

Status Report – GE2023 Programme Status Report

From	Emily Redmond, Programme Director	Report Period	23 February 2023	22 March 2023	Governance Group	Programme Board
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Overall RAG status	Current		January		December		November		October	
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Overall RAG Status Indicator		If any one of Scope, Milestone, Budget, or Quality is reporting Red . OR If any one of Scope, Milestone, Budget, or Quality is reporting Amber and Risks/Issues or Resources/Delivery Partners is reporting Red . OR If any two of Scope, Milestone, Budget, or Quality are reporting Amber .
		Only one of Scope, Milestone, Budget, or Quality is reporting Amber . OR Resources/Delivery Partners and Risk/Issues is reporting Red .
		Scope, Milestone, Budget, and Quality are key status indicators for reporting Green . Resources/Delivery Partners and Risk/Issues may be Amber .
		Not applicable/no information available

<If overall status is AMBER or RED include what needs to happen for the project to return to GREEN>

Summary	
Decisions required from Programme Board	There are a number of papers to be considered this month for the Programme Board, including the Trust and Security risk and gap analysis, confirmation of the plan for regional dialect translation for MEO, the Voting Services approach to Māori dialects, the voting in open spaces on Election day and the process and assurance work.
Executive Summary	<p>The overall status of the programme is GREEN.</p> <p>There is confidence that cost pressures identified for 22/23 can be solutioned within the current Electoral Commission budget (to be confirmed in April) however the 23/24 budgeting round, taking place now, will determine if cost pressures for the coming year can be solutioned. The financial status is GREEN, however this may increase to AMBER following the 23/24 budgeting outcome.</p> <p>The milestone status indicator is now reporting GREEN. The Enrolment and Community Engagement project is reporting RED and this is due to 23/24 cost pressures which are being worked through in the current budgeting round. All other project status reports are reporting GREEN.</p>
Recruitment Process Redesign (ARTS)	<p>The monthly status report for the Recruitment Process Redesign project can be found here. The overall status has moved from AMBER to GREEN. Excellent progress has been made on delivering the solution along with EMS and MoJ integration which has been tested last week with only minor fixes needed. During the month there were a number of issues that have been managed relating to privacy within the technical solution and also one issue relating to delegated authorities, all of which have been resolved.</p> <p>There are a number of changes that have been made since 2020, such as ID requirements for MoJ checks, the fact that ALL applicants require an MoJ check etc that could create barriers for some people applying for roles. We need to think through how our field, community engagement staff and our communications approach can better support paper based applications or help people apply online.</p> <p>The focus for the project now is on testing, training, completing the privacy assessment and system support.</p>
Risk & Security	<ul style="list-style-type: none"> The Trust and Security Strategy went to the EC Board on March 15. Inter-agency <ul style="list-style-type: none"> the first Risk and Security Working Group meeting was held on 24 February – information from this meeting will help us to develop a draft risk profile to be considered at the next meeting on 30 March We continue to attend inter-agency forums within the National Security System to ensure that support is in place from other agencies Internal working group: <ul style="list-style-type: none"> The group met on 24 February to run through the GE critical path with a trust and security lens to identify work currently underway or planned within the organisation to help mitigate and prepare to respond and also to identify ‘gaps’ The information from this meeting was developed into a timeline of activities being undertaken across the organisation to support trust and security for GE2023 and a list of gaps for further consideration The group met again on 15 March to run through the gaps and to discuss the way forward – this work has informed the material coming to the Programme Board today Next steps for this programme of work are: <ul style="list-style-type: none"> discussing the main gaps identified by the internal working group in the current work programme at the Programme Board and recommending a way forward; working with the programme team to document this work into a project plan that will help us to better manage and track this (cross-organisational) work; progressing the inter-agency support work to develop and consider a risk profile and begin to work with the agencies on mitigations and support arrangements;

- recruiting a *Senior Advisor Interagency Liaison* to support this work (currently at the interview stage).

IQA

Caravel provided a verbal update to the Electoral Commission Board on their findings and today have provided their draft report. The delivery confidence rating has come out as 'likely' and there are actions highlighted that we can adopt that will increase the rating to 'Highly likely'. The programme director is checking the report for accuracy and will provide a management comment and then the report will come to the Programme Board and EC Board for discussion and agreed actions will be tracked.

