Motorist Modernization Advisory Board – Phase I Monthly Meeting
January 9, 2018
Neil Kirkman Building, Conference Room B-201
2900 Apalachee Parkway, Tallahassee Florida 32399
1 to 2 p.m., EST

Invitees	Representing
Deb Roby	DHSMV
Ed Broyles	DHSMV
Kelley Scott	DHSMV
Pace Callaway	DHSMV
April Edwards	DHSMV
William Washington	Florida Clerk Courts & Comptrollers
Lisa Cullen	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
    - Financial Review
    - Change Request Review
    - Project Updates
- Communications Update
- Q&A
- Adjourn

MOTORIST MODERNIZATION ADVISORY BOARD, PHASE I

Monthly Meeting Minutes
Kirkman Building Conference Room B-202
December 12, 2017
1 to 2 p.m.

WELCOME AND INTRODUCTIONS

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

  Advisory board members present included:

  - Pace Callaway
  - Deb Roby (absent)
  - April Edwards
  - Ed Broyles
  - Kelley Scott (absent)
  - Lisa Cullen (via phone)
  - William Washington

- Mr. Samuel advised members that Lisa Cullen was attending by phone from the Brevard County Tax Collector Office, and will be replacing Linda Fugate as a board member for both Phase I and Phase II Advisory Board meetings. Mr. Samuel stated that a new DHSMV Motorist Modernization Advisory Board Charter will be routed for signatures at the next meeting scheduled in January 2018, if all members are present.
- Additional DHSMV members present included – Terrence Samuel, Chad Hutchinson, Catherine Alvarez, Koral Griggs, Cathy Thomas, Sonia Nelson, Cheryln Dent, Scott Tomaszewski, Laura Freeman, Janis Timmons, Felecia Ford and Kelly Shannon. Kristin Green and Aundrea Andrades attended via phone.
- Visitors included – Beth Allman from FCCC, Alyene Calvo, Chris Wade, Colin Stevens from Ernst & Young and Joe Weldon from Accenture. Gary Didio from Ernst & Young attended via phone.

REVIEW AND APPROVAL OF THE LAST MEETING MINUTES

- Ms. Cheryln Dent reviewed the meeting minutes from November 14, 2017. There was one correction noted on page three (3) in the financial review update. A motion to approve the November 14, 2017, minutes was accepted by the board members with the noted correction being made on the final copy.

IV&V UPDATE

- There was not a published report from IV&V this month; therefore, no update was provided.

STAKEHOLDER OUTREACH UPDATE

- Mr. Samuel stated the team has not made any trips outside the Kirkman building; however, the teams continue to have meetings and demos for Phase I as recent as last week. Motorist Services had their second annual Managers and Program Managers week-long meeting at the Kirkman

building in Tallahassee last week. The team had an opportunity to provide Robert Kynoch's staff an update on Motorist Modernization. Ms. Jessica Espinoza gave a demo on the DL Issuance system. Ms. Judy Johnson provided an update on MyDMV Portal. The team is working with user interface experts to assure the interface looks modern on MyDMV Portal. The team met with experts yesterday and discussed some of our needs, questions and concerns as we move forward.

POLICY AND DECISION REVIEW

- POR31 – Express Shipping options in MyDMV Portal – Ms. Catherine Alvarez stated the team is still waiting for the resources to become available and the implementation of the Print Card Solution. As soon as the developers wrap up UAT, we will work with the Print Card Solution team further on this issue.
- POR34 – This is regarding the use of the name, Tax Collector vs Driver License and Motor Vehicle Service Center. The ESC decision is to use both names as necessary. This item can now be closed.
- REN07 – Renewal Notice Processing – Ms. Alvarez stated Ms. Johnson has scheduled a meeting with the leadership team to review the proposed tax collector changes.
- REN12 – Renewal Vendor File – Ms. Alvarez reported the ESC decision was to provide the renewal files with everything, which will contain records marked for deletion.
- FR02- DHSMV Big Bang Approach or staggered. Ms. Cathy Thomas stated the pilot companies are still working through development issues on their side. The team is holding weekly conference calls with the pilot companies to answer any questions or concerns. Currently, the companies are not ready to begin structured testing. The DBAs are assisting SEU with protecting the records needed for testing, and Ms. Pat Porter is working on the letter to all insurance companies listed with OIR.
- ENTP01 – Enterprise – Defining business rules as it pertains to the customer and their addresses. Ms. Alvarez stated that the team is working on a final document to submit to FDLE for approval.

PHASE I PROJECT UPDATE

- Mr. Samuel stated the team recently met with Tax Collectors and renewal recipients regarding customizing the drivers license in renewals. Ms. Johnson should have mock-ups to present to Lisa Cullen and the focus groups, as the development for the renewal team is scheduled for completion in February 2018. The mock-ups will be completed and discussed prior to the completion date in 2018.
- Mr. Chad Hutchinson provided a technical update on Planet Press and training for Planet Press personnel. The Informatica team is doing well and has been on board for a couple of months. They are close to being caught up on the backlog work as they become more familiar with the process.

FINANCIAL REVIEW

- Ms. Janis Timmons stated through the month of November, the variance continues to be less than one (1) percent. There are two RFQ's in the works right now requesting additional resources being considered for providing support to the Enterprise Architect position.

CHANGE REQUEST REVIEWS (LEVEL III)

- Ms. Dent indicated there are six (6) Level III change requests that need to be reviewed for approval.

- CR #71 (Level III, Critical) – This is an amendment to a previously approved request from the Motorist Maintenance team. The team was previously granted ESC approval to move Motorist Maintenance change-related stories from Milestone E to Milestones F and I. This amendment requests a simple adjustment to the sprint numbers of the stories that were approved to move to Milestone I. There is no change to the project's scope or schedule. This CR was approved.
- CR #80 (Level III, Critical) – This is a new request from the Financial Responsibility team to re-prioritize 98 stories associated with letters, reports and self-insurance to "low" in the product backlog and re-assign them from the current Milestone E to future Milestones I and J. Based on staffing issues experienced, this CR will allow the team to focus on completing the critical items in the current milestone. This CR was approved.
- CR #81 (Level III, Critical) – The purpose of this change request is to further elaborate specific external testing tasks in the work plan. The testing dates agreed upon by AAMVA may need to be further refined. This CR was approved.
- CR #82 (Level III, Critical) –This is a new request from the MyDMV Portal team, but has impacts to DL Issuance, CDLIS and Motorist Maintenance. This change is to modify the internal transcript service to display Commercial Learners Permit, Out-of-State Crash Data and display "Indef" when a CDL medical waiver has an indefinite expiration date. The change also requests adjustments to the systems that use the internal transcript service. This work will be absorbed in existing milestones/sprints. This CR was approved.
- CR #83 (Level III, Critical) – This is a new request from the CDLIS team to add stories/tasks to create a Batch process for the CDLIS application that will suspend attempts to process CDLIS data when the CDLIS application is offline and reestablish the process once the application has been restored. This work will be absorbed in the existing milestone/sprint. This CR was approved.
- CR #84 (Level III, Critical) – This is a new request from the Renewal Notification team to modify the template used to create and print the Driver License Renewal Notices. This work is slated for the team's last development milestone, due February 6, 2018. A commitment to overtime will be required to complete this work by the deadline. This CR was approved.

CHANGE REQUEST REVIEWS – LEVEL I AND II

- Mr. Samuel stated that due to time constraints, the low-level change requests would not be reviewed. These are usually approved by the Product Owner or by the OMM Director. Mr. Samuel asked the board members if they wanted to review them and they did not wish to do so. A hand out was provided of the line item change requests for further information and detail.

PROJECT UPDATES

- DL Issuance – Mr. Joe Weldon stated the team is currently in Milestone F, which ends on January 17, 2018. This milestone includes the functionality to complete an Original CDL Issuance, Replace CDL Issuance and Renew CDL Issuance. The team is in Sprint 20, which ends on December 20, 2017.
- The Policy and Procedures group is continuing their meetings on a weekly basis via conference calls. There are two (2) groups. The Policy and Procedure group is revising the DL Operations Manual and a second group is developing a DL Issuance User Guide. The team met last November 14 through November 16, 2017. In the Sprint Stoplight report, we are yellow in development, testing and technical debt and red in business actions. The Milestone Stoplight report indicates we are green in development, testing and technical debt and red in business actions. Two

identified risks were discussed regarding resources and Batch vendors. No risks or action items to report during this period.

- MyDMV Portal –Ms. Aundrea Andrades stated the team is currently in Milestone E, which ends on March 6, 2018. The team is in Sprint 21, the fifth of nine (9) sprints which began November 22, 2017, and ends December 12, 2017. In Sprint 21, the team completed two (2) stories rolled over from Sprint 20, one for a CR for Clearance Letter Validation Messages, and one Driver School Completion story, MV Renewal Transaction Update, MV Replacement Transaction Update, MV Parking Permit Renewal Transaction Update, Subscription Services stories and Bulk Transcripts. The developers are not showing within capacity to complete all approved work for the sprint. (Dependencies on email service and fee service update are blocking development on approved stories). The testers are not showing within capacity to complete all committed work for the sprint. (Four stories are blocked due to testing records). In the Sprint Stoplight report, indicators show green in business actions and technical debt and red in development and testing. In the Milestone Stoplight report, indicators show green for all areas.
- Motorist Maintenance/Financial Responsibility – Mr. Scott Tomaszewski stated both teams are in Milestone E, which ends on January 3, 2018. Included in this milestone, Motorist Maintenance work involves supporting Financial Responsibility development and for Financial Responsibility, the team is tracking the Sanction maintenance. The teams are currently in the fifth of six (6) sprints, which ends on December 13, 2017. The next sprints are HIP Sprints for both projects. Work included in this sprint for Motorist Maintenance are the Insurance Company features, Judgement Screen and Crash Screen. The Financial Responsibility team looks to address work carried over for Sanction Maintenance, Seized Tag, Security Deposit, E-Crash and related Data Warehouse stories. In the Sprint Stoplight report for Motorist Maintenance, the indicators are green for business actions and technical debt. Development and testing are red due to bugs and lack of resources. In the Milestone Stoplight report for Motorist Maintenance, the indicators are green for business actions and technical debt. Development and testing are yellow due to delays in completing committed stories with bugs and resource issues. In the Sprint Stoplight report for Financial Responsibility, business actions and technical debt are green. Development is red due to shortage of developer resources and knowledge gaps. Testing is red due to the delays between both Financial Responsibility and Motorist Maintenance projects. In the Milestone Stoplight report for Financial Responsibility, business actions and technical debt are green. Testing is red due to delays in completing development of committed stories and related bugs. Development is red due to the impacts reported earlier.
- Renewal Notification – Ms. Sonia Nelson stated the team is in Milestone E. The team began the HIP Sprint for Milestone E on November 22, 2017, which ends on December 19, 2017. The milestone ends on December 19, 2017. There were 38 stories committed to the HIP Sprint (11 are Milestone E stories 27 are Milestone F stories). As a reminder, the team is working on stories for the following functional areas - Tax Collector Renewal Reports, System Notifications and Driver License Monthly Renewals. UAT for MVRN began during this Milestone on October 11, 2017. UAT Completion is at approximately 75 percent. Testing tasks have been performed by Bureau of Records, a select group of Tax Collectors from the following counties – Leon, Hillsborough, Lee, Suwannee and Brevard, in addition to BIO and members from SEU (outside of the Renewal team). The Sprint and Milestone Stoplight indicators are green for all areas.
- CDLIS/Citation Processing – Ms. Sonia Nelson stated team is in Milestone D for Citation Processing. The Citation Processing team began Sprint 18 for Milestone D on December 6, 2017.

The sprint ends December 26, 2017. The milestone ends March 20, 2018. This is the fourth of seven (7) planned Sprints for this milestone. The team has committed 51 stories to this sprint. The Sprint Stoplight indicators are green for business actions, testing and technical debt. Development is trending red for this period. The Milestone Stoplight indicators are green for all areas. There are no current risks or issues during the reported period.

COMMUNICATION UPDATE

- Mr. Samuel stated there was no update for communications today.

Q&A

- There were no questions or concerns from members present.

ADJOURNMENT

- Mr. Samuel adjourned the meeting at approximately 2:03 p.m.
- The next Advisory Board Meeting for Phase I is scheduled for January 9, 2018.

Note: Handouts at this meeting included:

Consolidated in a meeting packet and emailed to members:

MM Advisory Board Agenda	1 Page
MM Advisory Board Monthly Meeting Minutes dated 11/14/17	6 Pages
MM Phase I Level I/II Change Request Log	3 Pages
MM Level III (Critical) Change Request #71	7 Pages
MM Level III (Critical) Change Request #80	10 Pages
MM Level III (Critical) Change Request #81	3 Pages
MM Level III (Critical) Change Request #82	5 Pages
MM Level III (Critical) Change Request #83	6 Pages
MM Level III (Critical) Change Request #84	5 Pages
MM Decision Document	6 Pages
MM MoMo Terms (Glossary)	2 Pages
MM Stoplight Reports for Sprint & Milestone Updates	2 Pages

Motorist Modernization Program (Phase I)

State of Florida Department of Highway Safety and Motor Vehicles (DHSMV)

Independent verification and validation (IV&V)

Monthly Assessment Report Summary

November 2017

21 December 2017

EY

Building a better working world

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
- Forecast milestone completion
- Open deficiencies and actions
- Performance improvement recommendations
- Upcoming IV&V activities
- Supporting information
  - Summary of changes
  - Open deficiencies
  - Project milestones
  - Late tasks
  - Project schedule quality
  - Project budget

