidential Discussion conclusions	4 days	11/27/07	11/30/07		181
183	Revise SPR (if necessary)	14 days	10/26/07	11/15/07		178
184	Draft Eval/Confidential Discussion	52 days	01/04/08	03/20/08		
185	Receive and log proposals	1 day	01/04/08	01/04/08	RS	180
186	Prelim. Proposal Rvw, documnt deficiencies	1 day	01/07/08	01/07/08	RS	185
187	DGS to Send to SOS VoteCal Project Manager	1 day	01/08/08	01/08/08	RS	186
188	Team Draft Proposal Review	12 days	01/09/08	01/25/08	.K,LVD,IW,RS	187
189	Revw fndgs,finalize comments, agenda	1 day	01/28/08	01/28/08	.K,LVD,IW,RS	188
190	Attend Confidential Discussions	15 days	01/31/08	02/22/08	.K,LVD,IW,RS	189SS+3 days
191	Finalize draft conf. Disc. Summary notes	2 days	02/25/08	02/26/08	RS	190
192	Send Notes to Bidders	1 day	02/27/08	02/27/08	RS	191
193	Discuss Addendum Requirements	2 days	02/28/08	02/29/08	.K,LVD,IW,RS	192
194	Develop Addendum	4 days	03/03/08	03/06/08	RS	193
195	DGS Legal Addendum Review	10 days	03/07/08	03/20/08		194
196	Addendum Approved and Ready for Release	0 days	03/20/08	03/20/08	Procure vndr	195
197	Release Addendum to Vendors	0 days	03/20/08	03/20/08	RS	196
198	Final Submission Evaluation Process	124 days	03/21/08	09/15/08		
199	Final Proposal Development (vendors)	30 days	03/21/08	05/01/08		197
200	Receive and log proposals	1 day	05/02/08	05/02/08		199
201	Prelim. Proposal Rvw, documnt deficiencies	1 day	05/05/08	05/05/08	RS	200
202	DGS to Send to SOS VoteCal Project Manager	1 day	05/06/08	05/06/08	RS	201
203	Perform Team Evaluation and Scoring of Proposal	15 days	05/07/08	05/28/08	RS	202
204	Material Deviation Legal Determination if Necessary	1 day	05/29/08	05/29/08	DGSleg	203
205	Finalize Business, Admin and Tech Points	1 day	05/30/08	05/30/08	Evalteam	204
206	Schedule and Conduct Cost Opening	1 day	06/02/08	06/02/08	RS	205
207	Perform Cost Validation	4 days	06/03/08	06/06/08	Evalteam	206
208	Dvip/Send Reqst for Clarification to Bidders, if Necessan	1 day	06/09/08	06/09/08	LVD,RS	207
209	Perform Small Business, DVBE Point Award	1 day	06/10/08	06/10/08	RS	208
210	Finalize Evaluation Scores and Evaluation	1 day	06/11/08	06/11/08	Evalteam	209
211	Dvip Final Evaluation and Selection Report	1 day	06/12/08	06/12/08	Evalteam	210
212	Perform Evaluation Review	20 days	05/06/08	06/03/08	IV&V	201
213	Vendor Selection Process Complete	0 days	06/03/08	06/03/08	Procure vndr	212

Thu 08/09/07 2:44 PM

Page 2

Figure 3. VoteCal Updated Project Schedule (pg 2 of 3)

2007_08_09_VoteCal_schedule						
ID	Task Name	Duration	Start	Finish	Resource Names	Predecessors
214	Prepare SPR	20 days	06/13/08	07/11/08	LVD	211
215	SPR/Contract/Agency Approvals	40 days	07/14/08	09/08/08	SOS	214
216	SPR Approved	0 days	09/08/08	09/08/08	Procure vendor	215
217	Award Contract to SI Vendor - Assumes No Protest	5 days	09/09/08	09/15/08	RS	216
218	System Planning and Design	113 days	09/16/08	03/05/09		
219	Project Planning and Scoping	20 days	09/16/08	10/14/08	SI Vendor	217
220	Fit/Gap Analysis and Specifications	53 days	10/15/08	01/05/09	SI Vendor	219
221	Requirements Review, Traceability Analysis	60 days	10/15/08	01/14/09	IV&V	219
222	General System Design- infrastructure, application	40 days	01/06/09	03/05/09	SI Vendor	220
223	Design Review	40 days	01/06/09	03/05/09	IV&V	220
224	VoteCal System Development, Testing, Training	300 days	10/15/08	12/31/09		
225	System Development	50 days	03/06/09	05/14/09	SI Vendor	223
226	Implementation Review, Traceability Analysis	60 days	03/06/09	05/28/09	IV&V	223
227	Inspection Report	60 days	03/06/09	05/28/09	IV&V	223
228	Unit Testing (pilot counties)	20 days	06/01/09	06/26/09	SI Vendor	227
229	Infrastructure Deployment - LAN, WAN	60 days	03/20/09	06/12/09	SI Vendor	225SS+10 days
230	Network testing	20 days	06/15/09	07/13/09	SI Vendor	229
231	Data Conversion	50 days	04/17/09	06/26/09	SI Vendor	225SS+30 days
232	System, Integration and Acceptance Testing	20 days	06/29/09	07/27/09	SI Vendor	231
233	Testing Review, Traceability Analysis	50 days	06/29/09	09/08/09	IV&V	231
234	Training (pilot counties)	30 days	07/28/09	09/08/09	SI Vendor	232
235	Parallel testing	70 days	09/09/09	12/21/09	SI Vendor	234
236	In Process Audit	300 days	10/15/08	12/31/09	IV&V	219
237	Training Evaluation	300 days	10/15/08	12/31/09	IV&V	219
238	Installation Review, Traceability Analysis	50 days	09/09/09	11/19/09	IV&V	234
239	System Deployment & Training - remaining counties	37 days	11/05/09	12/31/09		
240	Deploy Solution at remaining Counties	30 days	11/05/09	12/21/09	SI Vendor	235SS+20 days
241	Test remaining counties	30 days	11/12/09	12/29/09	SI Vendor	240SS+5 days
242	Train Remaining County Users	30 days	11/12/09	12/29/09	SI Vendor	240SS+5 days
243	Permanent Cutover	2 days	12/30/09	12/31/09	SI Vendor	242
244	M&O begins	0 days	12/31/09	12/31/09	SI Vendor	243

