Status Report – GE2023 Programme Status Report

From	Emily Redmond, Programme Director		Report Period	17 December 2022	22 February 2023	Governance Group	Programme Board

Overall RAG status	Current	🟢	December	🔺	November	❌	October	❌	September	❌

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 MEO community engagement plan (for approval), the Trust and Security draft strategy (for feedback), Translation approach to Te Reo (for approval), scenario planning (for input and feedback) and processes and assurance (for approval).

Executive Summary

The overall status of the programme has reduced from AMBER to GREEN.

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.

The milestone status indicator is now reporting GREEN. The ARTS project has done a replan and a date change request was approved at the recent Steering Group meeting, enabling most of the key milestones to return to GREEN.

The impact of cyclone Gabrielle has been considered and impacts are included for the programme board as part of the scenario planning agenda item.

Schedules and dates

With the announcement of the election date there is a focus on updating schedules and the critical path is being reviewed and updated. This work will be completed in February and the final integrated schedule can soon be confirmed.

Planning Assumptions

We have completed another round of GE2023 common assumptions review. There were a number of updates (over and above the obvious ones regarding the date change) including:
- For MEO The public information and education campaign will run from when legislation is implemented on 31 March until the start of the exclusion period on 13 July 2023 (this is five weeks longer than previous planning assumptions)
- There will be additional budget in FY2023/24 and FY 2024/25 to deliver ongoing Māori Electoral Option messaging after the 2023 General Election (note that this assumption has not been confirmed and will be worked through during the 23/24 budgeting round)
- There is an exclusion period from 13 July to 14 October when Māori cannot change roll types
- 57% digital entry (approx. 711k) new and updated enrolments between EUC start and ED Roll Close (increased from 40% but now consistent with GE2020)
- The level of activity in market for the public information and motivation campaign will reduce, relative to 2020, because of inflation, media costs and a single campaign budget
- The public information and education campaign will be delivered with a budget of $7.85 million
- Advertising to support the enrolment update campaign will be delivered from 30 July to Writ Day, Sunday 10 September. Enrolment and voting messages will continue until election day
- The enrolment campaign start date will move from 3 July to 30 July.

Risk & Security

Work has begun to:
- Get the Risk & Security workstream underway:
  - inter-agency - nominations for representatives from other agencies have been received and the first meeting is on 23 February (there are also internal representatives on this group);
  - internal working group – we have a core group identified and the first meeting is on 24 February;

- Ensure that critical relationships are in place, key stakeholders are on board about the direction of this work and that roles and responsibilities are well understood:
  - inter-agency – we are regular attendees at the *Major Events Security Committee* and Karl and Mark will be attending the *Security Intelligence Board* from March (both part of the National Security System framework run out of DPMC) – the focus of these meetings at present is educating external support agencies about the elections context/key risks and ensuring that we have support and engagement going forward;

- o   internal - we are preparing a *Trust and Security Strategy* for the EC Board for their March meeting. The document (presented to the Programme Board in draft):
  - ▪ provides context for the operating and external risk environments into which the GE2023 event will be delivered;
  - ▪ describes the inter-agency governance arrangements and how the work 'fits together';
  - ▪ describes the broad workstreams of a Commission-led approach to support safety of and trust in GE2023;
  - ▪ describes the objectives of these workstreams and set out the main strands of work being undertaken across the Commission within the workstreams.

- Next steps for this programme of work are:
  - o   evaluating our current protections, identifying the main gaps in the work programme and key decisions that need to be taken through the internal workshop (including e.g. implications for the budget);
  - o   documenting the strands of work occurring across the orgainsation in support of the trust and safety of GE2023 into a consolidated project plan at a more fine-grained level to track progress against a centralised view;
  - o   progressing the inter-agency support work to develop a risk profile and begin to work with the agencies on mitigations and support arrangements;
  - o   recruiting a *Senior Advisor Interagency Liaison* to support this work.

IQA
Caravel have been appointed to undertake the IQA, interviews have begun and key documents have been shared with them.

Field update
The Electorate Managers (EMs) are started on February 13 and their training is being held on February 20 to 23 in Wellington. All but Southland and Invercargill HQ properties have been secured (although there is positive progress) and the technology set up in HQ locations is underway.

Successes for reporting period:

(Programme) IQA commenced

(C&E) The Public Information and Education campaign strategy was approved by the Electoral Commission Board.