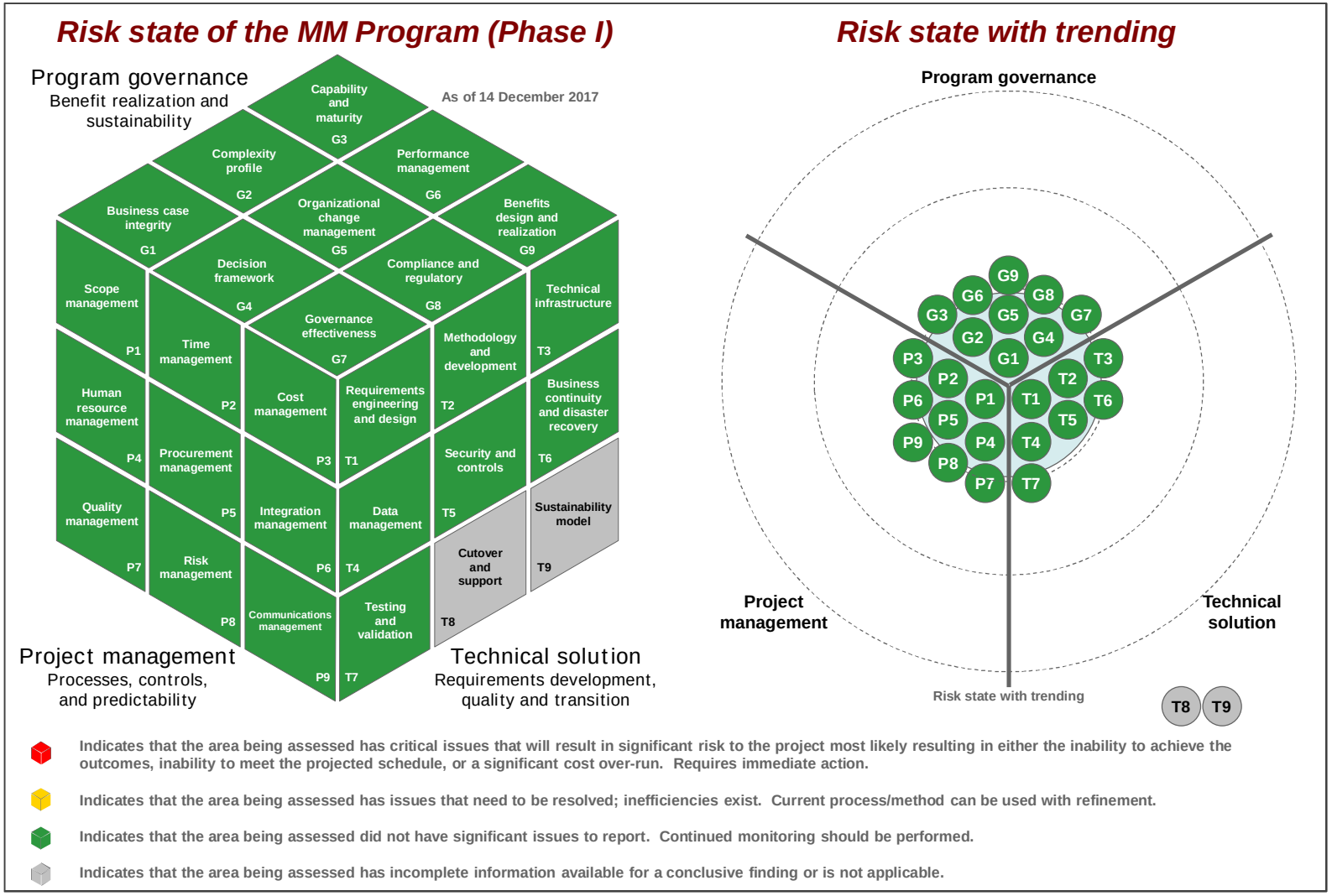
Data contained in this MAR is as of 14 December 2017

General IV&V overview

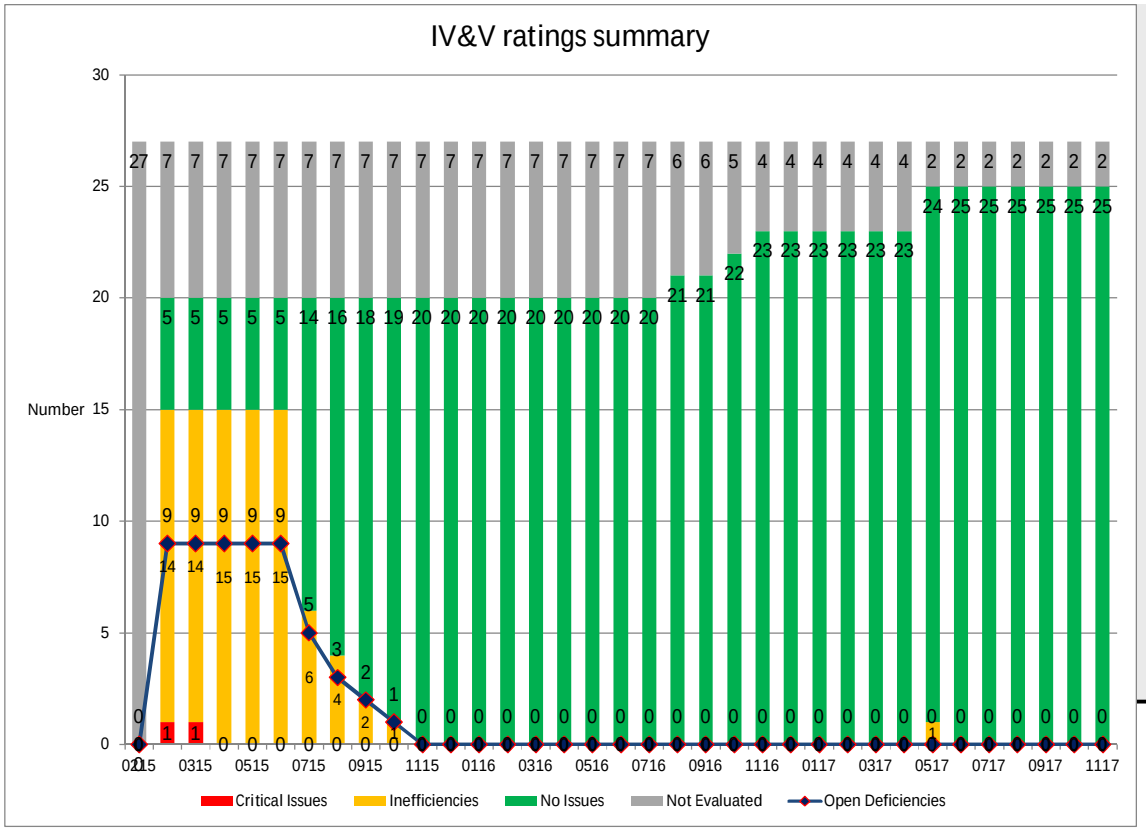
Overall IV&V risk state:	Green

- 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 0.990
  - 35 of 2,961 total tasks (1.18%) contained in the project schedule are late
  - 35 of 2,529 tasks (1.38%) 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, but improving
  - The Program completion date is forecast to be 09/14/2016, 16.1 days late
  - The Program is within established schedule performance thresholds.
  - Future milestones are projected to be completed behind schedule.
  - The amount of time the project is behind schedule is decreasing

Overall risk state and trending



Overall IV&V ratings summary

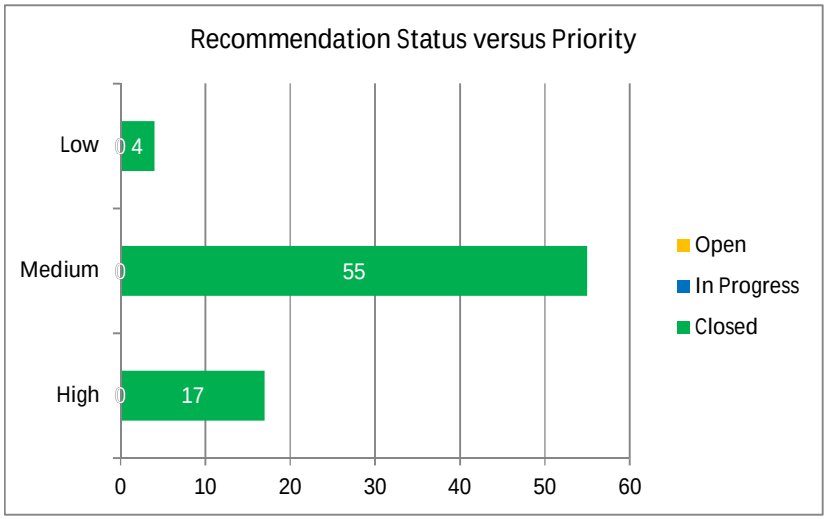


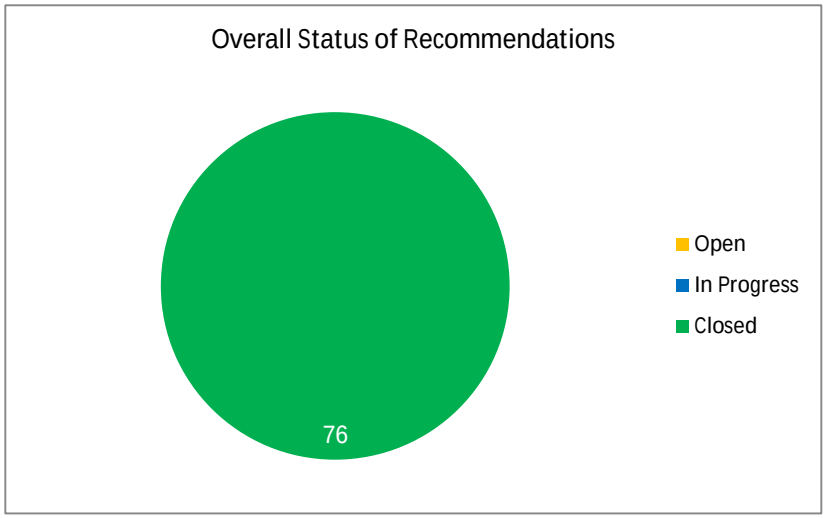
- This chart shows a summary of the IV&V cube facet ratings (red, amber, green and gray), and open deficiencies.
- Facet risk rating totals are as follows:
  - Red (critical issues): 0
  - Amber (issues): 0
  - Green (no issues): 25
  - Gray (not evaluated): 2
- Open deficiencies: 0
- Conclusions:
  - The MM Program Team has satisfactorily addressed all deficiencies identified by the IV&V Team.

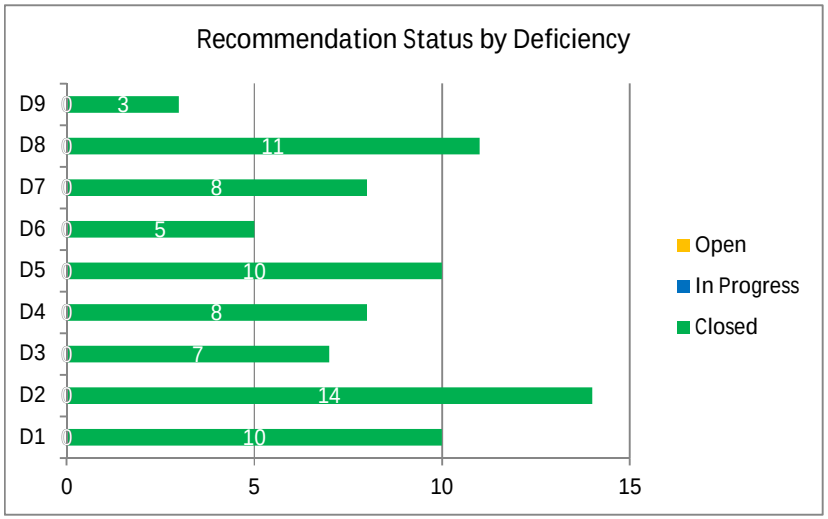
Key indicators

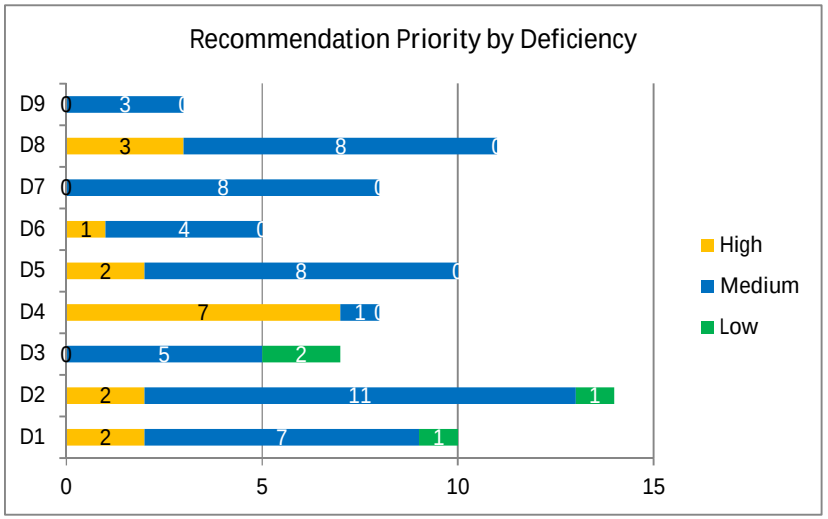
Indicator	Value	Comment
Is the project approach sound?	Yes	► The overall project approach is based on industry leading practices, methodologies and tools that have been used for other DHSMV projects.
Is the project on time?	Yes	► The Program is within established schedule performance thresholds. ► The schedule performance index (SPI) is 0.990. ► 35 of 2,961 total tasks (1.18%) contained in the project schedule are late. ► 35 of 2,529 tasks (1.38%) 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?	Unknown	► The MM Program Team has satisfactorily addressed all deficiencies identified by the IV&V Team.
Are the project's risks increasing or decreasing?	Steady	► The MM Program Team has satisfactorily addressed all deficiencies identified by the IV&V Team.
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

