

Programme Overview

RAG Status

Last Month → This Month → Next Month

Overall Commentary

The overall status of the programme is AMBER. This is due to Quality and Assurance reporting AMBER and a number of the project status reports reporting AMBER. The reason for Quality & Assurance being AMBER is due a number of recommendations that need to be implemented from the IQA. In addition, the process and assurance project that is underway has not yet provided documentation to give comfort that our assurance processes are robust. It is expected to take another month for this area to return to GREEN. Four of the seven projects are reporting AMBER and the rest are reporting GREEN. Those that are reporting AMBER have plans in place to remedy this.

The focus in the upcoming month for the programme team will be to continue working with the business on recruitment tracking, reporting and what our plan B is should our recruitment not be on track. Additionally, there will be a focus on dashboards for key metrics.

Decisions/Actions Required

Agree to the proposed approach toward the PIA issue.

Note the progress being made in the Process and Assurance project.

Participate in the recruitment deep dive.

Concerns

Staffing

A number of project status reports have mentioned recruitment challenges, loss of knowledge and pressure on other members as a result of people leaving, and heavy workloads of some individuals. This is being actively managed, with some groups having set up working arrangements to ensure people are more supported and single person risk is reduced, others are prioritising recruitment, and the Process and Assurance project is mapping out key processes to ensure the Commission is capturing key information.

Privacy Impact Assessments (PIAs)

There are a number of systems that have not had a PIA completed which exposes the Commission to risk. Those systems have been identified and a workshop is taking place during the week commencing 29 May to better understand the current state and to gather information so that a roadmap to complete the PIAs can be produced for the 6 June programme board meeting.



