

APPENDIX F

IMPLEMENTATION AND TRAINING SCHEDULE

The following schedule provides an overview of activities to occur during the Implementation Phase in advance of the November 5, 2019 general election. Dominion and the Department will adjust the schedule when the City has provided final approval of the Agreement.

Task Name	Duration	Start	Finish
Implementation Planning	245 days		
Contract Signed			
Kickoff Meeting	1 day		
Create Project Charter	1 day		
Approve Project Charter	1 day		
Transition Planning	37 days		
Computer Room(s)	1 day		
Walkthrough with Dominion Technical Lead and Department IT Resources	1 day		
Review setup / determine retrofit necessary	1 day		
Retrofit / Complete changes necessary for EMS installation	5 days		
Warehouse Facilities	1 day		
Walkthrough with Dominion Technical Lead and Department IT Resources	1 day		
Review setup / determine retrofit necessary	1 day		
Retrofit / Complete changes necessary for Warehouse equipment	5 days		
Staff Training	3 days		
Develop training schedule	1 day		
Determine training location(s)	1 day		
Identify training participants	1 day		
Voter Education	16 days		
Identify voter outreach activities	1 day		
Determine setup for outreach activities (equipment and database)	1 day		
Determine support / staffing level for outreach activities	1 day		
Precinct Supplies	16 days		
Review current precinct supplies	1 day		
Review recommended changes to precinct supplies with City and County of San Francisco	1 day		
Election Processes	16 days		
Complete system functional review with area/division managers	1 day		
Determine process / ballot handling flow	1 day		
Poll worker Training	15 days		
Complete equipment reviews with poll worker trainers / Department's warehouse personnel.	1 day		
Determine poll worker training scope and develop training program	1 day		
Equipment Delivery, Installation, Configuration, Acceptance Training and Testing	25 days		

Election Management System Infrastructure (EMS)	10 days		
EMS Delivery	1 day		
EMS Installation and configuration	3 days		
EMS Customer Acceptance Training	2 days		
EMS Customer Acceptance Testing	1 day		
ImageCast Central Count Scanners (ICC)	1 day		
ICC Delivery	1 day		
ICC Installation and Configuration	1 day		
ICC Customer Acceptance Training	1 day		
ICC Customer Acceptance Testing	1 day		
ImageCast Evolution	8 days		
ICE Device Delivery	1 day		
ICE Ballot Box Delivery	1 day		
ICE Installation and Configuration	4 days		
ICE Customer Acceptance Training	1 day		
ICE Customer Acceptance Testing	2 days		
ImageCast X Ballot Marking Devices (BMD)	19 days		
ICX Delivery	1 day		
ICX Installation and Configuration	3 days		
ICX Customer Acceptance Training	1 day		
ICX Customer Acceptance Testing	3 days		
Voting Booth Delivery	1 day		
Voting Booth Acceptance Testing	2 days		
Transport Bag Delivery	1 day		
Transport Bag Acceptance Testing	1 day		
Remote Access Vote by Mail System (RAVBM)	3 days		
RAVBM Configuration	1 day		
RAVBM Acceptance Training and Testing	2 days		
RAVBM Acceptance Testing	1 day		
Documentation and Manuals	1 day		
Dominion to provide system documentation and manuals to Department	1 day		
ImageCast Central (ICC) Administrator Training	1 day		
ImageCast Central (ICC) Operator Training	1 day		
Adjudication Training	1 day		
Results Tally and Reporting Training	1 day		
ImageCast X Administrator Training	1 day		
ImageCast X Operator Training	1 day		
ImageCast Evolution Administrator	1 day		
ImageCast Evolution Operator	1 day		
RAVBM Setup Training	1 day		
RAVBM Operator Training	1 day		
Train the Trainer: Pollworker Training	1 day		
City and County of San Francisco to complete review of documentation	11 days		
ImageCast Central (ICC) Administrator Training	11 days		
ImageCast Central (ICC) Operator Training	11 days		
Adjudication Training	11 days		