Schedules

One of the areas identified in the IQA that could be improved are our schedules. We have not yet produced an integrated schedule due to detailed planning in some areas not been completed. This has also held up confirmation that we have agreed timeframes for dependency delivery.

The project managers and programme team are having a planning day on 30 March which will be focussed on creating an integrated schedule, baselining it, and agreeing dependencies. To do this, the PMs need access to the SMEs to agree deliverables and timing over deliverables. Teams have been encouraged to work with their PMs to complete the work that is needed for a successful planning day.

In April, following the planning day, you can expect to see more integrated reporting.

Successes for reporting period:

(Programme) Draft IQA complete
(Programme) Successful initiation of the Process and Assurance project
(C&E) The first election integrity video 'How do we count votes?' was published to the Commission's YouTube channel.
(C&E) Confirmation of Internal communications approach
(C&E) Recruitment has progressed
(E&CE) Property Leases signed for Processing Centres
(Enquiries) Designed and turned-on Agent Workspace.
(RPR) Successful completion of the design and build for the integration from SnapHire to Ministry of Justice (MoJ) and SnapHire to EMS
(RPR) Testing completed for the SnapHire to MoJ integration by People & Culture.
(RPR) Successful documentation and process mapping of the Voting Services General Election recruitment requirements including sign off.
(VS) All 65 electorate Headquarters leased. This includes the co-located Invercargill and Southland HQs.
(VS) All 65 Electorate Managers started on 13 February.
(VS) Schedule, critical path and reporting milestones have been updated
(GETP) Completed a series of IT induction events for the 65 Electorate Managers who are now all onboarded with an EC account, laptop, and mobile phone.
(GETP) Completed shipping all equipment from Spark, Cello, Canon, Bluestar and supplies from Gibson Sheat to NZ Data locations around NZ.
(ES) EM Induction.
(ES) Security risk assessment for Enterprise Services Bus signed off and control assessment planning completed.
(ES) Agreed an application and patching Change Freeze schedule.

Details on specific areas of work/workstreams.**OPERATIONS GROUP****Communications and Education**

The monthly status report for Communications and Education can be found [here](#). The overall status is GREEN.

Enrolment and Community Engagement

The monthly status report for Enrolment & Community Engagement can be found [here](#). The overall status is RED. This is due to the 23/24 budget being RED.

Key points:

- Comms have advised that an MEO insert and the 'How to Vote' brochure are not required in the Enrolment Update mailout.
- The approach to hiring temp staff is under review with P&C and Enrolment to ensure that the option taken is best for EC from an impact and risk profile point of view

Centralised Enquiries Project

The monthly status report for the Centralise Enquiries Project can be found [here](#). The overall status is GREEN.

In the last month the focus has been engaging with the Zendesk team to plan the work for Phase 1. The Customer Services Manager (CSM) 9(2)(a) started on the 27th February

Voting Services

The monthly status report for Voting Services can be found [here](#). The overall status is GREEN.

Recruitment Process Redesign (ARTS)

The monthly status report for the Recruitment Process Redesign project can be found [here](#). The overall status is GREEN.

The focus over the month has been working with Aotal to configure the Voting Services recruitment requirements for the General Election. We have successfully documented, and process mapped the end-to-end recruitment process for the General Election recruitment and are making the final configuration changes in preparation for the final re-testing of the platform with Voting Services on the 17 March.

The project has completed all design and build work for the integration from SnapHire to MoJ. Catalyst have successfully completed the design and build work for the integration from SnapHire to EMS. Discussions are underway with People & Culture, IT and Voting Services for the support process. The project has worked with People & Culture and Voting Services to establish a training plan including the Operations Manual Chapter 9 dependency. The training plan on a page has been included as an appendix to the Status Report.

ENTERPRISE SERVICES**GETP**

The monthly status report for GETP can be found [here](#). The overall status is GREEN. The focus for the last month has been on setting up Electorate Headquarters and the Centralised Processing Team. In addition, a successful series of IT induction events were held for the 65 Electorate Managers who are now all onboarded with an EC account, laptop, and mobile phone.

Enterprise Services

The monthly status report can be found [here](#). The overall status is GREEN.

