



Colorado Requirements Matrix User Guide

Use of the Colorado Requirements Matrix is necessary to test voting systems for state certification by the Colorado Secretary of State under Rule 21. The matrix is designed to be used as an addition to the EAC Requirements Matrix for an EAC certified system. The EAC matrix identifies those requirements applied to the system within the EAC certification process. The Colorado matrix is designed to differentiate between those requirements used by the EAC and those unique to the State of Colorado.

Users of the Colorado matrix must be familiar with the use of the EAC matrix and the document entitled “Notes and Instructions on Use of EAC Test Plan, Test Case, and Test Report Matrix” dated May 12, 2008. Users should also be proficient in Microsoft Excel.

The spreadsheet is built from a blank template of the EAC matrix by adding additional rows and columns to accommodate requirements specific to Colorado. On each page, Colorado requirements begin in Column A. Within rows used by the EAC matrix, all items required for Colorado certification are identified by the Colorado Rule or Statute citation in Column A and the text of that requirement in Column B. Rows for EAC requirements not required by Colorado for certification are indicated by grey fill beginning in Column C. Below the portion of the spreadsheet populated by the EAC matrix, Colorado requirements which differ from those used by the EAC are enumerated.

Column E is used to record whether the requirement in a row has been addressed in the system documentation, in records of VSTL tests and tests conducted by other states. The acceptable values for this column are Y for Yes, N for No and I if the requirement is Inapplicable to the system.

Column F is used to cite specific documents the test team relied upon to reach the conclusion recorded in Column E. The citation should include document title, page numbers and paragraph numbers.

Column G is used to record the initials of the examiner making the determination in Column W.

Column H is used for any comments the examiner feels are necessary to support the finding in Column E. When a finding of Inapplicable has been recorded in Column W the examiner is required to provide the reason for their decision.

Column I is used to identify the specific page and paragraph number or section name in the test plan where compliance with the requirements that have not been satisfied or determined to be inapplicable, will be tested.

Column J is used to identify the specific test case to be used to test for compliance with a requirement.

Column K is used to identify the Test Team Note documenting the outcome of test cases used to determine compliance with a requirement.

Column L is used to record whether the system passed or failed a requirement. Acceptable values for this column are P for Passed and F for Failed.

Column M is used for any comments the test team wishes to include regarding the finding in Column L. This should be used for short comments that will be helpful to reviewers. It may reference other documents in the test records and correspondence.

Column N is used for any comments the system vendor wishes to include regarding the finding in Column L. It should be limited to short comments the vendor wishes brought to the attention of reviewers. It may reference other documents in the test records and correspondence.

On the Review Summary tab, a set of statistical formulas has been provided in Columns A through H.