

**Motorist Modernization Advisory Board – Phase I Monthly Meeting**  
**Tuesday, January 14, 2020**  
**1:00 to 2:00 PM, EST**  
**Neil Kirkman Building, Conference Room B-202**  
**2900 Apalachee Parkway, Tallahassee Florida 32399**

**Invitees**

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

**Representing**

FLHSMV  
FLHSMV  
FLHSMV  
FLHSMV  
FLHSMV  
Florida Court Clerks & Comptrollers  
Florida Tax Collectors

**Agenda**

- Roll Call
- Welcome
- Review and Approval of Last Meeting Minutes
- Stakeholder Outreach Update
- MM Phase I Program Update
  - OCM Update
  - Financial Review
  - Project Updates
- Communications Update
- Q&A
- Adjourn

**MOTORIST MODERNIZATION ADVISORY BOARD PHASE I**  
**Monthly Meeting Minutes**  
**Tuesday, December 10, 2019**  
**1:00 to 2:00 PM**  
**Kirkman Building Conference Room B-202**

**WELCOME AND INTRODUCTIONS**

- The meeting was called to order at 1:00 p.m. Kristin Green 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 (phone)
  - Lisa Cullen (phone)
  - April Edwards
  - William Washington (absent)
  - Kevin Bailey (phone)
- Additional FLHSMV members present included: Kristin Green, Jessica Espinoza, Cathy Thomas, Scott Tomaszewski, Aundrea Powell, Laura Freeman, Felecia Ford, Craig Benner, Cheryln Dent, Elissa Cullen, Koral Griggs, Judy Johnson, Rachel Graham and Janis Timmons.
  - Visitors included: Carl Ford from J Ford Consulting, Scott Lunsford from the Florida Tax Collectors, and Joe Weldon from Accenture

**REVIEW AND APPROVAL OF THE LAST MEETING MINUTES**

- Rachel Graham reviewed the meeting minutes from October 8, 2019. No corrections or comments were identified. A motion to approve the minutes was accepted by the board members and the October 8, 2019, meeting minutes were approved.

**STAKEHOLDER OUTREACH**

- There was no stakeholder outreach update at the meeting.

**ORGANIZATIONAL CHANGE MANAGEMENT UPDATE**

- Craig Benner stated the team continued to finalize the various engagement plans. The Change Champion Kick-Off meeting was held on November 13, 2019. The next Change Champion meeting is scheduled for December 17, 2019. He stated the team completed and released the SharePoint site. He further stated the Engagement Plan meetings with MS, ISA, DAS, and OED were completed with additional follow-up meetings in the future.

**FINANCIAL REVIEW**

- Janis Timmons presented a Phase I and II financial review. The Phase I budget for fiscal year of 2019-2020 is \$2.3 million with \$905K expended. There was a 0% variance with approximately \$1.4 million in remaining funds. The budget for Phase II for fiscal year 2019-2020 is \$13.7 million with \$3.3 million expended. There was a 1% variance with approximately \$10.4 million in remaining funds.