Critical Path 1 March – 31 May 23

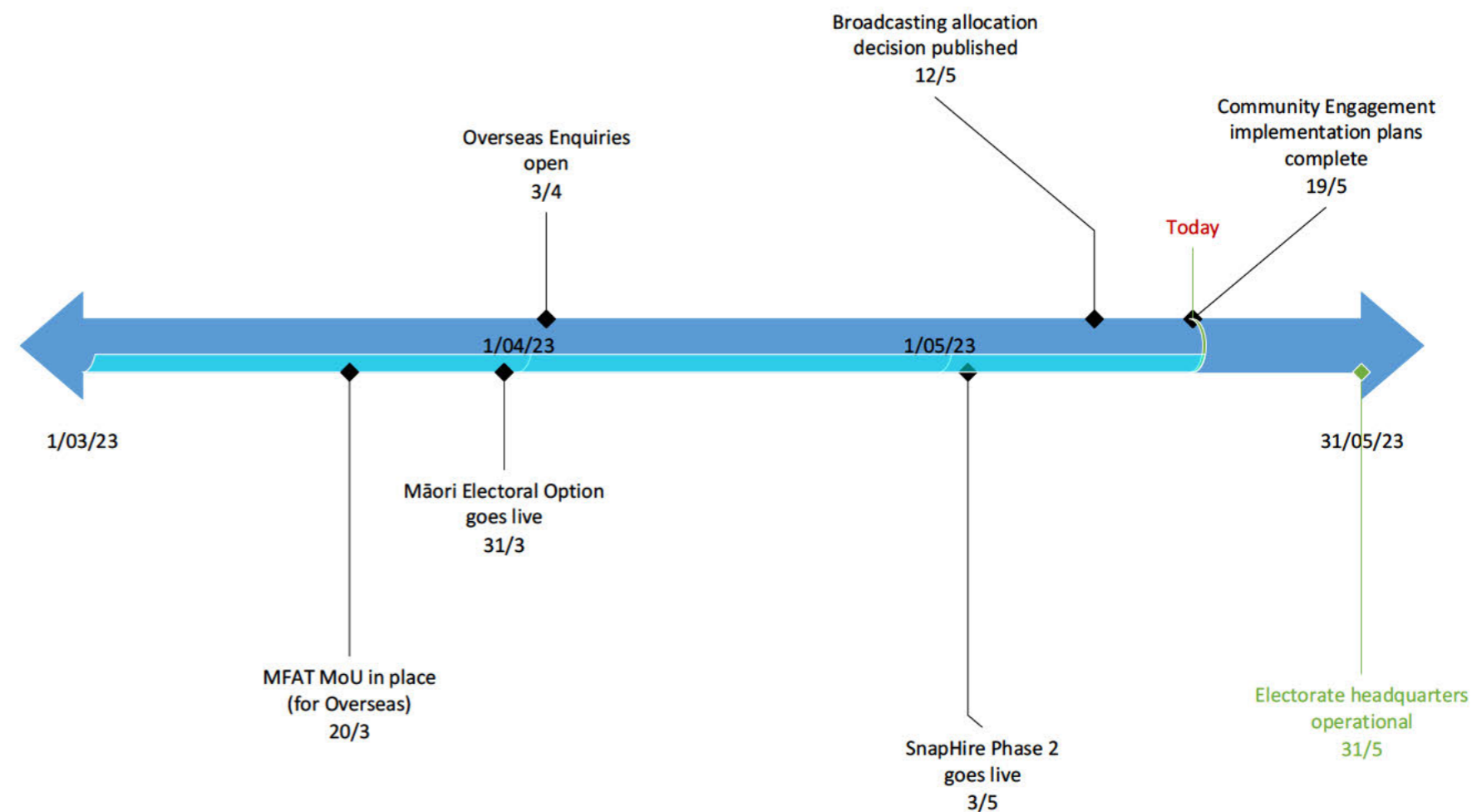
Commentary

Since the previous reporting period three critical path milestones have been completed. They are the Broadcasting Allocation decision published, the Go Live of Phase 2 of the SnapHire system and the Community Engagement implementation plans completed.

Electorate headquarters were all due to be operational on 12 May and has moved to 31 May. The setup of Electorate Headquarters is delayed due to resource constraints by the various suppliers involved. 94% of HQ's now have an internet connection and wi-fi. 78% of HQ's now have a functional printer. There has been no reported impact of the delay to getting Electorate Headquarters 100% completed to date. The completion of the Rotorua HQ is blocked until the site is made physically secure from access to the public. The completion of Taupo has been delayed due to challenges in getting fibre installed at the main site. A workaround is being put in place to have fibre connectivity from the adjacent logistics warehouse which should be in place by 31 May. The project manager raised these issues in the recent steering group and will be submitting a formal change request in the next meeting.

New recruitment processes were due to be approved on 18 May. The project manager presented a change request to the steering group which was accepted and the date for this milestone has been moved to 2 June.

The critical path for 1 June – 31 August is provided in Appendix A and 1 September – 30 November in Appendix B.



Black = completed
Green = coming up
Red = Immovable dates

Key Status Indicators	Status			Comments and expected actions
	Last Month	This Month	Next Month	
Risks	●	●	●	There are currently five medium programme risks, five low risks and no critical risks. No new risks have been identified this month. The details of the medium risks are included in Appendix C. The PMO Manager has had an initial meeting with the Manager Strategy, Risk and Assurance to start to determine how Programme and Organisational risks can be amalgamated.
Issues	●	●	●	A new medium issue has been identified relating to Privacy Impact Assessments. Details were provided to the Programme Board on May 11 and an update is being provided on May 25. This issue will remain open until the Programme Board is satisfied with the treatment plan. One medium issue does not warrant the overall RAG status to move from GREEN to AMBER.
Budget	●	●	●	When the FY23 budget was approved in June 2022 it was agreed that they would be set at \$2m more than the available baseline funding and this \$2m deficit would be funded from reserves. When the FY24 budget had been prepared and approved it had a FY23 forecast of \$8.7m surplus and an FY24 deficit of \$11.3m which nets to a \$2.5m deficit. When we prepared the FY23 budget and then subsequently the FY24 budget we did not specifically approve a budget for EV1001 - General Election 2023 that would be spent across both FY23 and FY24. Therefore, the forecast for FY23 and the budget for FY24 are on track with the \$2m deficit to be funded from reserves and these budgets include the budget for GE2023. April YTD expenditure is \$17.825m which is an underspend of \$8.100m. This underspend is a combination of permanent savings, delayed expenditure that will hit FY23 and delayed expenditure that will now be incurred and is budgeted for in FT24.
Scope	●	●	●	There are no current concerns regarding scope of the programme.
Partners & Procurement	▲	●	●	Procurement of PersolKelly is completed with the first kick off meeting being held with them on 2 May. Delivery issues with some vendors last month which delayed completing the HQ fit out work has been resolved.
People & Recruitment	●	●	●	A deep dive into recruitment is planned with the Programme Board on May 25. Following this, the recruitment plan will be updated to include how we are going to tell if our recruitment is off track, and what is our plan b should this eventuate. The draft recruitment dashboard will be ready in June for circulation and feedback. The Snaphire BCP plan will be included as a subset of the overall recruitment BCP plan which will be completed next month. The engagement with PersolKelly kicked off on 2 May for enrolment staff, JDs and Adverts are in place and weekly progress reviews are in place, the week one report shows excellent response in Auckland, average in Christchurch but poor in Upper Hutt, PersolKelly have committed to additional efforts in Upper Hutt. The approach to EC assessment of the candidates will be though group assessment centres at each office. These roles are being set up in Snaphire ready to the application of the selected candidates.
Quality & Assurance	▲	▲	●	The recent IQA highlighted 23 recommendations for improvement. They have been categorised into high (15), medium (2) and low priority (6). During this month the following progress has been made against the 23 recommendations one has been closed and 11 have work started. More information can be found on page 5 of this report. We will be reporting Amber for this area until there are actions plans developed and traction against delivering against the recommendations. The Process and Assurance project which contributes to this area is progressing and a presentation to the Programme Board is scheduled for 25 May. Until the Programme Board is satisfied with the progress made, this will continue to report as Amber.
Milestones	●	●	●	There have been some minor adjustments to critical path milestone dates which have not had an impact on the overall programme. The majority of projects have baselined their milestones and all projects are on track for delivery of key milestones.