Thu 08/09/07 2:44 PM

Page 3

Figure 4. VoteCal Updated Project Schedule (pg 3 of 3)

4.6 PROJECT MONITORING

No Change. See latest approved FSR.

4.7 PROJECT QUALITY

No Change. See latest approved FSR.

4.8 CHANGE MANAGEMENT/CHANGE CONTROL

No Change. See latest approved FSR.

4.9 AUTHORIZATION REQUIRED

Other than the SPR administrative process imposed by DOF before the system integration vendor's contract can be awarded, no special authorization must be obtained from the Federal agencies.

5.0 UPDATED RISK MANAGEMENT PLAN

In order to reduce the overall risk of the VoteCal project, the SOS has developed a risk management approach. The approach is based on State Information Management Manual (SIMM) guidelines and as not changed. Please refer to the latest approved FSR.

5.1 RISK MANAGEMENT APPROACH

The SOS risk management process includes further development of its Risk Management approach in accordance with the State's Project Management Methodology within 30 days of System Integration Vendor project initiation. This has not changed. Please refer to the latest approved FSR.

5.2 RISK MANAGEMENT WORKSHEET

There is no change. Please refer to Section 7.2 the latest approved FSR.

6.0 UPDATED ECONOMIC ANALYSIS WORKSHEETS (EAWs)

6.1 ECONOMIC ANALYSIS SUMMARY

ECONOMIC ANALYSIS SUMMARY

Date Updated: 08/09/07

Department: Secretary of State
Project: VoteCal

All costs to be shown in whole (unrounded) dollars.

	FY 2006/07		FY 2007/08		FY 2008/09		FY 2009/10		FY 2010/11		TOTAL	
	PYs	Amts	PYs	Amts	PYs	Amts	PYs	Amts	PYs	Amts	PYs	Amts
EXISTING SYSTEM												
Total IT Costs	1.6	1,064,055	1.6	1,064,055	1.6	1,064,055	1.6	1,064,055	1.6	1,064,055	8.0	5,320,274
Total Program Costs	29.0	11,933,000	29.0	11,933,000	29.0	11,933,000	29.0	11,933,000	29.0	11,933,000	145.0	59,665,000
Total Existing System Costs	30.6	12,997,055	30.6	12,997,055	30.6	12,997,055	30.6	12,997,055	30.6	12,997,055	153.0	64,985,274
PROPOSED ALTERNATIVE												
Hybrid Voter Registration System												
Total Project Costs	0.5	652,002	4.5	2,104,583	17.5	38,944,897	18.5	14,279,903	19.4	9,587,215	60.4	65,568,600
Total Cont. Exist. Costs	30.6	12,997,055	30.6	12,997,055	30.6	12,997,055	30.6	12,997,055	29.3	12,180,342	151.7	64,098,562
Total Alternative Costs	31.1	13,649,057	35.1	15,101,638	48.1	51,941,952	49.1	27,276,958	48.7	21,697,557	212.0	129,667,162
COST SAVINGS/AVOIDANCES	(0.5)	(652,002)	(4.5)	(2,104,583)	(17.5)	(38,944,897)	(18.5)	(14,279,903)	(18.1)	(8,700,503)	(59.0)	(64,681,888)
Increased Revenues	0	0	0	0	0	0	0	0	0	0	0	0
Net (Cost) or Benefit	(0.5)	(652,002)	(4.5)	(2,104,583)	(17.5)	(38,944,897)	(18.5)	(14,279,903)	(18.1)	(8,700,503)	(59.0)	(64,681,888)
Cum. Net (Cost) or Benefit	(0.5)	(652,002)	(5.0)	(2,756,585)	(22.5)	(41,701,482)	(41.0)	(55,981,385)	(59.0)	(64,681,888)		
ALTERNATIVE #1												
Voter Registration Front End												
Total Project Costs	0.5	2,235,938	4.5	4,017,968	24.8	29,709,513	24.8	21,070,543	24.5	10,224,854	79.1	67,258,816
Total Cont. Exist. Costs	29.9	12,931,351	28.2	12,852,291	28.1	12,863,909	30.6	12,997,055	29.3	12,180,342	146.0	63,054,978
Total Alternative Costs	30.4	15,167,289	32.7	16,870,259	52.9	41,873,452	55.4	34,067,598	53.8	22,335,196	225.1	130,313,795
COST SAVINGS/AVOIDANCES	0.3	(2,170,234)	(2.1)	(3,873,204)	(22.3)	(28,876,397)	(24.8)	(21,070,543)	(23.2)	(9,338,142)	(72.1)	(65,328,521)
Increased Revenues	0	0	0	0	0	0	0	0	0	0	0	0
Net (Cost) or Benefit	0.3	(2,170,234)	(2.1)	(3,873,204)	(22.3)	(28,876,397)	(24.8)	(21,070,543)	(23.2)	(9,338,142)	(72.1)	(65,328,521)
Cum. Net (Cost) or Benefit	0.3	(2,170,234)	(1.8)	(6,043,439)	(24.1)	(34,919,836)	(48.9)	(55,990,379)	(72.1)	(65,328,521)		