## **PROJECT UPDATES**

- Informatica – Cheryl Dent stated the team deployed the bi-directional CDC/Landing table workflows into Production on August 29. She stated testing of the Core workflows was scheduled to be completed by December 6 and was late. Development of the remaining non-Core bi-directional workflows is scheduled to be completed by December 31 with testing of all workflows to be completed by January 31. Key dependencies and assumptions for the team included: Natasha White assisting with Push/Pull replacement testing and validation and Kevin Gray assisting with Seed Testing and validation. Key risks and issues for the team included: Informatica schedule impacts based on new timelines (Issue 135). She stated based on the new findings from the technical teams' verification and validation, the decision to move forward with the production deployment on December 15 cannot be supported at this point. The team is working to correct the errors and define a new timeline for production deployment.
- DL Issuance – Joe Weldon stated the team was working on 40 performance test scenarios with all tests developed. He stated 24 have successfully been completed so far. The team finished all UAT test scenarios.
  - Key implementation activities included:
    - Vendor Structural Testing
      - Batch Transcripts
      - DL Penny Vendor
    - End-to-End Testing for DL Notices
    - AAMVA Structural Testing
    - User set-up scripts
  - Key risks and issues for the team included:
    - Issue 39 – Short one FTE Developer
    - Issue 59 – Batch Vendors
    - Issue 105 – Batch Transcript Testing
    - Issue 129 – Informatica Impact on UAT
  - The team completed sprint development and testing as well as UAT.
- Motorist Maintenance and Financial Responsibility (FR) – Scott Tomaszewski stated the team was working on 24 total performance test scenarios with 21 developed and 15 pending execution. The team continued to mitigate bugs. Key dependencies for the team included: quick refinement of transactions/application requirements, delaying any additional environment setup tasks pulling development leads away from change request work needed for go-live and legislative WRAPS due prior to go-live should be handled by exception only.
  - Key risks and issues for the team included:
    - Risk 31 – Quick change request requirement analysis and requirement updates
    - Issue 31 – Availability of external resources to address UAT blocks.
  - The team completed sprint development and testing as well as UAT.
- MyDMV Portal – Aundrea Powell stated the team was working on 15 total performance test scenarios. All 15 are developed and 3 are pending execution. There are 12 in the process of execution. The team continued to mitigate bugs. Key dependencies for the team included: Informatica testing (specifically the VO Regression Test) and WRAPS/change requests for critical exceptions only. There were no risk or issues to report. The team completed all sprint development, sprint testing and UAT.
  - Key implementation activities for the team included:
    - Portal Dependency Updates
    - User Guide Documentation

**Office of Motorist Modernization**

- Support LDO CSC Hands on Training Development
  - Additional ADA enhancements
- CDLIS/CP – Ms. Powell stated the team was working on 19 performance test scenarios with 18 developed and two successfully completed. Key dependencies for the team included: BizTalk skilled resources for development and testing. There were no risks or issues to report. The team completed sprint development, sprint testing and UAT.
  - Key implementation activities for the team included:
    - Continued AAMVA Structural Testing for 5.3.3 Compliance
    - Preparation to deploy code to production following change request development and testing
    - Final regression testing early 2020
- Renewal Notification – Ms. Powell stated the team completed UAT and was still working on performance testing. She stated the team is working on four total performance test scenarios with three completed. Key implementation activities for the team included: end-to-end testing for DL notices (receipt of the printed letters). There were no risks or issues to report.
  - Key Dependencies /Assumptions
    - Planet Press stability
    - No further changes to DL Notices

## **COMMUNICATION UPDATE**

- The Phase I Communications Plan was reviewed at the meeting.

## **Q&A**

- Lisa Cullen asked if the informatica issues are causing delay for the DL Issuance team?
- Joe Weldon stated the team had several UAT scripts that were impacted by informatica. He stated they moved these UAT scripts to regression testing. He further stated once all the informatica issues have been pushed, the team will go back and test these scripts. Ms. Cullen asked where the team is currently with the other insurance companies.
- Scott Tomaszewski explained some of the vendors work for multiple companies. He offered to obtain the stats once the vendors are able to pass one of the companies. He further stated 11 companies have not started structural testing and have not sent an alert file. He stated the remaining of the insurance companies and vendors are diligently working with all the FR liaisons.
- Ms. Cullen asked if Mr. Tomaszewski was comfortable with this process, and if he was receiving feedback from the insurance companies and vendors?
- Mr. Tomaszewski stated he was comfortable, and the companies were ahead of what was expected.
- Ms. Cullen asked if the 11 companies that have not started structural testing still insure in Florida?
- Mr. Tomaszewski stated they will get the information and the analytics for this.
- Ms. Cullen asked how Informatica impacting the MyDMV Portal team?
- Ms. Powell stated just the DL check application is being delayed.

