

Capability Definitions

Foundational

Budget/Cost Management: The ability to plan and control the project budget throughout the project lifecycle to help reduce the chance to go over budget.

Program Management: The ability to manage several related projects to end-to-end build and deployment of the new voting system.

Sponsorship/Executive Ownership: The ability to own the new voting system on behalf of the City, including identifying and defining the project.

Product Management: The ability to own the voting system vision, including the strategy, roadmap, and prioritization in the backlog.

Software Specific

Software Engineering: The ability to develop the features of the voting system, and to test the system.

User Experience: The ability to design the user interface for the ballot marking portion of the voting system to make a good experience for the voter.

Open Source Community Management: The ability to facilitate and foster the community of users on an open source platform to engage in source code building and ongoing bug fixing. Additionally, the platform must be marketed properly, and communication between users must be managed through the appropriate channels.

Change Management: The ability to prepare, equip, and support the City to successfully adopt change from current voting system to the new voting system and its processes to drive a streamlined voting process.

Hardware Specific

Hardware Logistics/Operations Management: The ability to work with key vendors to manage hardware resources, such as planning logistics around storage and transportation to precincts for election day.

Hardware Maintenance: The ability to ensure hardware is working properly for testing purposes and for election day.

Hardware Design Specification: The ability to create design requirements to understand hardware needs before choosing a vendor.

Procurement: The ability to manage the process of acquiring contracting services and buying hardware from external resources.

Overall System

Vendor Management: The ability to manage potential vendors that provide COTS hardware or contractual relationships with consultants that may support the software engineering division on this project.

Security: The ability to support security measures to assure mitigated risk around open source software and hardware.

Systems Administration: The ability to support the maintenance, configuration, and operation of the computer systems/servers.

Certification Management/Liaison: The ability to act as a liaison between the City and the Secretary of State to manage the certification process, including providing documentation and application needed to certify the new voting system.

Compliance Management: The ability to ensure the new voting system is in accordance with established guidelines, requirements, and legal regulations.

Accessibility: The ability to act as a liaison to make sure the voting system meets accessibility needs from representing communities, and to involve key stakeholders from those communities in the development process.

Tech Documentation Management: The ability to write/document technical communication to convey information to another person or party. This capability is necessary to support the certification liaison.

Personnel

Personnel Mgmt. The ability to hire, train, and manage poll-workers for all precincts in the City.