2007_08_09_VoteCal SPR_EAWs

6.2 ECONOMIC ANALYSIS PROPOSED ALTERNATIVE WORKSHEET

PROPOSED ALTERNATIVE: Hybrid Voter Registration System

Date Updated: 08/09/07

Department: Secretary of State
Project: VoteCal

All Costs Should be shown in whole (rounded) dollars

	FY 2008/07		FY 2007/08		FY 2008/09		FY 2009/10		FY 2010/11		TOTAL	
	PYs	Amts	PYs	Amts	PYs	Amts	PYs	Amts	PYs	Amts	PYs	Amts
	Development		RFP Release, RFP Solicitation & Selection		SPR Approval & Implementation		Implementation		M & O			
One-Time IT Project Costs	0.5	67,800	4.5	382,154	17.5	1,045,271	8.8	522,635	0.0	0	31.3	2,017,951
Staff (Salaries & Benefits)		0		0		1,452,252		986,338		0		4,438,610
Hardware Purchase		0		0		1,255,364		238,676		0		1,614,040
Software Purchase/License		0		0		0		0		0		0
Telecommunications		0		0		0		0		0		0
Contract Services		0		0		29,414,937		5,369,313		0		34,784,310
Software Contract/Lease		306,000		306,000		306,000		125,940		0		1,043,940
Project Management		112,500		223,000		223,000		200,400		0		762,900
Project Oversight		61,164		263,715		250,918		250,918		0		846,715
ITSM Services		154,948		883,394		1,160,530		1,094,500		0		3,434,832
Other Contract Services		594,112		1,680,099		31,567,413		7,090,571		0		45,872,197
TOTAL Contract Services		0		0		1,276,364		354,676		0		1,641,040
Data Center Services		0		0		281,900		130,939		0		352,850
Agency Facilities - Location for Project Team		0		0		86,330		82,430		0		211,090
Other - Training and Travel		0		42,330		0		0		0		42,330
Total One-Time IT Costs	0.5	652,002	4.5	2,104,583	17.5	38,944,807	8.8	6,486,296	0.0	0	31.3	51,187,778
Continuing IT Project Costs	0.0	0	0.0	0	0.0	0	9.7	613,432	19.4	1,226,863	29.1	1,840,295
Staff (Salaries & Benefits)		0		0		0		486,609		977,200		1,463,809
Hardware Lease/Maintenance		0		0		0		202,409		419,800		624,209
Software Maintenance/Leases		0		0		0		486,609		977,200		1,463,809
Telecommunications		0		0		0		1,465,039		2,930,077		4,395,116
Contract Services		0		0		0		843,609		1,687,200		2,530,809
Data Center Services		0		0		0		85,656		170,108		235,180
Agency Facilities		0		0		0		30,750		61,500		92,250
Other - Training		0		0		0		559,138		1,118,275		1,707,413
Other - External Agency Interface Maintenance		0		0		0		0		0		0
Total Continuing IT Costs	0.0	0	0.0	0	0.0	0	9.7	4,793,608	19.4	6,587,215	29.1	14,380,823
Total Project Costs	0.5	652,002	4.5	2,104,583	17.5	38,944,807	18.5	14,279,903	19.4	6,587,215	60.4	65,568,600
Continuing Existing Costs	1.6	136,937	1.6	136,937	1.6	136,937	1.6	136,937	0.3	22,423	6.7	570,570
Information Technology Staff		927,118		927,118		927,118		927,118		154,520		3,652,982
Other IT Costs		0		0		0		0		0		0
Total Continuing Existing IT Costs	1.6	1,064,055	1.6	1,064,055	1.6	1,064,055	1.6	1,064,055	0.3	177,343	6.7	6,433,562
Program Staff	29.0	2,603,000	29.0	2,603,000	29.0	2,603,000	29.0	2,603,000	29.0	2,603,000	145.0	13,013,000
Other Program Costs		9,330,000		9,330,000		9,330,000		9,330,000		9,330,000		46,650,000
Total Continuing Existing Program Costs	29.0	11,933,000	29.0	11,933,000	29.0	11,933,000	29.0	11,933,000	29.0	11,933,000	145.0	59,663,000
Total Continuing Existing Costs	30.6	12,997,055	30.6	12,997,055	30.6	12,997,055	30.6	12,997,055	29.3	12,110,343	151.7	64,096,582
TOTAL ALTERNATIVE COSTS	31.1	13,649,057	35.1	15,101,638	48.1	51,941,862	48.1	27,276,958	48.7	21,697,557	212.0	129,667,163
INCREASED REVENUES		0		0		0		0		0		0