Results Tally and Reporting Training	11 days		
ImageCast X Administrator Training	11 days		
ImageCast X Operator Training	11 days		
Imagecast Evolution Administrator	11 days		
ImageCast Evolution Operator	11 days		
RAVBM Setup Training	11 days		
RAVBM Operator Training	11 days		
Train the Trainer: Poll worker Training	11 days		
System Training Classes	15 days		
ImageCast Central (ICC) Administrator Training	5 days		
ImageCast Central (ICC) Operator Training	5 days		
Adjudication Training	5 days		
Results Tally and Reporting Training	2 days		
ImageCast X Administrator Training	1 day		
ImageCast X Operator Training	1 day		
Imagecast Evolution Administrator	1 day		
ImageCast Evolution Operator	1 day		
RAVBM Setup Training	1 day		
RAVBM Operator Training	1 day		
Train the Trainer: Poll worker Training	2 days		
Election Activities	84 days	Thu 8/15/19	Tue 12/10/19
Ballot Production / Creation	15 days	Thu 8/15/19	Wed 9/4/19
Complete election definition (EED)	1 day	Thu 8/15/19	Thu 8/15/19
Proof Election Definition reports	1 day	Fri 8/16/19	Fri 8/16/19
Complete Styling of paper ballots (EED)	3 days	Sat 8/17/19	Tue 8/20/19
Generate Ballot proofs (EED)	1 day	Wed 8/21/19	Wed 8/21/19
Proof Ballots	2 days	Thu 8/22/19	Fri 8/23/19
Generate Audio (EED, AS, External)	1 day	Fri 8/23/19	Fri 8/23/19
Proof Audio	4 days	Sat 8/24/19	Wed 8/28/19
Generate Screen Content (EED)	1 day	Thu 8/29/19	Thu 8/29/19
Proof Screen Content (EED, ICX)	2 days	Fri 8/30/19	Mon 9/2/19
Logic and Accuracy Testing	15 days	Mon 9/30/19	Fri 10/18/19
Program USB Sticks	1 day	Mon 9/30/19	Mon 9/30/19
Program Poll worker cards	1 day	Tue 10/1/19	Tue 10/1/19
Load Election Files to ICXes	3 days	Wed 10/2/19	Fri 10/4/19
Load CF Cards on ICES	3 days	Fri 10/4/19	Tue 10/8/19
Load Activation files to ICVA	1 day	Thu 10/3/19	Thu 10/3/19
Load Election Files to ICCs	1 day	Fri 10/4/19	Fri 10/4/19
Mark Test Decks/Run VoteSim on ICXs	2 days	Mon 10/7/19	Tue 10/8/19
Tabulate/Scan Test Decks on ICES	2 days	Tue 10/8/19	Wed 10/9/19
Tabulate Test Decks on ICCs	2 days	Wed 10/9/19	Thu 10/10/19
Load CF Cards into RTR	2 days	Fri 10/11/19	Mon 10/14/19
Run Results Reports	1 day	Tue 10/15/19	Tue 10/15/19
Reset the system for the election	1 day	Wed 10/16/19	Wed 10/16/19
Polling Place Voting	24 days	Mon 10/7/19	Thu 11/7/19
Poll worker Training	25 days	Mon 9/30/19	Fri 11/1/19
City Hall Voting Center	22 days	Mon 10/7/19	Tue 11/5/19

In-person voting Begins	22 days	Mon 10/7/19	Tue 11/5/19
Deliver equipment to polling places	6 days	Mon 10/28/19	Mon 11/4/19
Ballot Processing	17 days	Thu 10/24/19	Fri 11/15/19
RAVBM Voting begins	60 days	Fri 9/6/19	Tue 11/5/19
Ballot Scanning and tabulation	17 days	Thu 10/24/19	Fri 11/15/19
Adjudication	17 days	Thu 10/24/19	Fri 11/15/19
Election Day	1 day	Tue 11/5/19	Tue 11/5/19
Post Election	22 days	Wed 11/6/19	Thu 12/5/19
Retrieval of Equipment from Polling Places	7 days	Weds 11/6/19	Wed 11/12/19
Identify batches or precincts to be audited	1 day	Wed 11/6/19	Wed 11/6/19
Run reports for manual tally	1 day	Thu 11/7/19	Thu 11/7/19
Complete manual tally	15 days	Fri 11/8/19	Thu 11/28/19
Compile the Statement of the Vote	1 day	Thu 11/28/19	Thu 11/28/19
Certify the election	1 day	Tue 12/3/19	Tue 12/3/19
Post Election / Post Implementation Debriefing	1 day	Tue 12/10/19	Tue 12/10/19