The focus for the IT workstream over the past month has been the focus for the IT workstream since December Steering Group has been;

- MEO testing underway and extracts are being produced.
- Working with other PMs to align the IT work plan.
- Working with Business owners to agree change freeze dates.
- Working with ARTS project to ensure tasks required to enable successful onboarding of staff.
- C&A for the Enterprise Service Bus

The P & C workstream has been busy with:

- Supporting and training our team and managers on SnapHire. We are also engaging with VS and 9(2)(a) to plan training programmes for the RA and EM's.

- Completed EM induction and follow ups including actions.
- TUPU reconfiguration and data integrity work is in progress.

Finance & Procurement:

- Completed the first draft of the budgets for review Monday 13 March.
- Completed a plan and procurement for recruiting MEO staff.

Focus for next month:

- Baselining and consolidating all of the GE project schedules
- Actioning IQA recommendations
- Project dependencies & critical path updated
- Workstreams continuing to meet their milestones
- Confirm the approach for recruitment advertising, and then complete the procurement plan and ASO.
- Progress work on the Orange Guy and Pup transactional message campaign for the General Election.
- Finalise the Operations Group collateral plan for approval by the DCE Operations.
- Progressing work on enrolment update mail out deliverables and voting place deliverables.
- Enrolment update campaign SOWs documented and approval process started, including NZ Post SOW for review by the Board
- Enrolment update development phase starts on 24 March, provision of 1st data extract.
- Candida and Blue Star confirm timelines as soon as artwork dates are known, while SOW are actioned.
- Recruitment approach agreed and all associated costs, including Finder fees confirmed. Recruitment plan updated and circulated
- Physical audit of Processing centres completed, and Floor Plans produced and reviewed with GETP
- Blue Star receive the Roll Distribution list to allow them to complete their quotes and EC produce their SOW
- Provide structure to the CE Implementation plan with the CE working Group
- Sending the introduction letter of Electorate Managers to schools, Tertiary institutions and NZ Councils.
- Finalising the Operations Manual and sending it to the printers and uploading the chapters and master forms onto Tupu
- Recruitment for the Manager Delivery & Support, two Project Leader and two Project Support positions.
- Continuing the training packages for the Logistics and Supply Managers (LSM) and Rostering and Recruiting Managers (RRM) roles
- Delivering Headquarters supplies
- Finalising the establishment of the Centralised Processing Team
- Having Overseas Enquiries Team going live by April
- Complete the final testing of SnapHire for Voting Services General Election recruitment.
- C&A Phase 2 complete.
- Privacy Impact Assessment complete.
- Agreement on the SnapHire Support Model.
- Complete implementing fibre circuits at Electorate Headquarters
- Start delivery of MFD printers to Electorate Headquarters
- Complete setting up technology for the Centralised Processing Team
- Build 190 tablet devices for Community Engagement staff.
- Recruitment of LLM and RRM roles begins.
- Restart Windows 11 rollout at National Office
- Planning and scheduling Security (Penetration) tests for key EC applications
- Planning and scheduling Performance (Load) tests for key EC applications

For the table below please refer to the [RAG Status guide](#) to understand the ratings

Key Status Indicators	Status			Comments and expected actions. If AMBER or RED include what needs to be done to return to GREEN
	Last Report	This Report	Next Report	
1. Risks	●	●	●	There are currently four medium programme risks and five low risks. This report contains only medium and critical risks and the low risks have been omitted. The Programme Director is working with the DCE Strategy, Governance and Development to integrate programme risks with organisational risks to help with mitigation management.
2. Issues	●	●	●	There are currently no open programme level issues
3. Budget	●	●	●	This green status relates to the 22/23 financial year. It is likely there will be cost pressures identified for 23/24 and this will be reported on following the 23/24 budgeting exercise which is taking place currently.
4. Milestones	●	●	●	There is no significant milestone slippage. In April an integrated schedule will be produced with better milestone tracking and reporting abilities and will be used to prepare the next Programme Status report. It will include critical path milestone reporting.
5. Scope	●	●	●	There are no changes to programme scope.

Key Status Indicators	Status			Comments and expected actions. If AMBER or RED include what needs to be done to return to GREEN
	Last Report	This Report	Next Report	
6. People Resources	●	●	●	Additional resources continue to be recruited for, but there are no concerns
7. Delivery Partners ¹	●	●	●	There are no delivery partner concerns, hand no known impacts on delivery partners due to Cyclone Gabrielle.
8. Quality	●	●	●	There are no quality concerns.
9. Dependencies				Known dependencies are being actively managed.

