Motorist Modernization Advisory Board – Phase I Monthly Meeting
January 8, 2019
Neil Kirkman Building, Conference Room B-202
2900 Apalachee Parkway, Tallahassee Florida 32399
1 to 2 p.m., EST

Invitees
Deb Roby
Ed Broyles
Pace Callaway
April Edwards
William Washington
Lisa Cullen

Representing
DHSMV
DHSMV
DHSMV
Florida Court Clerks & Comptrollers
Florida Tax Collectors

Agenda
• Roll Call
• Welcome
• Review and Approval of Last Meeting Minutes
• IV&V Update
• Stakeholder Outreach Update
• Policy and Decisions Review
• MM Phase I Program Update
  o Financial Review
  o Project Updates
• Communications Update
• Q&A
• Adjourn
WELCOME AND INTRODUCTIONS

- The meeting was called to order at 1:00 p.m. Mr. Terrence Samuel began the meeting by welcoming the attendees and proceeded with the roll call of board members.

  Advisory Board members present included:
  - Deb Roby
  - Ed Broyles
  - Pace Callaway
  - April Edwards
  - Lisa Cullen (via phone)
  - William Washington

- Additional DHSMV members present included Terrence Samuel, Kristin Green, Koral Griggs, Cathy Thomas, Jessica Espinoza, Scott Tomaszewski, Aundrea Andrades, Felecia Ford, Laura Freeman, Sonia Nelson, Judy Johnson, Chad Hutchinson and Craig Benner.

- Visitors included Alyene Calvo and Colin Stephens from Ernst & Young, and Joseph Weldon from Accenture.

REVIEW AND APPROVAL OF THE LAST MEETING MINUTES

- Rachel Graham reviewed the meeting minutes from November 13, 2018. No corrections or comments were identified. A motion to approve the minutes was accepted by the board members and the November 13, 2018, meeting minutes were approved.

OCM UPDATE

- Craig Benner discussed the launch of the Change Readiness Survey to internal DHSMV members. He stated the survey is meant to gauge awareness and measure effectiveness of communication about the Motorist Modernization program. The results will be assessed once the survey is complete. He stated a sampling of the survey may be distributed to the tax collectors in the future.

IV&V UPDATE

- Ms. Alyene Calvo walked through the October 2018 report. The overall risk state was amber, and the schedule performance index was .951. 172 of 3,106 tasks were late. The program was within the established performance thresholds. Due to changes being made to the Phase I Program schedule, future milestones could not be accurately forecasted. There were currently no open deficiencies and the Schedule Quality Score was at 94.2.

STAKEHOLDER OUTREACH

- Terrence Samuel stated the team rescheduled the Phase I DL Issuance and MyDMV Portal Focus Group Meeting to January 8.
CHANGE REQUEST REVIEW

- Kristin Green presented a high-level overview of the list of items previously dispositioned by the ESC. She stated most of these items were bundled into 11 formal change requests and were reviewed by the ESC last week. She stated several items were excluded from this report as the ESC determined not to proceed with them at this time. There were a few items the teams were continuing to work on and had not been discussed with the ESC, yet. She stated currently, development is slated to be completed in March 2019.

POLICY AND DECISION REVIEW

- DL45 – Using Data in STAGE for External Testing - Jessica Espinoza stated some concerns have been raised about using the data in STAGE for external testing. Currently, only the Social Security number is masked and the TDM team is working towards masking email address for the Sandbox environment.
  - Joe Weldon stated there have been discussions based on the current MOU with external testers and the department.

- DL46 – AAMVA Checks – Ms. Espinoza stated previously, the ESC reviewed and approved when each system would perform AAMVA checks for PDPS and CDLIS. The ESC requested stats on average down time and affected customers. Since January 2018, 6,516 correspondence codes for 129 – Pending Out of State have been recorded. On average, 26 customers per day are affected. She stated there have been 13 notifications of PDPS interruptions in 2018. Ms. Espinoza asked for a recommendation from the Advisory Board on whether to allow for original and renewal Class E licenses to be issued when these systems are down.
  - Deb Roby and Lisa Cullen agreed to allow these types of issuances when the systems are down.

- DL47 – Cashiering – Ms. Espinoza stated the team previously missed requirements regarding how cashiering and printing would work to accommodate third party cashiering and requested functionality from visioning sessions. The team needed a decision on how and when we will allow printing to be completed to satisfy the business need and the requested functionality. The ESC recommended we allow autoprint of cards for third party cashiering in tax collector offices, but do not allow the transaction to be voided unless the card is marked for destruction, with the condition that we meet with Ed Broyles and confirm that he does not see a potential for fraud. She stated this item will be recommended for closure at the next ESC meeting.

- FR02 – XML Structural Testing Update - Cathy Thomas stated no insurance companies have completed structural testing, yet. One vendor, Verisk, and two insurance companies are almost finished with structural testing. She stated conference calls are now being held weekly. After discussing with the ESC, the deadline for the companies to complete structural testing has been extended to January 31.

- FR05 – Insurance Company Code – Ms. Thomas stated currently, we have a Phase I requirement to change the Insurance Company Code from numeric to alphanumeric. The team is requesting this be deferred to Phase II as it will impact 6-7 production systems when the change is made.

PROJECT UPDATES

- DL Issuance – Joe Weldon discussed the various functional areas for the team and development hours remaining totaling 3,266 hours. He stated 1,401 of those hours involving Milestone J stories would be deferred from Phase I as they are not critical to go-live. The team’s dependencies included requirement questions to be resolved, specification from Department of Justice regarding the Interpol Version 1.1 Service, the purge not being in scope for Phase I and UAT dependencies such as, migration of remaining applications, successful two-way sync and data seed issues to be resolved. He stated the team has been focused on working through requirements and change requests.
  - Issues for the team included:
    - Risk 92 – Requirement updates
- Risk 93 – Sanction clearance rules
- Issue 39 – Short two FTE developers
- Issue 59 – Batch vendors
- Issue 95 – Passport Service
- Issue 108 – STAGE performance

  o Mr. Weldon stated the current forecast completion date, including December 5 approved change requests, is January 31, 2019 for development and February 28, 2019 for testing. The team was red for business actions, yellow for development and testing and green for technical debt on the Traffic Light Report. He stated these pending change requests have unknown estimated hours or are awaiting effort confirmation. These include: approved WARPs, global administrative changes, Interpol Service, sanction clearance, change to sanction list, letters, etc.

- Motorist Maintenance and Financial Responsibility – Scott Tomaszewski stated 12 out of 30 UAT test scenarios have started with none completed, yet. There are 1,442 hours remaining in development and functional areas. The team has been working on letters and reports in Milestones I and J with about 240 remaining hours. The team currently has dependencies on the Enterprise core code stability, latest version of Planet Press deployed to resources to work on letters and Data Warehouse assistance on Financial Responsibility reports.

  o Issues for the team included:
    - Issue 13 – Improving quality of requirements
    - Issue 15 – Timely completion of structural testing
    - Loss of the team’s SCRUM Master
    - Pending letter changes

  o Mr. Tomaszewski stated the current forecast completion date, including December 5 approved change requests, is February 13, 2019 for development and March 1, 2019 for testing. The business actions were red, development, testing and technical debt were yellow on the Traffic Light Report. He stated there were pending change requests which have unknown estimated hours or are awaiting effort confirmation. These include: approved WRAPs, letter review changes, changes for confidential, enhancement on Renewal Express queue, Hit List modifications and User Interface and backend service change to FR3 Sanction Judgment.