2007_08_09_VoteCal SPR_FINAL

6.3 ECONOMIC ANALYSIS ALTERNATIVE

ALTERNATIVE #1: Voter Registration Front End

Department: Secretary of State
Project: VoteCal

All Costs Should be shown in whole (unrounded) dollars

Date Updated: 08/01/07

	Procurement		Procurement & Impl.		Implementation		Implementation		M & O		TOTAL	
	FY 2008/07		FY 2007/08		FY 2008/08		FY 2008/10		FY 2010/11		TOTAL	
	PYs	Amts	PYs	Amts	PYs	Amts	PYs	Amts	PYs	Amts	PYs	Amts
One-Time IT Project Costs	0.5	67,820	4.3	382,154	24.8	1,542,864	24.8	1,542,864	0.0	0	54.6	3,535,772
Staff (Salaries & Benefits)		0		0		1,484,910		989,940		0		2,474,850
Hardware Purchase		0		0		4,808,280		4,808,280		0		9,616,560
Software Purchase/License		0		0		0		0		0		0
Telecommunications		0		0		17,000,000		8,500,000		0		25,500,000
Contract Services		0		0		306,000		306,000		0		1,224,000
Software Customization		306,000		306,000		400,000		864,000		0		2,334,250
Project Management		206,250		400,000		1,680,000		1,680,000		0		5,952,850
Project Oversight		912,950		1,680,000		1,200,000		1,238,000		0		4,058,232
IT/IT Services		716,848		885,384		25,000		708,000		0		1,125,000
Other Contract Services		2,142,048		3,771,384		267,300		267,300		0		796,500
TOTAL Contract Services		76,000		77,530		156,159		136,159		0		415,848
Data Center Services		0		0		0		0		0		0
Agency Facilities		0		0		0		0		0		0
Other - Training and Advisory Committee Travel		0		0		0		0		0		0
Total One-time IT Costs	0.5	2,235,938	4.5	4,017,988	24.8	28,709,513	24.8	21,070,543	0.0	0	54.6	57,033,963
Continuing IT Project Costs	0.0	0	0.0	0	0.0	0	0.0	0	24.5	1,435,979	24.5	1,435,979
Staff (Salaries & Benefits)		0		0		0		0		739,500		739,500
Hardware Lease/Maintenance		0		0		0		0		1,774,800		1,774,800
Software Maintenance/License		0		0		0		0		1,035,300		1,035,300
Telecommunications		0		0		0		0		2,070,600		2,070,600
Contract Services		0		0		0		0		1,786,800		1,786,800
Data Center Services		0		0		0		0		170,100		170,100
Agency Facilities		0		0		0		0		73,500		73,500
Other - Training		0		0		0		0		1,138,275		1,138,275
Other - External Agency Interface Maintenance		0		0		0		0		0		0
Total Continuing IT Costs	0.0	0	0.0	0	0.0	0	0.0	0	24.5	10,224,854	24.5	10,224,854
Total Project Costs	0.5	2,235,938	4.5	4,017,988	24.8	28,709,513	24.8	21,070,543	24.5	10,224,854	79.1	67,258,816
Continuing Existing Costs	1.6	136,937	1.6	136,937	1.6	68,468	1.6	136,937	0.3	22,623	6.7	502,102
Information Technology Staff		927,118		927,118		335,170		927,118		154,520		3,771,843
Other IT Costs		1,064,055		1,064,055		403,638		1,064,055		177,342		3,773,145
Total Continuing Existing IT Costs	1.6	1,064,055	1.6	1,064,055	1.6	403,638	1.6	1,064,055	0.3	177,342	6.7	3,773,145
Program Staff	28.3	2,537,297	26.6	2,458,236	26.5	2,457,022	29.0	2,603,000	29.0	2,603,000	139.3	12,658,535
Other Program Costs		9,330,000		9,330,000		9,330,000		9,330,000		9,330,000		46,423,279
Total Continuing Existing Program Costs	28.3	11,867,297	26.6	11,788,236	26.5	11,706,301	29.0	11,933,000	29.0	11,933,000	139.3	59,281,833
Total Continuing Existing Costs	29.9	12,931,351	28.2	12,652,291	28.1	12,163,930	30.6	12,997,055	29.3	12,110,342	146.0	63,054,978
TOTAL ALTERNATIVE COSTS	30.4	15,167,289	32.7	16,670,279	52.9	41,873,452	55.4	34,067,598	53.8	22,335,196	225.1	130,313,795
INCREASED REVENUES		0		0		0		0		0		0