## **ADJOURNMENT**

- Ms. Green adjourned the meeting at approximately 1:26 p.m.
- The next Advisory Board Meeting for Phase I is scheduled for January 14, 2020.

**Note: Handouts at this meeting included:**

*Consolidated in a meeting packet and emailed to members:*

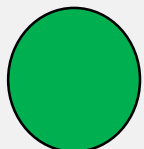
MM Advisory Board Agenda	1 Page
MM Advisory Board Monthly Meeting Minutes (10/8/19)	4 Pages
OCM Update Report	2 Pages
MM Phase I Financial Review	8 Pages
MM Phase I State-of-the-State Presentation	7 Pages

# FLHSMV OCM Team Summary – Phase I



## Planning

- Engagement Plans
- Change Champion Kickoff



## Implement Change

- DAS
- FHP
- ISA
- MS
- OED



## Measure & Evaluate

- Readiness Survey

### Key Risks and Issues

- *Loss of Communications members with outstanding tasks.*
- *Knowledge Transfer Plan is late (activities taking place, plan being routed for approval)*
- *Tax Collector Engagement Plan is late*
- *Pending question on ORION Access*

### SUMMARY & HIGHLIGHTS

- *Change Champion Network Connect Meeting held in December*
- *Next Change Champion Network Connect meeting on January 28 (focus on LDO and State of the State)*
- *SharePoint site completed and released*
- *Completed Engagement Plan meetings with MS, ISA, DAS, FHP and OED*
  - *Scheduled periodic follow-up meetings*

### Tasks In Progress

- Conducting Engagement Meetings
- ISA Knowledge Transfer Plan
- Developing Tax Collector Engagement Plan
- Developing Readiness Assessment Questions for January 2020
- Facilitating meetings on ORION over-ride/disassociate procedures
- Facilitating meetings on TAC, FSC, SEU phone calls and troubleshooting
- Incorporated feedback from November Change Champion meeting into monthly Change Champion Network Connect meetings

Report: January 2020

# FLHSMV OCM Team Summary – Phase II

## Strategy

## Planning

- Engagement Plans
- Change Champion Kickoff

## Implement Change

- DAS
- FHP
- ISA
- MS
- OED

## Measure & Evaluate

- Readiness Survey

### Key Risks and Issues

*Lack of SMEs on OCM Team*

### SUMMARY & HIGHLIGHTS

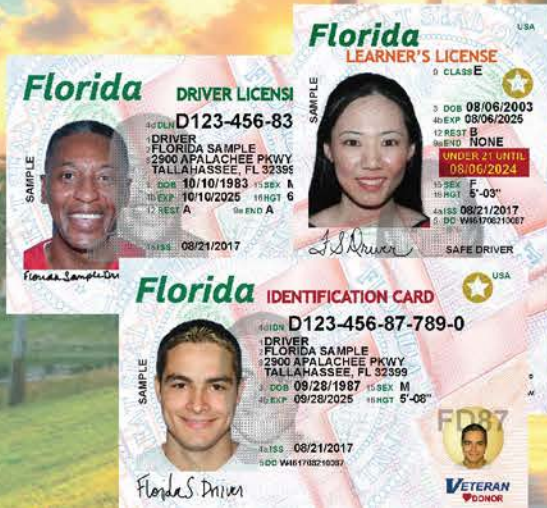
- *Added Lisa Thompson (Accenture) to the OCM Team*
- *SharePoint site completed and released.*

### Tasks In Progress

- Drafting OCM schedule
- Phase I Change Champion program kicked off – can be leveraged for Phase II
- Identifying Risks and Issues
- Completing Lessons Learned on Phase I schedule to develop Phase II schedule (Accenture facilitating)

