

# 2017

## WEC AGENCY PROJECTS

PROJECT	PROJECT SCHEDULE	PROJECT SCOPE
<b>ELECTION ADMINISTRATION (EA) PROJECTS</b>		
<b>Voting Equipment</b>	<i>ES&amp;S Testing: May 1-June 16</i> <i>Hart Test: Aug 1-Sept 22</i> <i>Dominion/Clear Ballot: Sept 27-Nov 30</i> <i>Prime III Standards: Sept 27-Nov 30</i> <i>Prime III Test- January 2018</i>	<p>There are a number of voting equipment related items that will require staff time and resources in 2017. The scope of the project is subject to change if vendors file additional applications. The current project scope includes the following:</p> <p><b>ES&amp;S Testing Campaign:</b> Test Prep May 1-5. Testing to occur May 8-18. Test analysis and preparation for Commission meeting May 22-June 16.</p> <p><b>Hart Testing Campaign:</b> Test Prep and testing to occur July 5-September 5. Test analysis and preparation for Commission meeting September 5- 22.</p> <p><b>Dominion and Clear Ballot:</b> Test prep and testing to occur September 27-Nov 24. Test analysis and preparation for Commission meeting Nov 27-Dec 8.</p> <p><b>Prime III Standards Development:</b> Development of standards for COTs based system approval in Wisconsin. Standards will be presented at the December Commission meeting. Development and Commission prep will occur September 27-December 8.</p> <p><b>Prime III Testing:</b> Test prep and testing to occur December 13-April Test analysis and preparation for Commission meeting prior to April 2018 Commission meeting.</p>
<b>New Staff Training</b>	<i>Training between: April 17-June 1</i>	<p>New staff starts with the WEC on April 17, May 1, and May 15. Current WEC staff will need to be available to train new staff members during their first few weeks in the office. A detailed training schedule for new staff has been developed. The training schedule includes scheduled learning opportunities for the first two weeks with the agency.</p>
<b>Clerk Training</b>	<i>See Clerk Training schedule</i> <i>See Webinar Schedule</i>	<p>The scope of this project includes all agency training conducted for clerks, both for new clerks and refresher courses for existing clerks. Training events include webinars on election administration topics as well as WisVote and other topics. Also included are in-person training events held at clerk conferences. Included in this scope are actual training events as well as preparation time for staff to create and post materials, power points, and other components of the training event. Clerk training also includes tracking clerk training and recording compliance in the WisVote system.</p>

<b>Update Clerk Training Materials</b>	<i>Ongoing.</i> Goal is to update clerk materials by the fall of 2017 in anticipation of the 2018 election cycle. <i>Pending One WI Litigation</i>	Updating training materials such as core training, clerk power points, clerk guidance documents. Some example of updates include examining documentation for special districts like school boards and updating the guidance for federal forms such as the FWAB and FPCA.
<b>EA Manual Updates</b>	<i>Ongoing.</i> Goal is to update clerk materials by the fall of 2017 in anticipation of the 2018 election cycle.  <i>Pending One WI Litigation</i>	Scope includes updating all manuals to ensure that they are current prior to the 2018 election cycle. The scope of this project is subject to change pending court decisions and legislation that impact election administration. As part of the scope, the team will review the manuals throughout the year but plans to save the review an updates of sections that may be impacted by court decisions and legislation until later in the year. Currently the scope includes updating the Election Administration Manual, Election day Manual, Recount Manual, Special Voting Deputy and Care Facilities Manual, and the Recall Manual.
<b>Review of Federal Documents</b>	<i>FVAP Guide:</i> April, June, Sept 2017 <i>FPCA/FWAB:</i> May 2017 <i>OVF Guide:</i> August 2017 <i>EAC NVRA Form:</i> Ongoing	WEC is often asked to review federal election documents and guide in order to provide state specific feedback and edits. WEC staff is currently coordinating with the Federal Voting Assistance Program (FVAP) to update their state specific guide for military and overseas voters. WEC is also working with FVAP to provide feedback on federal forms that are used by military and overseas voters including the Federal Postcard Application (FPCA) and the Federal Write-in Absentee Ballot (FWAB). In addition, the WEC reviews the Overseas Vote Foundations (OVF) deadlines and guide for overseas voters. Over the course of the last few years, WEC staff has also worked with the Elections Assistance Commission (EAC) to update the state specific instructions for the National Voter Registration Form (NVRA). The goal is to have all federal documents and guides reviewed and updated in time for use in the 2018 election cycle.
<b>Photo ID Clerk Training</b>	<i>Timeline:</i> July-December 2017  <i>Pending One WI Litigation</i>	The legislature designates funds for the WEC to use to train clerks about the photo ID law every fiscal year. In FY18, the WEC has about \$82,000 designated for this task. Because of the status of litigation and legislation involving the photo ID law, WEC staff will modify the scope and timeline for this project dependent on those factors to avoid creating materials that will become obsolete. Ideas for utilizing the photo ID clerk training budget include: Videos on processes that involve photo ID (including provisional voting, absentee voting, voter registration, and polling place process flow), updated clerk training materials and webinars, utilizing Moodle/Storyline online tutorial services, and WisVote training for processing photo ID.
<b>Updated Voter Materials</b>	<i>Ongoing.</i> Goal is to update voter materials by the fall of 2017 in anticipation of the 2018 election cycle.  <i>Pending One WI Litigation</i>	Voter materials must be updated when voting laws are impacted by legislation, litigation, and policy. Voter materials are housed on all three agency websites and are used by clerks and voter groups on their websites. Voter materials also include static content on agency websites, voter outreach kits for clerks and groups, and social media content. Pending the One WI litigation and pending legislation, all voter materials will be updated for the 2018 election cycle.
<b>Reporting</b>	<i>EAVS Report:</i> Due March 2017 <i>HAVA Reports:</i> March 2017 <i>Legislative Update:</i> April 2017 <i>Voting Equip Audit:</i> March 2017 <i>OVR/ERIC Leg Report:</i> Jan & April 2017	The WEC is subject to a number of Federal and state reporting requirements. Some reports, like the Legislative update and HAVA reports are annual and others, like the EAVS and FVAP reports are only required after a federal election. Significant staff resources are required to map, collect and analyze report data as well as to write narratives for each report.