Key Milestones

MILESTONE REPORT

LATE MILESTONES

Milestones that are past due.

Name	Finish	Milestones
Milestones: 0	Mon 8/05/23	
DEPD - Centralised Processing Team office setup complete	Fri 31/03/23	0
DEPD - Electorate headquarters operational	Fri 21/04/23	0
DEPR - Processing Centre ready for GETP setup	Mon 8/05/23	0
Milestones: 1	Wed 3/05/23	
Voting Place deployment plan agreed	Wed 3/05/23	1

MILESTONES UP NEXT

Milestones from 13th May to 9th June.

Name	Finish	Milestones
Milestones: 0	Fri 2/06/23	
CE Hub Implementation Plans - Final	Fri 19/05/23	0
EMS Election ready	Thu 1/06/23	0
Easy Vote letter, envelope, artwork and brochure approved	Thu 1/06/23	0
MIL: Recruitment Process Redesign Processes Defined and Approved for GE	Fri 2/06/23	0

COMPLETED MILESTONES

Milestones that are 100% complete.

Name	Finish	Milestones
Status: Complete	Mon 15/05/23	
DEPR: Overseas - MFAT MoU in place	Mon 20/03/23	0
Project RSO Employment Agency - complete	Wed 26/04/23	1
Processing Temp staff - Recruitment Agency confirmed	Wed 26/04/23	0
MIL: Communications Completed	Thu 27/04/23	1
DEPD: MIL: SnapHire Platform Phase 2 Go Live Completed	Thu 4/05/23	0
DEPD: MIL: SnapHire Training Completed	Mon 15/05/23	1

Milestone Commentary

Commentary

This report contains information on progress against key milestones only. For more information on successes over the last month and the focus for next month please refer to Appendix D.

Late Milestones

The Centralised Processing Team office set up is 90% completed, and won't be finished until the end of June. The outstanding area is telephony for the dictation service and work is well underway to determine the solution. The business has confirmed that delivery by the end of June is not going to impact them. The project manager will be raising a Change Request in the next Steering Group to re-baseline this milestone.

Electorate headquarters are now due to be completed at the end of May and work is progressing well.

As reported last month, delays were due to resource constraints of key providers.

Milestones up next

The next four key milestones that are on the 4 week horizon include CE Hub implementation plans, EMS being election ready, although there has been discussion that this milestone will be late, Easy Vote artwork approved and the processes for the Recruitment Redesign (ARTS) approved.

Completed Milestones

Six key milestones were completed over the last month. The ARTS workstream has completed a number of deliverables, Enrolment recruitment and the Communication & Education workstream have made good progress over the last month.

Budget

GE2023 Finances as at 30 April 2023

Description	Current			YTD			Full Year Budget	% Full Year Spend
	Actual	Budget	Variance	Actual	Budget	Variance		
Total Remuneration	428,923	330,204	(98,719)	2,195,393	3,278,719	1,083,327	4,746,614	46.3%
Total Superannuation	25,967	37,334	11,366	122,016	189,828	67,812	319,122	38.2%
Total Field	655,920	941,457	285,538	3,082,383	3,628,651	546,268	6,806,843	45.3%
Total Leave	92,141	34,141	(57,999)	171,813	185,180	13,367	304,241	56.5%
Total Health & Welfare	31	0	(31)	183	5,000	4,817	5,000	3.7%
Total Training & Development	16,196	10,833	(5,363)	43,934	21,240	(22,695)	53,931	81.5%
Total Other Personnel Costs	28,339	18,098	(10,241)	65,661	173,943	108,282	212,233	30.9%
Total Computer & Telecommunications	42,842	531,376	488,534	436,544	1,224,625	788,081	2,238,977	19.5%
Total Occupancy Costs	1,249,806	872,092	(377,714)	4,708,002	3,672,634	(1,035,368)	5,511,852	85.4%
Total Office Equipment	38,516	139,750	101,234	2,619,910	2,784,500	164,590	2,995,389	87.5%
Total Specialist Services	271,114	655,673	384,558	2,129,489	4,184,425	2,054,936	7,253,908	29.4%
Total Travel Expense	77,692	96,881	19,189	467,871	596,187	128,316	1,374,499	34.0%
Total Meeting & Entertainment	2,847	13,600	10,753	89,697	132,250	42,553	423,750	21.2%
Total Printing, Stationery & Postage	266,664	223,316	(43,348)	1,537,068	5,795,166	4,258,098	6,359,598	24.2%
Total Miscellaneous Expenses	119,235	21,297	(97,939)	155,208	52,327	(102,881)	99,920	155.3%
Total Operating Expenses	3,316,233	3,926,051	609,818	17,825,171	25,924,674	8,099,503	38,705,877	46.1%

Budget Commentary

Expenditure in April was \$3.316m which was \$610k under budget.