¹ Note: A delivery partner is defined as an external vendor, service provider or other agency contracted to deliver components of the project.

1. Risks

The risks below have been identified as Programme risks. They do not include risks raised for each workstream. The full risk register can be found [here](#).

Risk Owner	Risk title	Risk category	Risk description	Treatment Action (Mitigations)	Treatment action log	Assessment of CURRENT Risk			Last date reviewed
				What can be done to reduce the likelihood?		Likelihood	Consequence	Risk Rating	
All ELT Managers	Reliance on key staff	Capability	IF, we continue to be reliant on a on a small number of key SME's and workloads remain high THEN if any of those people get sick, burnt out or leave the organisation, this will compromise our ability to deliver and creates critical points of failure	<ol style="list-style-type: none"> 1. Identify and document key staff and key roles 2. BCP work has required that back-up plans are identified and documented including cover for critical tasks. Revisit this document to ensure it is still valid 3. Review the TOM work which has identified critical staff risk and has incorporated this into the organisational changes being implemented to determine if it is still valid and if it has mitigated any risk 4. Identifying back-ups for all key staff during the GE 5. Document all critical GE delivery processes showing clear ownership and back ups 6. Staff retention and attraction policies and practices being implemented 7. Recruitment, H&S, BCP, reprioritisation 8. Review of GE 2023 critical path to identify critical points of failure and where we may need to have more documentation around process. 9. Identify ways to support critical staff if a crisis arises that they need to deal with 10. Develop and roll out succession planning including understanding and planning for career pathways 11. Identify substitutes and ensure they are well informed to be able to step in 12. Capture knowledge to make it readily accessible for others 13. Run an ELT workshop to identify critical issues and develop a shared plan going forward. 	<p>Items 1-4 have been implemented</p> <p>Sept 22: A workshop will be run with ELT on 12 October, focussing on implementing mitigations</p> <p>14 Oct 22: A first workshop was run with ELT which did a deep dive into this risk. New mitigations were identified. Not everything was completed, so another will be run and this risk will be updated as a result of the two workshops next month.</p> <p>11 Nov 22: this risk needs to be updated based on the ELT workshop. This will be done post Hamilton West by election</p>	Likely	Significant	Medium	Nov 22
DCE Enterprise Services DCE Operations	SMEs leaving without sharing information	Capability	IF people leave without providing a substantive handover (either in person, via documentation or both), THEN we lose a significant amount of knowledge that makes the next person's role harder, potential rework and potential non delivery of items	<ol style="list-style-type: none"> 1. Managers set expectations with the team that they are to document key processes 2. Managers to ensure that when someone resigns they prioritise writing a thorough handover document 3. Managers prioritise recruitment so there is a handover period 4. P&C prioritise recruitment for critical roles 	<p>Sept 22: This is a new programme risk and has been assigned to the risk owners only this month. Progress against treatments will be reported next month.</p> <p>14 Oct 22: progress has been made on treatment 3 & 4.</p> <p>20 Feb 23: The process and assurance work that is starting in March will address much of this risk as key processes will be documented</p>	Very Likely	Minor	Medium	20 Feb 23
CIO and Business System Owner	Catalyst resource contention/resource availability	Technology	IF, the Catalyst team has resource contention due to illness and other EC projects, THEN this may delay delivery of GE projects	<ol style="list-style-type: none"> 1. Have regular meetings with the Catalyst account manager 2. Hold them to account over delivery dates 3. Have 2 EC staff on site 4. Ensure the Catalyst statement of work is realistic 5. Create a dashboard that informs EC of all the work catalyst have on and when it is due 6. Make trade-off decisions if necessary, based off information in the dashboard 7. PMs to work with Catalyst to monitor delivery 8. Ensure we are providing Catalyst with business requirements in a timely fashion 9. Ensure we are clear to Catalyst about our priorities 	<p>12 Nov 21: Weekly meetings Commenced</p> <p>19 Nov 21: Draft Statement of Work received</p> <p>26 Nov 21: Final Statement of work expected</p> <p>30 June 22: A dashboard of work is prepared and will be presented to the EEV Steering Group for prioritisation</p> <p>Sept 22: Significant work has gone into prioritising Catalyst work to ensure there is clear direction so that their resources are working on the areas of greatest need. An additional resource has been secured for the next two</p>	Feasible	Significant	Medium	20 Feb 23

