



SVRS Project Newsletter

Office of Secretary of State Todd Rokita

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County Action Items

- ◆ *Finalize the documentation of the steps your county takes for jury selection and jury management*
- ◆ *Finalize the list of current county reports*
- ◆ *Continue to check your current VR data for*
 - Accuracy
 - Validity
 - Completeness
- ◆ *Continue to gather documentation on current VR system including file and database layouts*
- ◆ *Gather political subdivision information*

Welcome

Congratulations on executing a successful 2004 election; it was truly Indiana's finest hour! While each of you were diligently working on your election preparation efforts, the SVRS Team continued to move forward. The team worked diligently on the construction, presentation and review of the detailed plans for the SVRS project.

On October 15, our SVRS contractor, Quest Information Systems, delivered the SVRS Project Charter and Project Plan for our review. These documents are an important piece in setting the stage for a successful project and will be used to manage the construction, conversion and rollout of the Statewide Voter Registration System. With the advice and thoroughness of our consultants, Virchow Krause, we have continued to meet our deadlines, even during the busy election season.

We are currently moving into the "Analysis" phase of the project. Over the next 2 ½ months, Quest will be analyzing and documenting the detailed requirements and design for the Statewide Voter Registration System. It is important that Quest gains a thorough and accurate understanding of the state and county needs for the new application. Because of this, you, or a representative from your county may be called upon to participate in the evaluation of the requirements and designs for comment or approval.

I thank each of you in advance for your continued participation and efforts to make the transition to the SVRS a successful one. Have an enjoyable holiday season.

Todd Rokita, Indiana Secretary of State

Initial On-Site Visit Announcement

As part of the IN SVRS implementation, Quest will use County Coordinators to facilitate the transition process for each county. A County Coordinator will be assigned to each county with the responsibility for managing the transition process for that county. The County Coordinator is the primary contact for county representatives throughout the project.

The County Coordinator is responsible for assembling and coordinating the execution of the County HAVA Implementation Plan (CHIP). A CHIP will be created for each county, describing the activities the county must complete during the transition to the IN SVRS system. Each task will have a deadline and an estimated number of hours that are expected to complete the task. Specific tasks will be detailed in areas such as data conversion, training and setup of the network, computers, and peripherals in the county facilities. The goal is to ensure each county understands what needs to be done and to allow the county to plan for the resources necessary to complete the tasks in a timely and thorough manner.

In the coming months, County Coordinators will visit each county to explain the IN SVRS project and review the county's CHIP. In addition, County Coordinators will be introducing counties to the Project Portal, a website designed for counties and other affected individuals to obtain the latest news and documentation regarding the SVRS Project. Quest will be granting access to all involved parties over the next two months. The initial meeting is expected to last four hours. All interested parties are encouraged to attend.

After the initial visit, the County Coordinator will use a mixture of on-site visits, phone calls, emails, and other communication methods to keep in touch with county activities and help resolve issues that may be keeping the county from completing tasks.

Political Sub-Division Boundary Information

Counties that do not have political subdivision boundaries included in current voter registration systems will be asked to provide information to Quest regarding the boundaries of political sub-divisions. Examples of the subdivisions are the following:

- State Senatorial District
- State House of Representative District
- U.S. Congressional District
- County Commissioner District
- County Council District
- School Board Member Election District
- Township Board District
- City Common Council District
- Town Council District, or if a town has abolished its town council election districts, an indication as to which voters live inside the town's boundaries
- Elected Special Service Board Districts (for example, Regional Water Districts, whose board members are elected by the voters in some counties)
- Census Block information

If a county does not have boundary information stored in its current voter registration system, that county should be prepared to provide the district information manually. Discussing this with the County Coordinator when Quest visits is encouraged.

Attention IN SVRS Steering Committee Members

Starting with last month's steering committee meeting, Quest has requested that future steering committee meetings be extended to include time for afternoon sessions covering different topics regarding the IN SVRS project. It is expected that these meetings will conclude by 4:00 p.m.

SVRS Preparation

Quest would like to encourage all users, especially those who may be new to experiencing a web based application, to become more comfortable navigating using the PC mouse. Access the Internet to experience the Web environment and, for example, get a feel for clicking on an underlined item which links you to further documentation. This familiarity will better prepare you for working in the FirstTuesday™ application training sessions later in 2005.

***For more SVRS
Project
information,
please contact***

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