2007_08_09_VoteCal SPR_EA05

6.4 PROJECT FUNDING PLAN

Department: Secretary of State
Project: VoteCal

PROJECT FUNDING PLAN
All Costs to be in whole (rounded) dollars

Date Updated: 06/07/07

	FY 2006/07		FY 2007/08		FY 2008/09		FY 2009/10		FY 2010/11		TOTALS	
	PYs	Amts	PYs	Amts	PYs	Amts	PYs	Amts	PYs	Amts	PYs	Amts
TOTAL PROJECT COSTS	0.5	652,002	4.5	2,104,583	17.5	38,944,897	18.5	14,278,803	19.4	9,587,215	60.4	65,568,600
RESOURCES TO BE REDIRECTED												
Staff (Refer to Note 1)	0.5	47,890	2.5	303,316	5.5	412,925	5.5	412,925	5.5	412,925	19.5	1,609,982
Funds:												
Existing System		0		0		0		0		0		0
Other Fund Sources		0		0		0		0		0		0
TOTAL REDIRECTED RESOURCES	0.5	47,890	2.5	303,316	5.5	412,925	5.5	412,925	5.5	412,925	19.5	1,609,982
ADDITIONAL PROJECT FUNDING NEEDED												
One-Time Project Costs	0.0	584,112	2.0	1,801,267	12.0	38,531,672	3.3	522,635	0.0	0	17.2	41,439,686
Continuing Project Costs	0.0	0	0.0	0	0.0	0	9.7	13,344,343	13.9	9,174,290	23.6	22,518,633
TOTAL ADDITIONAL PROJECT FUNDS NEEDED BY FISCAL YEAR (Refer to Note 2)	0.0	584,112	2.0	1,801,267	12.0	38,531,672	13.0	13,866,978	13.9	9,174,290	40.8	63,958,319
TOTAL PROJECT FUNDING	0.5	652,002	4.5	2,104,583	17.5	38,944,897	18.5	14,278,803	19.4	9,587,215	60.4	65,568,600
Difference: Funding - Costs	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
Total Estimated Cost Savings	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0

Note 1: Although the Staff is being redirected, Federal dollars will be used to fund these staff costs.

Note 2: This line calculates the amount of Federal Funds required less the costs associated with redirected staff. The total amount of Federal Funds required will exactly match the "Total Project Funding" line.

2007_08_09_VoteCal SPR_EX16

**ADJUSTMENTS, SAVINGS AND REVENUES WORKSHEET
(DOF Use Only)**

Department: Secretary of State
Project: VoteCal

Date Updated: 08/09/07

Annual Project Adjustments	FY 2006/07		FY 2007/08		FY 2008/09		FY 2009/10		FY 2010/11		Net Adjustments	
	PYs	Amts	PYs	Amts	PYs	Amts	PYs	Amts	PYs	Amts	PYs	Amts
One-time Costs												
Previous Year's Baseline	0.0	0	0.0	594,112	2.0	1,801,267	12.0	38,531,972	3.3	522,635		
(A) Annual Augmentation / (Reduction)	0.0	584,112	2.0	1,217,155	10.0	36,730,705	(8.8)	(38,009,337)	(3.3)	(522,635)		
(B) Total One-Time Budget Actions	0.0	594,112	2.0	1,801,267	12.0	38,531,972	3.3	522,635	0.0	0	17.2	41,439,866
Continuing Costs												
Previous Year's Baseline	0.0	0	0.0	0	0.0	0	0.0	0	9.7	13,344,343		
(C) Annual Augmentation / (Reduction)	0.0	0	0.0	0	0.0	0	9.7	13,344,343	4.2	(4,170,053)		
(D) Total Continuing Budget Actions	0.0	0	0.0	0	0.0	0	9.7	13,344,343	13.9	9,174,290	23.6	22,518,633
Total Annual Project Budget Augmentation / (Reduction) [A + C]	0.0	584,112	2.0	1,217,155	10.0	36,730,705	0.9	(24,664,994)	1.0	(4,692,688)		
[A, C] Excludes Redirected Resources												
Total Additional Project Funds Needed [B + D]											40.8	63,958,510
Annual Savings/Revenue Adjustments												
Cost Savings	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0		
Increased Program Revenues		0		0		0		0		0		

2007_08_09_VoteCal SPR_EA06

3.5 IMPACT OF PROPOSED CHANGE ON THE PROJECT

As a result of the proposed changes listed above, total project costs have been reduced by \$3.6 million, from \$69,178,975 to \$65,568,600. Of the \$3.6 million reduction, \$2,735,528 is a result of lower than expected consultant contracts awarded to date, \$678,422 is due to a reduction of one-time staff related to the delay in start of the project and fewer than anticipated staff needed for the RFP phase of the project, and \$196,425 is due to savings in Facilities costs. No other changes can be considered until more information is received from the solutions recommended by the system integration vendors.

3.6 FEASIBLE ALTERNATIVES CONSIDERED

No Change. See latest approved FSR.

3.7 IMPLEMENTATION PLAN

No Change. See latest approved FSR.

4.0 UPDATED PROJECT MANAGEMENT PLAN

The SOS recognizes that a structured approach to project management is required to ensure the successful implementation of the VoteCal proposed solution. Since overall the project is not delayed, and there is not a change in scope or benefits, there is merely a change in the schedule within the project for hiring new staff, only the areas of project management that are affected will be updated with this SPR. All other areas will reflect a statement of “no change”.