Report: January 2020





# Motorist Modernization Financials

JANUARY 14, 2020



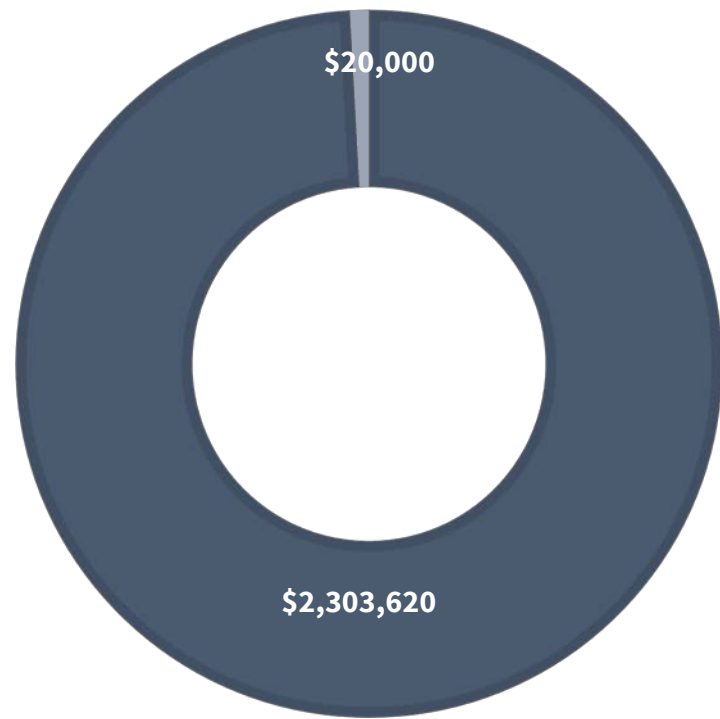


# Phase I Total Project

LBR Requests - Updated

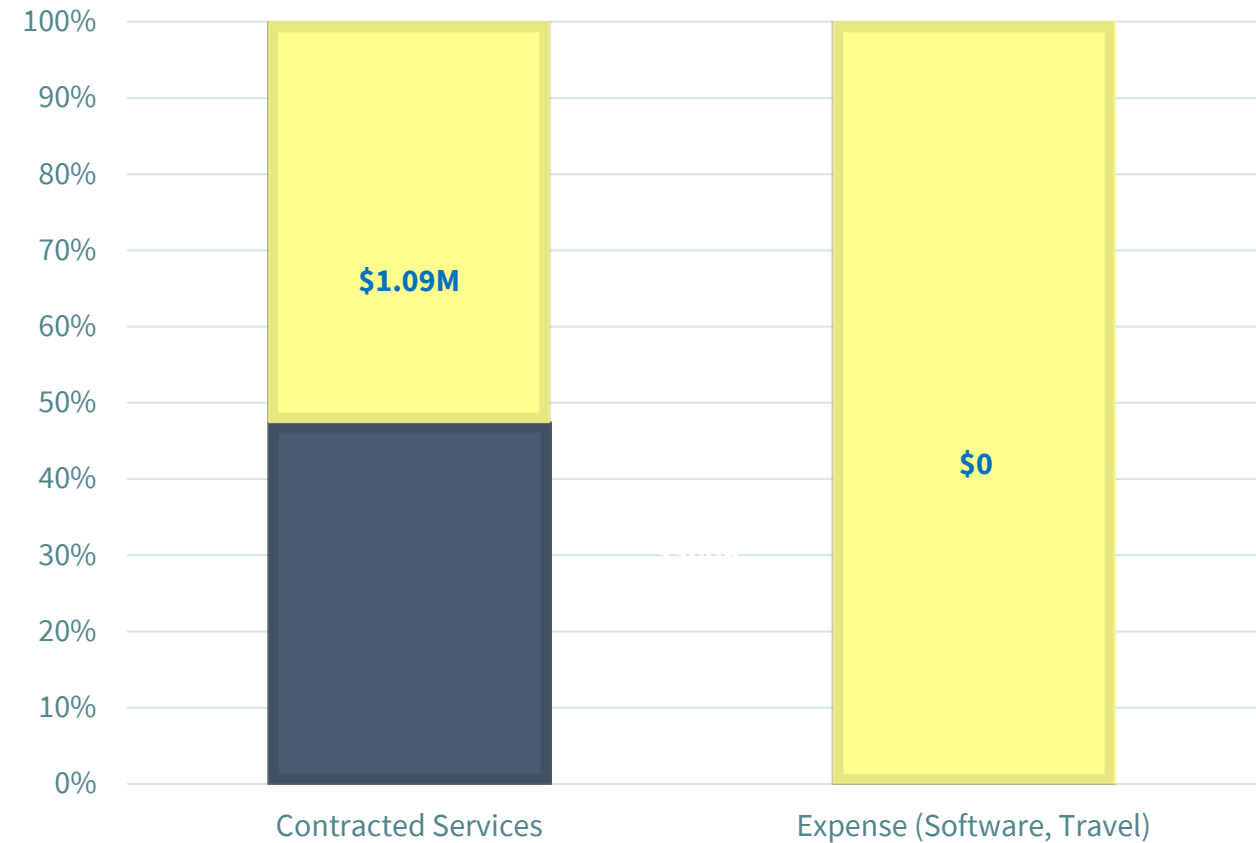
Fiscal Year	Total Request	Contracted Services	IV&V Services	Expense (Software, Travel, etc.)	OCO
2014-2015	\$ 2,500,000	\$ 1,514,762	\$ 619,186	\$ 61,478	\$ -
2015-2016	\$ 6,362,609	\$ 5,468,933	\$ 479,280	\$ 382,501	\$ 31,895
2016-2017	\$ 8,749,351	\$ 7,907,512	\$ 479,280	\$ 336,688	\$ 25,871
2017-2018	\$ 9,857,775	\$ 8,506,720	\$ 479,280	\$ 865,000	\$ 6,775
2018-2019	\$ 7,536,000	\$ 6,976,720	\$ 479,280	\$ 80,000	\$ -