- MyDMV Portal – Aundrea Andrades stated the team is working on 729 user stories. 14 of 66 UAT test scenarios have started with 6 completed so far. 481 hours in functional areas and development are remaining. The team was working on BAR functionality, sanctions, insurance and non-ownership, transaction updates and the military. The team has pending change requests involving the military queue and SR21 validations within the insurance update process. The team had dependencies on FR/non-sanctions requirements to be finalized and ORION development assistance with the DL and Motorist Maintenance application.

  o Issues for the team included:
    - Issue 12 – External Dependencies - Sanctions
    - Issue 13 – Reduction in Development Capacity
    - Issue 16 – Developer’s ORION Experience
    - Issue 17 – BAR Development

  o The team’s current forecast completion date, including December 5 approved change requests, is December 31, 2018 for both development and testing. She stated a new projection date will be provided as the team will not meet the December 31 deadline. She stated there were pending change requests which have unknown estimated hours or are awaiting effort confirmation. These include: sanction changes, changes from focus group review, zip +4 update (no address change), CDL medical indefinite, Hit List and approved WRAPs. The team was red for business actions, development and testing and green for technical debt on the Traffic Light Report.
• CDLIS/CP – Sonia Nelson stated there are 43 hours remaining in development and functional areas. She stated the team has dependencies on CDLIS bugs, staff for processing AAMVA files, Novitex and Motorist Maintenance indirectly for verifications.
  o The team's risks and issues included:
    - CDLIS Developer on extended leave
    - Structural Testing – Revision to end date
  o The team’s current forecast completion date, including December 5 approved change requests, is December 28, 2018 for development and January 18, 2018 for testing. The team was yellow for business actions and green for development, testing and technical debt on the Traffic Light Report. She stated there are pending change requests which have unknown estimated hours or are awaiting effort confirmation. These include: approved WRAPs, Citation Processing letter review changes, structural testing create new AKA table to store additional data, etc.

• Renewal Notification – Ms. Nelson stated the team has 143 hours remaining in development and functional areas. She stated the team’s biggest concern is transitioning the motor vehicle portion of renewals to the operations team. Risks and issues for the team included:
  ▪ DL Renewal Notice Changes
  ▪ FTE Developer on extended leave
  o The team's current forecast completion date, including December 5 approved change requests, is the end of December 2018 for development and February 12, 2019 for testing. She stated there were pending change requests which have unknown estimated hours or are awaiting effort confirmation. These include: approved WARPs, message for discontinued plates and DL Renewal Notice displaying FR-Deleted. The team was green in all areas on the Traffic Light Report.

FINANCIAL REVIEW
• There was no financial review at the meeting.

COMMUNICATION UPDATE
• There was no communications update at the meeting.

Q&A
• There were no questions or concerns from members present.

ADJOURNMENT
• Mr. Samuel adjourned the meeting at approximately 1:41 p.m.
• The next Advisory Board Meeting for Phase I is scheduled for January 8, 2019.

Note: Handouts at this meeting included:

Consolidated in a meeting packet and emailed to members:

<table>
<thead>
<tr>
<th>Document</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM Advisory Board Agenda</td>
<td>1</td>
</tr>
<tr>
<td>MM Advisory Board Monthly Meeting Minutes dated 11/13/18</td>
<td>3</td>
</tr>
<tr>
<td>MM Phase I IV&amp;V Status</td>
<td>32</td>
</tr>
<tr>
<td>MM Phase I Decision Document</td>
<td>2</td>
</tr>
<tr>
<td>MM Phase I Financial Review</td>
<td>9</td>
</tr>
<tr>
<td>MM Phase I State-of-the-State</td>
<td>11</td>
</tr>
<tr>
<td>Pending Change Request Inventory List</td>
<td>9</td>
</tr>
</tbody>
</table>
Topics for discussion

► General IV&V overview
► Overall risk state and trending
► IV&V ratings summary
► Key indicators
► Status of key deficiency recommendations
► Overall performance
► Project complete date slippage
► Forecast milestone completion
► Late tasks
► Project schedule quality
► Open deficiencies and actions
► Performance improvement recommendations

► Supporting information
► Upcoming IV&V activities
► Summary of changes
► Open deficiencies
► Project milestones
► Project budget

Data contained in this MAR is as of 14 December 2018
General IV&V overview

► There are no open IV&V deficiencies.
  ► No additional facets evaluated
  ► No new deficiencies identified since the last report
► The Program is within established schedule performance thresholds
  ► The schedule performance index (SPI) is 0.971
  ► 134 of 3,136 total tasks (4.27%) contained in the project schedule are late.
  ► 134 of 3,011 total tasks (4.45%) for the current period are late
► The Program is within established cost performance thresholds
  ► The cost performance index (CPI) is 1.000
  ► The Program is currently on budget based on provided budget and spending information
► The Program is behind schedule
  ► Schedule variance is currently (11,576.4).
  ► The amount of time the project is behind schedule is increasing
Overall risk state and trending

Risk state of the MM Program (Phase I)

Program governance
Benefit realization and sustainability

As of 14 December 2018

Risk state with trending

Program governance

Risk state with trending

Project management
Processes, controls, and predictability

Technical solution
Requirements development, quality and transition

Indicates that the area being assessed has critical issues that will result in significant risk to the project most likely resulting in either the inability to achieve the outcomes, inability to meet the projected schedule, or a significant cost over-run. Requires immediate action.

Indicates that the area being assessed has issues that need to be resolved; inefficiencies exist. Current process/method can be used with refinement.

Indicates that the area being assessed did not have significant issues to report. Continued monitoring should be performed.

Indicates that the area being assessed has incomplete information available for a conclusive finding or is not applicable.
Overall IV&V ratings summary

- This chart shows a summary of the IV&V cube facet ratings (red, amber, green and gray), and open deficiencies.
- Facet risk rating totals are as follows:
  - Red (critical issues): 0
  - Amber (issues): 1
  - Green (no issues): 24
  - Gray (not evaluated): 2
- Open deficiencies: 0
- Conclusions:
  - The MM Program Team is currently working to resolve the inefficiencies identified by the IV&V Team.
## Key indicators

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Value</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the project approach sound?</td>
<td>Yes</td>
<td>► The overall project approach is based on industry leading practices, methodologies and tools that have been used for other DHSMV projects.</td>
</tr>
</tbody>
</table>
| Is the project on time?                          | No         | ► The Program is within established schedule performance thresholds.  
► The schedule performance index (SPI) is 0.971.  
► 134 of 3,136 total tasks (4.27%) contained in the project schedule are late.  
► 134 of 3,011 total tasks (4.45%) for the current period are late. |
| Is the project on budget?                        | Yes        | ► The Program is within established cost performance thresholds.  
► The cost performance index (CPI) is 1.000.  
► The Program is currently on budget based on provided budget and spending information. |
| Is scope being managed so there is no scope creep?| Yes        | ► The work being completed as part of the MM Program (Phase I) is within the scope of the project as defined in the Schedule IV-B Feasibility Study. |
| What are the project’s future risks?             | OCM        | ► If the OCM plan is not fully developed, there is a risk of the user community not adopting and using the new system.                      |
| Are the project’s risks increasing or decreasing?| Decreasing | ► Improvements have been made to the overall OCM plan based on recommendations. The OCM team continues to implement the recommendations and provide updates. |
| Are there new or emerging technological solutions that will affect the project’s technology assumptions? | No         | ► New and emerging technologies were considered in the Feasibility Study.  
► None have an adverse effect on the project’s technological assumptions. |
Status of key deficiency recommendations