Risk Owner	Risk title	Risk category	Risk description	Treatment Action (Mitigations)	Treatment action log	Assessment of CURRENT Risk			Last date reviewed
				What can be done to reduce the likelihood?		Likelihood	Consequence	Risk Rating	
					months to work on the MIKE system 14 Oct 22: Catalyst has been briefed on the work and work continues to be prioritised with the business. 20 Feb 2023: Regular prioritisation meetings between Catalyst and EC continue with focus on completion of Must have functionality for GE2023				
CIO	Cyber Attack on Critical Systems	Technology	IF, A malicious cyber attack were to occur on critical systems, THEN, Security of information would be at risk and systems may be down.	1.Structured improvement of controls (technology, human, supply chain management) to enable us to continually improve our ability to identify, prevent and respond to cyber security incidents. 2.Resourcing focused on cyber security issues. 3.Draft enterprise-wide information systems strategic plan (ISSP) Phishing, training, SMT focus and leadership to inform staff. 4.Cloudflare DDoS protection. 5.Developing playbooks for incident types 6.Funding in FY21/22 budget for control improvements including resources, software and process improvements. 7.Certifying and accrediting GE critical systems. 8.Links to NCSC and acting upon security bulletins. 9.Patching applications, infrastructure regularly and quickly. 10.Pentesting applications and infrastructure annually. 11.Third party supply chain audits. 12.In the process of improving authentication/authorisation at the Commission to reduce ability for attackers to harvest credentials. 13.Implementing extra monitoring software to improve our ability to detect and prevent incidents 14.Larger Cyber Security awareness campaigns	30 June 22: Treatment items 1-6 have been implemented Sept 22: Treatments 1-11 have been implemented 20 Feb 23: work continues on Treatment 12 in conjunction with the ARTS project, to automate parts of the onboarding process. Enhanced threat intelligence now implemented into device endpoints as part of Treatment 13.	Feasible	Major	Medium	20 Feb 23

2. Issues

There are no open Programme issues. Programme issues do not include issues raised for each workstream. The full issues register can be found [here](#).
There are no current medium or high programme issues to report this month.

Issue Description	Impact on business	Management / Progress update	Impacted area					RAG	Date Reported	Assigned To	Expected Resolution Date
			People	Process	Systems	Finance	Reputation/ Other				

3. Financials

The most recent budget information available is January YTD as follows:

Account	Description	Current			YTD			Full Year Budget	% Full Year Spend	Remaining Budget
		Actual	Budget	Variance	Actual	Budget	Variance			
	Total Operating Expenses	1,045,504	2,796,442	1,750,937	6,018,260	11,537,362	5,519,102	38,705,877	15.5%	32,687,617

We are reporting a \$5.5m underspend YTD, (Jan) however the majority of this is due to phasing. It is expected that we will spend the full budget for 22/23. Cost pressures that were identified for 22/23 are highly likely to be able to be solutioned within the current budget (this will be confirmed by April). The 23/24 budgeting exercise is underway and cost pressures for that financial year have been identified. These will be considered following the budgeting exercise.

4. Milestones

Key milestones that have been identified are listed below and these will be updated following the reset based on the election date confirmation.

Milestone key: Green = Milestone date will be met. Amber = Milestone may not be delivered on time. Red = Milestone will not be delivered by agreed baseline date

Critical path milestones are included below and a visual representation can be found [here](#). The major milestones have been reviewed following the election date announcement, although these will be confirmed and updated following the planning day on 30 March.