2019-2020	\$ 2,323,620	\$ 2,303,620		\$ 20,000	\$ -
Total	\$ 37,329,355	\$ 32,678,267	\$ 2,536,306	\$ 1,745,667	\$ 64,541

**BUDGET: \$2,323,620**



■ Contracted Services ■ Expense (Software, Travel)

**ACTUALS: \$1,092,185**



■ Remaining

***Budget and Actuals: Current Fiscal Year through December 2019***

# Budget and Actuals

## Phase I Overview

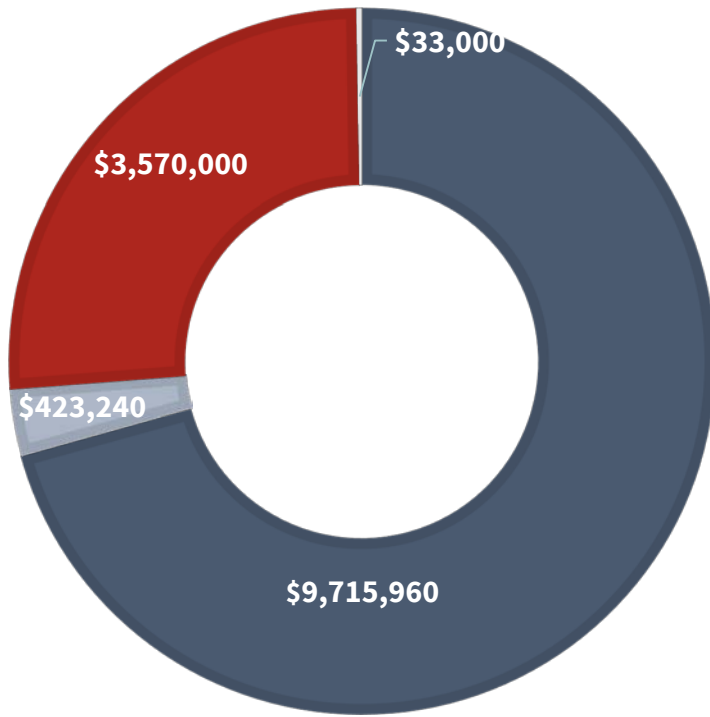
Description	Budget Total	Actuals to Date	Variance
Fiscal Year 2019-2020 Total Funding	\$2,323,620		
Fiscal Year to Date	\$1,092,185	\$1,092,185	0%
Month to Date (December 2019)	\$186,437	\$186,437	0%
Remaining Funds	\$1,231,435		