**Recommendation Status versus Priority**

- **Low**
  - Open: 0
  - In Progress: 0
  - Closed: 4
- **Medium**
  - Open: 0
  - In Progress: 55
  - Closed: 0
- **High**
  - Open: 0
  - In Progress: 17
  - Closed: 0

**Overall Status of Recommendations**

- Open: 0
- In Progress: 76
- Closed: 0

**Recommendation Status by Deficiency**

- **D9**
  - Open: 3
  - In Progress: 11
  - Closed: 0
- **D8**
  - Open: 3
  - In Progress: 8
  - Closed: 0
- **D7**
  - Open: 0
  - In Progress: 10
  - Closed: 0
- **D6**
  - Open: 5
  - In Progress: 0
  - Closed: 0
- **D5**
  - Open: 8
  - In Progress: 0
  - Closed: 0
- **D4**
  - Open: 8
  - In Progress: 0
  - Closed: 0
- **D3**
  - Open: 7
  - In Progress: 0
  - Closed: 0
- **D2**
  - Open: 14
  - In Progress: 0
  - Closed: 0
- **D1**
  - Open: 10
  - In Progress: 0
  - Closed: 0

**Recommendation Priority by Deficiency**

- **D9**
  - High: 0
  - Medium: 0
  - Low: 0
- **D8**
  - High: 0
  - Medium: 0
  - Low: 0
- **D7**
  - High: 0
  - Medium: 0
  - Low: 0
- **D6**
  - High: 0
  - Medium: 0
  - Low: 0
- **D5**
  - High: 0
  - Medium: 0
  - Low: 0
- **D4**
  - High: 0
  - Medium: 0
  - Low: 0
- **D3**
  - High: 0
  - Medium: 0
  - Low: 0
- **D2**
  - High: 0
  - Medium: 0
  - Low: 0
- **D1**
  - High: 0
  - Medium: 0
  - Low: 0
Overall performance

- This chart shows the SPI and CPI plotted as points against the tolerance ranges set up for the project.

Summary:
- Schedule and cost performance are within established thresholds.

Conclusions:
- The Program is currently trending behind schedule.

- Green area indicates within tolerance of +/- 10% for both SPI and CPI.
- Amber area indicates review is required and corrective actions may be necessary.
- Red area indicates out-of-tolerance and corrective actions are necessary.
Overall performance (continued)

- This chart shows the cumulative planned value (PV) and earned value (EV) for the project.

  **Summary:**
  - Total EV is less than PV, indicating there is scheduled work that is not being completed as scheduled.
  - The total amount of work not completed as scheduled is 11,576.4 hours.

- **Conclusions:**
  - The Program is trending behind schedule.

  - Blue area indicates the cumulative PV as of the current reporting period.
  - Grey area indicates the cumulative EV as of the current reporting period.

  - PV is the work scheduled to be accomplished.
  - EV is the value of the work actually performed.
Overall performance (continued)

- Blue line is duration percent complete.
- Red line is work percent complete.

- This chart shows the percent complete for duration and work for the project.

  **Summary:**
  - Duration and work complete has been consistent since the beginning of the project.
  - The modification of the schedule due to CR 68 (Informatica) introduced a large number of long duration activities with little work, greatly impacting percent duration complete.
  - The modification of the schedule due to CR 79 (detailed Informatica tasks) reduced the number of long duration activities.
  - The modification of the schedule due to CR 154 (addition of change requests) increased the duration of the schedule.

- Conclusions:
  - None.
This chart shows the forecast slippage of the project complete milestone based on historical performance using the schedule performance index (SPI).

**Summary:**
- Due to changes being made to the MM Phase I Program Schedule, future milestones cannot be accurately forecasted.

**Conclusions:**
- None
This chart shows the projected completion dates for future milestones based on historical performance using the schedule performance index (SPI).

Summary:
- Due to changes currently being made to the MM Phase I Program Schedule, future milestones cannot be accurately forecasted.

Conclusions:
- None
**Late tasks**

**Supporting information**

- This chart shows the number of tasks that are late for each of the IV&V reports for the following:
  - Total tasks late.
  - Tasks that are open (task completion percentage is greater than 0% and less than 100%).
- A task is automatically designated as “late” if it is not complete and the project status date is later than the baseline finish date for the task.

**Summary:**
- Total normal tasks: 3,136
- Total tasks late: 134
- Total open tasks late: 54

**Conclusions:**
- The total number of tasks designated as late is 4.27% of the total number of tasks.
Project schedule quality
Entire schedule: 11/01/2013 to 04/07/2020

Supporting information

This chart shows the quality of the project schedule within each of the following areas:

- Overall quality with trending
- Key indicators
- Schedule parameters

Summary:
- Overall quality: 94.2

Conclusions:
- Overall schedule quality is consistent and excellent

<table>
<thead>
<tr>
<th>Key Indicators</th>
<th>Schedule Parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dynamic schedule</td>
<td>Summary tasks</td>
</tr>
<tr>
<td>Critical path</td>
<td>96.4</td>
</tr>
<tr>
<td>Resource allocation</td>
<td>Milestone tasks</td>
</tr>
<tr>
<td>Task durations</td>
<td>88.9</td>
</tr>
<tr>
<td>Schedule baseline</td>
<td>Normal tasks</td>
</tr>
<tr>
<td>On time tasks</td>
<td>95.2</td>
</tr>
<tr>
<td></td>
<td>Resources</td>
</tr>
<tr>
<td></td>
<td>99.9</td>
</tr>
</tbody>
</table>

- Dynamic schedule – Task dependencies and constraints
- Critical path – Task dependencies
- Resource allocation – Resource assignments
- Task durations – Task durations other than 8 to 8 to 80 hours
- Baseline – Full baseline defined for all tasks
- On time tasks – Tasks that are not late
Project schedule quality
Period: 01/01/2019 to 03/31/2019

Supporting information

- This chart shows the quality of the project schedule within each of the following areas:
  - Overall quality with trending
  - Key indicators
  - Schedule parameters
- Summary:
  - Overall quality: 94.2
- Conclusions:
  - Overall schedule quality is consistent and excellent

### Overall Quality – Period 01/01/2019 to 03/31/2019

- All tasks: 94.2
- Open tasks: 75.4

### Key Indicators

<table>
<thead>
<tr>
<th>Dynamic schedule</th>
<th>Critical path</th>
<th>Resource allocation</th>
<th>Task durations</th>
<th>Schedule baseline</th>
<th>On time tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>92.9</td>
<td>95.9</td>
<td>99.0</td>
<td>93.1</td>
<td>95.5</td>
</tr>
</tbody>
</table>

### Schedule Parameters

<table>
<thead>
<tr>
<th>Summary tasks</th>
<th>Milestone tasks</th>
<th>Normal tasks</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>96.5</td>
<td>88.7</td>
<td>95.2</td>
<td>99.0</td>
</tr>
</tbody>
</table>