Our YTD expenditure was \$17.825m which is an underspend of \$8.100m. This significant underspend is made up of a combination of permanent savings, delayed expenditure that will hit FY23, and delayed expenditure that will now be incurred and is budgeted for in FY24. However, this month we are seeing increased expenditure as activity increases across the Communications, Enrolment, Community Engagement and Voting Services areas.

The largest underspend is in Printing, Stationery & Postage (\$4.258m) which is due to the original budget assumption of a September election date meaning costs relating to the GE Update Campaign have been pushed out.

Specialist Services are underspent by \$2.055m and Remuneration by \$1.083m, which are likely to be permanent savings. Occupancy has a YTD overspend \$1.035k due to higher than anticipated HQ lease costs.

Legal & Policy

Commentary

The Legal and Policy team's focus has been on advice and guidance for candidates, parties and third parties over the last month. We brief key stakeholders in election year. Following the party secretary briefing held on 20 April, we briefed third party promoters on 18 May. Our next briefing will be for broadcasters and publishers in July. The suite of handbooks that explain the rules for key participants at the election have been finalised. We have already published the Candidate, Scrutineer and Third Party Handbooks on elections.nz. All MPs were sent a copy of the MP Handbook in early 2023, following briefings for parliamentary staff in November and December last year. The Publisher and Broadcaster Handbook will go up on elections.nz by the end of May and we are in the process of organising the print run of the Candidate and Scrutineer Handbooks for Electorate Managers and their staff.

The nomination forms for the election have been finalised and we have sent all registered parties the notice of intention to bulk nominate form (which the party secretary has to complete if they want to nominate all of their electorate candidates on a single schedule) and the consent to nomination form (completed by their electorate and list candidates). The individual nomination form (used by independents and candidates standing for unregistered parties) will go up on elections.nz in early June as part of the Candidate Hub which is a new area of the website for this election. We are working closely with the Communications team to get the Hub content ready for launch after King's Birthday. We also have four new videos for candidates to explain the rules about being a candidate that will be available in the Hub.

The expenditure limits that apply to candidates, parties and third parties will change on 1 July. Ministry of Justice recently notified us of the limits that will apply for the election during the regulated period (14 July to 13 October). This has allowed us to progress the expense returns for candidates, parties and third parties and we expect these to be ready by the end of May. We have updated expenditure limits on elections.nz and in the Party Portal (which is the secure area of the elections.nz for parties).

One of our functions is to administer the broadcasting allocation funding to eligible parties. We have been working with the Board, who is responsible for determining the amount of money each party receives. The allocation decision was released on 12 May and we are working with parties on the processes they need to follow to use their allocation and pass their invoices to the Commission for payment.

The team is also busy with issuing advisory opinions on election advertising – we have already issued over 170 advisories this year. New rules for the reporting of donations over \$20,000 received by parties in election year came into force on 1 January. We have processed and published 39 over \$20,000 returns so far this year.

Process & Assurance Project

Commentary

The project group have agreed on using a SIPOC (suppliers, inputs, process, outputs, customers) diagram and document on a page as a visual tool to document the business process from beginning to end and include links to the documents that support the process of quality control. A separate RACSI table by product supports the understanding of who is involved and what their role is in the process. Initial stakeholder review of the document for EasyVote has been favourable. Other products in progress are: Voting place list, Enrolment Update Pack and Roll Print.

The Project Manager will present this to the GE2023 Programme Board on Thursday for feedback. Some clarification on remaining listed items may be requested after meeting again with the group early next week.

Trust & Security

The 10 Regional Security and Resilience Advisor positions are currently advertised, with applications closing on Monday 5th June. Applications received so far are very promising.

Quick Reference Guides are being drafted currently and we will be going to market shortly for printing quotes.

The Security Working Group met on 10th May and discussed two more of the security initiatives – employment checks and risk acceptance delegations.

P&C are considering potential screening questions to be added to the field staff recruitment process to help identify candidates with anti-democratic ideologies. Once Regional P&C advisors are on board, they will be able to assist with additional social media checks for staff – specifically RRM, LSMs and area trainers.

A form is being finalised to escalate security risk decisions to Regional Managers and National Office. Specific advice will also be drafted for RMs and NO staff to ensure standardisation of decision-making and visibility of security risk.

The Security Working Group have identified their next priority as increasing security at National Office before the election. Initial discussions between the Security Advisor and Enterprise Services are underway to prioritise and streamline current and potential security projects.

^{9(2)(a)} has joined the broader security team in an Interagency Liaison role and is taking the lead on the GE2023 Interagency Protocols. These will be sent out later this week for feedback, both internally and externally.

Meetings are ongoing with individual agencies to identify their risk mitigations for GE2023 and incorporate these into the interagency risk profile for review at the next Risk and Security Working Group on 8th June.

NZ Police election preparations are ramping up with an Appreciation Process to be conducted this week, which EC staff will attend. A Joint Intelligence Group has also been stood up with Police taking the lead. Personnel from other agencies will be seconded to this group from June onwards. EC and Police (both Operations and Intelligence representatives) will be meeting fortnightly from now on to coordinate security preparations and information.