Workstream or Work packets	Milestone	Type	Estimated Finish Date (early planning)	Baseline Finish Date	Re-baseline finish date	Current Finish Date	Status
IT-GETP	All requirements completed	L0-Governance		24/02/22		24/02/22	Completed
ES	Recruitment Strategy approved	L0-Governance		13/05/22		28/05/22	Completed
ES-GETP	Procurement plan completed	L0-Governance		30/05/22		06/07/22	Completed
Programme	EC Board approval of EC Board engagement calendar	L0-Governance		06/7/22		6/70/22	Completed
ES	Electorate Manager Recruitment Go Live	Critical Path		8/8/22		8/08/22	Completed
ES	Recruitment plan approved	L1-Primary		10/06/22		17/08/22	Completed
Programme	EC Board approval of Programme Board ToR	L0-Governance		17/08/22		17/08/22	Completed
Programme	Environmental Scan to EC Board	L0-Governance	17/08/2022			17/08/22	Completed
ES-IT	All systems ready for HQ Simulation	Critical Path		11/9/22		11/09/22	Completed
Mark L	Trust in the Election to EC Board	L0-Governance	21/09/22			14/09/22	Completed
Legal & Policy	Amended policy on party registration and logos to EC Board	L0-Governance		17/08/22		14/09//22	Completed
VS-RPR	GE Implementation ready for HQ Simulation	L1-Primary		30/06/22		23/09/22	Completed
VS	HQ Simulation Start	Critical Path		23/09/22		23/09/22	Completed
Legal & Policy	Registration of political party and logo to EC Board	L0-Governance		12/10/22		12/10/22	Completed
Legal & Policy	Broadcasting allocation process and timeline to EC Board	L0-Governance		12/10/22		12/10/22	Completed
Ops- MEO	MEO implementation plan – EC Board approval	L0-Governance		12/10/22		12/10/22	Completed
VS	HQ Simulation Completed	Critical Path		14/10/22		14/10/22	Completed
Programme	Programme Management Plan to Programme Board	L0-Governance	31/03/22	12/12/22		19/10/22	Completed
VS-RPR	Career site design and implementation complete	L1-Primary		April 22		02/11/22	Completed
VS-RPR	Certification and Accreditation completed – Phase 1	L1-Primary		May 22	31/10/22	28/11/22	Completed
VS-RPR	Privacy Impact Assessment completed – Phase 1	L1-Primary		May 22	07/10/22	28/11/22	Completed
ES-GETP	Procurement complete	L0-Governance		28/10/22		30/11/22	Completed
Programme	Programme Management Plan to EC Board	L0-Governance	31/03/22	14/12/22		14/12/22	Completed
Comms &Ed	GE Public Information and education campaign strategy and budget to EC Board	L0-Governance		14/12/22		14/12/22	Completed
Programme	IQA ToR to EC Board	L0-Governance	14/12/22			14/12/22	Completed
VS-RPR	Reporting tested and completed – Phase 1	L1-Primary		July 22	18/11/22	31/01/23	Completed
Comms &Ed	GE Public Information and education campaign strategy and budget approved by EC Board	L0-Governance		31/01/23		31/01/23	Completed
ES-GETP	Electorate Manager IT setup complete	Critical Path		13/02/23		13/02/23	Completed
VS	Electorate Managers start	Critical Path		13/02/23		13/02/23	Completed
ES-IT	Training event preparation complete	Critical Path		13/02/23		13/02/23	Completed
Operations	Participation & Engagement Strategy to EC Board	L0-Governance		14/12/22		14/02/22	Completed
VS	Electorate Manager Centralised training start	Critical Path		20/02/23		20/02/23	Completed
ES	Designation, Delegations and Declarations in place	Critical Path		14/02/23		22/02/23	Completed
ES-GETP	Electorate HQ location design complete	Critical Path		31/12/22		28/2/23	In progress
ES	Electorate HQ properties secured	Critical Path		31/12/22		28/2/23	Completed
VS	Covid protocols confirmed	Critical Path		1/03/23		1/03/23	In progress
IT-GETP	Centralised Processing Team setup complete	Critical Path		01/02/23		1/03/23	Not started
VS-RPR	Recruitment Process Redesign/MoJ integration complete	Critical Path		June 22	15/03/23	15/03/23	In progress
VS	Centralised Processing Team Simulation date?	Critical Path		Mid March		17/04/23	Not started