- Dynamic schedule – Task dependencies and constraints
- Critical path – Task dependencies
- Resource allocation – Resource assignments
- Task durations – Task durations other than 8 to 80 hours
- Baseline – Full baseline defined for all tasks
- On time tasks – Tasks that are not late
Open deficiencies and actions

<table>
<thead>
<tr>
<th>Deficiency</th>
<th>Actions taken</th>
</tr>
</thead>
</table>

The DHSMV MM Program Team has satisfactorily addressed all deficiencies identified by the IV&V Team.
## Performance improvement recommendations

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Progress update / resolution</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>► Review the approved OCM approach and confirm staff roles and responsibilities.</td>
<td>► The OCM Core Team has reviewed the approved OCM approach. The OCM Core Team is awaiting approval on the roles and responsibilities.</td>
<td>Complete</td>
</tr>
</tbody>
</table>
| ► Develop the Consolidated Gap Analysis Summary, Implementation Readiness Checklists, and Executive Level Summaries as defined in Deliverable #21. | ► The OCM Team has reviewed the previously completed Consolidated Gap Analysis Summary and has started meeting with Product Owners to update the respective plans.  
► The OCM Core Team is in the process of developing the Implementation Readiness Checklists.  
► The OCM Core Team is reporting on the Executive Level Summaries and submitting reports on a weekly basis.                                                | Complete     |
| ► Resume periodic updates by the combined OCM Team to the Consolidated Gap Analysis Summary. | ► Meetings are being held with OMM, Product Owners, and business areas to identify changes and make updates to the Consolidated Gap Analysis. Additionally, LDO is addressing issues relevant to training.  
► Once complete, schedules for periodic reviews of the Consolidated Gap Analysis will be established.                                                                                   | In progress  |
## Performance improvement recommendations continued

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Progress update / resolution</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>► Develop and periodically update the Implementation Readiness Checklists and Executive Level Summaries to support the OCM activities.</td>
<td>► The OCM Core Team is developing Implementation Readiness Checklists. Once completed, periodic reviews will be established to support OCM activities.</td>
<td>► In progress</td>
</tr>
</tbody>
</table>
| ► Develop and incorporate detailed and sequenced tasks with dependencies and resources in the MM Phase I Program Schedule for all OCM activities in accordance with approved methodology. | ► The OCM Core Team developed the OCM Plan and associated milestones.  
► The OCM Core Team submitted a chance request to incorporate milestones into the MM Phase I Program Schedule. | ► In progress |
Supporting information

- Upcoming IV&V activities
- Summary of changes
- Open deficiencies
- Project milestones
- Project budget
Upcoming IV&V activities

- Participate in IV&V and Program meetings
- Review draft and final MM Program materials provided to the IV&V Team
- Conduct interviews as required
- Schedule of immediate IV&V deliverables is as follows:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Planned draft</th>
<th>Planned final</th>
<th>Actual final</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAR – Aug 2018 (IVV-302BQ)</td>
<td>09/17/2018</td>
<td>10/02/2018</td>
<td>09/29/2018</td>
<td>Complete</td>
</tr>
<tr>
<td>MAR – Sep 2018 (IVV-302BR)</td>
<td>10/18/2018</td>
<td>11/02/2018</td>
<td>10/30/2018</td>
<td>Complete</td>
</tr>
<tr>
<td>MAR – Nov 2018 (IVV-302BT)</td>
<td>12/14/2018</td>
<td>01/02/2019</td>
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<td>In progress</td>
</tr>
<tr>
<td>MAR – Dec 2018 (IVV-302BU)</td>
<td>01/15/2019</td>
<td>01/30/2019</td>
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<td>Future task</td>
</tr>
<tr>
<td>MAR – Jan 2019 (IVV-302BV)</td>
<td>02/14/2019</td>
<td>03/01/2019</td>
<td></td>
<td>Future task</td>
</tr>
<tr>
<td>MAR – Feb 2018 (IVV-302BW)</td>
<td>03/14/2019</td>
<td>03/29/2019</td>
<td></td>
<td>Future task</td>
</tr>
<tr>
<td>MAR – Mar 2018 (IVV-302BX)</td>
<td>04/12/2019</td>
<td>04/29/2019</td>
<td></td>
<td>Future task</td>
</tr>
<tr>
<td>MAR – Apr 2018 (IVV-302BY)</td>
<td>05/14/2019</td>
<td>05/29/2019</td>
<td></td>
<td>Future task</td>
</tr>
<tr>
<td>MAR – May 2018 (IVV-302BZ)</td>
<td>06/14/2019</td>
<td>07/01/2019</td>
<td></td>
<td>Future task</td>
</tr>
<tr>
<td>MAR – Jun 2018 (IVV-303CA)</td>
<td>07/15/2019</td>
<td>07/30/2019</td>
<td></td>
<td>Future task</td>
</tr>
</tbody>
</table>
## Summary of changes

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deficiencies addressed</td>
<td>► There are no open IV&amp;V deficiencies.</td>
</tr>
<tr>
<td>New process improvement</td>
<td>► No new process improvements identified since the last report.</td>
</tr>
<tr>
<td>New deficiencies</td>
<td>► No new deficiencies identified since the last report.</td>
</tr>
<tr>
<td>Risk ratings</td>
<td>► No risk rating changes since the last report.</td>
</tr>
<tr>
<td>Maturity ratings</td>
<td>► No maturity rating changes since the last report.</td>
</tr>
<tr>
<td>Interviews conducted</td>
<td>► Two interviews conducted since the last report</td>
</tr>
<tr>
<td>Artifacts received</td>
<td>► Numerous artifacts received.</td>
</tr>
</tbody>
</table>

### Supporting information
The DHSMV MM Program Team has satisfactorily addressed all deficiencies identified by the IV&V Team.
# Project milestones