4.1 PROJECT MANAGER QUALIFICATIONS

Linda Wasik has filled the SOS IT Project Manager position. She provides the depth of knowledge required to successfully manage the VoteCal Project. Linda has worked on Calvoter projects since 2004 and her skills and experience include over 25 years in IT technical expertise, including Program/Project Management, Business Development and Consulting. She will be responsible for the project management of VoteCal until project implementation.

Linda Wasik will work with the SOS Elections Project Lead and the SOS IT Project Lead. The SOS Elections Project Lead will represent Elections Division program concerns and provide technical, functional and program knowledge. The SOS Elections Project Lead will also oversee specific VoteCal quality assurance activities, training and deployment, and serve as the main contact with county liaisons. The SOS IT Project Lead will provide the IT Division with project leadership and will coordinate activities that involve SOS IT staff.

Updated 11-29-2007

Together, this team will act as the VoteCal Project Management Team, responsible for managing the day-to-day activities of State project responsibilities, as well as working with and overseeing the selected System Integration vendor's project manager(s).

No other areas have changed. Please refer to the last approved FSR.

4.2 PROJECT MANAGEMENT METHODOLOGY

SOS will comply with the State's Project Management Methodology as defined in SIMM Section 200, or a comparable standard. This will be a requirement in the RFP. This has not changed. Please refer to the last approved FSR.

Updated 11-29-2007

4.4 PROJECT PRIORITIES

No Change. See latest approved FSR.

4.5 PROJECT PLAN

4.5.1 Project Scope

This has not changed. The scope of the VoteCal project is the development, testing, and implementation of a California statewide voter registration system that will meet federal HAVA mandates and functionality requirements defined by SOS. See the latest approved FSR.

4.5.2 Project Assumptions

The only assumptions that changed as previously listed in the latest approved FSR are the release date of the RFP and the selection of an SI vendor and subsequent contract signing. The RFP development will be completed now by December 4, 2007 and the SI vendor selection will be completed by November 19, 2008. Overall the project implementation date is still targeted for December 31, 2009. See the chart below:

Milestones	FSR submitted 03/20/2006 and approved 04/14/2006	Revised Completion Date	Actual Completion Date (if applicable)	Notes/Description
Receive FSR Approval	04/04/06	04/14/06	04/14/06	Acceptance Letter by DOF
Phase I: Requirements and RFP Development	11/16/06	12/04/07	Not Applicable	DGS review & release
Phase II: Vendor Selection and Project Planning	09/12/07	11/19/08	Not Applicable	Assuming no protests
Phase III: HAVA Compliant Database	05/13/09	11/19/09	Not Applicable	Pilot Counties
Phase IV: System Deployment and Training	12/31/09	12/31/09	Not Applicable	Ongoing since 09/09/09
Phase V: PIER Review	12/31/10	12/31/10	Not Applicable	

Updated 11/29/2007

4.5.3 Project Phasing

No Change. See latest approved FSR.

4.5.4 Project Roles and Responsibilities

No Change. See latest approved FSR.

4.5.5 Project Schedule

In addition to the high level milestone comparison listed above, a revised project plan for VoteCal has been prepared as of November 9, 2007 detailing project tasks, duration days, start and finish time frames, as well as staff resources. The primary driver for the change to the project schedule is to reflect the new Phase I: Requirements and RFP Development release date and the dependent phases thereafter.