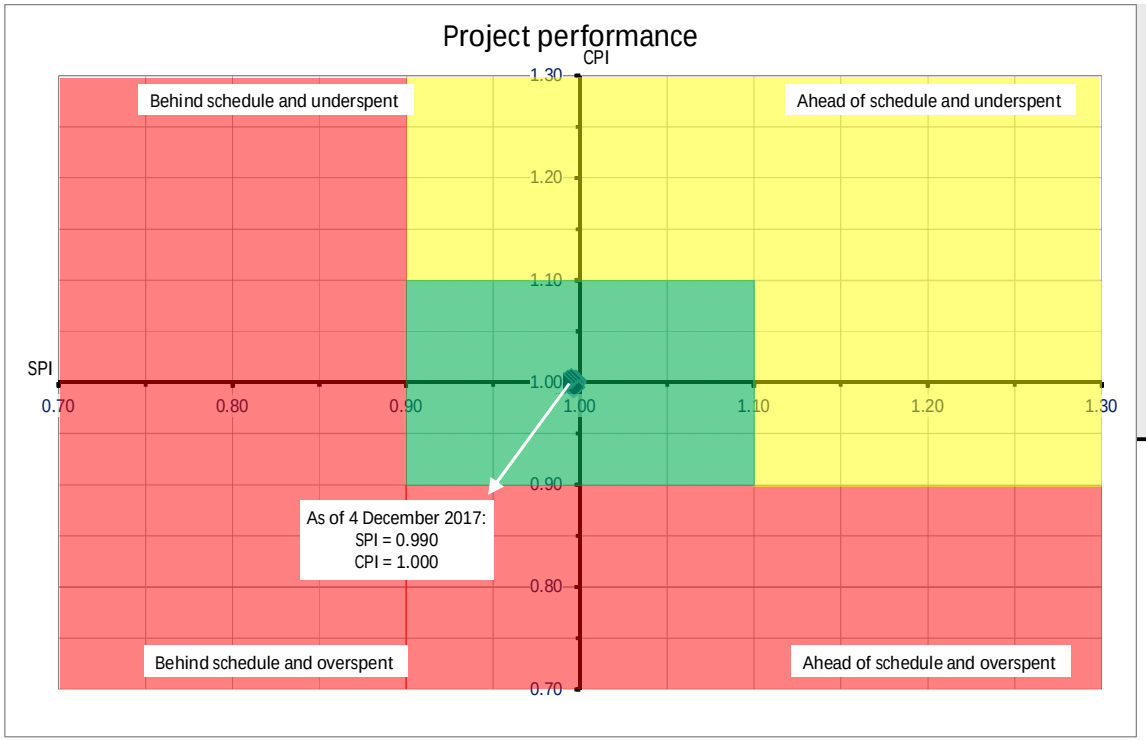








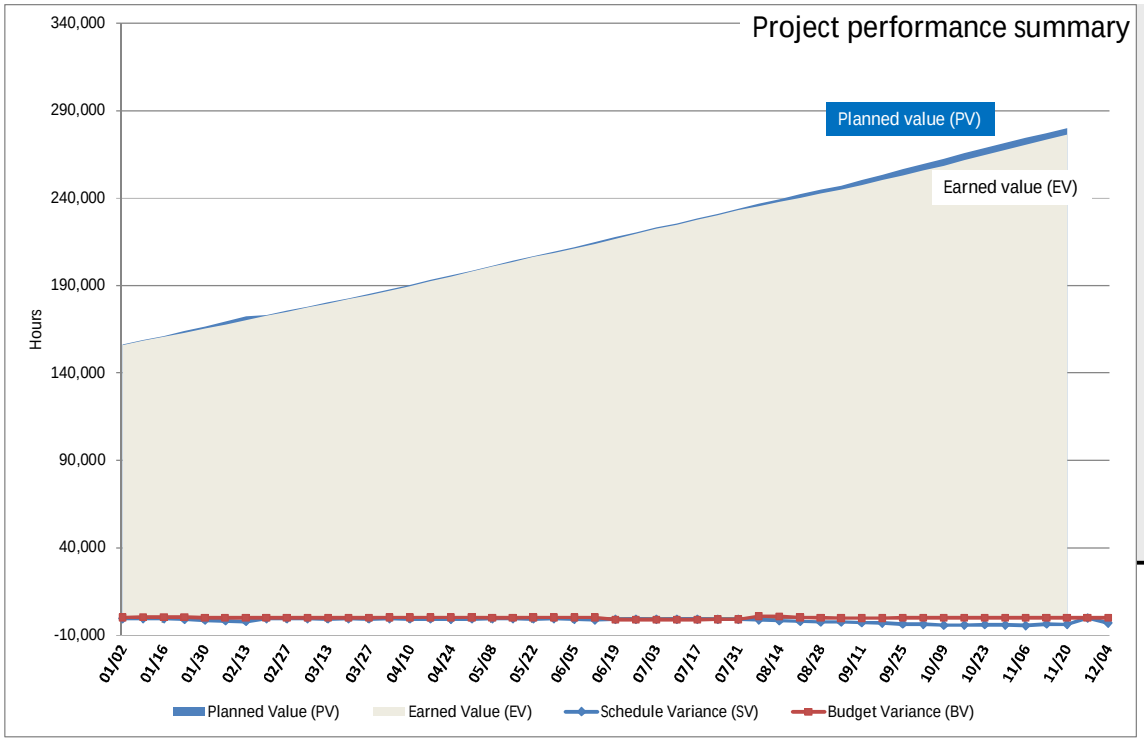
Overall performance



- 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 on schedule and on budget.

- 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)

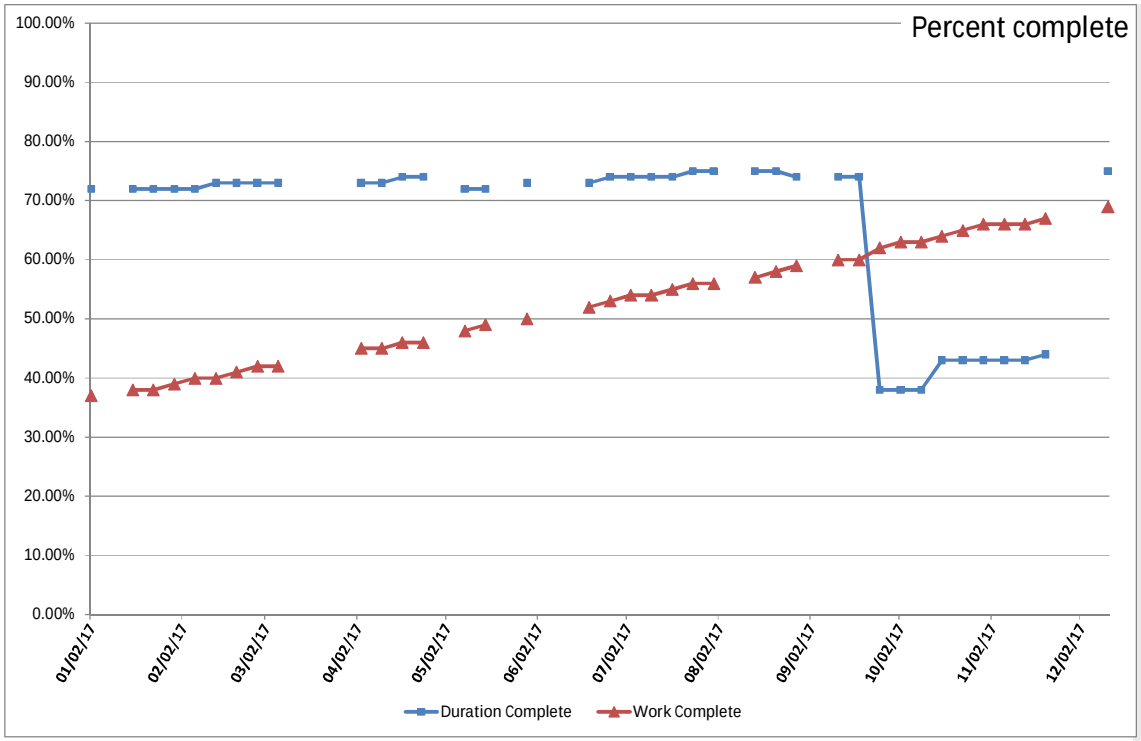


- This chart shows the cumulative planned value (PV) and earned value (EV) for the project.
- Summary:
  - Total EV is less than PV, indicating there is scheduled work that is not being completed as scheduled.
  - The total amount of work not completed as scheduled is 2,890.4 hours.
- Conclusions:
  - The Program is 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)



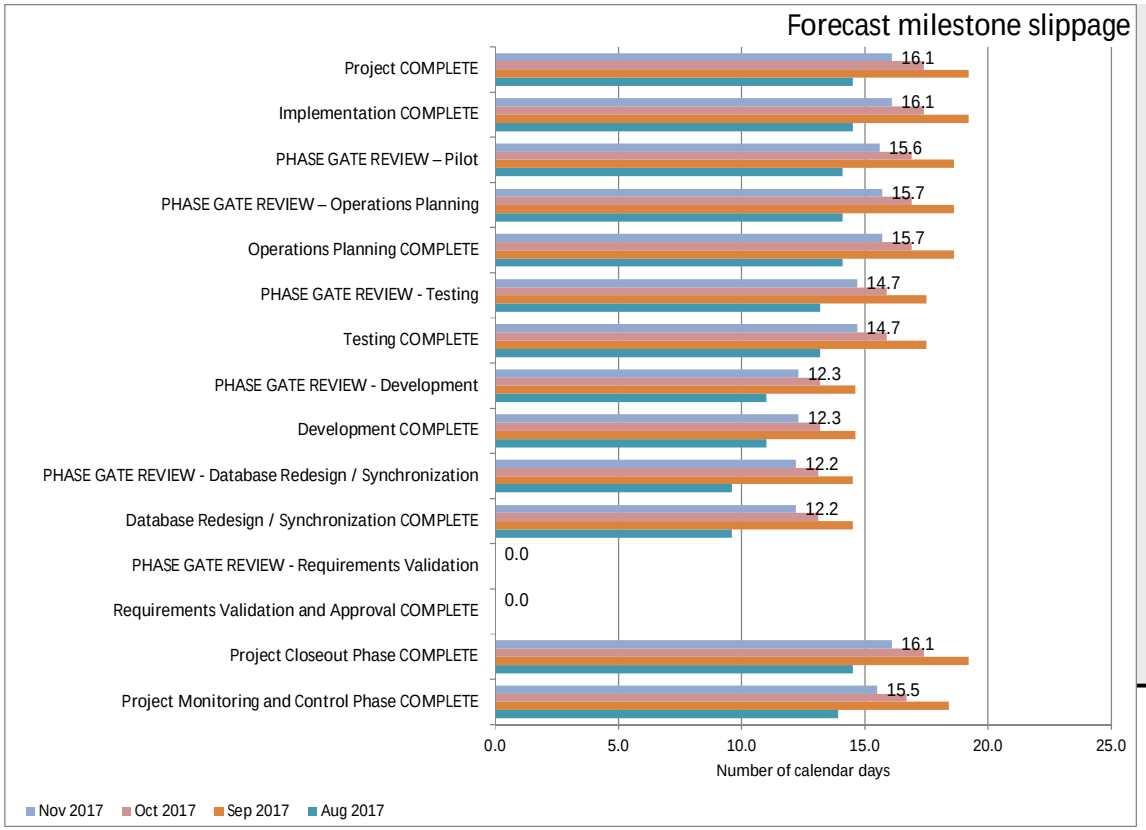
- Blue line is duration percent complete.
- Red line is work percent complete

§ 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 CR68 (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.

§ Conclusions:
  - § None.

Forecast milestone completion



- This chart shows the projected completion dates for future milestones based on historical performance using the schedule performance index (SPI).
- Summary:
  - The Program is within established schedule performance thresholds.
  - Future milestones are projected to be completed behind schedule.
  - The amount of time the project is behind schedule is decreasing.
- Conclusions:
  - The project is behind schedule, but improving

Open deficiencies and actions

Deficiency	Actions taken

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

Performance improvement recommendations

Recommendation	Progress update / resolution	Status

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

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:

Deliverable	Planned draft	Planned final	Actual final	Comment
MAR – Feb 2017 (IVV-302AY)	14 March 2017	29 March 2017	21 March 2017	Complete
MAR – Mar 2017 (IVV-302AZ)	14 April 2017	01 May 2017	21 April 2017	Complete
MAR – Apr 2017 (IVV-302BA)	12 May 2017	30 May 2017	19 May 2017	Complete
MAR – May 2017 (IVV-302BB)	14 June 2017	29 June 2017	21 June 2017	Complete
MAR – Jun 2017 (IVV-302BC)	17 July 2017	01 August 2017	24 July 2017	Complete
MAR – Jul 2017 (IVV-302BD)	14 August 2017	29 August 2017	21 August 2017	Complete
MAR – Aug 2017 (IVV-302BD)	14 September 2017	29 September 2017	22 September 2017	Complete
MAR – Sep 2017 (IVV-302BE)	13 October 2017	30 October 2017	20 October 2017	Complete
MAR – Oct 2017 (IVV-302BF)	14 November 2017	30 November 2017	21 November 2017	Complete
MAR – Nov 2017 (IVV-302BG)	14 December 2017	01 January 2018	21 December 2017	Complete
MAR – Dec 2017 (IVV-302BH)	15 January 2018	30 January 2018		

Supporting information

- Summary of changes
- IV&V ratings summary
- Open deficiencies
- Project milestones
- Late tasks
- Project budget

Summary of changes

Supporting information

Item	Description
Deficiencies addressed	► There are no open IV&V deficiencies.
New deficiencies	► No new deficiencies identified since the last report.
Risk ratings	► No risk rating changes since the last report
Maturity ratings	► No maturity rating changes since the last report.
Interviews conducted	► No interviews conducted since last report
Artifacts received	► Numerous artifacts received.

Open deficiencies

Supporting information

Areas and implications	Recommendations	Actions taken
None		

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

Project milestones

Supporting information

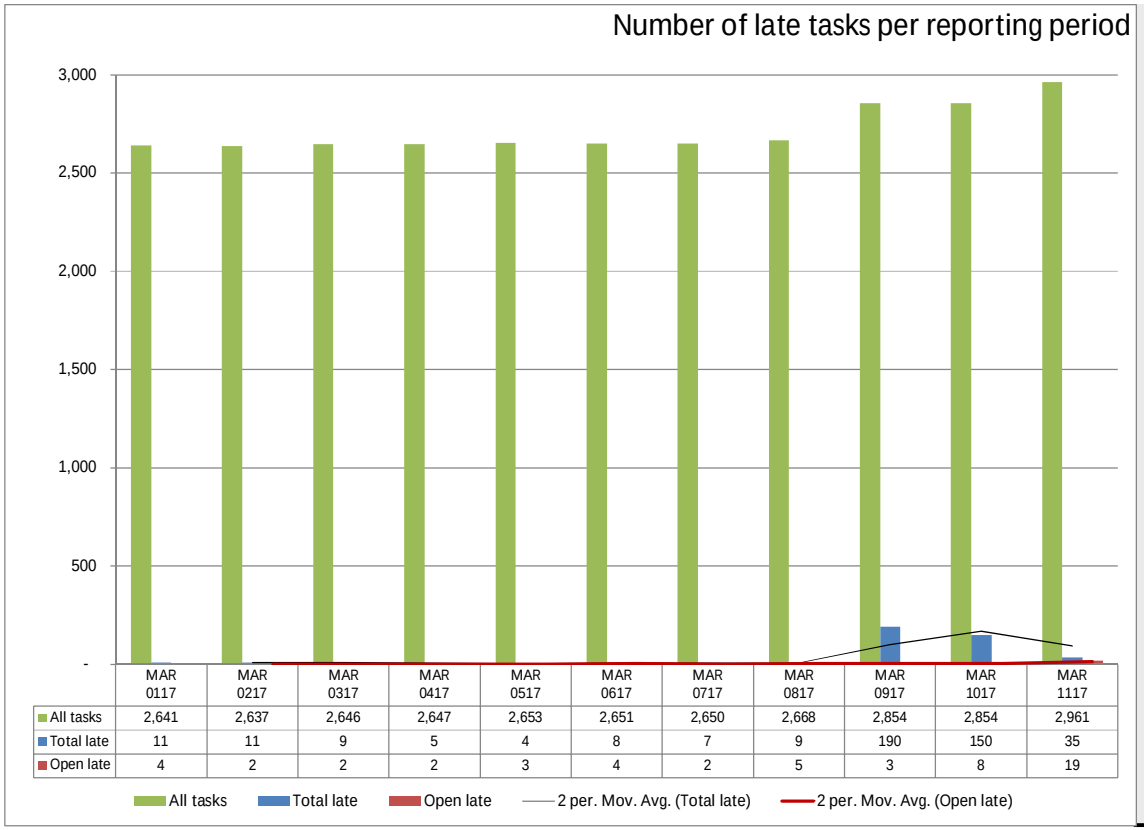
WBS	Title	Completion date				
		Original	Scheduled	Planned	Forecast	Actual
1.3.12	Project Monitoring and Control Phase COMPLETE	06/28/2019	06/28/2019	06/28/2019	07/13/2019	
1.4.8	Project Closeout Phase COMPLETE	06/28/2019	08/29/2019	08/29/2019	09/14/2019	
8.2	Database Redesign / Synchronization COMPLETE	05/01/2018	09/07/2018	09/07/2018	09/19/2019	
8.4	PHASE GATE REVIEW - Database Redesign / Synchronization	06/20/2018	09/07/2018	09/07/2018	09/19/2019	
8.5.10	Development COMPLETE	05/25/2018	09/13/2018	09/13/2018	09/25/2018	
8.6	PHASE GATE REVIEW - Development	07/27/2018	09/13/2018	09/13/2018	09/26/2018	
8.7.5	Testing COMPLETE	02/20/2019	04/22/2019	04/22/2019	05/06/2019	
8.7.7	PHASE GATE REVIEW – Testing	04/22/2019	04/22/2019	04/22/2019	05/06/2019	
8.8.4	Operations Planning COMPLETE	03/02/2018	12/28/2018	07/19/2019	08/03/2019	
► Additional milestones will be added as the project progresses						

1. Original – Original contract completion date.
2. Scheduled – Scheduled completion date based on the latest schedule baseline.
3. Planned – Planned completion date (should be the same as scheduled).
4. Forecast – Based on the current schedule performance index.
5. Actual – The actual completion date