	<p><i>IT Strategic Plan: April 2017</i>  <i>Election Access Report: June 30, 2017</i>  <i>FVAP Grant Reports: Due July 2017</i></p>	
<b>Form Updates</b>	<p><i>Ongoing.</i> Goal is to update forms by the fall of 2017 in anticipation of the 2018 election cycle.</p> <p><i>Pending One WI Litigation</i></p>	<p>Pending One WI litigation and legislative changes, agency forms will be reviewed and edited to address any required updates. Forms that will be reviewed include the Absentee Ballot Certificate (witness address, mailing requirements) and the Voter Registration Form (reference to Special Registration Deputies). Other forms may also require review and editing for the 2018 election cycle, dependent on the outcome of litigation and legislation.</p>
<b>2018 Election Calendar</b>	<p><i>Deadline: August 2017</i></p>	<p>WEC staff provides a downloadable calendar of election administration tasks and deadlines for municipal clerks. Clerks rely on the calendar to remember important deadlines. WEC plans to provide the 2018 calendar to clerks will in advance of the 2018 election cycle so that clerks may use the calendar for 2018 planning and budgeting.</p>
<b>Special Elections</b>	<p>River Valley: May 30  Dane County 19: June 13</p>	<p>Currently there are two special elections scheduled for 2017, more may be added as WEC becomes aware. WEC staff is involved in special elections in that we provide election administration support to municipalities and counties who are administering the election and we help provide for setting up the election in WisVote and displaying relevant information for voters on MyVote.</p>
<b>LEGAL PROJECTS</b>		
<b>Administrative Rules</b>	<p><i>Ongoing</i></p>	<p>There are currently 17 administrative rules in various stages of the process. Administrative rules that are currently in progress for 2017 include: Election Observers (Wis. Admn. Code Ch. EL4), GAB Transfer Procedures (Wis. Admn. Code Ch. EL 6), GAB Transfer Practice and Procedure (Wis. Admn. Code Ch. EL 21), Ballot and Electronic Voting System Security (Wis. Admn. Code Ch. EL 5), Approval of Electronic Voting Equipment (Wis. Admn. Code Ch. EL 7), Absentee Ballot Information Subscription Service and Fee Schedule (Wis. Admn. Code § EL 3.60), Training for Election Inspectors and Special Voting Deputies (Wis. Admn. Code Ch. EL 13), Complaint Procedure (Wis. Admn. Code Ch. 20), Responsibilities of Clerks Maintaining Records in Statewide Voter Registration System (Wis. Admn. Code Ch. EL 12), Curbside Voting (Wis. Admn. Code § EL 6.06), Filing Documents by Fax or Electronic Methods (Wis. Admn. Code § EL 6.04), Removal of Special Registration Deputy References (Wis. Admn. Code EL Ch. 3), Election notices (Wis. Admn. Code Ch. EL 8), Electronic Proof of Residence for Voter Registration (Wis. Admn. Code § EL 3.015), Absentee Voting Procedure for Overseas Voting- Wis. Admin. Code Ch. 17), Requiring Provisions of Certain Information by Election-day registration Applicants (Wis. Stat. Admn. Code § EL 3.04(2)), and Definition of "Same Ground" (Wis. Admn. Code § EL 6.07).</p>