DPMC have also initiated a GE2023-specific work programme through the National Security System (MESC and SIB). This includes coordinating threat assessments, scenario planning and testing at a strategic level, and coordinating work on mis and disinformation. EC and DPMC will meet weekly from now until the election to coordinate work programmes.

IQA

The table reflects progress made at 19/5 against current draft action plans.

During this month the following progress has been made against the 23 recommendations:

- 1 has been closed
- 11 have work started
- 11 are yet to start
- 0 are overdue
- 0 recommendations are under threat of missing their due date

This is the first month that the Programme is reporting progress against the IQA Report provided from the Caravel Review in March 2023.

The Programme Board agreed to the proposed prioritisation and reporting mechanism at April's meeting.

Caravel issued an updated final report on 8th May 2023.

The EC Board agreed to the proposed prioritisation and reporting mechanism at the May meeting. EC Board will have access to the monthly reporting provided to the Programme Board and have asked to be provided with a quarterly update on progress (starting in August 2023).

The Programme Director will finalise the action plans to address each of the 23 recommendations by May 31st 2023. In the meantime work is underway on the action plans that have already been agreed.

The Programme Director has taken an aggressive approach with 15 of the 23 recommendations being targeted to be closed on or before 31 July 2023. There is confidence in the ability of the Programme to achieve this target date. However, if the Programme Director identifies the need to prioritise election delivery and re-prioritise any recommendation from High to Medium (due 14 October 2023) the Programme Board will be informed.

On top of the 23 main recommendations from Caravel they also provided a number of less formal improvement suggestions they felt would benefit the Programme. The Programme Management Office has taken these onboard and will report progress directly to Project Director.

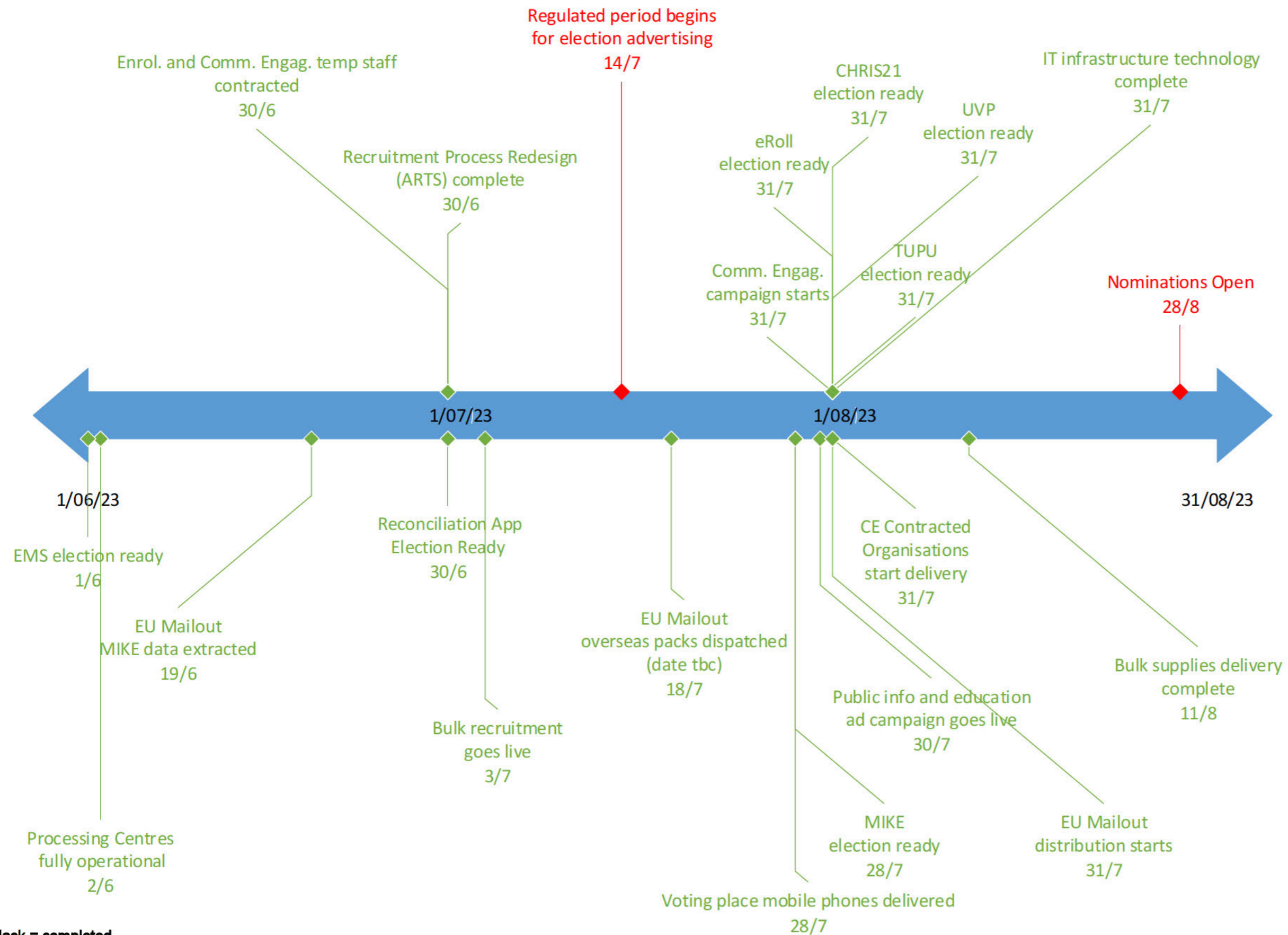
Total Recommendations: 23			
	High Priority Recommendations	Medium Priority Recommendations	Low Priority Recommendations
Due date	31/07/2023	14/10/2023	30/06/2024
Total	15	2	6
Not started	6	1	4
In progress	8	1	2
Overdue	0	0	0
Closed	1	0	0