Workstream or Work packets	Milestone	Type	Estimated Finish Date (early planning)	Baseline Finish Date	Re-baseline finish date	Current Finish Date	Status
Programme	IQA results to EC Board	L0-Governance	15/03/23			15/03/23	In progress
Comms&Ed	GE Public Information and education plan to EC Board	L0-Governance	15/03/23			15/03/23	In progress
Legal & Policy	Final Party registrations and logos to EC Board (by Writ Day)	L0-Governance	15/03/23		10/09/23	15/03/23	In progress
Legal & Policy	Progress on broadcasting allocation, submissions and upcoming oral hearings to EC Board	L0-Governance	15/03/23			15/03/23	In progress
TBC	Security Strategy to EC Board	L0-Governance	2/11/22			15/03/23	In progress
VS-RPR	Final Snaphire testing completed	L1-Primary		June 22	18/03/23	18/03/23	In progress
VS-RPR	Integration – ESB – End to end UAT complete	L1-Primary			24/03/23	24/03/23	In progress
VS	HQ Supplies delivered	Critical Path		24/03/23	05/07/23	24/03/23	Not started
VS-RPR	Privacy Impact Assessment completed – Phase 2 (full go live)	L1-Primary			03/04/23	3/04/23	Not started
VS-RPR	Career site design and implementation complete	L1-Primary		April 22	12/04/23	12/04/23	Not started
VS-RPR	Reporting tested and completed – Phase 2 (full go live)	L1-Primary		July 22	13/04/23	13/04/23	Not started
VS-RPR	Certification and Accreditation completed – Phase 2 (full go live)	L1-Primary			14/04/23	14/04/23	In progress
IT-GETP	Electorate headquarters operational	Critical Path		21/04/23		21/04/23	Not started
VS-RPR	Go Live Part 2 (full integrated system)	L0-Governance			26/04/23	26/04/23	Not started
VS	Operations Manual complete (Vol. 1 complete, Vol 2 and 3 in progress)	Critical Path		16/12/22	28/04/23	28/04/23	In progress
ES-IT	BCP DR Enhancements complete	L0-Governance		30/12/22		28/04/23	In progress
ES/Comms	Logistic & Supply Mgr recruitment goes live	Critical Path		23/01/23	1/05/23	1/05/23	Not started
ES/Comms	Rostering & Recruitment Manager recruitment go live	Critical Path		20/02/23	1/05/23	1/05/23	Not started
ES	Tupu Election Ready	Critical Path		1/05/23		1/05/23	Not started
Legal & Policy	Progress on broadcasting allocation, submissions and upcoming oral hearings to EC Board	L0-Governance	17/05/23			17/05/23	Not started
Comms&Ed	GE Public Information and education campaign update to EC Board	L0-Governance	17/05/23			17/05/23	Not started
VS	Readiness Test 1 Completed - EMS focus	Critical Path		18/05/23		18/05/23	Not started
E&CE	Enrolment Update Mailout – MIKE Data Extract (NZ Post)	Critical Path		22/05/23		22/05/23	Not started
ES-IT	ERSA Go Live	Critical Path		1/06/23		1/06/23	Not started
VS	Overseas Temp staff recruited	Critical Path		1/06/23		1/06/23	Not started
IT-GETP	RRM IT set up complete	Critical Path		1/06/23		1/06/23	Not started
VS	RRMs start	Critical Path		6/06/23		6/06/23	Not started
ES/Comms	Trainer Recruitment Goes Live	Critical Path		12/05/23	9/06/23	9/06/23	Not started
VS	RRM Centralised training completed	Critical Path		14/06/23		14/06/23	Not started
ES-GETP	LSM IT set up complete	Critical Path		1/05/23	19/06/23	19/06/23	Not started
VS	LSMs start (rural electorates)	Critical Path		26/04/23	19/06/23	19/06/23	Not started
Legal & Policy	Final Party registrations and logos to EC Board	L0-Governance	21/06/23			21/06/23	Not started
VS	LSM Centralised Training (rural/regional electorates)	Critical Path		3/05/23	23/06/23	23/06/23	Not started
VS	LSMs start (urban electorates)	Critical Path		22/05/23	27/06/23	27/06/23	Not started
VS	Readiness Test 2 completed - all electorates	Critical Path		28/06/23		28/06/23	Not started
VS	LSM Centralised training (urban electorates)	Critical Path		23/05/23	28/06/23	28/06/23	Not started
VS	Ballot Papers dress rehearsal	Critical Path		30/06/23		30/06/23	Not started
VS	List of draft voting places sent to parties for consultation	Critical Path		2/06/23	30/06/23	30/06/23	Not started
ES-IT	EMS Election Ready	Critical Path		1/07/23		1/07/23	Not started
ES-GETP	Mobile phones for voting places complete	Critical Path		1/07/23		1/07/23	Not started
ES/Comms	Bulk Recruitment Goes Live	Critical Path		1/06/23	03/07/23	3/07/23	Not started
E&CE	Enrolment update campaign starts, first packs in letterboxes	Critical Path		3/07/23		3/07/23	Not started
E&CE	Community Engagement Campaign starts	Critical Path		3/07/23		3/07/23	Not started
VS	EasyVote dress rehearsal complete	Critical Path		6/07/23		6/07/23	Not started
VS	Bulk supply deliveries complete	Critical Path		13/07/23		13/07/23	Not started