(C&E) The Advertising Services Order (ASO) for the Public information and Education Campaign has been submitted to the Electoral Commission Board for approval.

(C&E) Work is underway on the Kids Voting programme with placement of advertising confirmed in school magazines and stakeholder communications to schools to start in March. An online registration form for elections.nz is being built.

(E&CE) Endorsement of the Strategic Engagement and Partnership Strategy by the Electoral Commission Board.

(RPR) Successful creation of an EMS employee via the SnapHire to EMS integration enterprise service bus component.

(RPR) The Enterprise Service Bus (ESB) integration to MoJ has successfully sent a test file to the MoJ SFTP server.

(RPR) Successful replanning session.

(VS) Leased 63 electorate Headquarters, with termination dates of 31 December 2023. Our only outstanding Electorate are Invercargill and Southland.

(VS/ES) Employed all 65 Electorate Managers

(VS) Employed a new Auckland South Regional Manager

(VS) Sent Volume 1 of the Operations Manual to the printers on 16 December, on schedule

(VS) Delivered the "Appointment Supplies" to the EMs (including Volume one of the Operations Manual

(VS) New AoG agreement for Stationery was signed in January, allowing us to order GE2023 Stationery

(VS) Successful dress rehearsal for Electorate Managers' training.

(GETP) All procurement complete

(GETP) Prepared Electorate Manager laptops and mobile phones for IT induction events

(GETP) Created Electorate Manager user accounts

(ES) Post announcement of the date of the 2023 General Election, update variation letters issued to RM's RAs and EMs with new fixed term end dates.

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. There has been a huge focus on MEO.

Enrolment and Community Engagement

The monthly status report for Enrolment & Community Engagement can be found here. The overall status is GREEN. There has been ELT agreement to push the start of the enrolment campaign out from 3 July to 30 July due to the confirmation of the election date.

The GE2023 Strategic Engagement and Partnership Strategy is complete and was presented to the Board for endorsement which was granted.

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 on analysis and engagement with Zendesk.

Voting Services

The monthly status report for Voting Services can be found here. The overall status is GREEN. The main focus has been preparing for the Electorate Manager training event from 20-23 February.

Recruitment Process Redesign (ARTS)

The monthly status report for the Recruitment Process Redesign project can be found here. The overall status is RED, however following the approval of the date change request, it has now returned to GREEN. A replan activity took place with the business, and the launch date is still set for the end of April.

ENTERPRISE SERVICES

GETP

The monthly status report for GETP is GREEN and can be found here. The focus for the last month has been finalising all procurement activities, which are now all complete.

Work now shifts to the implementation phase of the project, starting with the fitting out of technology at 65 Electorate Headquarters and preparing for the onboarding of Electorate Managers.

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;

- Replanning and realigning the IT work plan to the confirmed GE2023 Election date.
- Working with ARTS project on confirming schedule of IT related tasks
- C&A for the Enterprise Service Bus

The ES workstream has been busy with:

- Supporting managers with Snaphire and working on Phase 2, including the Ops Manual for VS.
- Finalising Induction for electorate Managers to be presented this month.
- Finalised master forms for RRM and LSM recruitment e.g., interview templates, phone screening.
- All job descriptions for GE with Voting Services are being finalised.

Focus for next month:
- Baselining of all GE project schedules with the confirmed election date
- Project Dependencies & Critical Path updated
- Workstreams continuing to meet their milestones
- Complete the procurement plan and ASO for recruitment advertising
- Kick off Zendesk Phase 2 enhancement work.
- Start work on Centralised Enquiries Service Model.
- Finalising and undertaking the EM Training event to be held in Wellington between 20-23 February
- Complete the SnapHire configuration for Voting Services General Election recruitment
- Full SnapHire to MoJ integration complete
- Full SnapHire to EMS integration complete
- Recruitment Process Redesign - C&A Phase 2 complete
- Onboarding 65 Electorate Managers at 5 IT induction events in Auckland, Palmerston North, Taupo, and Christchurch
- Start fitout of technology at Gibson Sheat Centre for the Centralised Processing Team
- Continue implementing network circuits at Electorate Headquarters
- Continue setting up all technology at Electorate Headquarters
- Update GE2023 Recruitment Plan to include all roles.
- Complete Induction for Field training presentation
- E&CE -Kick off meeting with Blue Star – Roll Print
- E&CE - Secure EUC suppliers with SOW

