Project Startup Report

Submitted to Project Oversight on 02/11/2025

GENERAL INFORMATION

Project Name: Elections Management and Campaign Finance System Replacement

Agency Name: Office of the Secretary of State

Project Sponsor: Sandra McMerty

Project Manager: Jenna Buksch

PROJECT DESCRIPTION

The Office of Secretary of the State's (SOS) critical election administration systems is at an end-of-life situation as the current vendor was bought out by another supplier who may or may not continue to support the platform. This includes the North Dakota (ND) Voices systems which interacts with all 53 counties.

In addition, replacement of the current campaign system is needed as the current software was initially built with a minimal budget and has limited functionality. The vendor who originally programmed the system no longer offers campaign finance software and North Dakota is the company's only customer. The current system has limitations for future modifications that may be needed due to potential legislative changes that may become adopted and have been discussed over the past several sessions.

BUSINESS NEEDS AND PROBLEMS

Replace the current EMS/Campaign Finance system and avoid an end-of-life situation with the current system by replacing it now.

PROJECT BASELINES

Project Start Date	Baseline End Date	Baseline Budget	Funding Source
12/01/2023	06/24/2026	$6,500,000	State and Federal

Notes:

$5,000,000 ARPA Funds

$1,500,000 SIIF Legislative Funds

OBJECTIVES

Business Objective	Measurement Description
Deploy a modernized system that is better able to accommodate users' needs and provide flexibility for the future.	Baseline the requirements matrix at the commencement of the RFP. Within 3 months after system go-live, the project team will compare Essential and Desired functionality to what was delivered at go-live to identify any functionality gains from the system. Any functionality not noted in the requirements matrix but was gained in the system will also be noted.

Business Objective	Measurement Description
Enhance reporting for all users, including citizens.	At the commencement of project planning, the Secretary of State's office will send a baseline survey to 10 users on their satisfaction with the reporting capabilities.
	Within 3 months after system go-live, the Secretary of State's office will survey 10 users on their satisfaction with the reporting capabilities and compare the results to the baseline.
County users have similar experience as current system, but ease of use improves and ability to cross-train new staff improves.	At the commencement of project planning, the Secretary of State's office will send a baseline survey to 5 county users on their satisfaction with the useability and ease of training.
	Within 3 months after system go-live, the Secretary of State's office will survey 5 county users on their satisfaction with the useability and ease of training and compare the results to the baseline.

KEY CONSTRAINTS AND/OR RISKS

- The system must be fully implemented by 01/26/2026.

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