<b>Litigation</b>	<i>Ongoing</i>	The following cases involving the WEC will continue to require agency resources and consideration in 2017: - Ongoing Voting equipment dispute from the Stein Recount - <i>Whitford, et al. v. Nichol, et al.</i> , Case No. 15- CV-421-bbc - <i>One Wisconsin Institute et al. v. Nichol et al.</i> , Case No. 15-CV-324 - <i>Frank et al., v. Walker et al.</i> , Case No. 11-CV-1128 - <i>Lin v. Wisconsin Government Accountability Board, et al.</i> , Case No. 16-CV-4590
<b>Legislative Tracking</b>	<i>Ongoing</i>	As part of the bill drafting process, WEC staff is often asked to provide feedback and testimony on proposed legislation. Often this involves reviewing documents, and preparing and presenting testimony. Additional legislative proposals may be presented to the WEC in 2017, at this point in the year, the WEC is in the process of providing input on the following proposals: Alternative In-Person Absentee, Central Count, Recall Procedures.
<b>Redistricting</b>	<i>Pending Litigation</i>	The pending legislation, <i>Whitford, et al. v. Nichol, et al.</i> , Case No. 15- CV-421-bbc, deals with the redistricting of legislative maps in Wisconsin. WEC staff continues to monitor the ongoing legislation. Depending on the outcome, significant staff resources may be required to complete redistricting tasks in the WisVote system.
<b>GENERAL AGENCY/FINANCIAL PROJECTS</b>		
<b>Records Retention</b>	<i>DOA Retention Training: April 28</i> <i>Project Plan Due:</i> <i>Project Phase 1 Due:</i> <i>Project Phase 2 Due:</i>	The records retention project scope includes the following components: -Development of a policy for WEC staff on the retention and destruction of both paper and electronic documents. -Review and management/de
<b>Agency Website Redesign</b>	<i>Early 2018</i>	The agency website needs to be updated to the most recent version of Drupal. When the information is migrated to the new platform, there is also an opportunity to make the content more usable and to more effectively archive outdated information.
<b>Commission Meetings</b>	<i>Ongoing</i>	Includes schedule of Commission meetings and anticipated material deadlines and prep time.
<b>Legislative Agenda</b>	<i>Ongoing</i>	Some items include: alternate in-person absentee process, central count.

<b>Complaints</b>	<i>Ongoing</i>	Scope includes changing the process to differentiate between a comment submitted via the website and a sworn complaint. Also, the clean-up of old complaints.
<b>Public Records Requests</b>	<i>Ongoing</i>	List of current Public Records requests
<b>SPECIAL PROJECTS</b>		
<b>EAC Standards Board NASED</b>	<i>Ongoing</i>	Each state has a local and a state representative appointed to the US Elections Assistance Commission's Standards Board which review and approves important election related matters such as the standards for voting equipment.  The WEC also is involved with the National Association of State Elections Directors (NASED).
<b>CSG EAVS Sect B UOCAVA Policy</b>	<i>Ongoing</i>	WEC staff is involved in a number of nation elections groups focused on coordinating and improving election policy at the state and federal level.
<b>Common Data</b>	<i>Ongoing</i>	WEC staff is involved in national workgroups focused on developing consistent standards and best practices for elections data.
<b>IT/WISVOTE PROJECTS</b>		
<b>WEDCS</b>	<i>Planning Phase: June 27-August 24 Plan Due: August 24 Testing/Development: Oct 9-Nov 15 Launch: November 16</i>	Update the WEDCS system to integrate it as part of WisVote. Scope includes the design of a module in WisVote that incorporates the data points currently housed in the WEDECS system. Improve user experience and efficiency in data collection.
<b>Canvass</b>	<i>Planning Phase: April 12- July 26 Plan Due: July 27 Testing/Development: July 28- Dec 1 Launch: December 15</i>	To improve the Canvass Reporting system by integrating into WisVote/CRM as much as possible. Also includes improvements to user interface for clerk users. Another goal is to incorporate "full circle of information" to utilize existing data and election set up from WisVote to pre fill contests and candidates. Data quality and automated data checks will also be part of the scope.
<b>CRM 2011</b>	<i>Planning Phase: May 16-July 10 Plan Due: July 10 Testing/Development: July 11-Sept 27 Launch: September 28</i>	Scope includes moving the voter felon audit, incompetent list, 4 year maintenance processing, and help desk call tracking to most recent version of CRM. Also integrations of these functionalities into the WisVote System.