Workstream or Work packets	Milestone	Type	Estimated Finish Date (early planning)	Baseline Finish Date	Re-baseline finish date	Current Finish Date	Status
VS	Electorate trainers begin to start	Critical Path		18/07/23		18/07/23	Not started
Legal & Policy	Final Party registrations and logos to EC Board	LO-Governance	2/08/23			2/08/23	Not started
VS	Election night dress rehearsal - all electorates	Critical Path		8/08/23		8/08/23	Not started
E&CE	Writ Day Roll Close	Critical Path		13/08/23		13/08/23	Not started
VS/ES	Party List generated and printed	Critical Path		14/08/23		14/08/23	Not started
E&CE	Data Extract: Easy Vote & Roll Print	Critical Path		17/08/23		17/08/23	Not started
E&CE	Roll Print – MIKE Data Extract (Blue Star)	Critical Path		18/08/23		18/08/23	Not started
E&CE	EasyVote – MIKE Data Extract (NZ Post)	Critical Path		18/08/23		18/08/23	Not started
VS	Early count and post election training complete	Critical Path		25/08/23	23/08/23	23/08/23	Not started
Comms&Ed	Upload Voting papers & Download VP Live on website	Critical Path		30/08/23		30/08/23	Not started
VS	Readiness Test 3 complete - post election processes	Critical Path		31/08/23		31/08/23	Not started
VS	Voting places approved by CE	Critical Path		4/08/23	1/09/23	1/09/23	Not started
VS	Advanced voting papers provided	Critical Path		1/09/23		1/09/23	Not started
VS	Delivery of equipment to voting places open in advance completed	Critical Path		3/09/23		3/09/23	Not started
VS	Main run EasyVote packs delivered	Critical Path		4/09/23		4/09/23	Not started
ES-IT	UVP Election Ready	Critical Path		4/09/23		4/09/23	Not started
ES-IT	DVP Election Ready	Critical Path		4/09/23		4/09/23	Not started
ES-IT	Overseas App Election Ready	Critical Path		4/09/23		4/09/23	Not started
VS	EasyVote supplementary delivered	Critical Path		7/09/23		7/09/23	Not started
VS	All ballot papers delivered to electorate HQs	Critical Path		8/09/23		8/09/23	Not started
VS	Training for voting place staff completed	Critical Path		15/09/23		15/09/23	Not started
IT-GETP	Results phone solution Election Day ready	Critical Path		15/09/23		15/09/23	Not started
IT-GETP	NO Processing Team (NOPT) operational	Critical Path		15/09/23		15/09/23	Not started
VS	NOPT staff start	Critical Path		17/09/23		17/09/23	Not started
E&CE	Election Day Roll qualified – start SVD Processing	Critical Path		20/09/23		20/09/23	Not started
VS	Overseas Voting Go Live	Critical Path		30/08/23	25/09/23	25/09/23	Not started
VS	Dictation Service Go Live	Critical Path		30/08/23	26/09/23	26/09/23	Not started
E&CE	SVD Processing deadline for return to Electorate Manager	Critical Path		26/09/23		26/09/23	Not started
VS	Last day for return of special declaration votes (legal date)	Critical Path		29/09/23		29/09/23	Not started
VS	Advanced Voting starts	Critical Path		4/09/23	2/10/23	2/10/23	Not started
VS	Last day to receive postal votes from overseas	Critical Path		29/10/23		29/10/23	Not started
VS	Last day to get special votes to home returning officer	Critical Path		29/10/23		29/10/23	Not started
VS	Declaration of official results	Critical Path		6/10/23	3/11/23	3/11/23	Not started
VS	Voting Services electorate HQs closed	Critical Path		30/11/23		30/11/23	Not started
IT-GETP	Decommissioning complete	LO-Governance		31/12/23		31/12/23	Not started

5. Dependencies

All dependencies are being tracked in the [Master dependency register](#). Dependencies will be updated following the planning day on 30 March

6. Change Requests

There are no change requests for this reporting period.