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. Since the last reporting period three medium risks have been closed.
2. Issues	🟢	🟢	🟢	There are no issues reported this period. No change from the last reporting period.
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	🔺	🟢	🟢	Work is underway to reset milestones following the announcement of the election date. A decision was agreed at Steering Group that dates that change due to the election date announcement won't need to go through a formal change request. The milestones included in this report will be overhauled one the individual workstream schedules have been update. The ARTS project replan has taken place and a change request has been approved at the last Steering Group meeting, meaning many key milestones that we previously reporting red have returned to green. There are a few milestones that are not reporting green, however the overall project associated with these milestones will meet the approved delivery date, hence the overall milestone status reporting green.
5. Scope	🟢	🟢	🟢	There are no changes to programme scope.
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, however it is not yet known if cyclone Gabrielle will impact on delivery partners. This is still being determined.
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	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.	Items 1-4 have been implemented Sept 22: A workshop will be run with ELT on 12 October, focussing on implementing mitigations 14 October: 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. 11 Nov – this risk needs to be updated based on the ELT workshop. This will be done post Hamilton West by election	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	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	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. 14 Oct – progress has been made on treatment 3 & 4. 20 Feb -The process and assurance work that is starting in March will address much of this risk as key processes will be documented	Very Likely	Minor	Medium	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	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	12 Nov 21 - Weekly meetings Commenced 19 Nov 21 - Draft Statement of Work received 26 Nov 21 - Final Statement of work expected 30/6/22 - A dashboard of work is prepared and will be presented to the EEV Steering Group for prioritisation 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	Feasible	Significant	Medium	Oct22

Risk Owner	Risk title	Risk category	Risk description	Treatment Action (Mitigations) What can be done to reduce the likelihood?	Treatment action log	Assessment of CURRENT Risk			Last date reviewed
						Likelihood	Consequence	Risk Rating	
					months to work on the MIKE system 14/10/22 – Catalyst has been briefed on the work and work continues to be prioritised with the business. 20/02/2023 - Regular prioristisation 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	30/6/2022 - Treatment items 1-6 have been implemented Sept 22: Treatments 1-11 have been implemented 20/2/2023 - 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	Sept 22

2. Issues

The issues below have been identified as Programme issues. They 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 December YTD as follows:

	Current			YTD			Full Year	% Full Year Spend
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	
Total Operating Expenses	667,949	1,665,637	997,689	4,972,755	8,740,921	3,768,165	38,705,877	12.8%

We are reporting a $3.8m underspend YTD, 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 more review is required and will be worked through over the coming month.

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	22/2/23	In progress
ES-IT	EMS Operationally Ready (excl SnapHire Integration)	Critical Path		31/12/22	28/02/23	28/02/23	In progress
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	In progress
ES-IT	EMS Operationally Ready (incl SnapHire Integration)	Critical Path				28/02/23	In progress
ES-IT	ERSA Development Complete	Critical Path		28/02/23		28/02/23	In progress
VS	Covid protocols confirmed	Critical Path		1/03/23		1/03/23	Not started

Workstream or Work packets	Milestone	Type	Estimated Finish Date (early planning)	Baseline Finish Date	Re-baseline finish date	Current Finish Date	Status
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	Critical Path		Mid March		Mid March	Not started
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	Not started
Legal & Policy	Progress on broadcasting allocation, submissions and upcoming oral hearings to EC Board	L0-Governance	15/03/23			15/03/23	Not started
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		24/03/23	Not started
VS-RPR	Privacy Impact Assessment completed – Phase 2 (full go live)	L1-Primary			3/04/23	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

Workstream or Work packets	Milestone	Type	Estimated Finish Date (early planning)	Baseline Finish Date	Re-baseline finish date	Current Finish Date	Status
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
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	L0-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	L0-Governance		31/12/23		31/12/23	Not started

5. Dependencies

All dependencies are being tracked in the Master dependency register. Following the 5 August planning day, the register has been tidied up, and dependencies relating to the critical path can be clearly identified. Dependencies are being well managed and there are no concerns to report.

6. Change Requests

There are no change requests for this reporting period.

7. Key Decisions

Reference	Description	Decision Actions	Required From	Raised By	Agreed By