# Phase II Total Project

LBR Requests

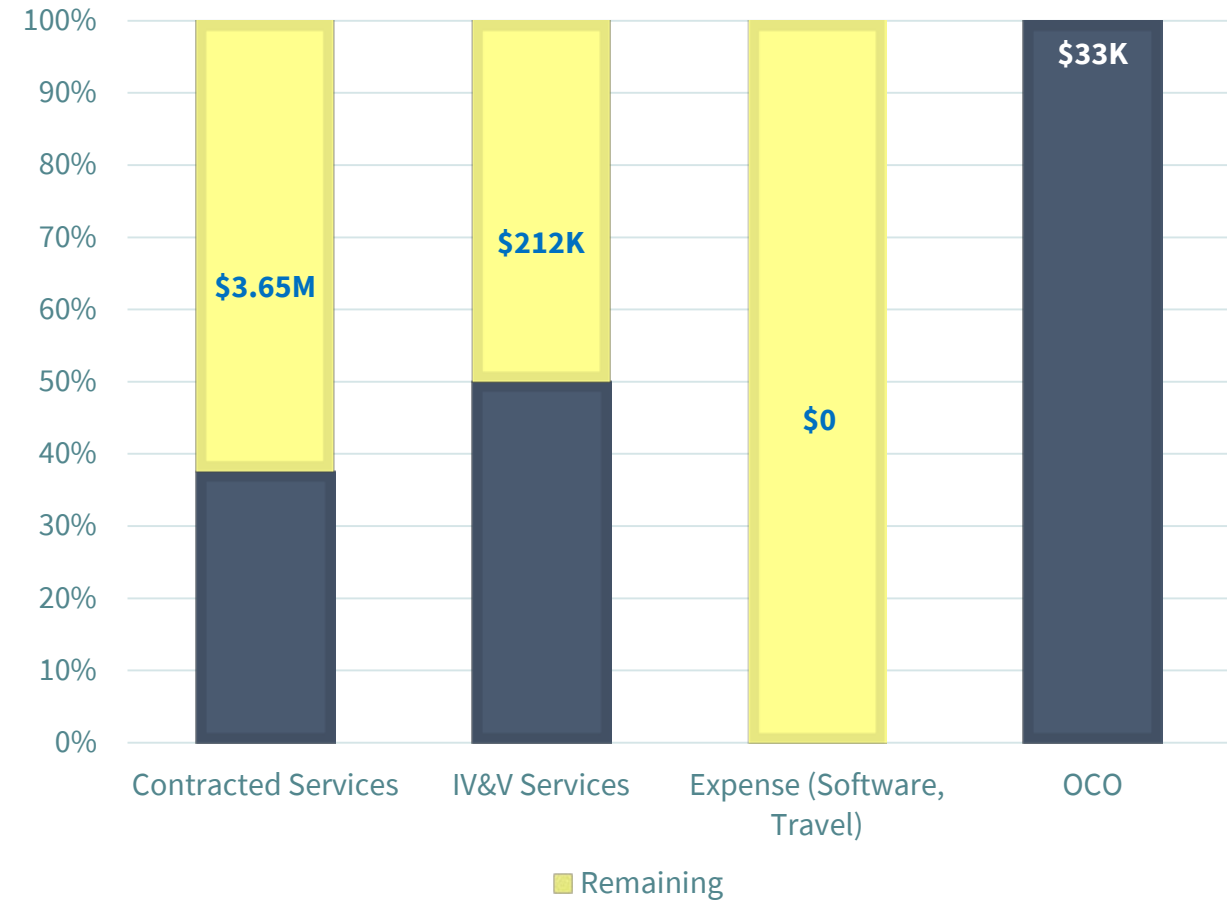
<i>Fiscal Year</i>	<i>Total Request</i>	<i>Contracted Services</i>	<i>IV&amp;V Services</i>	<i>Expense</i>	<i>OCO</i>
2017-2018	\$4,132,180	\$3,575,240	\$357,190	\$179,850	\$19,900
2018-2019	\$5,037,000	\$4,455,960	\$423,240	\$150,000	\$7,800
2019-2020	\$13,742,200	\$9,715,960	\$423,240	\$3,570,000	\$33,000
2020-2021	\$9,877,400	\$7,615,960	\$423,240	\$1,814,200	\$24,000
2021-2022	\$7,377,440	\$6,689,200	\$423,240	\$232,000	\$33,000
2022-2023	\$4,408,260	\$3,781,020	\$423,240	\$200,000	\$4,000
<i>Total</i>	<i>\$44,574,480</i>	<i>\$35,833,340</i>	<i>\$2,473,390</i>	<i>\$6,146,050</i>	<i>\$121,700</i>