Late	

Late tasks

Supporting information



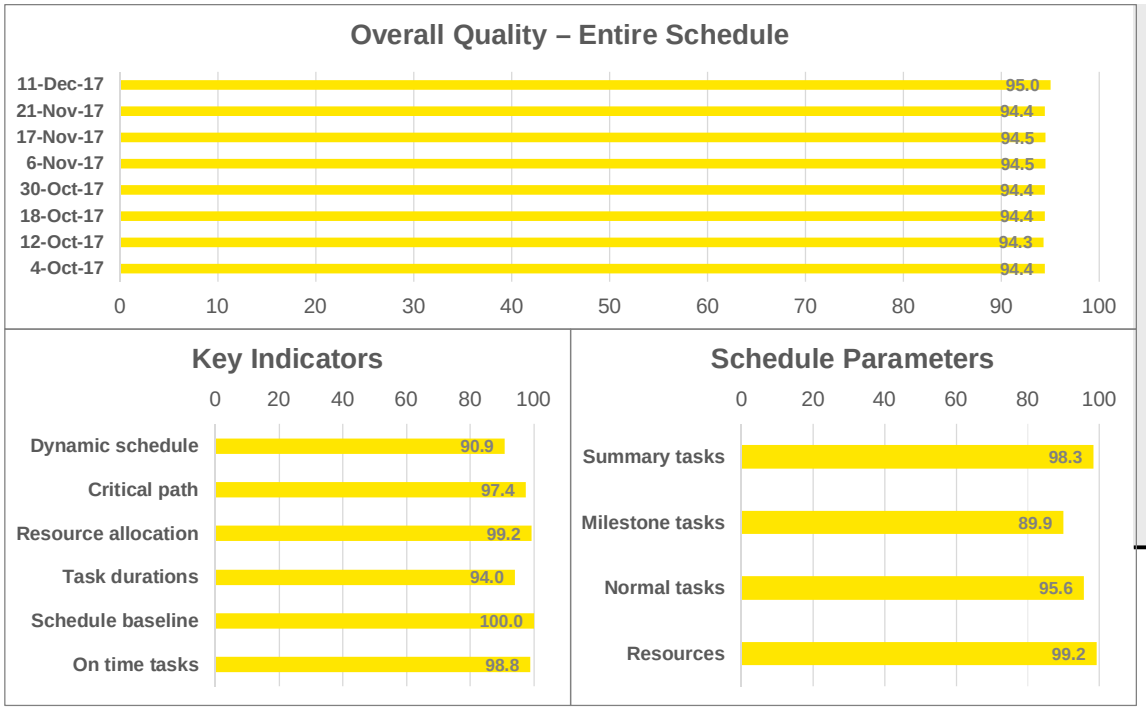
	MAR 0117	MAR 0217	MAR 0317	MAR 0417	MAR 0517	MAR 0617	MAR 0717	MAR 0817	MAR 0917	MAR 1017	MAR 1117
All tasks	2,641	2,637	2,646	2,647	2,653	2,651	2,650	2,668	2,854	2,854	2,961
Total late	11	11	9	5	4	8	7	9	190	150	35
Open late	4	2	2	2	3	4	2	5	3	8	19

- 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: 2,961
  - Total tasks late: 35
  - Total open tasks late: 19
- Conclusions:
  - The total number of tasks designated as late is 1.2% of the total number of tasks.

Project schedule quality

Entire schedule: 11/1/2013 to 8/29/2019

Supporting information



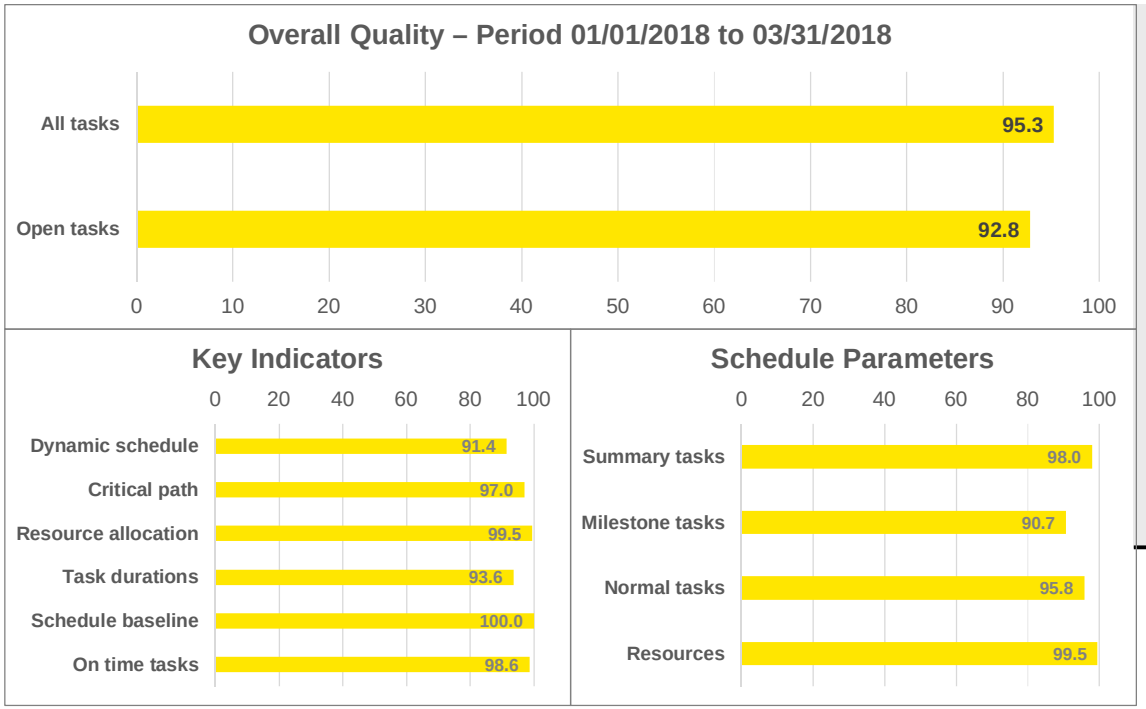
- This chart shows the quality of the project schedule within each of the following areas:
  - Overall quality with trending
  - Key indicators
  - Schedule parameters
- Summary:
  - Overall quality: 95.0
- Conclusions:
  - Overall schedule quality is consistent and excellent

- Dynamic schedule – Task dependencies and constraints
- Critical path – Task dependencies
- Resource allocation –Resource assignments

- Task durations – Task durations other that 8 to 80 hours
- Baseline – Full baseline defined for all tasks
- On time tasks – Tasks that are not late

Project schedule quality
Period: 01/01/2018 to 03/31/2018

Supporting information



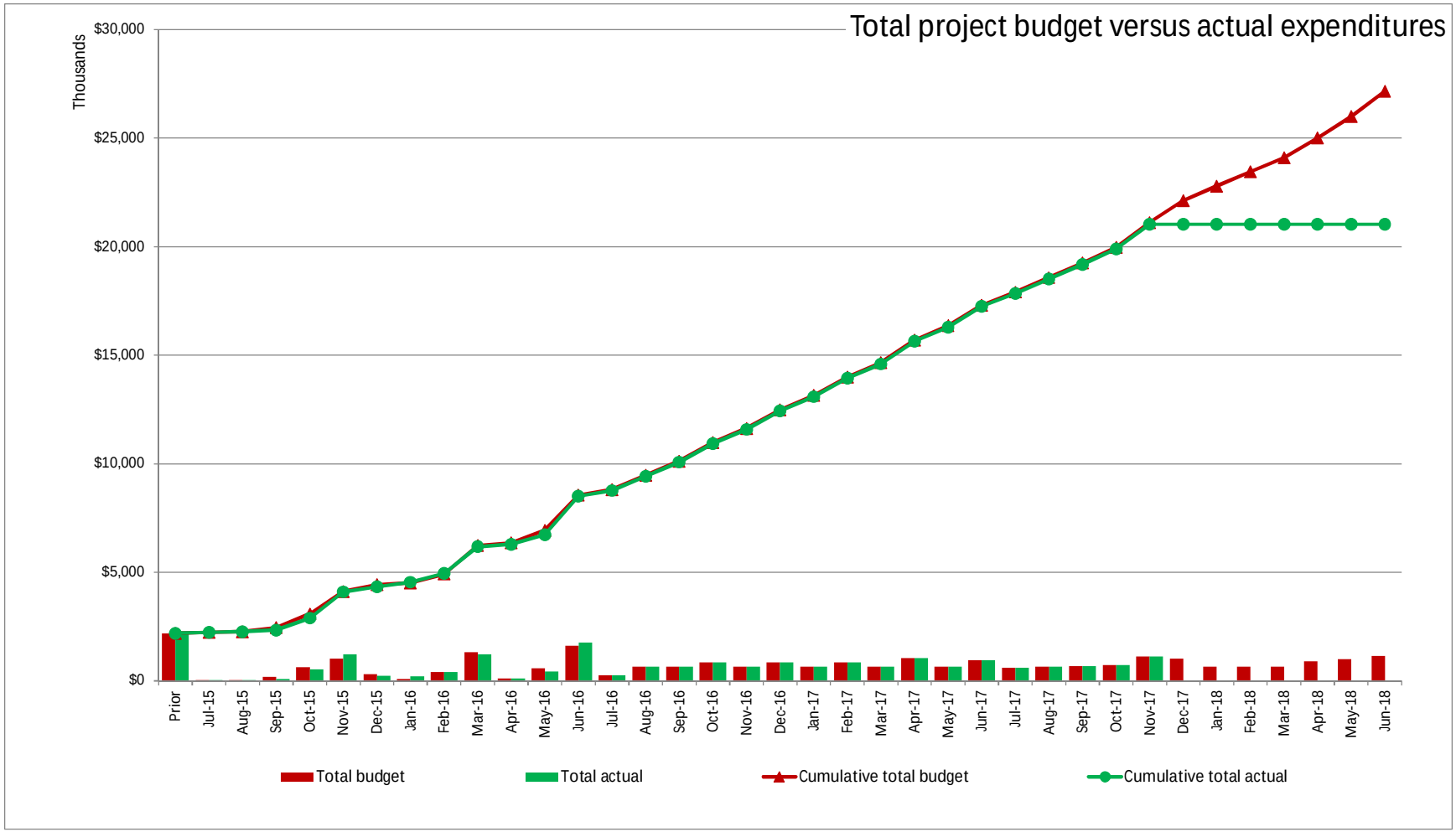
- This chart shows the quality of the project schedule within each of the following areas:
  - Overall quality with trending
  - Key indicators
  - Schedule parameters
- Summary:
  - Overall quality: 95.3
- Conclusions:
  - Overall schedule quality is consistent and excellent

- Dynamic schedule – Task dependencies and constraints
- Critical path – Task dependencies
- Resource allocation –Resource assignments

- Task durations – Task durations other that 8 to 80 hours
- Baseline – Full baseline defined for all tasks
- On time tasks – Tasks that are not late