Issues

Issue Description	Impact on business	Management / Progress update	People	Process	Systems	Finance	Reputation/Oth	RAG	Date reported	Reported by	Assigned to
PIAs have not been completed for many legacy systems and there was an action in 2021 to begin this process	1.) If the PIAs are not completed there is a greater risk of not being compliant. 2.) If the Commission is not compliant with privacy, there is a reputational and integrity risk.	An approach to working through the PIA issue will be presented to the Programme Board on 25 May. Deloitte will run a workshop with relevant people to determine what information we have to inform a PIA, where the gaps are and a roadmap to complete the work	Yes	Yes	Yes	No	Yes	Medium	2/05/2023	Emily Redmond	Emily Redmond Lucy Hickman



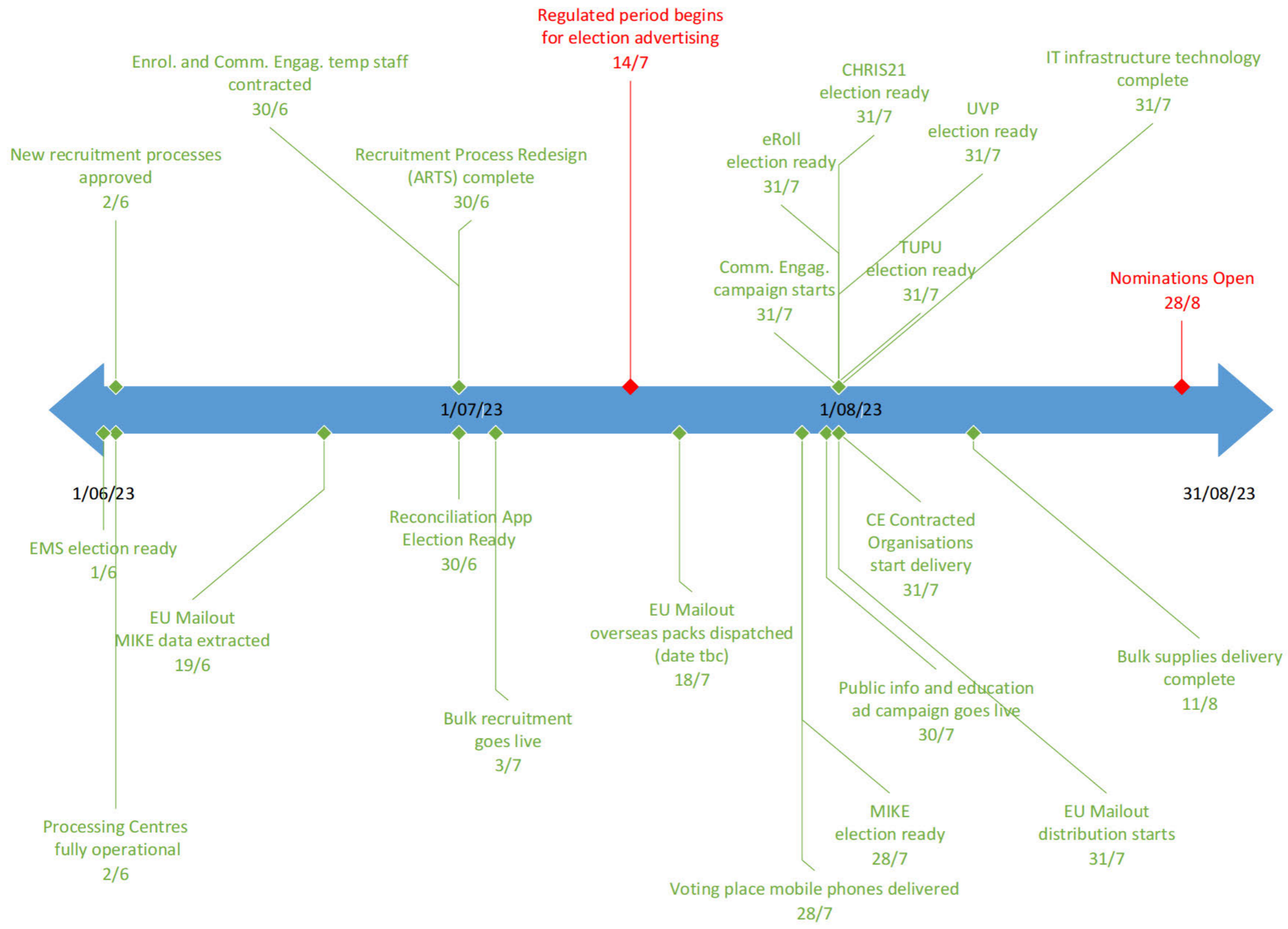
Appendix A: Critical Path 1 June – 31 August 23