**BUDGET: \$13,742,200**



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

**ACTUALS: \$3,900,660**



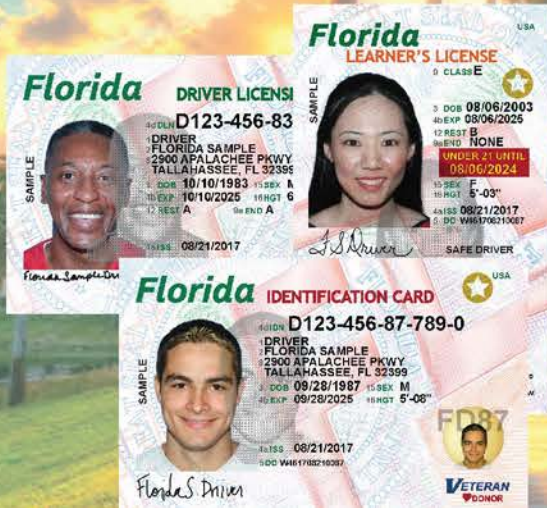
*Budget and Actuals: Current Fiscal Year through December 2019*



# Budget and Actuals

## Overview

Description	Budget Total	Actuals to Date	Variance
Fiscal Year 2019-2020 Total Funding	\$13,742,200		
Fiscal Year to Date	\$3,900,660	\$3,900,660	0.00%
Month to Date (December 2019)	\$628,078	\$595,078	-5.25%
Remaining Funds	\$9,841,540		



# Motorist Modernization Phase I – January 14, 2020

STATE OF THE STATE



# Informatica Team Summary

## Team Profile

# Database tables: 159  
# Developers: 3 full-time, 3 part-time  
# Testers: 5 FTEs

## Testing Summary

# Tables to sync: 159  
# Tables Started: 23  
# Tables Completed: 0

SEU Push/Pull Testing  
Complete (priority): 30%

Non-Push/Pull testing will be prioritized with the start of the Plante Moran effort

## Stakeholder Testing Status

Performance Management Office – 63%

## Forecasted Key Dates

Deployment of Push/Pull Replacement to Production – ~~12/6/2019~~ **TBD**

Deployment of remaining bi-directional workflow to STAGE – ~~12/31/2019~~ **TBD**

Deployment of remaining bi-directional workflow to Production – 02/15/2020 (new schedule TBD)

## Key Risks and Issues

- Issue 135 – Informatica schedule impacts based on new timelines  
**Update:** Plante Moran has been engaged to work with the Informatica team on completing outstanding tasks/deliverables. One of Plante Moran's lead engineers is scheduled to be onsite January 21-22, 2020 to conduct an assessment of the current status and provide us a more definitive estimate for the deliverables identified. Based upon their findings the Informatica team will work with Plante Moran to define new timelines for Informatica STAGE and PROD deployments.