<b>Badger Voters</b>	<i>Planning Phase:</i> April 11-April 21 <i>Plan Due:</i> April 24 <i>Testing/Develop:</i> April 24-May 15 <i>Launch:</i> May 15, 2017	The scope of this project includes updating the user interface of the Badger Voters system. Also included is testing to assure field mapping is correct after SVRS/WisVote migration) and to develop a process for handling user requests and user support.
<b>WisVote Sprint Management</b>	<i>Sprint deployed to UAT:</i> First Monday of each Month <i>Testing/Development:</i> First and second week of each month <i>Sprint deployed to production:</i> Third Monday of each month	Management of the development and testing of Sprint. Also, the development of a formalized sprint policy, and a process for determining hot fixes vs. sprints.
<b>Addressing</b>	<i>Planning Phase:</i> Sept 13-Dec 8 <i>Plan Due:</i> December 8 <i>Testing/Dev Phase:</i> Dec 11-Jan 30 <i>Launch:</i> January 31	Improve addressing services for both MyVote and WisVote. Working with LTSB to improve quality of addresses. Researching licensing and software options for geo-coding and imaging.
<b>E- Poll Books</b>	<i>Planning Phase:</i> April 11- June 13 <i>Commission Report Due:</i> June 13 <i>Commission Presentation:</i> June 20 <i>Post Meet Planning:</i> (Development of requirements) June 21- September 11 <i>Plan Due:</i> (Standards and IT Prototypes) September 12 <i>Testing/Dev Phase:</i> Sept 18- Jan 5 <i>E Poll Book Pilot Launch:</i> Jan 8, 2018	To research the development of e poll book options. The findings will then be presented to the Board who will determine the direction. If the Board approves, staff will potentially develop standards for vendor e poll books, test vendor e-poll books, and develop an in-house e poll book.
<b>MyVote</b>	<i>Planning Phase:</i> May 15-June 5 <i>Plan Due:</i> June 6 <i>Testing/Dev Phase:</i> June 7- July 5 <i>MyVote Changes Launch:</i> July 6	Enhancements to the MyVote website. Scope includes automating processes for the 2018 election cycle.
<b>Ethics Pipeline</b>	<i>Planning Phase:</i> April 17- May 19 <i>Plan Due:</i> May 19 <i>Testing/Development Phase:</i> May 22- June 21 <i>Launch:</i> June 22	Connect particular data points in the Ethics' CFIS system with the Election's WisVote system, such as Candidates, candidate terms, and candidate contact information. The goal of the project is to increase efficiency in entering information as not to duplicate efforts by both agencies, and to ensure the most complete information is displayed on both agencies' websites.
<b>4-Year Maintenance</b>	<i>Planning Phase:</i> April 11-28 <i>Plan Due:</i> May 2 <i>Testing/Dev:</i> May 3-June 1 <i>Final Mailing to DOA:</i> June 2 <i>Postcard Mailed:</i> June 8	To finalize the plan for 4-year maintenance, develop a new mailer, check data quality, and send postcard mailer by June 8.  Other aspects of the project: Reg list alerts to the clerks, make sure that the records are all up to date, this especially important for duplicates.

<b>Access Elections</b>	<i>Planning Phase: June 6-June 29 Plan Due: June 30 Testing/Dev Phase: July 3 Launch Date: July 26</i>	Upgrades to the Access Elections system, including WisVote integration.
<b>ERIC List Maintenance</b>	Completed by September	ERIC list maintenance and mailing re: In/Out of State Movers Mailing
<b>Ongoing WisVote Development</b>	On Sprint management schedule- will need to assign sprints to each team in charge of various modules.	To coordinate development in conjunction with Sprint management and deployment for other IT projects. Data Quality automation Build in checks and email communications to clerks into WisVote regarding election readiness, reg list alerts, and other data quality tasks.
<b>WisVote Manual, FAQ, and Tutorial updates</b>	<i>Ongoing</i>	As the WisVote system is updated and expanded new training materials need to be created and updated for municipal and county clerk users. The WEC also continually creates new training materials, such as the new elections cyber security training program. Training materials include written manuals and training documents, in-depth FAQs on various subjects, live webinars, and pre-recorded interactive tutorials.
<b>Agency IT Infrastructure</b>	<i>Ongoing</i>	Office 365 Project, Windows 10 Project, VoIP unified Communications Project
<b>IT Contractors</b>	<i>December 2017</i>	IT contacts need to be updated and reposted to more accurately reflect the responsibilities of the IT developers. CBA documents need to be completed as well as documentation for WEC Commission approval.
<b>CRM/WisVote Licensing</b>	<i>June 2017</i>	Additional CRM user CALs need to be purchased to accommodate the recent influx of additional WisVote users. When the law was changes to mandate that municipal clerks track absentee ballots in WisVote, many counties who previously provided WisVote services for their municipalities released those duties to municipalities, thereby significantly increasing the number of new WisVote users.