> **Supporting information**

<table>
<thead>
<tr>
<th>WBS</th>
<th>Title</th>
<th>Completion date</th>
<th>Original</th>
<th>Scheduled</th>
<th>Planned</th>
<th>Forecast</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.3.12</td>
<td>Project Monitoring and Control Phase COMPLETE</td>
<td>COMPLETE</td>
<td>06/28/2019</td>
<td>06/28/2019</td>
<td>06/28/2019</td>
<td>06/07/2019</td>
<td></td>
</tr>
<tr>
<td>1.4.8</td>
<td>Project Closeout Phase COMPLETE</td>
<td>COMPLETE</td>
<td>06/28/2019</td>
<td>08/29/2019</td>
<td>04/07/2020</td>
<td>03/13/2020</td>
<td></td>
</tr>
<tr>
<td>8.2</td>
<td>Database Redesign / Synchronization COMPLETE</td>
<td>COMPLETE</td>
<td>05/01/2018</td>
<td>09/07/2018</td>
<td>09/07/2018</td>
<td>08/22/2018</td>
<td></td>
</tr>
<tr>
<td>8.4</td>
<td>PHASE GATE REVIEW - Database Redesign / Synchronization</td>
<td>COMPLETE</td>
<td>06/20/2018</td>
<td>09/07/2018</td>
<td>09/07/2018</td>
<td>08/22/2018</td>
<td></td>
</tr>
<tr>
<td>8.5.10</td>
<td>Development COMPLETE</td>
<td>COMPLETE</td>
<td>05/25/2018</td>
<td>09/13/2018</td>
<td>03/01/2019</td>
<td>02/10/2019</td>
<td></td>
</tr>
<tr>
<td>8.6</td>
<td>PHASE GATE REVIEW – Development</td>
<td>COMPLETE</td>
<td>07/27/2018</td>
<td>09/13/2018</td>
<td>03/01/2019</td>
<td>02/10/2019</td>
<td></td>
</tr>
<tr>
<td>8.7.5</td>
<td>Testing COMPLETE</td>
<td>COMPLETE</td>
<td>02/20/2019</td>
<td>04/22/2019</td>
<td>11/25/2019</td>
<td>11/02/2019</td>
<td></td>
</tr>
<tr>
<td>8.8.4</td>
<td>Operations Planning COMPLETE</td>
<td>COMPLETE</td>
<td>03/02/2018</td>
<td>12/28/2018</td>
<td>10/16/2019</td>
<td>09/24/2019</td>
<td></td>
</tr>
<tr>
<td>8.8.5</td>
<td>PHASE GATE REVIEW – Operations Planning</td>
<td></td>
<td>07/20/2018</td>
<td>07/19/2019</td>
<td>10/16/2019</td>
<td>09/24/2019</td>
<td></td>
</tr>
<tr>
<td>8.9.3.5</td>
<td>PHASE GATE REVIEW – Pilot</td>
<td></td>
<td>07/15/2018</td>
<td>07/15/2019</td>
<td>02/20/2020</td>
<td>01/27/2020</td>
<td></td>
</tr>
<tr>
<td>8.9.5</td>
<td>Implementation COMPLETE</td>
<td>COMPLETE</td>
<td>06/27/2019</td>
<td>08/28/2019</td>
<td>04/06/2020</td>
<td>03/12/2020</td>
<td></td>
</tr>
<tr>
<td>8.10</td>
<td>Project COMPLETE</td>
<td>COMPLETE</td>
<td>06/28/2019</td>
<td>08/29/2019</td>
<td>04/07/2020</td>
<td>03/13/2020</td>
<td></td>
</tr>
</tbody>
</table>

- **Additional milestones will be added as the project progresses**

**Notes:**

1. Items highlighted are either currently late or projected to be late.
2. Original – Original contract completion date.
3. Scheduled – Scheduled completion date based on the latest schedule baseline.
4. Planned – Planned completion date (should be the same as scheduled).
5. Forecast – Based on ES calculations and the current SPI.
6. Actual – The actual completion date
Project budget
Total project funding

Supporting information

Total project budget versus actual expenditures

Thousands

$0
$5,000
$10,000
$15,000
$20,000
$25,000
$30,000

Prior
Jul-15
Aug-15
Sep-15
Oct-15
Nov-15
Dec-15
Jan-16
Feb-16
Mar-16
Apr-16
May-16
Jun-16
Jul-16
Aug-16
Sep-16
Oct-16
Nov-16
Dec-16
Jan-17
Feb-17
Mar-17
Apr-17
May-17
Jun-17
Jul-17
Aug-17
Sep-17
Oct-17
Nov-17
Dec-17
Jan-18
Feb-18
Mar-18
Apr-18
May-18
Jun-18
Jul-18
Aug-18
Sep-18
Oct-18

Total project budget
Total actual
Cumulative total budget
Cumulative total actual

Project budget
Total project funding

Supporting information

Total project budget versus actual expenditures
Project budget
Contract staff funding

Total contract staff budget versus actual expenditures

Thousands

- Total contracted staff - budget
- Total contracted staff - actual
- Cumulative total contracted staff - budget
- Cumulative total contracted staff - actual
Project budget
Expense funding

Supporting information

Total expense budget versus actual expenditures

Thousands

$0  $200  $400  $600  $800  $1,000  $1,200  $1,400


MMP1-IVV-203BT Nov Status v1.0 Draft - 20181214
Project budget
OCO funding

Supporting information

Total OCO budget versus actual expenditures

Thousands

$0

$10

$20

$30

$40

$50

$60

$70

$80

$90

Prior
Jul-15
Aug-15
Sep-15
Oct-15
Nov-15
Dec-15
Jan-16
Feb-16
Mar-16
Apr-16
May-16
Jun-16
Jul-16
Aug-16
Sep-16
Oct-16
Nov-16
Dec-16
Jan-17
Feb-17
Mar-17
Apr-17
May-17
Jun-17
Jul-17
Aug-17
Sep-17
Oct-17
Nov-17
Dec-17
Jan-18
Feb-18
Mar-18
Apr-18
May-18
Jun-18
Jul-18
Aug-18
Sep-18
Oct-18
Nov-18

Total OCO - budget
Total OCO - actual
Cumulative total OCO - budget
Cumulative total OCO - actual
Project budget
IV&V services funding

Total IV&V services budget versus actual expenditures

Supporting information

MMP1-IVV-203BT Nov Status v1.0 Draft - 20181214
Project budget
Budget and actual distribution

Supporting information
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# Motorist Modernization Phase I Financial Review

## Phase I LBR Requests – Total Project

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Total Request</th>
<th>Contracted Services</th>
<th>IV&amp;V Services</th>
<th>Expense (Software, Travel, etc.)</th>
<th>OCO</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015</td>
<td>$2,500,000</td>
<td>$1,514,762</td>
<td>$619,186</td>
<td>$61,478</td>
<td>-</td>
</tr>
<tr>
<td>2015-2016</td>
<td>$6,362,609</td>
<td>$5,468,933</td>
<td>$479,280</td>
<td>$382,501</td>
<td>$31,895</td>
</tr>
<tr>
<td>2017-2018</td>
<td>$9,857,775</td>
<td>$8,506,720</td>
<td>$479,280</td>
<td>$865,000</td>
<td>$6,775</td>
</tr>
<tr>
<td>2018-2019</td>
<td>$7,536,000</td>
<td>$6,976,720</td>
<td>$479,280</td>
<td>$80,000</td>
<td>-</td>
</tr>
<tr>
<td>2019-2020</td>
<td>$1,823,620</td>
<td>$1,803,620</td>
<td>$20,000</td>
<td>$-</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>$36,829,355</td>
<td>$32,178,267</td>
<td>$2,536,306</td>
<td>$1,745,667</td>
<td>$64,541</td>
</tr>
</tbody>
</table>
Motorist Modernization Phase I Financial Review

Budget and Actuals: Current Fiscal Year through December 31, 2018

BUDGET: $7,536,000

ACTUALS: $4,370,309

- Contracted Services: $3.0 M
- IV&V Services: $4.13 M
- Expense (Software, Travel): $80,000

- Remaining: $239K
## Motorist Modernization Phase I Financial Review

### Budget and Actuals: Overview

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget Total</th>
<th>Actuals to Date</th>
<th>Variance (Budget to Actual)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year 2018-2019 Total Funding</td>
<td>$7,536,000</td>
<td>$4,370,309</td>
<td></td>
</tr>
<tr>
<td>Fiscal Year to Date</td>
<td>$4,370,309</td>
<td>$4,370,309</td>
<td>0.00%</td>
</tr>
<tr>
<td>Month to Date (December 2018)</td>
<td>$927,273</td>
<td>$927,193</td>
<td>0.00%</td>
</tr>
<tr>
<td>Remaining Funds</td>
<td>$3,215,692</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Phase II LBR Requests – Total Project