Black = completed
Green = Key date
Red = Immovable date



Appendix B: Critical Path 1 Sept – 31 Nov 23



Black = completed
Green = Key date
Red = Immovable date

Appendix C: Key Risks

Risk Owner	Risk title	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	IF, we continue to be reliant 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> <p>17 April 23: The recent recruitment of managers in the Operations Group in particular have a focus on ensuring workload is spread across teams, work is underway to document key processes and BCP plans are in the process of being updated.</p>	Likely	Significant	Medium	April 23
DCE Enterprise Services DCE Operations	SMEs leaving without sharing information	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> <p>17 April 23: Work is progressing to document key processes and good progress has been made on recruiting for critical roles and other positions.</p>	Very Likely	Minor	Medium	April 23
CIO and Business System Owner	Catalyst resource contention/resource availability	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 months to work on the MIKE system</p> <p>14 Oct 22: Catalyst has been briefed on the work and work continues to be prioritised with the business.</p> <p>20 Feb 2023: Regular prioritisation meetings between Catalyst and EC continue with focus on completion of Must have functionality for GE2023</p> <p>17 April 23: Dates have been set for election readiness for systems and currently there are no concerns that these won't be met.</p>	Feasible	Significant	Medium	April 23
CIO	Cyber Attack on Critical Systems	IF, A malicious cyber attack were to occur on critical systems, THEN, Security of information would be at risk and systems may be down.	<ol style="list-style-type: none"> 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 	<p>30 June 22: Treatment items 1-6 have been implemented</p> <p>Sept 22: Treatments 1-11 have been implemented</p> <p>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.</p>	Feasible	Major	Medium	April 23
ELT	Staff retention	IF we are not able to retain staff THEN we will be unable to maintain resource levels for the business incl ES. – Noted in strategic risks	<ol style="list-style-type: none"> 1. Gain approval for Retention strategy - underway 2. Implement a retention plan - to be actioned 	<p>1/4 - Session held with ES team to identify risks and issues</p> <p>7/4 Risks reviewed and added to register.</p>	Feasible	Significant	Medium	April 23

Appendix D Successes for reporting period by workstream

Enrolment and Community Engagement

- Kick off with PersolKelly to find Enrolment and Centralised Customer Support Staff
- SnapHire process defined for Hiring Managers
- Processing Centres furnished and GETP set up and deliveries started

Enterprise Services

- (P&C) Confirmed 3 P & C Advisors for the regions, working on recruiting the Auckland one.
- (P&C) Job offers sent to 65 Logistic and Supplies Managers.
- (P&C) Training on SnapHire for RA's was completed on 4 May.
- (Finance) ES Finance team was involved in scoping out and awarding the tender for the Internal Audit. This will provide assurance around the current financial processes that sit within our Electoral Management System (EMS).
- (IT) Started analysis and scheduling work with Lateral Security who is completing our Penetration testing on our core applications
- (IT) Load testing is being scheduled with Catalyst and internally among the IT team where required
- (IT) Started development for functional enhancements to the Oversea App as agreed with VS.
- (IT) 60% way through the May release for EMS.
- (IT) Mike OS upgrade and DR failover completed.
- (IT) Successfully tested the print script as part of the Overseas Office simulation.

General Election Technology Project

- (IT) 143 Windows 11 laptops rolled out as of 12 May
- (IT) Started high level design of Syslog Uplift solution

ARTS Project

- SnapHire General Election recruitment process including integration to MoJ and EMS went live 3 May.
- Completion of the SnapHire Training for the Voting Services Regional Advisors and Regional Managers.
- Operations Manual Chapter 9 draft provided to Voting Services and was utilised as part of the training held on 4 May.
- Approval to proceed to finalise development of the Pikelin interactive map design after mock-up review.
- P&C successfully using the MoJ Integration for Criminal Record checks and are receiving responses back within the scheduled 24 hour timeframe.