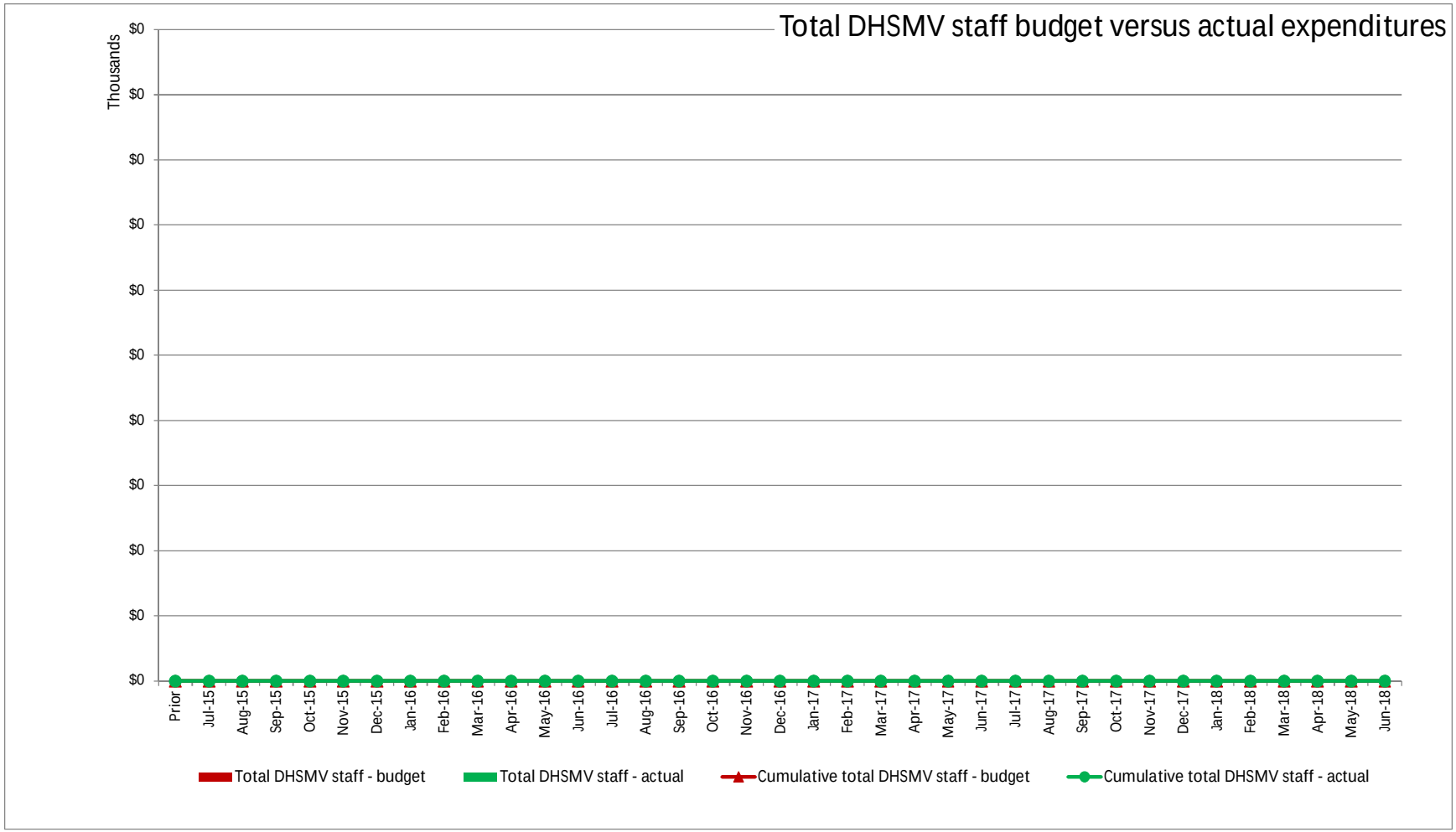
Project budget
Total project funding

Supporting information



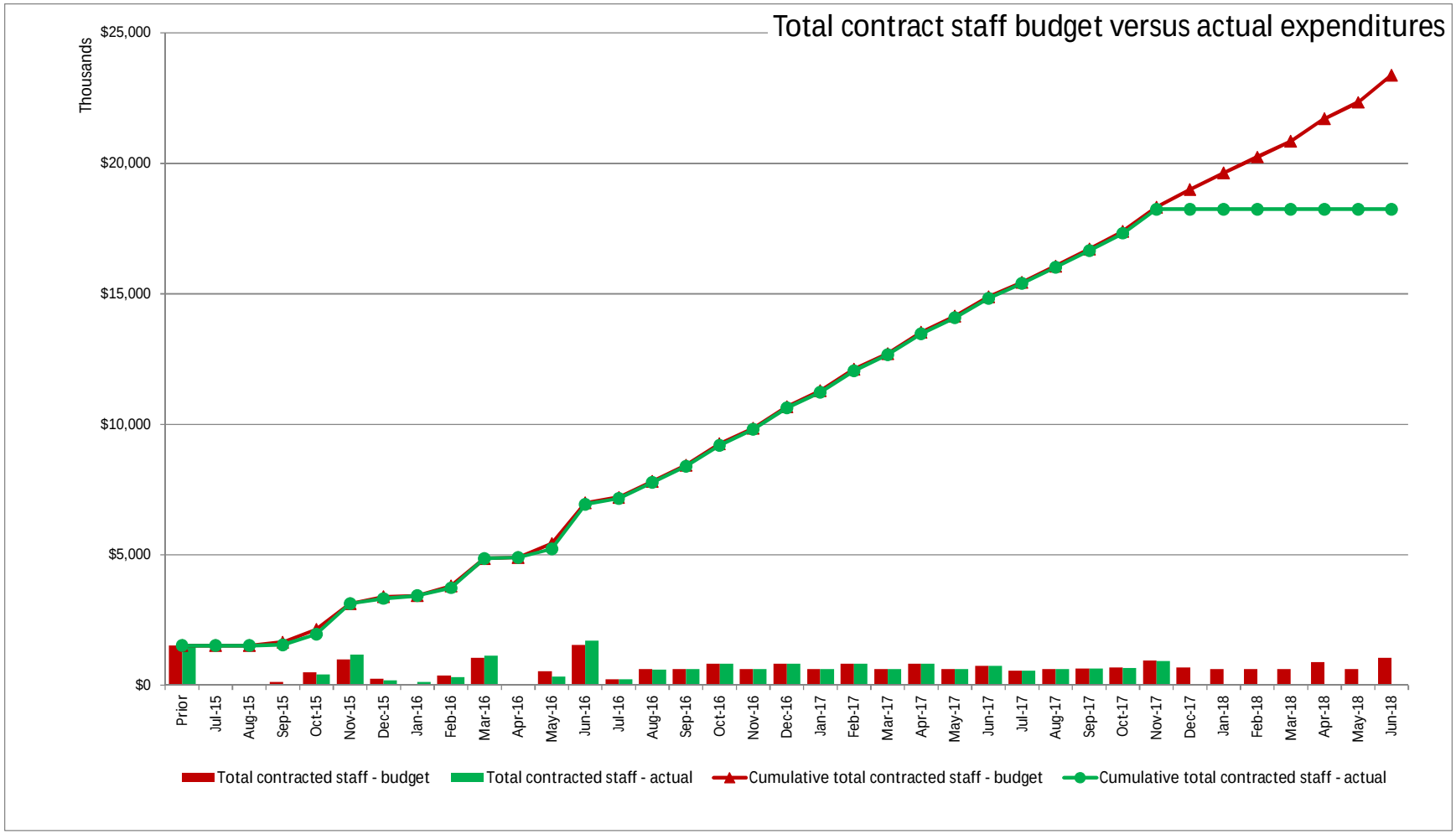
Project budget
DHSMV staff funding

Supporting information



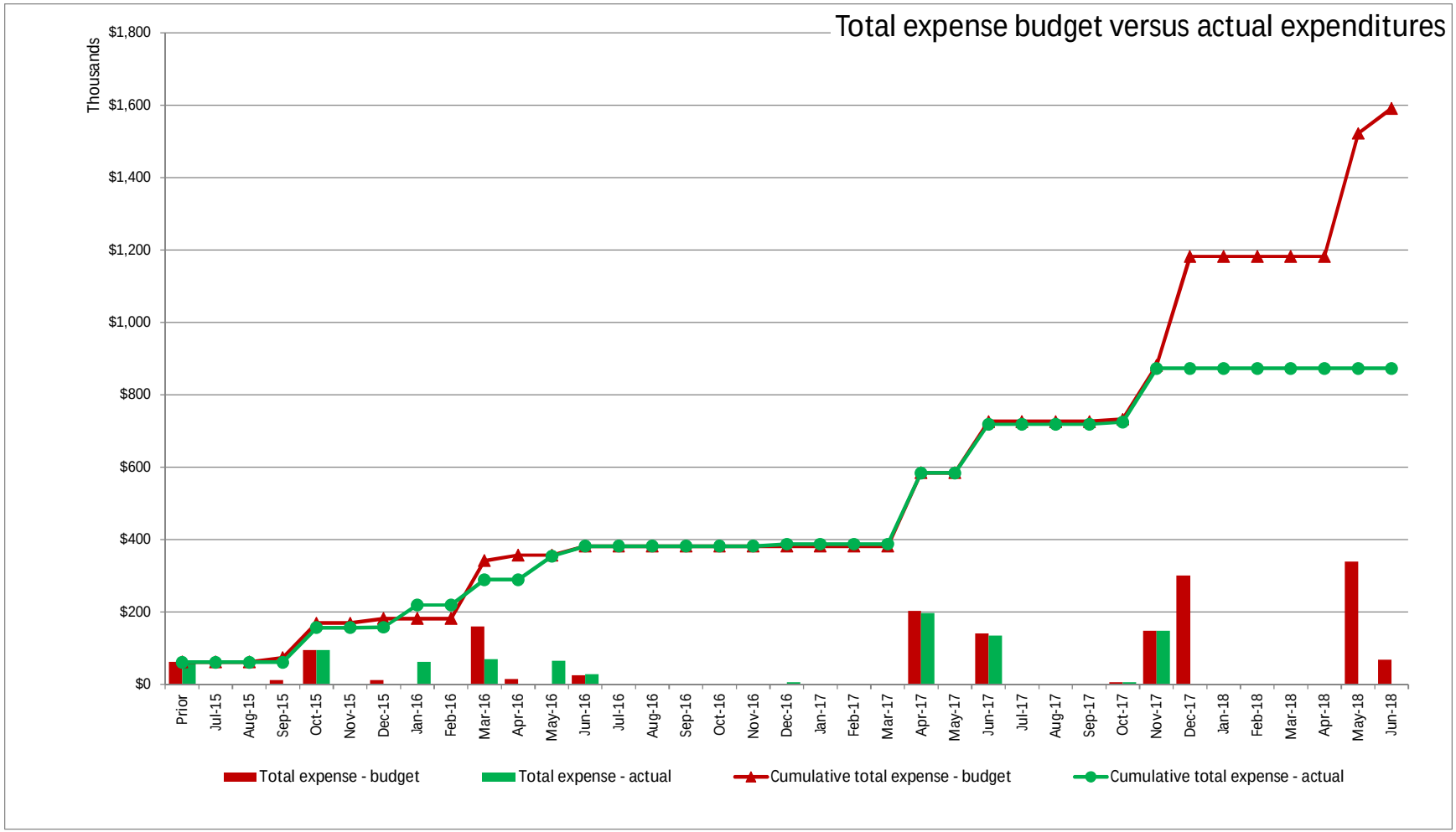
Project budget
Contract staff funding

Supporting information



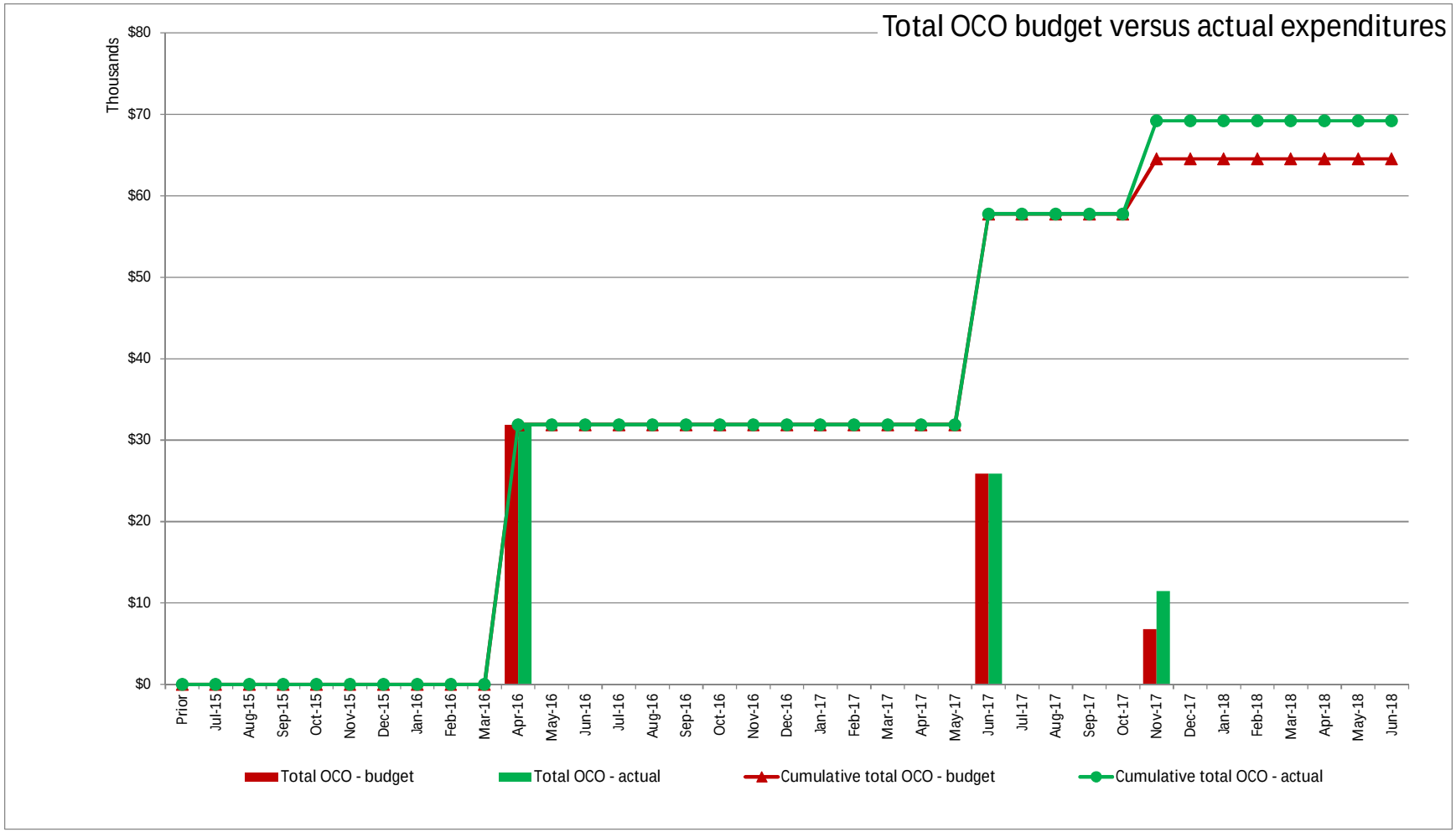
Project budget
Expense funding

Supporting information



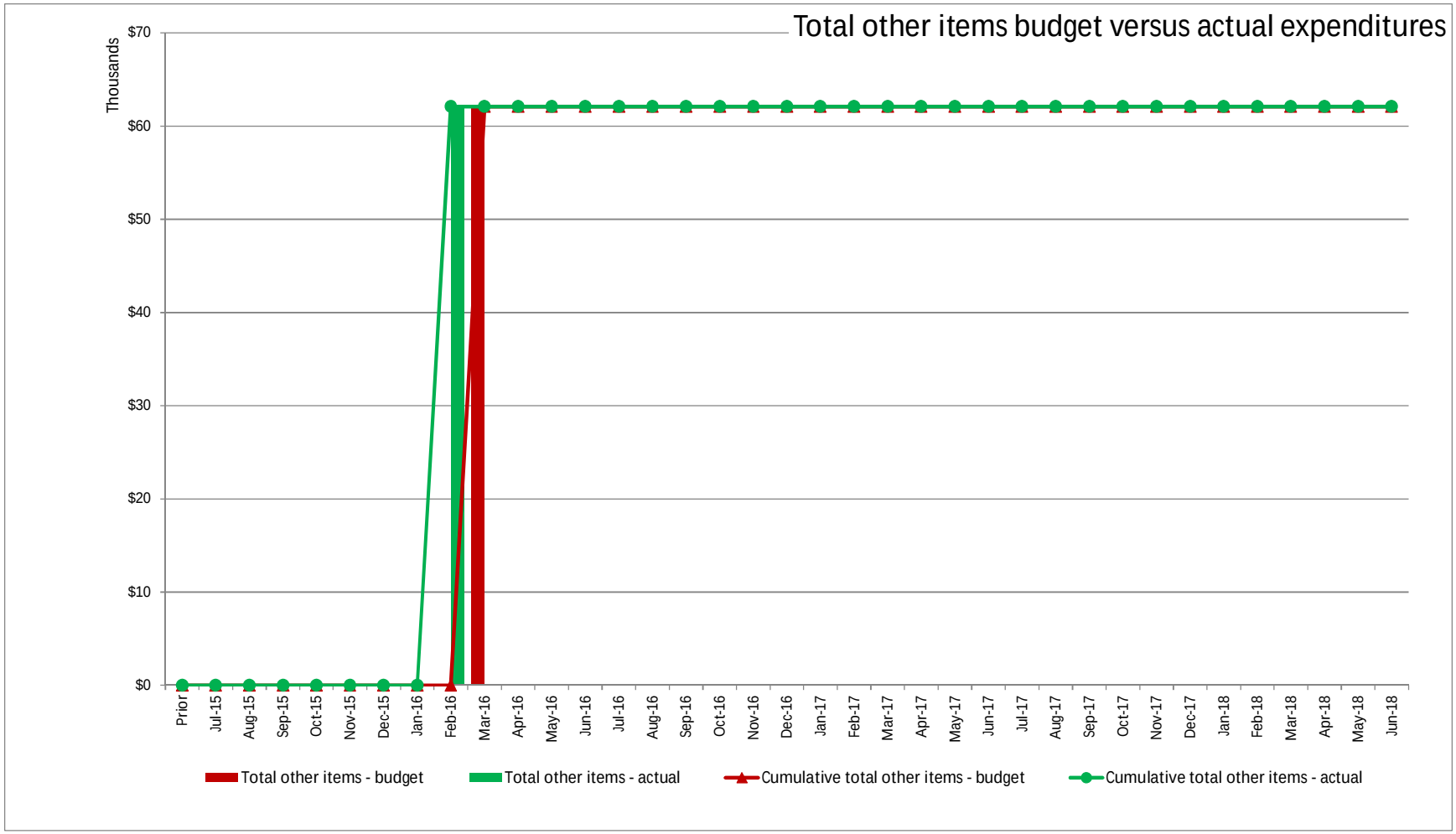
Project budget
OCO funding

Supporting information



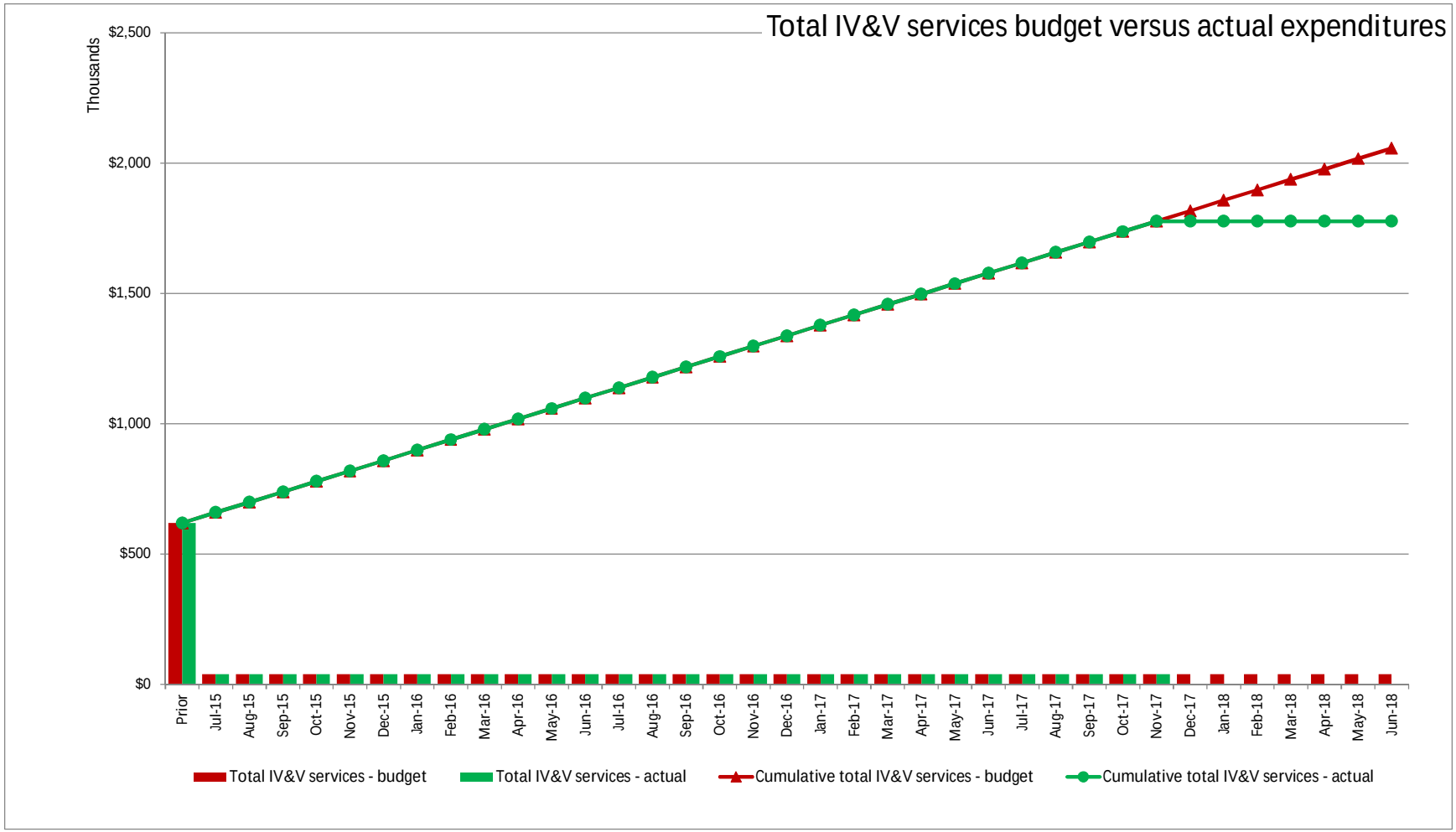
Project budget
Other items funding

Supporting information



Project budget
IV&V services funding

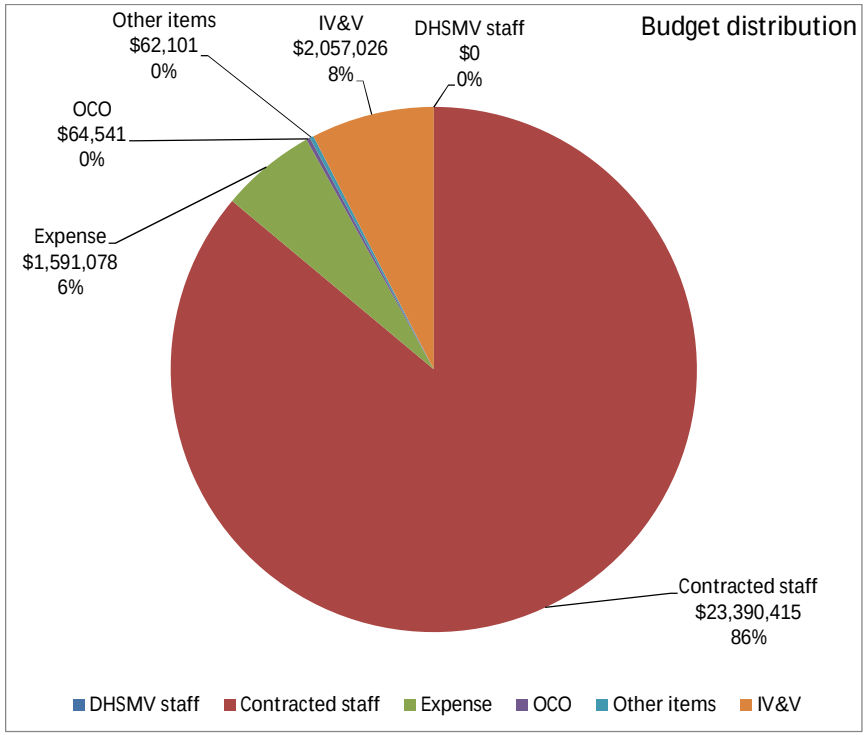
Supporting information

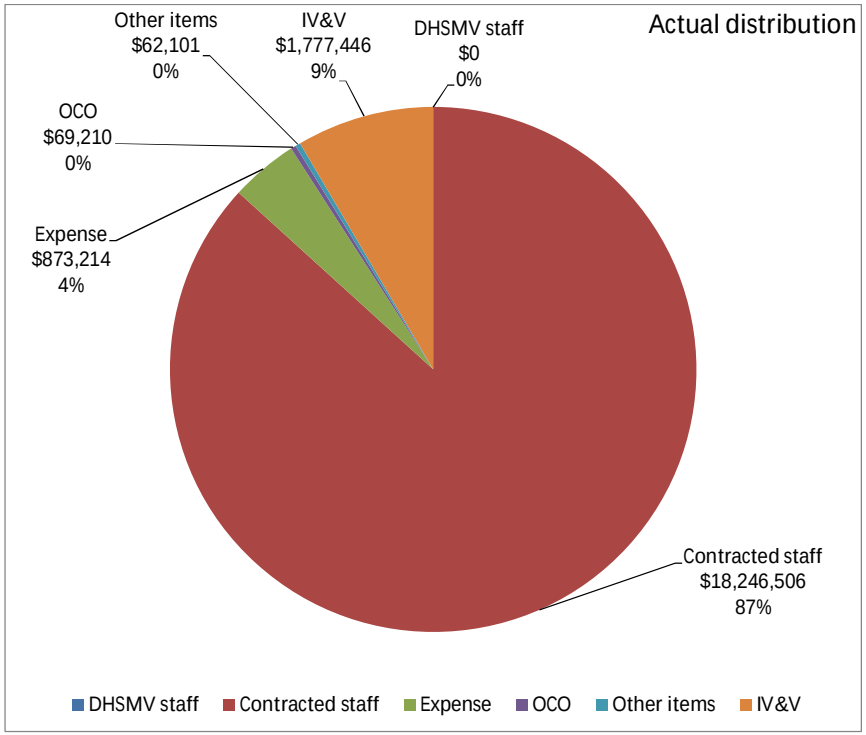


Project budget

Budget and actual distribution