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Total Request</th>
<th>Contracted Services</th>
<th>IV&amp;V Services</th>
<th>Expense (Software, Travel, etc.)</th>
<th>OCO</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-2018</td>
<td>$4,132,180</td>
<td>$3,575,240</td>
<td>$357,190</td>
<td>$179,850</td>
<td>$19,900</td>
</tr>
<tr>
<td>2018-2019</td>
<td>$5,037,000</td>
<td>$4,379,200</td>
<td>$500,000</td>
<td>$150,000</td>
<td>$7,800</td>
</tr>
<tr>
<td>2019-2020</td>
<td>$8,426,200</td>
<td>$7,239,200</td>
<td>$500,000</td>
<td>$670,000</td>
<td>$17,000</td>
</tr>
<tr>
<td>2020-2021</td>
<td>$8,219,700</td>
<td>$7,239,200</td>
<td>$500,000</td>
<td>$476,500</td>
<td>$4,000</td>
</tr>
<tr>
<td>2021-2022</td>
<td>$6,907,700</td>
<td>$5,939,200</td>
<td>$500,000</td>
<td>$464,500</td>
<td>$4,000</td>
</tr>
<tr>
<td>2022-2023</td>
<td>$3,806,700</td>
<td>$2,871,200</td>
<td>$500,000</td>
<td>$431,500</td>
<td>$4,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$36,529,480</strong></td>
<td><strong>$31,243,240</strong></td>
<td><strong>$2,857,190</strong></td>
<td><strong>$2,372,350</strong></td>
<td><strong>$56,700</strong></td>
</tr>
</tbody>
</table>
Motorist Modernization Phase II Financial Review

Budget and Actuals: Current Fiscal Year through December 31, 2018

BUDGET: $5,037,000

$423,240
$150,000
$7,800

Contracted Services
IV&V Services
Expense (Software, Travel)
OCO

ACTUALS: $2,056,497

$1.84M
$212K

Remaining

Contracted Services
IV&V Services
Expense (Software, Travel)
OCO
## Budget and Actuals: Overview

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget Total</th>
<th>Actuals to Date</th>
<th>Variance (Budget to Actual)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year 2018-2019 Total Funding</td>
<td>$5,037,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Year to Date</td>
<td>$2,056,497</td>
<td>$2,056,497</td>
<td>0.00%</td>
</tr>
<tr>
<td>Month to Date (December 2018)</td>
<td>$142,850</td>
<td>$142,850</td>
<td>0.00%</td>
</tr>
<tr>
<td>Remaining Funds</td>
<td>$2,980,503</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Questions?
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Add Date</th>
<th>Function Area</th>
<th>Requested Functionality</th>
<th>Decision Needed By Date</th>
<th>Impact</th>
<th>Recommendation/ Advisory Board (AB) Comments</th>
<th>Bureau Chief Recommendation/ Approval by Name(s)</th>
<th>All Status</th>
<th>All Date</th>
<th>Executive Steering Committee (ESC) Comments</th>
<th>ESC Status</th>
<th>ESC Close Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DL45</td>
<td>11/01/18</td>
<td>Driver License Issuance</td>
<td>Some concerns have been raised about using the data in stage for external testing. Currently, only the SSN is masked and the TDM team is working toward masking email address for the Sandbox environment. Is there concern about additional customer data? If so, what additional data should we mask? Note: All external testers currently have an MOU with the department.</td>
<td>1/1/2019</td>
<td>Delaying decision may impact schedule.</td>
<td>Require additional information</td>
<td>1/09/2018 Update</td>
<td>11/09/2018 Update</td>
<td>Robert Kynoch suggested a further discussion based on the current MOU with external testers and the department.</td>
<td>Closed</td>
<td>12/13/2018</td>
<td></td>
</tr>
<tr>
<td>DL46</td>
<td>11/09/18</td>
<td>AAMVA Checks</td>
<td>Previously, the ESC retained and approved when each system would perform AAMVA checks for PDPS and CDLIS. During refinement, the PO requested that some of the checks be reviewed.</td>
<td>11/15/2018</td>
<td>Changes could impact checks performed on MyDMV Portal. Lisa Cullen agrees with changes.</td>
<td>Require additional information</td>
<td>11/15/2018 Update</td>
<td>The ESC requested stats for average down time and affected customers.</td>
<td>11/15/2018 Update</td>
<td>11/15/2018 Update</td>
<td>The ESC recommends that we move forward with Option 2, under the condition that we meet with Ed Broyles and confirm that he does not see a potential for Fraud. Close item after confirmation.</td>
<td>Closed</td>
</tr>
<tr>
<td>DL47</td>
<td>11/09/18</td>
<td>Cashiering</td>
<td>The team previously missed requirements regarding how cashiering and printing would work to accommodate third-party cashiering and requested functionality from visioning sessions. To close the gap, the team needs a decision on how and when we will allow printing to be completed to satisfy the business need and the requested functionality. Which of the following options should the team proceed with: 1. Card printing will not be allowed until the batch is cashiered. 2. Allow auto-print of cards for third-party cashiering TC offices, but do not allow the transaction to be voided unless the card is marked for destruction (MFD).</td>
<td>11/15/2018</td>
<td>Delaying decision may impact schedule. Option selected will determine the effort and schedule impact.</td>
<td>Require additional information</td>
<td>11/15/2018 Update</td>
<td>The ESC agreed with the recommendation. Close item.</td>
<td>11/15/2018 Update</td>
<td>11/15/2018 Update</td>
<td>The ESC agreed with the recommendation. Close item.</td>
<td>Closed</td>
</tr>
<tr>
<td>DL48</td>
<td>12/12/18</td>
<td>DL/CP</td>
<td>FCCC has a legislative mandate to upgrade their existing process for DUI school certificates and record processing. Their new process must be in place by April 2019. FCCC would like to know if our new system will be ready in the same time frame.</td>
<td>12/15/2018</td>
<td></td>
<td>Require additional information</td>
<td>12/13/2018 Update</td>
<td>The ESC agreed. Close item.</td>
<td>12/13/2018 Update</td>
<td>The ESC agreed. Close item.</td>
<td>Closed</td>
<td>12/13/2018</td>
</tr>
</tbody>
</table>
FR02 08/14/17 FR

The FR team is looking for a decision as to whether we should roll out the insurance companies XML onboarding as a "Big Bang" approach or a "Staggered" approach. We have more than 500 insurance companies that need to be moved to the new system. They will have more than a year for structured testing and preparing for the conversion, as FR development is complete in January 2018. We groomed our requirements to go with the "Big Bang" approach.

6/30/2018

If the "Big Bang" solution the team developed requirements for does not happen, additional hours unaccounted for will need to be considered to keep the old system running parallel before we go live.

After discussion with the team, we determined that there are 3 options available:

Option 1: Big Bang Approach
- This is the way the team groomed the requirements.

Option 2: Phased roll-out
- Old and new FR systems run concurrently
- Different letters and rules are sent to customers
- Vendors/companies roll out over X amount of time
- Drop dead date TBD
- When all vendors/companies have rolled out, the old FR system is retired

08/17/17 Update

ESC would like to postpone making a decision until we can finish development of XML and get 4-6 companies structural testing and see how many issues they are having. Hopefully will have an answer by the next ESC meeting.

09/21/17 Update

FR team still working on getting confirmations from insurance companies/vendors to start structural testing. Scott Tomaszewski will present the XML update after today. We will leave this item open until various insurance companies complete structural testing per the ESC meeting on July 19. The "Big Bang" approach was agreed upon.

