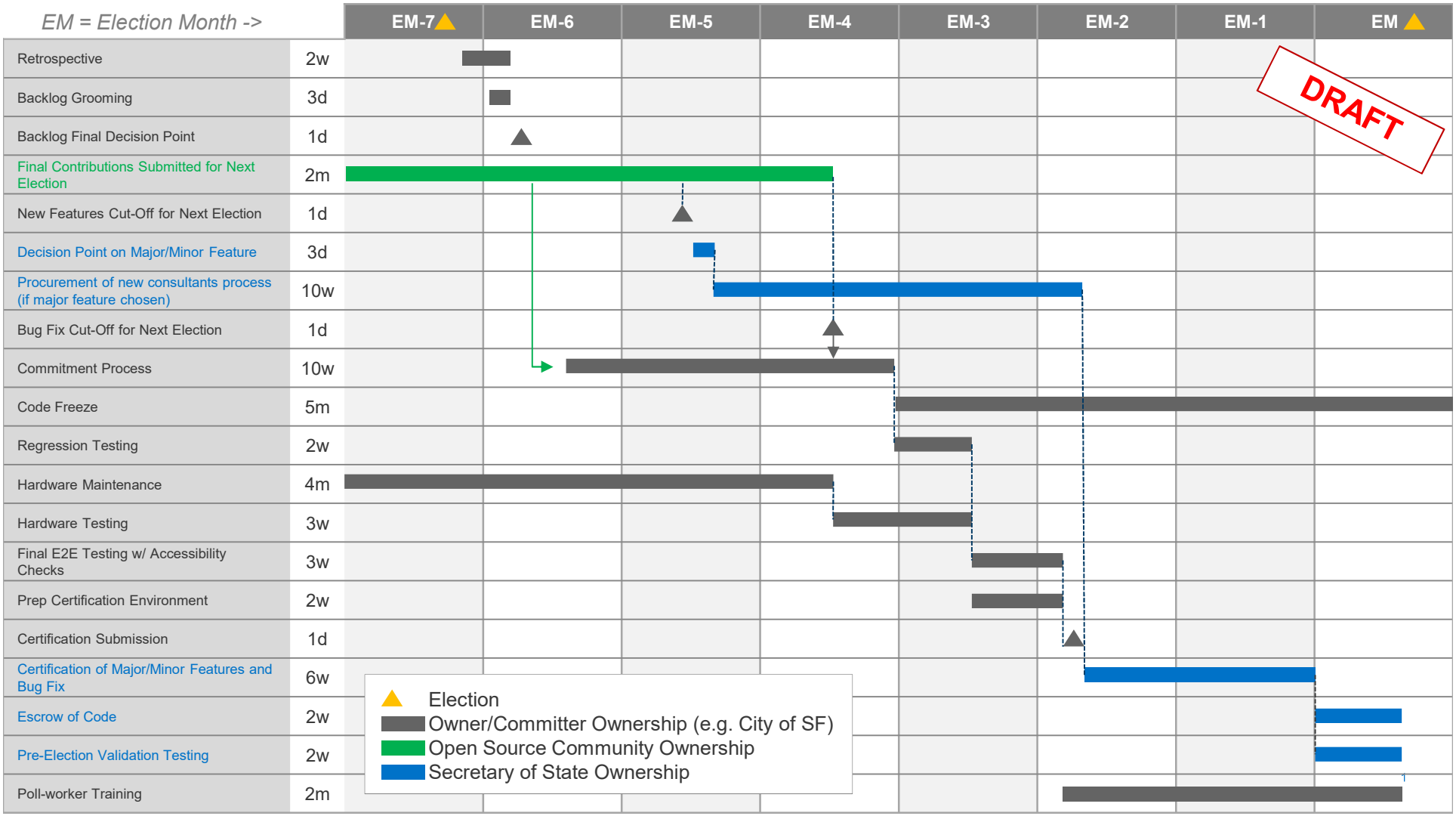
Attachment 5 - Run and Maintain Phase - Critical Path between Election Cycles



Glossary

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Activity	Ownership	Description
Retrospective	City of SF	Understand lessons learned from previous election cycle to enhance process.
Backlog Grooming	City of SF	Review items in the backlog and re-prioritize if needed.
Backlog Final Decision Point	City of SF	Final decision on prioritization of backlog.
Final Contributions Submitted for Next Election	OP Community	Last contributions from the open source community that will be considered for the upcoming election. Contributions can continue coming in after this date, but will be considered for the subsequent elections.
New Features Cut-Off for Next Election	City of SF	Last date for submission of new feature contributions to be considered for the upcoming election.
Decision Point on Major/Minor Feature	Secretary of State	City of SF works with the Secretary of State to determine if an included feature is considered major or minor to determine resources for testing during the certification process.
Procurement of new consultants process (if major feature chosen)	Secretary of State	Secretary of state will procure new consultants for testing major features of voting system.
Bug Fix Cut-Off for Next Election	City of SF	Last date for submission of bug fix contributions to be considered for the upcoming election.
Commitment Process	City of SF	Contributions will be reviewed and decisions about whether that contribution will be merged back into the source code will be made during this process.
Code Freeze	City of SF	The source code will not be changed or added to during this time for testing purposes.
Regression Testing	City of SF	Testing changes to the code to make sure old code still works with new changes, and core functionalities are not affected.

