

Assistant Chief Education Program

Module Evaluation: Project Management 101 2025Jul04

1. In every election, what happens on election day in each precinct is unique.
True or False
2. The project plan for your precinct should include the following elements unique to your precinct:
 - a. Precinct Layout – voter flow through the precinct, furniture arrangement, pre-election set-up
 - b. EO assignments – set-up assignment, initial assignment, rotation plans, closing assignment
 - c. Precinct specific needs: outside polls voters handling, food plans & breaks, EO parking and other location specific issues (multiple ballot styles, high SDR volume etc.)
 - d. A and C only are correct
 - e. A, B, and C are correct
3. Project plans that are written can improve communications with the project team and serve as a good record of what you did last time. True or False
4. What are the three things you need to know to write a project plan:
 - a. How many people, how much time, what is the budget
 - b. Where are we, where do we want to go, how are we going to get there
 - c. Timeline, budget, quality required
 - d. Date, time, place
 - e. The law, the education, the team
5. The Elections Manager communicates the education plan to all EOs, the chief's job is to make sure their EOs know their part in the plan, what to go to and when to be there.
True or False