Supporting information





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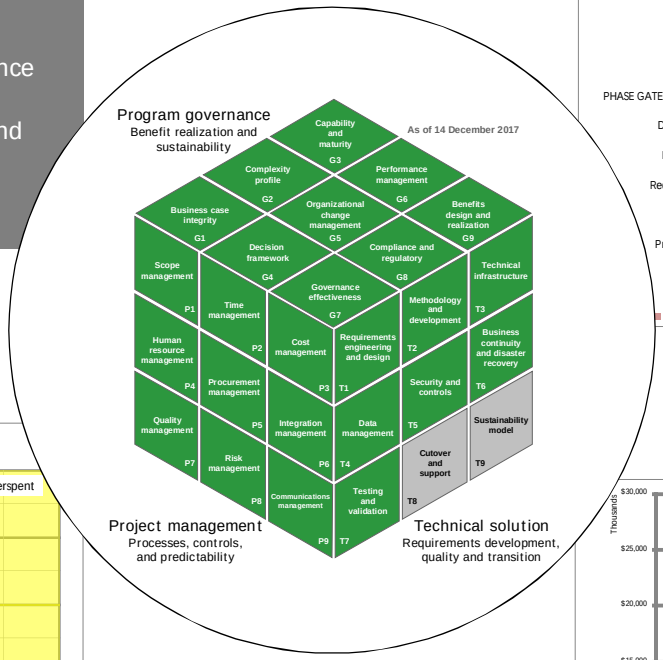
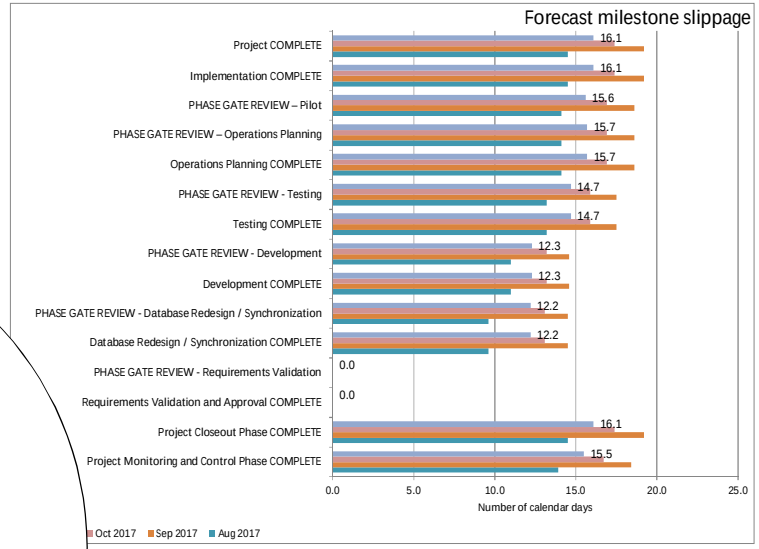
Motorist Modernization Program (Phase I) IV&V Status

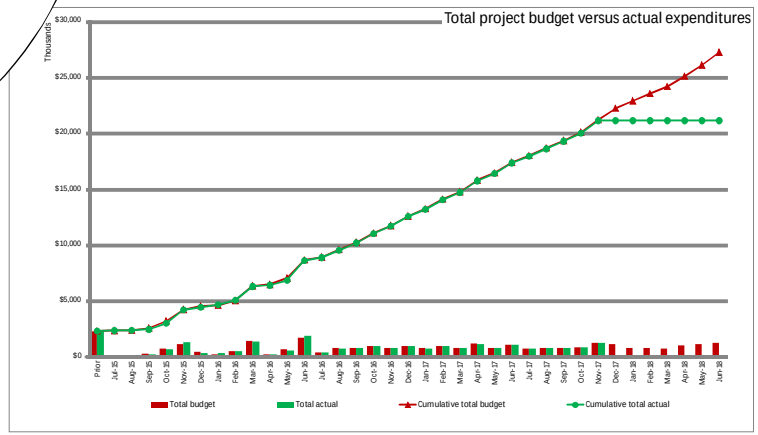
14 December 2017

- There are no open IV&V deficiencies.
- The Program is within established schedule performance thresholds
- The Program is within established cost performance thresholds
- The Program is behind schedule, but improving
  - The Program completion date is forecast to be 14 September 2016, 16.1 days late
  - The Program is within established schedule performance thresholds
  - Future milestones are projected to be completed behind schedule
  - The amount of time the project is behind schedule is decreasing

