



**dca** Department for  
Constitutional Affairs  
Justice, rights and democracy

**Constitution Directorate**  
Strengthening democracy and rights

# May 2006 Electoral Modernisation Pilots

**DCA & EC seminar  
AEA Conference  
Blackpool 19 Feb 2006**



# Introduction

Constitution Directorate  
Strengthening democracy and rights

- Purpose of the Seminar
  - Look at where we are for 2006
  - Fit with the Modernisation Agenda
  - Consider Project Management needs
  - Look at Risk Management
  - Look at Evaluation by the Electoral Commission
  - Discuss 'lessons learned' so far
  - Consider mechanisms to share good practice

# Pilots 2006 to date

Constitution Directorate  
Strengthening democracy and rights

- Where we are in the 2006 process
  - 34 applications from 32 LAs / groups of LAs
  - 16 Pilots approved
  - Suppliers / PiDs / Risk management / Project Boards
  - Orders being drafted / considered / approved

# Fit with the Modernisation Agenda

Constitution Directorate  
Strengthening democracy and rights

- Overall aim
- Continuation of pilots process
- Applying more rigour - e.g. accuracy in e-counting
- Testing for EA Bill roll out
- Limited funds - value for money
- Focus on learning

# Why Project Manage?

Constitution Directorate  
Strengthening democracy and rights

- Maintaining control over project and those involved in it;
- Clarity over deliverables, benefits and outcomes;
- Clear and common understanding of project, both inside and outside project team;
- Clarity over roles in the project;
- Means to monitor and measure delivery.

# Project details

Constitution Directorate  
Strengthening democracy and rights

- Captured in PID
  - Objectives/deliverables
  - Scope and approach
  - Assumptions and exclusions
  - Costs
  - Roles and responsibilities
  - Communications and stakeholder management
  - Quality plan and testing approach
  - Project plan and milestones
- Updated in project plan and highlight report
- Used as the basis of reporting, evaluation, development of the Statutory Order

# Risks

‘The risk assessment process requires a subjective judgement to be made on the potential impact and likelihood of the risks to the project’

- Captured in the Risk Log
  - Description
  - Assessment
  - Proximity
  - Owner
  - Mitigation
  - Contingencies

VITAL TO YOUR MANAGEMENT AND CONTROL OF THE  
PROJECT

# Communications

Constitution Directorate  
Strengthening democracy and rights

Communication is central to project management. You should aim to keep awareness and commitment high, maintain consistent messages within and outside the project

Communications plan must :

- describe what will be communicated – key messages, level of detail etc,
- who are the interested parties you are communicating to
- how it will be communicated – methods etc,
- when,
- by whom, and h
- how will feedback be encouraged and incorporated?

COMMUNICATION IS VITAL IF YOUR PILOT HAS AN IMPACT ON THE WAY THE ELECTORATE PARTICIPATES IN THE ELECTION

# Reporting

Constitution Directorate  
Strengthening democracy and rights

- Highlight reports
  - Milestones
  - Risks
  - Issues
  - Lessons
- Exception reports
- Acceptance reports
- Post project reports

# Quality

Constitution Directorate  
Strengthening democracy and rights

Ensuring that the outcomes of the project are fit for purpose and satisfy the requirements of the election

## Planning (PID)

- Definition of expectations
- Detail of quality management approach including timing

## Testing

- Development of test plan
- Execution of test plan

## Acceptance

- Conduct of acceptance (linked to testing)
- Recording of acceptance

## Review

# Where we will help

Constitution Directorate  
Strengthening democracy and rights

- Dedicated support
- Supply of project document templates
- Comment on project documents
- Participation in project governance
- Assistance in testing and acceptance
- Evaluation and post project review

# Evaluation

Constitution Directorate  
Strengthening democracy and rights

- The Electoral Commission
- Tom Hawthorn & Tim Atkinson

# Discuss 'lessons learned' so far

Constitution Directorate  
Strengthening democracy and rights

- The application process
- The development of bids
- Costing / Funding
- Procurement
- Extra - curricular activities!
- Value for future pilots including PI pilots

# Sharing good practice

Constitution Directorate  
Strengthening democracy and rights

- Communications within the pilots group
- Communications for the wider electoral community
- Role of Project Boards
- Central support - DCA / EC / AEA
- The 'After-Show' Party.....

# Contacts

Constitution Directorate  
Strengthening democracy and rights

- Contacts:

- Pilots 2006 - Fred Davis

Benjamin Sporton

Stuart Harrington

Janice Parker

Paul Docker

- Personal Identifier Pilots - Matthew Lewsey

- E-mail : [name.surname@dca.gsi.gov.uk](mailto:name.surname@dca.gsi.gov.uk)