FR02 08/14/17 FR

07/09/18 Update

Total Insurance Companies - 337
Signed Up Companies - 227
Not Signed Up Companies - 110
Companies that do not report to FL - 79

07/10/18 Update

The follow-up structural testing conference call with the insurance companies is scheduled for July 31, 2018, from 1:30 - 3 p.m.

The business is sending out another email communication this month to the insurance companies that have not responded since the first letter went out in January 2018.

Total Insurance Companies - 337
Signed Up Companies - 227
Not Signed Up Companies - 110
Companies that do not report to FL - 79

07/19/18 Update

Scott Tomaszewski will present the XML update after today. We will leave this item open until various insurance companies complete structural testing per the ESC meeting on July 19. The "Big Bang" approach was agreed upon.

FR05 11/10/18 FR

Currently, we have a Phase I requirement to change the Insurance Company Code from numeric to alphanumeric and the team is requesting it be deferred to Phase 2. The team requests that it be considered sometime later in the modernization project as this will impact 6-7 production systems when then change is made.

12/30/2018

This would require a WRAP for the production systems (FLIS, FRVIS, FR, OL check, DMV Portal), VOS, David and VNS, and a CR for the FR team. The FR Team will continue to manually manipulate the code until there is a fix.

12/12/2018 Update

Advisory Board agrees with this request.

12/11/2018 Update

The ESC agrees with deferring to Phase 2, close item.
DL Issuance Team Summary

Team Profile
# User Stories: 925
# Developers: 11 [3 FTEs; 8 Cont.]
# Testers: 6 FTEs (3 on UAT)

Testing Summary
# UAT Test Scenarios: 50
# Scenarios Started: 31
# Scenarios Pend Dev: 12
# Scenarios Completed: 0
# Open Bugs by
Sprint Critical: 5
Sprint High: 28
Sprint Medium: 24
UAT Critical: 5
UAT High: 14
UAT Medium: 16

Functional Areas and Effort Remaining

<table>
<thead>
<tr>
<th>Area</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MILESTONES J</td>
<td>1360</td>
</tr>
<tr>
<td></td>
<td>520 (in Dev)</td>
</tr>
<tr>
<td>TECHNICAL DEBT</td>
<td>178</td>
</tr>
<tr>
<td>CHANGE REQUESTS</td>
<td></td>
</tr>
<tr>
<td>- Pending Refinement</td>
<td>118</td>
</tr>
<tr>
<td>- In Development</td>
<td>753</td>
</tr>
<tr>
<td>- In Testing</td>
<td>429</td>
</tr>
<tr>
<td>Total</td>
<td>2,839</td>
</tr>
</tbody>
</table>

Key Dependencies / Assumptions
- Requirement questions resolved
- Purge NOT in scope for DL Issuance P1
- UAT Dependencies
  - Migrate remaining apps (issue open)
  - Successful 2-way sync
  - Data seed issues resolved

Key Risks and Issues
- Risk 92 – Requirement Updates
- Issue 39 – Short 2 FTE Developers
- Issue 59 – Batch Vendors
- Issue 105 – Batch Transcript Testing
- Issue 108 - Stage Performance
DL Issuance Team Summary

Pending Change Request Areas of Investigation

<table>
<thead>
<tr>
<th>Area</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DL Miscellaneous Approved CRs</td>
<td>106</td>
</tr>
<tr>
<td>DL Policy Decision CRs</td>
<td>178</td>
</tr>
<tr>
<td>DL Sanction Clearance CRs</td>
<td>366</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>650</strong></td>
</tr>
</tbody>
</table>

These PENDING CHANGE REQUEST have not been accounted for in the CURRENT FORECAST date.

Current Forecast (including CRs approved thru. 12/5):

Development – 1/31/2019
Test - 2/28/2019
MM/FR Teams Summary

Team Profile
# User Stories: 611
# Developers: 8
[4 FTEs; 4 Cont.]
# Testers: 4 FTEs

Testing Summary
# UAT Test Scenarios: 30
# Scenarios Started: 12
# Scenarios Completed: 0
# Open Bugs by
  Sprint Critical: 0
  Sprint High: 6
  Sprint Medium: 33
  UAT Critical: 0
  UAT High: 4
  UAT Medium: 24

Functional Areas and Effort Remaining

<table>
<thead>
<tr>
<th>Area</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MILESTONES I &amp; J (FR Letters / Reports, MM Letters dependent on CP, DL Renewal Queue)</td>
<td>110</td>
</tr>
<tr>
<td>TECHNICAL DEBT</td>
<td>42</td>
</tr>
<tr>
<td>CHANGE REQUESTS (Prior to 10/25)</td>
<td></td>
</tr>
<tr>
<td>CR115 - Update UI for Field User Access</td>
<td>350</td>
</tr>
<tr>
<td>CR146 - Update FR Sanction Creation (bug)</td>
<td>44</td>
</tr>
<tr>
<td>CR148 - Update UI for Field User Access</td>
<td>336</td>
</tr>
<tr>
<td>CR158 – AAMVA Offline Queue</td>
<td>120</td>
</tr>
<tr>
<td>CR159 - Additional violations for FR4 Non-DUI</td>
<td>56</td>
</tr>
<tr>
<td>Total</td>
<td>1058</td>
</tr>
</tbody>
</table>

Key Dependencies / Assumptions
- Enterprise core code stability
- Continued Data Warehouse assistance on FR reports.

Key Risks and Issues
- Issue 13 - Improving quality of Requirements
- Issue 15 – Timely completion of structural testing
- Pending letter changes
MM/FR Team Summary

Pending Change Request Areas of Investigation

<table>
<thead>
<tr>
<th>Area</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM/FR Processing Letter Review Changes</td>
<td>TBD</td>
</tr>
<tr>
<td>Changes for Confidential - end of March 2019 (Tech Debt)</td>
<td>TBD</td>
</tr>
<tr>
<td>Enhancement on Renewal Express Renewal queue – If approved.</td>
<td>TBD</td>
</tr>
<tr>
<td>Hit List Modifications (Tech Debt)</td>
<td>TBD</td>
</tr>
<tr>
<td>UI and backend service change to FR3 Sanction Judgment to accommodate search by customer number for businesses</td>
<td>54</td>
</tr>
</tbody>
</table>

These PENDING CHANGE REQUEST areas are unknown efforts or are awaiting effort confirmation. As such, they have **not** been accounted for in the CURRENT FORECAST date.