Current IV&V risk state

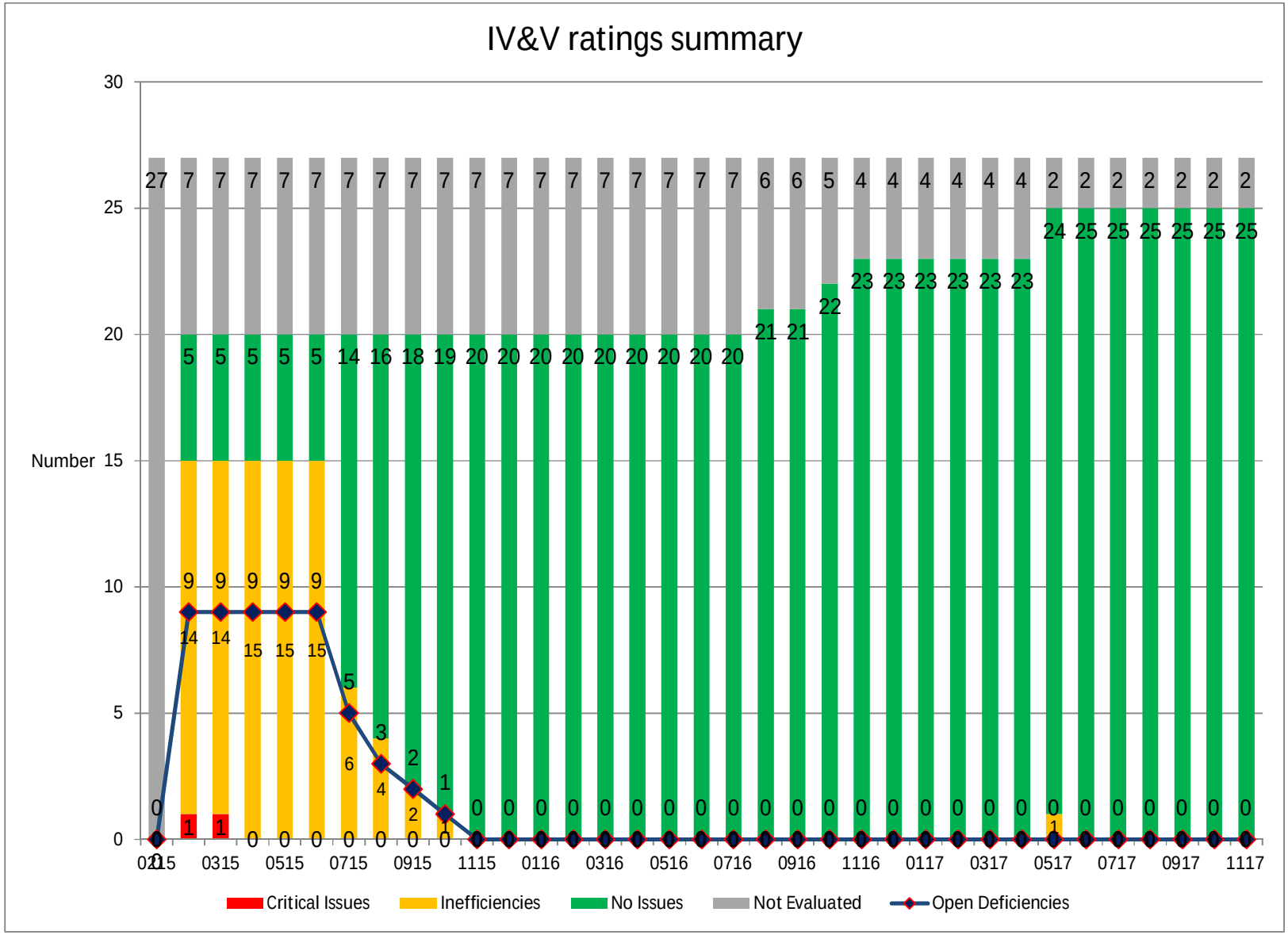






Data contained in this placemat is as of 14 December 2017

Motorist Modernization Program (Phase I) IV&V Analysis Summary



Motorist Modernization - Phase I
FY 2017-2018 Spend Plan
December 2017

Current Year, Total Year

Project Cost \ Month		Total Budget	July Budget	July Actual	Aug Budget	Aug Actual	Sep Budget	Sep Actual	Oct Budget	Oct Actual	Nov Budget	Nov Actual	Dec Budget	Dec Actual	Jan Budget	Jan Actual	Feb Budget	Feb Actual	Mar Budget	Mar Actual	Apr Budget	Apr Actual	May Budget	May Actual	Jun Budget	Jun Actual	Budget to Date	Actual to Date	Variance to Date	Total Project Budget	Total Project Actual	Variance (Remaining)
OPS Staff																											$ -	$ -	$ -	$ -	$ -	$ -
OPS Staff (rate per hour includes 7.65% benefit costs)																											$ -	$ -	$ -	$ -	$ -	$ -
DHSMV Staff - Salary & Benefits																											$ -	$ -	$ -	$ -	$ -	$ -
	Deliverables																															
Contracted Staff		$ 8,986,000	$ 604,940	$ 604,940	$ 666,540	$ 661,000	$ 675,780	$ 676,000	$ 725,804	$ 709,452	$ 975,860	$ 962,765	$ 712,439	$ 700,023	$ 666,540	$ -	$ 654,500	$ -	$ 649,780	$ -	$ 912,860	$ -	$ 654,500	$ -	$ 1,086,457	$ -	$ 4,361,363	$ 4,314,179	$ 47,184	$ 8,986,000	$ 4,314,179	$ 4,671,821
Accenture - Support Service RFQ019-15 (FY17-18)																											$ -	$ -	$ -	$ -	$ -	$ -
Accenture - Deliverables		$ 7,250,000																									$ -	$ -	$ -	$ -	$ -	$ -
Monthly Legislative/Governance Status Report	4	$ 480,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000		$ 40,000		$ 40,000		$ 40,000		$ 40,000		$ 40,000		$ 240,000	$ 240,000	$ -	$ 480,000	$ 240,000	$ 240,000
Lessons Learned	47	$ 14,000											$ 7,000	$ 7,000											$ 7,000		$ 7,000	$ 7,000	$ -	$ 14,000	$ 7,000	$ 7,000
Updated System Specification Documents	48	$ 100,000									$ 100,000	$ 100,000															$ 100,000	$ 100,000	$ -	$ 100,000	$ 100,000	$ -
Updated Synchronization Process Design Documents	49	$ -																									$ -	$ -	$ -	$ -	$ -	$ -
Updated Modernization Development/Test Database Model	50	$ -																									$ -	$ -	$ -	$ -	$ -	$ -
Updated Migration Plan	51	$ -																									$ -	$ -	$ -	$ -	$ -	$ -
Motorist Modernization Milestone Release Report	52	$ 6,300,000	$ 525,000	$ 525,000	$ 525,000	$ 525,000	$ 525,000	$ 525,000	$ 525,000	$ 525,000	$ 525,000	$ 525,000	$ 525,000	$ 525,000	$ 525,000		$ 525,000		$ 525,000		$ 525,000		$ 525,000		$ 525,000		$ 3,150,000	$ 3,150,000	$ -	$ 6,300,000	$ 3,150,000	$ 3,150,000
As-Built Solution Overview Report	53	$ -																									$ -	$ -	$ -	$ -	$ -	$ -
Initial Technical Architecture Documents	54	$ -																									$ -	$ -	$ -	$ -	$ -	$ -
Updated Technical Architecture Documents	55	$ 256,000																			$ 256,000						$ -	$ -	$ -	$ 256,000	$ -	$ 256,000
Renewal Implementation Plan	56	$ 100,000									$ 100,000	$ 100,000															$ 100,000	$ 100,000	$ -	$ 100,000	$ 100,000	$ -
Pilot Implementation Plan	57	$ -																									$ -	$ -	$ -	$ -	$ -	$ -
Statewide Roll-Out Implementation Plan	58	$ -																									$ -	$ -	$ -	$ -	$ -	$ -
Contracted Services - Staff [1]		$ 679,280			$ 61,600	$ 56,060	$ 70,840	$ 71,060	$ 61,600	$ 45,248	$ 64,680	$ 51,585	$ 61,600	$ 49,598	$ 61,600		$ 49,560		$ 44,840		$ 51,920		$ 49,560		$ 101,480		$ 320,320	$ 273,550	$ 46,770	$ 679,280	$ 273,550	$ 405,730
Contracted Services [3&5]		$ 577,440							$ 59,264	$ 59,264	$ 106,240	$ 106,240	$ 38,899	$ 38,485											$ 373,037		$ 204,403	$ 203,989	$ 414	$ 577,440	$ 203,989	$ 373,451
IV&V Services		$ 479,280	$ 39,940	$ 39,940	$ 39,940	$ 39,940	$ 39,940	$ 39,940	$ 39,940	$ 39,940	$ 39,940	$ 39,940	$ 39,940	$ 39,940	$ 39,940	$ -	$ 39,940	$ -	$ 39,940	$ -	$ 39,940	$ -	$ 39,940	$ -	$ 39,940	$ -	$ 239,640	$ 239,640	$ -	$ 479,280	$ 239,640	$ 239,640
Expense [2]		$ 865,000	$ -	$ -	$ -	$ -	$ -		$ 6,200	$ 6,166	$ 148,750	$ 148,750	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 340,000	$ -	$ 370,050	$ -	$ 154,950	$ 154,916	$ 34	$ 865,000	$ 154,916	$ 710,084
OCO [6]		$ 6,775	$ -	$ -	$ -	$ -	$ -		$ -		$ 6,775	$ 11,444	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 6,775	$ 11,444	$ (4,669)	$ 6,775	$ 11,444	$ (4,669)
Other Items		$ -	$ -	$ -	$ -	$ -	$ -		$ -		$ -		$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Costs		$ 9,857,775	$ 604,940	$ 604,940	$ 666,540	$ 661,000	$ 675,780	$ 676,000	$ 732,004	$ 715,617	$ 1,131,386	$ 1,122,960	$ 712,439	$ 700,023	$ 666,540	$ -	$ 654,500	$ -	$ 649,780	$ -	$ 912,860	$ -	$ 994,500	$ -	$ 1,456,507	$ -	$ 4,523,088	$ 4,480,540	$ 42,548	$ 9,857,775	$ 4,480,540	$ 5,377,235
Progress Payments			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -			
		$ Variance MTD		$ -		$ (5,540)		$ 220		$ (16,387)		$ (8,426)		$ (12,416)		$ (666,540)		$ (654,500)		$ (649,780)		$ (912,860)		$ (994,500)		$ (1,456,507)							
		% Variance MTD		0.00%		-0.83%		0.03%		-2.24%		-0.74%		-1.74%		-100.00%		-100.00%		-100.00%		-100.00%		-100.00%		-100.00%							

Total Project Budget	$ 9,857,775
Total Amount Spent To Date	$ 4,480,540
Total Amount Remaining	$ 5,377,235

ISA/Project Management Office
Change Request Form

General Information	
Project Name	Motorist Modernization Phase I – Program Communications
Project Manager	Koral Griggs
Change Requested By	Koral Griggs
Project Sponsor	Robert Kynoch
Date Requested	12/15/2017

Change Request #	85
Change Request Information (completed by the requestor)	
Description: This is a change request to update the reporting frequency for the Phase I Communications Plan. The current reporting frequency is quarterly with a rolling six-month reporting period. The request is to report every two months with a rolling three- to six-month reporting period.	
Classification Critical : ☐ Medium : ☒ Low : ☐	
Due to the level of classification and isolated impact to the schedule (not on the critical path), minor scope change(s), and/or minimal impact to budget, this change request may be approved by the Program Director in accordance with the MM Phase I Program Management Plan.	

Business Need / Justification (completed by the requestor)

Description: Reporting communication activities more frequently will ensure the team does not forgo any efforts or opportunities for stakeholder outreach activities, events or other communicative tasks. The updated reporting period will also provide more insight into the communication efforts for Phase I of the Motorist Modernization Program.

Impact Analysis (completed by ISA)

Specific Requirements Definition: N/A

Completed by: Koral Griggs

Impact on Schedule: This request will adjust the Integrated Master Schedule frequency for updating the Communications Plan.

Current Schedule

Quarterly Communication Plan Updates	760 days	Mon 2/1/16	Tue 2/5/19
Update Communication Plan Quarterly	3 days	Thu 2/1/18	Mon 2/5/18
Update Communication Plan Quarterly	3 days	Tue 5/1/18	Thu 5/3/18
Update Communication Plan Quarterly	3 days	Wed 8/1/18	Fri 8/3/18
Update Communication Plan Quarterly	3 days	Thu 11/1/18	Mon 11/5/18
Update Communication Plan Quarterly	3 days	Fri 2/1/19	Tue 2/5/19

Proposed Schedule

Bi-Monthly Communications Plan Updates	787 days	Mon 2/1/16	Tue 2/5/19
Update Communication Plan	3 days	Thu 2/1/18	Mon 2/5/18
Update Communication Plan	3 days	Mon 4/2/18	Wed 4/4/18
Update Communication Plan	3 days	Fri 6/1/18	Tue 6/5/18
Update Communication Plan	3 days	Wed 8/1/18	Fri 8/3/18
Update Communication Plan	3 days	Mon 10/1/18	Wed 10/3/18
Update Communication Plan	3 days	Mon 12/3/18	Wed 12/5/18
Update Communication Plan	3 days	Fri 2/1/19	Tue 2/5/19

Completed by: Koral Griggs

Impact on Cost: N/A

Impact on Resources: N/A

Resource Requirements	Work Effort (Hours)	Cost

Alternatives to the Requested Change: Retain current reporting schedule.

Completed by: Koral Griggs

Outcome		
Decision: ☐ Approve	☐ Reject	☐ Defer
Comments:		

Approver	**Signature**	**Date**
Terrence Samuel OMM Director, DHSMV		
Kristin Green OMM Deputy Director, DHSMV		
Cheryln Dent OMM Program Manager, DHSMV		
Koral Griggs OMM Communications Consultant, DHSMV		

A SAFER FLORIDA
HIGHWAY SAFETY AND MOTOR VEHICLES

Office of Motorist Modernization
Change Request Form – Agile Project

General Information	
Agile Project Name	Motorist Modernization Phase I – Renewal Notification
Change Request Title	Renewal Notifications – Archive FRVIS High Speed Renewal Process Stories
Change Requested By	Sonia Nelson
Product Owner	Thomas Wilson
Date Requested	December 28, 2017

Change Request #)	**86**
☒ New Request	☐ Resubmitted / Amended Request

Change Request Information (completed by the requestor)

Description of Change:
The purpose of this change request is to archive stories related to the FRVIS application integration with the Renewal Notice High-Speed Process.

Classification: Critical ☒

Due to the level of classification (Level III) and potential impact to the scope, schedule (on the critical path, milestone impact, and/or >10 business days/81 hours), and/or budget (>$500, increase to overall program budget), this change request must be reviewed by the Change Control Board and approved by the Executive Steering Committee in accordance with the MM Phase I Program Management Plan.

Change Request Type:

☐ New (Unplanned/Missed) Work Effort
☐ New (Expanded) Work Effort
☐ Re-work
☒ Removal/Archival

Business Need / Justification (completed by the requestor)

The FRVIS application is not changing, therefore no development effort is required. System Integration will be tested during the Vendor Structured Testing phase of this project.

Impact Analysis

Requirements Change Description:
Archive stories.

Technical Change Description:
N/A

Associated Wrap Number? N/A

Impact on Backlog:
228 hours (estimated effort) will be removed from the backlog.

The following stories will be archived by this Change Request –

No.	Story ID - Description
1	FR14527 - Retrieve High Speed Motor Vehicle Renewal File
2	FR14798 - FRVIS Motor Vehicle High Speed Process - Download

3	FR14799 - FRVIS High Speed Motor Vehicle Process - Run Renewals
4	FR14800 - FRVIS High Speed Motor Vehicle Process - Print
5	FR27729 - FRVIS High Speed Motor Vehicle Process - Error Report
6	FR14848 - FRVIS Parking Permit High Speed Process - Download
7	FR14849 - FRVIS High Speed Parking Permit Process - Run Renewals
8	FR14850 - FRVIS High Speed Parking Permit Process - Print
9	FR27730 - FRVIS High Speed Parking Permit Process - Error Report

Impact on Schedule:

☒ No Project / Program schedule change ☐ Project / Program schedule change

Schedule Change Description:

Change may be addressed within:

☐ New Milestone ☒ Existing Milestone ☐ New Sprint ☒ Existing Sprint

Provide detail for when this change will be implemented:

Milestone F. Milestone began on December 20, 2017, ends February 6, 2018.

Current Schedule:

MILESTONE GROUP F	32 days	Wed 12/20/17	Tue 2/6/18	Future Task
Sprint 21	13 days	Wed 12/20/17	Tue 1/9/18	Future Task
Sprint 22	14 days	Wed 1/10/18	Tue 1/30/18	Future Task
RN HIP Sprint - Milestone Group F	4 days	Wed 1/31/18	Mon 2/5/18	Future Task
RN Milestone Retrospective - Milestone F	1 day	Tue 2/6/18	Tue 2/6/18	Future Task

Proposed Schedule:

No change to current schedule.

Impact on Cost:

No impact to current costs.

Resources Needed to Support this Request	Program (P) or Operational (O)	Work Effort (Hours)	% Allocation to Program
Bradford Cote	P		100%
Ishan Godbole	P		100%
Patricia Joseph	P		100%
Muhammad Farid	P		100%
SEU Testers	P		100%
Total			

Alternatives to the Requested Change: None identified.	
Impact on Training: No known impact to Motor Vehicle Renewal training.	
Impact on Policies and/or Procedures: No known impact to policies or procedures.	
The project/program manager attests that all impacts and alternatives have been vetted by the following members:	**List Individual Name(s) & Review Notes**
☒ Product Owner	Thomas Wilson
☒ Scrum Master	Catherine Alvarez
☒ Program Manager	Cheryln Dent
☒ Project Manager	Sonia Nelson
☒ Sr. Business Analyst	Judy Johnson
☒ Lead Developer / Software Architect	Bradford Cote
☐ Enterprise Technical Team Representative	Jeff Marsey
☒ Testing Manager	Brian Rivera
☐ LDO Representative	Anat Michaeli-Ling
☐ Financial Representative (DAS/OFM)	Steve Burch
☐ Other Operational / Business Manager(s)	

Change Control Board Recommendation			
Decision: ☐ Approve	☐ Reject	☐ Defer	☐ N/A
Comments: Recommended for approval by the CCB on 12/11/17.			