Communications & Education

- Completion of the enrolment update mailout content, messaging and artwork
- Filming of the voting place walk through video completed
- Approval of ASO for GE2023 recruitment advertising
- Progress of work on the information and education advertising campaign

Voting Services

- Voting Services formally assigned workstreams to Team Leads, identifying assistance from specific advisors within the team and assigning project support. As a result more clarity of roles has been achieved and assignment of responsibility to key deliverables documented. The aim is to ensure who is responsible for what work stream and who to ask for assistance.
- CPT Simulation Test completed. No major bugs found and all outstanding work has been completed.
- A new Team Lead has been assigned to the Services to the Deaf Community work stream.
- 90% of our equipment and supplies are on site at Blue Star.
- Personal Information Manuals (PIMs) are on schedule for a late July delivery.
- Artwork and content for the EasyVote envelope, insert and letters is on schedule for approval by the CEO early June.
- Operation Manual delivered to the field. And uploaded to TUPU along with master forms.
- Continuing the training packages for the Logistics and Supply Manager (LSM) and Rostering and Recruiting Manager (RRM) roles.

Centralised Enquiries Project

- Complete the Readiness Test 1 (8 electorates)
- Task profiles and definition completed with stakeholders.
- Workshop Change Impact Assessment review with project team.
- Draft forecasting view "Supply and Demand".

Focus Areas for next month by workstream

Enrolment and Community Engagement

- Processing Centres -IT setup complete, BAU teams move into new centres, New mailrooms operational
- Enrolment Staff –Team leads candidates received from PersolKelly and Interviews underway.
- Enrolment Update Mailout - Dress Rehearsal starts with provision of enrolment data extract on 19 May.
- Enrolment Update pack samples available for review, including receipt of physical envelopes.
- Regional GE23 SEP Implementation Plans complete
- SEP Scaled up workforce defined.

Enterprise Services

- (P&C) The Recruitment Plan is being updated to include information about reporting, metrics, how will we know when we need to react to the application shortages if they occur, trends from last election. A deep dive is planned for the Programme Board on 25 May.
- (P& C) E&CE Recruitment – The team is working closely with the project team to plan for this as there are 318 roles to be recruited over the coming months.
- (P&C) Most RRM positions have been extended until 14 May.
- (Finance) Processes around the handling of Broadcasting Allocation funding and payments to eligible Political parties have been agreed with the Legal Team.
- (IT) RA's for GE and Catalyst evidence gathering underway and will continue to be a focus for next month
- (IT) Complete the Pen test schedule and commence testing in June/July
- (IT) Complete load testing in June/ July
- (IT) Complete development of Overseas App enhancements
- (IT) EMS May Production Release.

General Election Technology Project

- (IT) Complete User Acceptance Testing of new CHRIS 21 payroll solution
- (IT) Continue rolling out Windows 11 laptops
- (IT) Complete high-level design of Syslog Uplift solution and gain approval from the Digital Governance Group

ARTS Project

- Reporting requirements defined
- Careers Page enhancements live on the elections.NZ website including the interactive map
- Paper-based application process fully implemented
- GE Recruitment process defined, approved and signed off.
- Tupu SMS/Email Onboarding process solution implemented
- Change Control Process signed off
- Support Process implemented
- Non-GE (BAU) Recruitment process mapping and gap analysis documented.

Communications & Education

- Completion of the easy vote pack content, messaging and artwork
- Completion of voting place posters including all translations
- Continuing to work with FCB on campaign planning
- Putting in place agreements for Te reo Māori translators
- Agreement from the business on what known collateral is translated into regional dialects

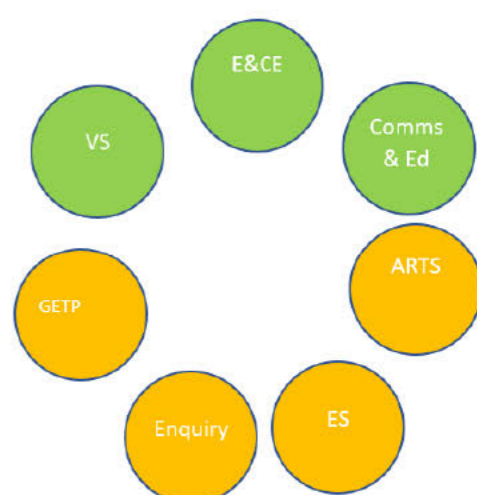
Voting Services

- Complete the Readiness Test 1 (8 electorates)
- Continuing the training packages for the Logistics and Supply Manager (LSM) and Rostering and Recruiting Manager (RRM) roles
- Progress the recruitment of LSMs, RRM's and training staff
- Deliver first LSM training for rural and some regional electorates
- Refining plans for our Services to the Deaf Community.
- Complete the equipment and supplies stocktake
- Complete the videos for the Voting Place project
- Approval of EasyVote artwork, content, envelope and insert

Centralised Enquiries Project

- Finalise the Change Management and Communications Plan
- Draft Service Model Zendesk
- Review Knowledge Base and compile changes
- Review Telnet data and align with Comms process
- Start review of intranet content
- Start configuration of Zendesk
- Start planning production sequence for changes.
- Gain a decision on whether or not to procure an additional Sandbox.

Project RAG Status



Four of the seven workstreams are reporting AMBER last month. Each area has a remedy to return the workstream to GREEN.