ID	% Compl	Task Name	Duration	Start	Finish	Resource Names	Preced
1	33%	VoteCal Project Workplan	1110 days	07/18/05	12/31/09		
2	100%	Submit FSR to DOF	1 day	07/18/05	07/18/05		
3	100%	Receive FSR Approval	177 days	07/19/05	04/04/06		2
4	100%	Receive ITPP Approval	20 days	04/05/06	05/02/06		3
5	100%	30 Day Legislative Notice Period	20 days	04/05/06	05/02/06		3
6	100%	Budget Approval	41 days	05/05/06	07/03/06		5
7	100%	Procurement & Project Support RFPs	207 days	07/05/06	05/03/07		
8	100%	State Cntrl Agency Rvw-Procure.&Prjct Support RFO's - IPOC	82 days	07/05/06	10/30/06		6
9	100%	Issue RFO's	1 day	03/01/07	03/01/07		
10	100%	Agency review & Select Procurement & Project Support Vend	30 days	03/02/07	04/12/07	LK,BMD	9
11	100%	DGS review and Award of contracts	15 days	04/13/07	05/03/07		10
12	34%	Project Activities	660 days	05/04/07	12/29/09		
13	100%	IV&V Plan	24 days	05/04/07	06/07/07	IV&V	11
14	100%	IV&V Workplan	5 days	06/08/07	06/14/07	IV&V	13
15	100%	Project Meetings	653 days	05/15/07	12/29/09	OC,IV&V,BMD	
151	0%	Update Workplan	15 days	06/07/07	06/27/07	Wasa	
152	100%	Document Risk Plan	15 days	06/21/07	07/12/07	Wasa	
153	100%	Write Project Charter	10 days	06/28/07	07/12/07	Wasa	151
154	100%	Write Issue Management Plan	10 days	06/28/07	07/12/07	Wasa	
155	100%	Write Communication Plan	10 days	06/07/07	06/20/07	Wasa	
156	100%	Write Change Management Plan	15 days	06/07/07	06/27/07	Wasa	
157	100%	Update Project Plan	5 days	06/07/07	06/13/07	Wasa	
158	100%	Write Quality Plan	10 days	08/03/07	08/16/07	Wasa	
159	100%	Develop SPR for DOF	10 days	08/01/07	08/14/07	Finger	
160	83%	Requirements and RFP Development	144 days	05/08/07	12/04/07		
161	83%	Integration Vendor RFP	144 days	05/08/07	12/04/07		
162	100%	Project Team Kickoff	1 day	05/08/07	05/08/07	RS,IPOC,IV&V	
163	100%	Working Committee #1 Kickoff	1 day	06/14/07	06/14/07	CLVD,BMD,RS	
164	100%	Working Committee #1 Requirements Review	2 days	06/21/07	06/22/07	JKLVD,LW,RS	
165	100%	Advisory Committee Kickoff	1 day	05/10/07	05/10/07		
166	100%	Working Comm. #2 Kickoff	1 day	06/19/07	06/19/07	CLVD,BMD,RS	
167	100%	Working Comm. #2 Requirements Review	1 day	06/29/07	06/29/07	CLVD,BMD,RS	
168	100%	Develop/Revise RFP	75 days	05/11/07	08/27/07	X,BMD,LW,RS	165
169	100%	Complete writing of Outstanding sections	3 days	08/28/07	08/30/07	LK	168
170	100%	Project Team Review	5 days	08/31/07	09/07/07	LW,BMD,LK	169
171	100%	Review Contract documents	5 days	08/31/07	09/07/07	LK	169
172	100%	Complete revision of RFP	5 days	09/10/07	09/14/07	LVD	171
173	100%	Project team, Agency Review	15 days	09/17/07	10/05/07	et,BMD,LK,LW	172
174	100%	DGS Review	13 days	10/09/07	10/25/07	RS	173

Figure 2. VoteCal Updated Project Schedule (pg 1 of 4)

Updated 11-29-2007

2007_11_09_VoteCal_schedule_wthpercent							
ID	% Compl	Task Name	Duration	Start	Finish	Resource Names	Predecessor
175	100%	Incorporate DGS changes	11 days	10/26/07	11/09/07	LVD	174
176	0%	DGS Legal Review	10 days	11/13/07	11/28/07	DGSleg	175
177	0%	Incorporate DGS Legal's changes	3 days	11/29/07	12/03/07	LVD	176
178	0%	IVV review of RFP	15 days	09/17/07	10/05/07	IV&V	172
179	0%	RFP Approved and Ready for Release	0 days	12/03/07	12/03/07	LVD	177
180	0%	Issue RFP	1 day	12/04/07	12/04/07	RS	179
181	0%	Vendor Selection and Project Planning	241 days	12/05/07	11/19/08		
182	0%	Procurement Process to select SI Vendor	241 days	12/05/07	11/19/08		
183	0%	Vendors Provide Intent to Bid	10 days	12/05/07	12/18/07		180
184	0%	Schedule Confidential Discussions	5 days	12/12/07	12/18/07	RS	183SS-
185	0%	Post RFP release Confidential Discuss. (4 vendors)	5 days	01/03/08	01/09/08	RS, SIVendors	184FS+
186	0%	Draft Development(vendors)	40 days	01/10/08	03/10/08	SIVendors	185
187	0%	Predraft Confidential Discussions	4 days	02/07/08	02/13/08		186SS-
188	0%	Develop Confidential Discussion conclusions	4 days	02/22/08	02/27/08		187FS+
189	0%	Draft Eval/Confidential Discussion	64 days	02/22/08	05/21/08		
190	0%	Last Day to Submit requests for Contract Lng changes	1 day	02/22/08	02/22/08	Sidders	187FS+
191	0%	Deadline submit changes/clrifications of rqmnts	1 day	02/22/08	02/22/08	Sidders	187FS+
192	0%	Deadline to protest RFP rqmnts	1 day	03/04/08	03/04/08	Bidders	193FS-
193	0%	Receive and log proposals	1 day	03/11/08	03/11/08	RS	188
194	0%	Prelim. Proposal Rvw. documnt deficiencies	1 day	03/12/08	03/12/08	RS	193
195	0%	DGS to Send to SOS VoteCal Project Manager	1 day	03/13/08	03/13/08	RS	194
196	0%	Team Draft Proposal Review	12 days	03/14/08	03/31/08	LK,LVD,LW,RS	195
197	0%	Revw findgs,finalize comments, agenda	1 day	04/01/08	04/01/08	LK,LVD,LW,RS	196
198	0%	Attend Confidential Discussions	15 days	04/04/08	04/24/08	LK,LVD,LW,RS	197SS-
199	0%	Finalize draft conf. Disc. Summary notes	2 days	04/25/08	04/28/08	RS	198
200	0%	Send Notes to Bidders	1 day	04/29/08	04/29/08	RS	199
201	0%	Discuss Addendum Requirements	2 days	04/30/08	05/01/08	LK,LVD,LW,RS	200
202	0%	Develop Addendum	4 days	05/02/08	05/07/08	RS	201
203	0%	DGS Legal Addendum Review	10 days	05/08/08	05/21/08		202
204	0%	Addendum Approved and Ready for Release	0 days	05/21/08	05/21/08	Procure vndr	203
205	0%	Release Addendum to Vendors	0 days	05/21/08	05/21/08	RS	204
206	0%	Final Submission Evaluation Process	125 days	05/22/08	11/19/08		
207	0%	Final Proposal Development (vendors)	30 days	05/22/08	07/03/08		205
208	0%	Receive and log proposals	1 day	07/07/08	07/07/08		207
209	0%	Prelim. Proposal Rvw. documnt deficiencies	1 day	07/08/08	07/08/08	RS	208
210	0%	DGS to Send to SOS VoteCal Project Manager	1 day	07/09/08	07/09/08	RS	209
211	0%	Perform Team Evaluation and Scoring of Proposal	15 days	07/10/08	07/30/08	RS	210
212	0%	Material Deviation Legal Determination if Necessary	1 day	07/31/08	07/31/08	DGSleg	211
213	0%	Finalize Business, Admin and Tech Points	1 day	08/01/08	08/01/08	Evalteam	212

