



# Assistant Chief Education Program – Project Management 101

(Every Election in Every Precinct is a Project)

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**This presentation has audio, make sure your speakers are not muted and  
your volume is turned up.**



# Introduction

- The Project Management Institute defines a project as:  
*a temporary endeavor undertaken to create a unique product, service, or result.*
- In every election, what happens on election day in each polling place is unique. The election may be similar to what happened in the last election in that precinct, or what happened in the election a year ago or 4 years ago in that precinct, but it is still unique.
- No two elections in the same polling place are the same because the polling place team changes, the ballot contents change, the laws change, the guidance changes, the systems change and sometimes the precinct location or layout changes.

# Project Leadership

- As a reminder, the Chief is the project manager.
- As we said in the Introduction slides:
  - An Assistant Chief needs to be ready and prepared to be a Chief. Applying to be an Assistant Chief means the candidate has considered this and is willing to step up if the time comes.
- An Assistant Chief needs to be ready



# How do you run a project?

- For every project you need to know three things:
  1. Where are we/What assets do we have to work with
  2. Where do we want to go/What is our objective
  3. How are we going to get there
- We will consider each of these



# Where are We?

- To answer this question, you need to know where you are starting from:
  - Who do I have to work in the polling place
  - Where is the polling place and what is that location's capability
  - What systems (pollbook, scanner) will I have to work with
  - What are the processes I have to use in the polling place
    - SDR/Provisional
    - Ballot security
    - Outside polls voters
    - Requirements of the law
    - Etc.



# Where do We Want to Go?

- What are the goals for this election project:
  - Everybody who should vote gets a chance to vote
  - All voters are treated with respect
  - Follow the law and your education
  - Report the result at the end of the day
  - Safeguard and return the ballots, results and key equipment at the end of the day
  - Keep your team safe



# How are We Going to Get There?

- This is where it gets interesting!
- For every chief and every precinct there are going to be elements of the project plan that are unique to that polling place and elements that are in common with all precincts.
- We will start with the plan elements that are in common across all precincts.



# Common Plan Elements

Plans or plan elements that are written improve communication with your precinct and precinct leaders and they also improve communication with your future self (“what did I do last time?”). You do not have to have written project plans but notes or outlines can be a help.

- Education Plan – how, when and who – the Elections Manager will communicate this, your job is to amplify it and apply it to your team.
- Communications Plan – there is a separate course on this because communication is so vital.
- Timeline – schedule of events before, during and after the election. Most of this is set for you.



# Unique Plan Elements

- Polling Place Layout – voter flow through the polling place, furniture arrangement, pre-election set-up
- EO assignments – set-up assignment, initial assignment, rotation plans, closing assignment
- Polling place specific needs:
  - Outside polls voters – location, volume, handling
  - SDR Volume management (University)
  - Shared location precinct requirement (Monticello HS)
  - Split precincts (more than one ballot style)
  - Food plans, breaks
  - EO Parking
  - Location specific issues



# So You Have a Plan

*“Kein Operationsplan reicht mit einiger Sicherheit über das erste Zusammentreffen mit der feindlichen Hauptmacht hinaus.” ...in English:*

“No plan of operations extends with any certainty beyond the first encounter with the main enemy forces.” -- Helmuth von Moltke

Often shortened to: No plan survives contact with the enemy.

- Your plan is a starting point, it will have to flex and adapt as unforeseen issues arise.
- Don't fall in love with your plan and thus fail to respond when things change.
- On the other hand, we plan to be prepared, there is some truth in the adage the failing to plan is planning to fail.



# Afterword

- Treat each election in your precinct as a project.
- Develop a specific project plan for each election.
- Tailor your plan to the people and systems you have available.
- Plan to adjust your plan once it begins.