Current Forecast (including CRs approved thru 12/5):

- Development – 2/13/2019
- Test - 3/1/2019
MyDMV Portal Team Summary

Team Profile
# User Stories: 729
# Developers: 2 [1 FTE; 1 Cont.]
# Testers: 5.5 FTEs (2 on UAT)

Testing Summary
# UAT Test Scenarios: 66
# Scenarios Started: 14
# Scenarios Completed: 6
# Open Bugs by
Sprint Critical: 0
Sprint High: 5
Sprint Medium: 10
UAT Critical: 3
UAT High: 0
UAT Medium: 8

Functional Areas and Effort Remaining

<table>
<thead>
<tr>
<th>Area</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MILESTONE</td>
<td></td>
</tr>
<tr>
<td>- BAR (21)</td>
<td>149</td>
</tr>
<tr>
<td>- Ins. (1), Non-Ownership (2)</td>
<td>Testing</td>
</tr>
<tr>
<td>- Print Cert (2); Sanctions (1)</td>
<td>1</td>
</tr>
<tr>
<td>- Trans. Update (7); Military</td>
<td>80</td>
</tr>
<tr>
<td>TECHNICAL DEBT</td>
<td>Pending</td>
</tr>
<tr>
<td>CHANGE REQUESTS (Prior to 10/25)</td>
<td></td>
</tr>
<tr>
<td>- In Development</td>
<td>130</td>
</tr>
<tr>
<td>- In Testing</td>
<td>99</td>
</tr>
<tr>
<td>CHANGE REQUESTS (From 10/25)</td>
<td></td>
</tr>
<tr>
<td>- Pending Development</td>
<td>22</td>
</tr>
<tr>
<td>- Pending Testing</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>481</td>
</tr>
</tbody>
</table>

Key Dependencies & Assumptions
- FR/Non Sanctions Requirements Finalized
- ORION development assistance (DL and MM application)

Key Risks and Issues
- Issue 12 – External Dependencies - Sanctions
- Issue 13 – Reduction in Development Capacity
- Issue 16 – Developer’s ORION Experience
- Issue 17 – BAR Development
Pending Change Request Areas of Investigation

<table>
<thead>
<tr>
<th>Area</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved WRAPs (see list that is still in review)</td>
<td>TBD</td>
</tr>
<tr>
<td>Sanctions Changes</td>
<td>TBD</td>
</tr>
<tr>
<td>Changes from Focus Group review</td>
<td>TBD</td>
</tr>
<tr>
<td>Zip +4 Update --- No Address Change</td>
<td>TBD</td>
</tr>
<tr>
<td>CDL Medical Indefinite</td>
<td>21</td>
</tr>
<tr>
<td>Hitlist (Technical Debt)</td>
<td>TBD</td>
</tr>
</tbody>
</table>

These PENDING CHANGE REQUEST areas are unknown efforts or are awaiting effort confirmation. As such, they have **not** been accounted for in the CURRENT FORECAST date.

Current Forecast (including CRs approved thru. 12/5):

- Development – 12/31/2018
- Test - 12/31/2018
CDLIS/CP Team Summary

Team Profile
# User Stories: 469
# Developers: 4
[3 FTEs; 1 Cont.]
# Testers: 4 FTEs

Testing Summary
# UAT Test Scenarios: 65
# Scenarios Started: 1
# Scenarios Completed: 0
# Open Bugs by

- Sprint Critical: 0
- Sprint High: 0
- Sprint Medium: 0
- UAT Critical: 3
- UAT High: 3
- UAT Medium: 0

Key Risks and Issues
- New Issue – CDLIS Developer – extended leave
- Structural Testing – Revision End Date

Key Dependencies & Assumptions
- CDLIS bugs (Developer on leave)
- Staff for processing AAMVA files
- Novitex (Letters)
- MM (indirectly for verifications)

Functional Areas and Effort Remaining

<table>
<thead>
<tr>
<th>Area</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MILESTONE</td>
<td>Complete</td>
</tr>
<tr>
<td>TECHNICAL DEBT</td>
<td>Complete</td>
</tr>
<tr>
<td>CHANGE REQUESTS (Prior to 12/5)</td>
<td></td>
</tr>
<tr>
<td>- Pending Development</td>
<td>0</td>
</tr>
<tr>
<td>- In Development</td>
<td>0</td>
</tr>
<tr>
<td>- In Testing</td>
<td>4 – Ready to Test</td>
</tr>
<tr>
<td>CHANGE REQUESTS (PENDING)</td>
<td></td>
</tr>
<tr>
<td>- Pending Development</td>
<td>43 (hrs)</td>
</tr>
<tr>
<td>- Pending Testing</td>
<td>30 (hrs)</td>
</tr>
<tr>
<td>Total</td>
<td>73</td>
</tr>
</tbody>
</table>
CDLIS/CP Team Summary

Pending Change Request Areas of Investigation

<table>
<thead>
<tr>
<th>Area</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved WRAPs (see list that is still in review)</td>
<td>TBD</td>
</tr>
<tr>
<td>Citation Processing Letter Review Changes</td>
<td>TBD</td>
</tr>
<tr>
<td>Structural Testing</td>
<td>TBD</td>
</tr>
<tr>
<td>Create New AKA table to store additional data</td>
<td>60</td>
</tr>
<tr>
<td>Create New Fee Code for Child Support Suspension Fee</td>
<td>TBD</td>
</tr>
<tr>
<td>FR15116 - Violation of Restriction Sanction Process</td>
<td>TBD</td>
</tr>
</tbody>
</table>

These PENDING CHANGE REQUEST areas are unknown efforts or are awaiting effort confirmation. As such, they have not been accounted for in the CURRENT FORECAST date.

Current Forecast (including CRs approved thru. 12/5):
Development – 12/28/2018
Test - 1/18/2019
Renewal Notification Team Summary

**Team Profile**
- # User Stories: 344
- # Developers: 1 FTE
- # Testers: 3.5 FTEs (1 on UAT)

**Testing Summary**
- # UAT Test Scenarios: 17
- # Scenarios Started: 6
- # Scenarios Completed: 10
- # Open Bugs by Sprint
  - Critical: 0
  - High: 0
  - Medium: 7
- # Open Bugs by UAT
  - Critical: 1
  - High: 0
  - Medium: 4

**Functional Areas and Effort Remaining**

<table>
<thead>
<tr>
<th>Area</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MILESTONE</td>
<td>Complete</td>
</tr>
<tr>
<td>TECHNICAL DEBT</td>
<td>Complete</td>
</tr>
<tr>
<td>CHANGE REQUESTS (Prior to 12/5)</td>
<td></td>
</tr>
<tr>
<td>- Pending Development</td>
<td>0</td>
</tr>
<tr>
<td>- In Development</td>
<td>0</td>
</tr>
<tr>
<td>- In Testing</td>
<td>0</td>
</tr>
<tr>
<td>CHANGE REQUESTS (PENDING)</td>
<td></td>
</tr>
<tr>
<td>- Pending (County Time, DL Notices, Legislative change for Voluntary Contributions, Vehicle Class Code calc.)</td>
<td>105 (hrs) 38 (hrs)</td>
</tr>
<tr>
<td>- Pending Testing</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>TBD</td>
</tr>
</tbody>
</table>

**Key Risks and Issues**
- DL Renewal Notice Changes
- FTE Developer – extended leave

**Key Dependencies & Assumptions**
- Continued transition to Operations for MVRN support and WRAPS
Renewal Notification Team Summary

Pending Change Request Areas of Investigation

<table>
<thead>
<tr>
<th>Area</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved WRAPs (see list that is still in review)</td>
<td>TBD</td>
</tr>
<tr>
<td>Message for Discontinued Plates - Legislative Change</td>
<td>8</td>
</tr>
<tr>
<td>DL Renewal Notice Displaying FR-Deleted</td>
<td>6</td>
</tr>
</tbody>
</table>

These PENDING CHANGE REQUEST areas are unknown efforts or are awaiting effort confirmation. As such, they have not been accounted for in the CURRENT FORECAST date.

Current Forecast (including CRs approved thru. 12/5):

Development – /2018
Test - 2/12/2019