Advisory Board Recommendation			
Decision: ☐ Approve	☐ Reject	☐ Defer	☐ N/A
Comments: Recommended for approval by the Advisory Board on 12/12/17.			

Executive Steering Committee Decision		
Decision: ☐ Approve	☐ Reject	☐ Defer
Comments:		

Approver	**Signature**	**Date**
Terry Rhodes Executive Director, DHSMV		
Diana Vaughn Deputy Executive Director, DHSMV		
Robert Kynoch Director of Motorist Services, DHSMV		
Boyd Dickerson-Walden Chief Information Officer, DHSMV		
Deb Dobson Program Manager – FLOW, DHSMV		

Item No.	Add Date	Function Area	Requested Functionality	Recommendation/ Advisory Board (AB) Comments	Bureau Chief Recommendation/ Approval by Name(s)	AB Status	AB Date	Executive Steering Committee (ESC) Comments	ESC Status	ESC Close Date
POR31	01/13/17	Express Shipping	Currently the department allows customers to request express shipping of their driver license/ID card by supplying P&I with their personal express shipping account number for various providers (FedEx, UPS, DHL). It was decided previously by the ESC that the new Portal application will allow expedited shipping for Driver License/ID card issuances. Should we require the customer provide an account number or should we set a fee amount and bill the department's account for shipping?			Require additional information		**3/8/17 Update** Sent a request for pricing to Alissa Hoban who reached out to Trey Collins. Alissa Hoban provided the current price sheet for the various options. **3/16/17 Update** Aundrea Andrades presented the current pricing for Priority Overnight, FedEx Standard Overnight and FedEx two day overnight to the ESC. Aundrea suggested creating a table indicating the correct amounts for each service based on the zones and the board members agreed that it would be beneficial to use the pricing method moving forward. ESC requested information on how quickly we can process the issuance and what is the normal speed. **04/25/17 Update** All mail received by 3:30 p.m. in the mail room will be delivered as follows: Priority Overnight will arrive by 10:30 a.m. next day FedEx Standard Overnight - Commercial will arrive by 3:00 p.m. next day FedEx Standard Overnight - Residential will arrive by 8:00 p.m. next day FedEx 2-Day will arrive by 10:30 a.m. 2nd day	Require additional information	
POR31 Cont....	01/13/17	Express Shipping				Require additional information		**4/27/17 Update** The ESC decided that we will give the customer 3 options for express shipping. The system will calculate the fee based on the shipping option and zone. The system will display the expected delivery date for each option. **05/17/17 Update** As of the last update, the legislative bill did not pass. The team would like directions for the next steps	Require additional information	
POR31 Cont....	01/13/17	Express Shipping				Require additional information		**05/18/17 Decision** The department will continue with previous plan. **05/22/17 Update** Deb Roby emailed a copy of the Card Print Solution contract and the following notes: I have attached a few pages with language from the card print solution contract regarding expedited printing. The contract only addresses two types of printing and mailing for credentials. 1. Standard processing with first class mailing 2. Expedited processing with next business day delivery The contractor is required to produce separate invoice details for the expedited credentials with the shipment tracking information, in addition to the regular invoices. There are specific prices identified for each type of credential processing and mailing (regular and expedited/overnight) during the term of the contract and	Require additional information	

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POR31 Cont....	01/13/17	Express Shipping				Require additional information		**07/01/17 Update** We submitted the items below to the Print Card solution team to get clarification from Morpho Trust: Request to use customer number in addition to Driver License number in the data exchange. Request clarification on the label, such as what type and what will be printed (on the label). What type of tracking information will be provided? The team indicated that they were focusing on the print solution only because that was their number one priority. The team also stated that since the bill did not pass no further work would be done pertaining to this issue. **07/27/17 Update** The MYDMV Portal team will resume discussion with the Print Card Solution team after the UAT date for the new	Require additional information	
REN07	05/04/16	Renewal Notice Processing	Renewal Team members met with Janie Westberry and Ginny Gardner to discuss the current status and options for making changes to the Novitex contract. The agency would like to bring all DL Renewal Notifications processing in-house from Dept. of Revenue to Novitex and include all out of state MV Renewal Notifications print, mail and processing. Currently, 6 counties rotate the printing, mailing and processing of all the out of state MV Renewal Notifications, but do not recuperate all of the cost. Novitex currently prints all DL Renewal Notifications. DOR processes all DL mail-in renewals.			Require additional information		**05/05/16 Update** Boyd will meet with Janie Westberry to determine the cost for processing by Novitex. **05/27/16 Update** Janie was out of the office. Will follow up when she is back. **06/22/16 Update** April Edwards met with Janie Westberry on 6/21/2016. **10/26/16 Update** Janie Westberry is no longer with the agency. The team will reach out to Trey Collins to move forward with bringing the process in-house. **12/14/16 Update** Met with Trey Collins on 12/12/16 to give him an overview of the project. We will send him the project artifacts for review and additional meeting will be scheduled with Trey and Novitex. **12/20/16 Update** Project artifacts were sent to Trey Collins for review. **01/09/17 Update** Trey Collins emailed Novitex to schedule a meeting for the week of 1/16/17 -1/20/17. **02/16/17 Update** No update.	Require additional information	

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REN07 Cont....	05/04/16	Renewal Notice Processing				Require additional information		**3/13/17 Update** We received a quote from Novitex for providing services to process the returned DL renewal notices. **4/11/17 Update** A decision was made to have Novitex provide OCR reading for hand-written email addresses on the renewal notice. The team will request a new quote from Novitex to included this functionality. **04/21/17 Update** A new quote was received from Novitex/Mavro. **06/02/17 Update** A new quote was received from Novitex/Mavro. **6/15/17 Update** We received signoff from DOS for the DL Renewal Notice/Motor Voter Application. **6/29/17 Update** Held Conference call with Novitex/Mavro to discuss next steps. Internal team meeting scheduled for 7/13/2017. **07/13/17 Update**	Require additional information	
REN07 Cont....	05/05/16	Renewal Notice Processing				Require additional information		**10/17/17 Update** DHSMV met with the Tax Collector focus group to discuss proposed changes to the driver license renewal notice. The team will create a new mockup with the proposed changes. **11/15/17 Update** The proposed changes requested by the Tax Collectors have been made to the Driver License Renewal Application and presented to DOS for review. **12/11/17 Update** Judy has a meeting scheduled with leadership to review proposed Tax Collector changes. **12/20/17 Update** Met with Leadership on 12/14/2017 to review proposed DL/ID renewal notices. A follow-up meeting was held 12/19/2017 to review leadership's requested changes. **12/22/17 Update** DL Renewal notices have been approved by leadership and are currently being routed to the renewal focus group for review.		

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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.	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 (2 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 *CR Required*		Require additional information		**08/17/17 Update** ESC would like to postpone making a decision until we can finish development of XML and get 4-6 companies structured 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 structured testing. State Farm Ins. has backed out. Farmers, Mercury, Verisk and Lexis Nexis are still on board to be involved in the pilot. Diana suggested that we go ahead and start the structured testing with the ones that have confirmed within the next week. **10/24/17 Update** The team spoke to Pat Porter and we have 5 confirmations from insurance companies/vendors to start	Require additional information	
FR02 Cont....	08/14/17	FR		Option 3: DHSMV Big Bang + Phased Vendor/Companies Roll-out - Change requirements to accept Flat Files and Old XML in New FR system - Stage 1: New FR system will process all existing files (Big Bang for department. No changes to vendors/companies) - Stage 2: Vendors/companies will roll out over X amount of time to the new XML (Drop dead date TBD) - 2 Large Deployments *CR Required* High level Estimated hours - 2,100 (not including testing)				Progressive (Flat file) AIG (XML/Flat) Farmers (New to FL- XML) Verisk (vendor-XML/Flat) United Automobile (Flat file) The team is reviewing the test scripts that SEU provided. The XML Deliverable 48 will be finalized by 10/25/17. The drafted manual has not been sent out yet, but have asked for feedback from some companies on items that they thought might be confusing. We are looking for a firm date from the business when we plan to provide the manual draft to all pilot insurance companies/vendors. **11/13/17 Update** Draft XML Manual has been published on the Department's FR website. FR has created a spreadsheet to track the progress on SharePoint and are having weekly conference calls with pilot companies. FR will send a letter to all insurance companies listed with OIR in an attempt to reach companies that may not be aware of the changes.		
FR02 Cont....	08/14/17	FR						**12/06/17 Update** The pilot companies are still working through development issues on their side. The team's holding weekly conference calls with the companies to answer any questions or concerns. Currently, they are not ready to start structured testing. DBA's are assisting SEU with protecting the records needed for the testing (Curt is helping with this) Pat Porter is working on the letter to all insurance companies listed with OIR. **12/19/17 Update** Last week's conference call was canceled, but the team is continuing the weekly calls and working through any issues or questions they are still having. The test data that has been locked down was confirmed by another team and it's ready to go. Test data records were placed in the companies output folders for the first round of structured testing.		

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FR02 Cont....	08/14/17	FR						**12/19/17 Update Continued...** We are following up with the pilot companies as to where they are with modifying their systems. United Auto Insurance stated they are in the process of getting their software up to speed, and hoping to convert to XML after the new year. AIG has sent and processed files successfully and will start structured testing hopefully this week. Verisk has not started anything as of yet, they are experiencing production issues. They have verified they can see the folders, but no further update at this time. The Stage Environment is being set up for January 2018 for all companies to use to structured test. **01/04/2018 Update** The Stage Environment is due to be ready by January 8, 2018. Pat Porter has completed the letter to the insurance companies and it is in the review process at this time. This letter includes important dates as well as a January 31, 2018, deadline to have a contact person identified and an email address for structured testing.		
								01/04/2018 Update Continued... We are still holding the weekly pilot company testing progression call. AIG is moving quickly with their structured testing and haven't run into any major issues. Verisk has been struggling with production issues. One issue was related to AST, as their reload file was too large. We were told there were no limitations. Also, there was an anti-virus issue with files timing out. Verisk still has not started any pilot structured testing. United Automobile is having a problem related to the dummy NAIC codes we provided and getting them programmed in their system. The FR team is setting up a conference call with them and our technical team to help solve their issues. At this time, they have not started any pilot structured testing.		

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ENTP01	06/12/17	Enterprise	As part of the Modernization effort, we are merging our DL and MV databases, which involves combining our customer records to a single record, which reflects both DL and MV. This process also means that we must define a clear set of business rules as it pertains to the customer and their addresses; both mailing and residential. The address rules also have an impact on our business customers. Mailing Address Residential Address	Sex offender/sex predator/career offender being allowed to update mailing address only on MyDMV Portal and not allowing issuance? Can they renew their Motor Vehicle online without being allowed to update their address? Tax Collectors talked about the amount of returned mail Ability to have an out-of-country address for DUI drivers EFS Dealers				**6/15/17 Update** Asked FDLE about the mailing address change for sexual offender/predator. **07/10/17 Update** Address business rules will be discussed in the GHQ workshop. **07/25/17 Update** The GHQ workshop was held on 07/24/2017. During the workshop we documented the address rules for IFTA/IRP, Titles, Registrations and Dealer Services. Once these business rules are transcribed, we will submit a change request to implement the new business rules. **08/17/17 Update** Contacted Stephanie Duhart to schedule a discussion with FDLE. **10/23/17 Update** Meeting scheduled for November 1, 2017, with FDLE. **11/01/17 Update** Meeting was held with FDLE to discuss new services that are being offered in the new Portal. OMM will create a sign-off document for approval of access to new services for sexual predators/career offenders. **12/8/17 Update** FDLE approval document is being reviewed.	Require additional information	
ENTP01 Cont...	06/12/17	Enterprise						**12/20/17 Update** FDLE Document review is complete and ready for submission to FDLE. **01/08/17 Update** Pending Business review.		

Item No.	Team	Issue	Recommendation	Add Date	ESC Status	Close Date	Comments
LGL11	DL Issuance	The team will be developing the business rules for Temporary Permit eligibility and would like to know if it is acceptable to modify the rules to allow issuances of temporary permits, even when the customer has an existing sanction or correspondence that restricts issuance of a credential. A recommendation is requested for the following eligibility options: 1. Class E Temporary Permit 2. CDL (Class A, B, or C) Temporary Permit Note: Temporary Permits for CLPs are not currently planned.	The Product Owners recommend that this change be allowed since Temporary Permits are becoming transactions that will be saved in history, with the understanding that QA will be performed on such transactions. The Common Rule team is requesting legal review to ensure that this is not contradictory to current statute. See 322.07 (2). 322.07 Instruction permits and temporary licenses.— (2) The department may, in its discretion, issue a temporary permit to an applicant for a Class E driver license permitting him or her to operate a motor vehicle of the type for which a Class E driver license is required while the department is completing its investigation and determination of all facts relative to such applicant's right to receive a driver license. Such permit must be in his or her immediate possession while operating a motor vehicle, and it shall be invalid when the applicant's	12/26/2017			

Motorist Modernization Traffic Light Report

Milestone Update

As of Monday, January 8, 2018 at 12 p.m.

Milestone F Oct 19 - Jan 17('18)	Milestone F Aug 31 - Jan 17('18)	Milestone E Aug 30 - Mar 6('18)	Milestone F Dec 20 - Feb 6('18)	Milestone E Aug 31 - Jan 3('18)	Milestone E Aug 31 - Jan 3('18)	Milestone D Oct 4 - Mar 20('18)	Milestone D Oct 4 - Mar 20('18)
Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions
Development	Development	Development	Development	Development	Development	Development	Development
Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing
Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt
Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions
Development	Development	Development	Development	Development	Development	Development	Development
Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing
Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt
Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions
Development	Development	Development	Development	Development	Development	Development	Development
Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing
Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt

KEY

Green means the team is within capacity for the Sprint and there are no outstanding issues. The team is on schedule for completing Sprint by the target date (based on % complete).

-

Yellow means the team is slightly over capacity for the Sprint (within 5%). The team is trending behind schedule for completing the Sprint by the target date and has established a plan to catch up (based on % complete).

-

Red means the team is significantly over capacity for the Sprint (greater than 5%) . The team is blocked by a major issue or impediment. Team is behind schedule (or late) for completing the Sprint by the target date (based on % complete).

Business Actions – Dependencies on the business (requirements clarification, decisions, etc.)
Development – Application Development
Testing – Application Testing
Technical Debt – Dependencies on infrastructure and associated processes (data model, enterprise code, operational changes, etc.)

Motorist Modernization Traffic Light Report

Sprint Update

As of Monday, January 8, 2018 at 12 p.m.

HIP Sprint	Sprint 7	Sprint 23	Sprint 21	HIP Sprint	HIP Sprint	Sprint 19	Sprint 19
Dec 21 - Jan 17('18)	Jan 4 - Jan 24('18)	Jan 3 - Jan 23('18)	Dec 20 - Jan 9('18)	Dec 14 - Jan 3('18)	Dec 14 - Jan 3('18)	Dec 27 - Jan 16('18)	Dec 27 - Jan 16('18)
Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions
Development	Development	Development	Development	Development	Development	Development	Development
Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing
Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt
Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions
Development	Development	Development	Development	Development	Development	Development	Development
Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing
Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt
Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions
Development	Development	Development	Development	Development	Development	Development	Development
Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing
Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt

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