Fri 11/09/07 6:45 AM

Page 2

Figure 2. VoteCal Updated Project Schedule (pg 2 of 4)

Updated 11-29-2007

2007_08_09_VoteCal_schedule						
ID	Task Name	Duration	Start	Finish	Resource Names	Predecessors
214	Prepare SPR	20 days	06/13/08	07/11/08	LVD	211
215	SPR/Contract/Agency Approvals	40 days	07/14/08	09/08/08	SOS	214
216	SPR Approved	0 days	09/08/08	09/08/08	Procure vmar	215
217	Award Contract to SI Vendor - Assumes No Protest	5 days	09/09/08	09/15/08	RS	216
218	System Planning and Design	113 days	09/16/08	03/05/09		
219	Project Planning and Scoping	20 days	09/16/08	10/14/08	SI Vendor	217
220	Fit/Gap Analysis and Specifications	53 days	10/15/08	01/05/09	SI Vendor	219
221	Requirements Review, Traceability Analysis	60 days	10/15/08	01/14/09	IV&V	219
222	General System Design- infrastructure, application	40 days	01/06/09	03/05/09	SI Vendor	220
223	Design Review	40 days	01/06/09	03/05/09	IV&V	220
224	VoteCal System Development, Testing, Training	300 days	10/15/08	12/31/09		
225	System Development	50 days	03/06/09	05/14/09	SI Vendor	223
226	Implementation Review, Traceability Analysis	60 days	03/06/09	05/28/09	IV&V	223
227	Inspection Report	60 days	03/06/09	05/28/09	IV&V	223
228	Unit Testing (pilot counties)	20 days	06/01/09	06/26/09	SI Vendor	227
229	Infrastructure Deployment - LAN, WAN	60 days	03/20/09	06/12/09	SI Vendor	225SS+10 days
230	Network testing	20 days	06/15/09	07/13/09	SI Vendor	229
231	Data Conversion	50 days	04/17/09	06/26/09	SI Vendor	225SS+30 days
232	System, Integration and Acceptance Testing	20 days	06/29/09	07/27/09	SI Vendor	231
233	Testing Review, Traceability Analysis	50 days	06/29/09	09/08/09	IV&V	231
234	Training (pilot counties)	30 days	07/28/09	09/08/09	SI Vendor	232
235	Parallel testing	70 days	09/09/09	12/21/09	SI Vendor	234
236	In Process Audit	300 days	10/15/08	12/31/09	IV&V	219
237	Training Evaluation	300 days	10/15/08	12/31/09	IV&V	219
238	Installation Review, Traceability Analysis	50 days	09/09/09	11/19/09	IV&V	234
239	System Deployment & Training - remaining counties	37 days	11/05/09	12/31/09		
240	Deploy Solution at remaining Counties	30 days	11/05/09	12/21/09	SI Vendor	235SS+40 days
241	Test remaining counties	30 days	11/12/09	12/29/09	SI Vendor	240SS+5 days
242	Train Remaining County Users	30 days	11/12/09	12/29/09	SI Vendor	240SS+5 days
243	Permanent Cutover	2 days	12/30/09	12/31/09	SI Vendor	242
244	M&O begins	0 days	12/31/09	12/31/09	SI Vendor	243

Thu 08/09/07 2:44 PM

Page 3

Figure 3. VoteCal Updated Project Schedule (pg 3 of 4)

Updated 11-29-2007

2007_11_09_VoteCal_schedule_w/percent						
ID	% Compl	Task Name	Duration	Start	Finish	Resource Names
253	0%	Train Remaining County Users	30 days	11/12/09	12/29/09	SI Vendor 251SS4
254	0%	Permanent Cutover	2 days	12/30/09	12/31/09	SI Vendor 253
255	0%	M&O begins	0 days	12/31/09	12/31/09	SI Vendor 254

Figure 4. VoteCal Updated Project Schedule (pg 4 of 4)

Updated 11-29-2007