Glossary

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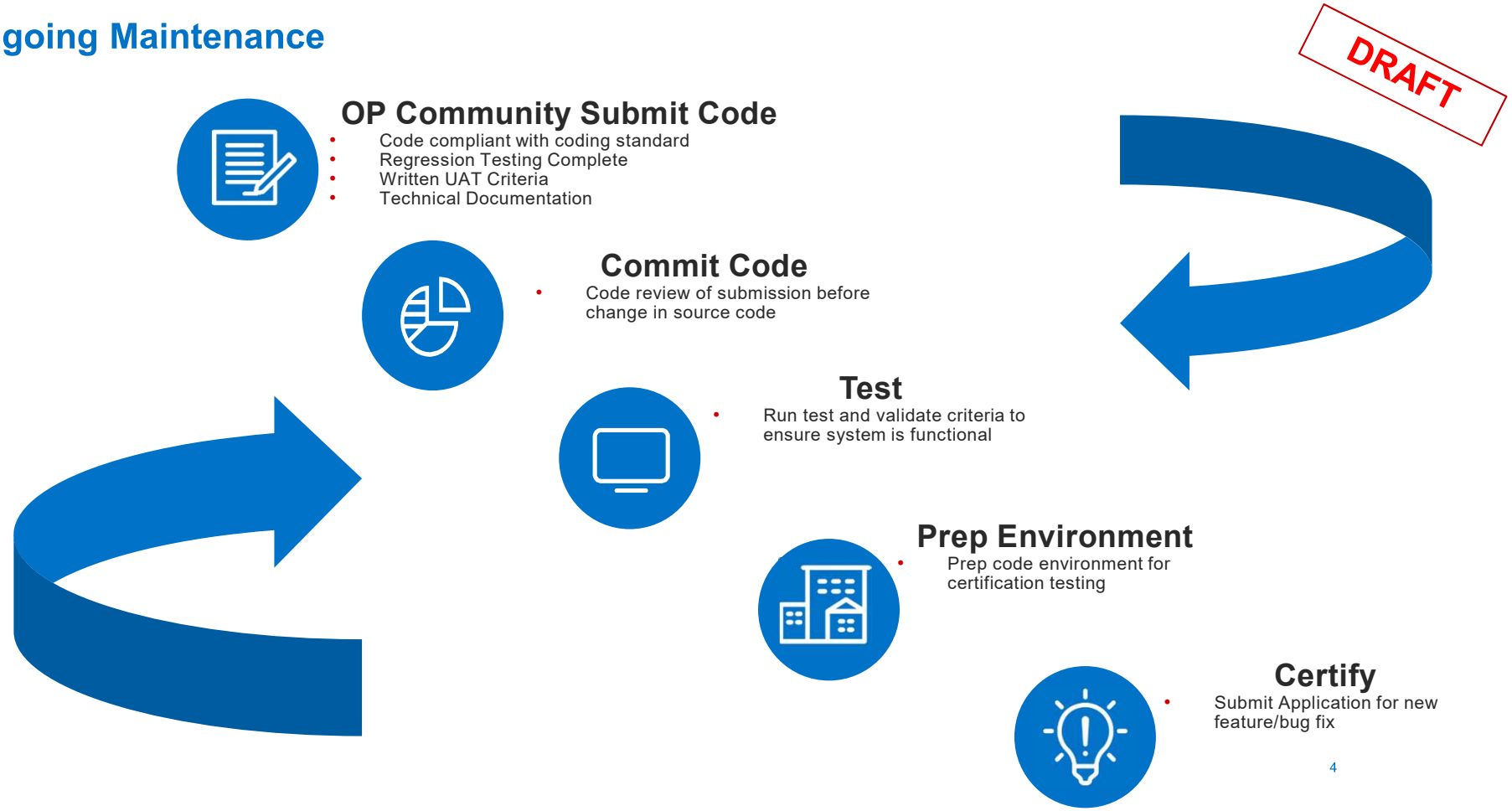
Activity	Ownership	Description
Hardware Maintenance	City of SF	Ensure hardware is working properly for testing purposes and for election day.
Hardware Testing	City of SF	Test hardware to ensure it complies with regulation and functions properly.
Final E2E Testing w/ Accessibility Checks	City of SF	Test system as a whole to ensure it complies with regulation (including accessibility requirements), and functions as a whole.
Prep Certification Environment	City of SF	Create separate environment for certification testing.
Certification Submission	City of SF	Date to submit voting technology application for certification to Secretary of State.
Certification of Major/Minor Features and Bug Fix	Secretary of State	Process to certify components of voting system that have upgraded/changed including testing with S-ATA Labs for approval.
Escrow of Code	Secretary of State	Code sits in a siloed platform.
Pre-Election Validation Testing	Secretary of State	Mirror election environment to validate testing of new voting system to ensure it functions on election day.
Poll-worker Training	City of SF	Train poll-workers on new system features, logistical process, and how to support voters on election day.

Ongoing Maintenance



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