## Key Informatica Activities

- ISA and SEU testing
- Seed testing
- Push/Pull Replacement testing and validation
- Plante Moran engagement (January 21-22, 2020)

## Key Dependencies & Assumptions

- Natasha White will continue with Push/Pull replacement testing and validation
- Kevin Gray will continue with Seed testing and validation

# DL Issuance Team Summary

## Team Profile

# User Stories: 971

# Developers: 2  
[ 1 FTEs; 1 Cont.]

# Testers: 10 FTEs  
(includes Field Testers)

## Enterprise Testing Summary

Performance Test Scenarios  
(Total): 44

Tests Developed: 44  
Pending Execution: 10  
In Process of Execution: 10  
Successfully Completed: 24

## Security Testing Status

Not Started

## Forecasted Key Dates

Sprint Development – **Done**

Sprint Testing – **Done**

UAT Completion – **Done**

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CR Development - 1/10/2020 – **Done**

CR Testing – 1/17/2020

## Key Risks and Issues

- Issue 59 – Batch Vendors
- Issue 129 – Informatica Impact on UAT

## Key Implementation Activities

- Support Vendors:
  - Batch Transcripts
  - DL Penny Vendor
- End to End Testing for DL Notices
- AAMVA Structural Testing
- User set-up scripts

## Key Dependencies/Assumptions

- Purge NOT in scope for Phase I
- Informatica Testing Dependencies
- Migrate remaining apps (issue open)
- Successful 2-way sync; Data seed issues resolved
- WRAPs/CRs are for critical exceptions only



# MM/FR Team Summary

## Team Profile

# User Stories: 611  
# Developers: 5  
[ 3 FTEs; 2 Cont.]  
# Testers: 2.5 FTEs

## Enterprise Testing Summary

Performance Test  
Scenarios (Total): 24  
Tests Developed: 21\*  
Pending Execution: 15\*  
In Process of Execution : 0  
Successfully Completed: 9

\* Counts may be refined after de-duplication

## Security Testing Status

Not Started

## Forecasted Key Dates

Sprint Development – **Done**  
Sprint Testing – **Done**  
UAT Completion – **Done**

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MM CR Development - 12/13/2019 - **Late**  
**Revised Date 1/31/2020**  
MM CR Testing – 12/20/2019 - **Late**  
**Revised Date 1/31/2020**

FR CR Development – 1/27/2020  
FR CR Testing – 2/28/2020

## Key Risks and Issues

- Issue 31 - Availability of External Resources to address blocks for CR and Regression testing work.

## Key Implementation Activities

- Insurance Company Book of Business file loads are at 73% of files as of 12/20/19.
- Final regression testing early 2020.

## Key Dependencies/Assumptions

- Delaying any additional environment setup tasks pulling our Dev Leads away from CR work needed for Go Live.
- Data supporting MM- Transactions Application panels are made available on accessible database tables.
- Legislative WRAPS that will be due prior to go –live should be handled by exception only.



# MyDMV Portal Team Summary

## Team Profile

# User Stories: 773  
# Developers: 1 and 1/2  
[1 FTE; 1/2 Cont.]  
# Testers: 3

## Testing Summary

Performance Test  
Scenarios (Total): 15  
Tests Developed: 15  
Pending Execution: 3  
In Process of Execution : 12  
Successfully Completed: 0

## Security Testing Status

Not Started

## Forecasted Key Dates

Sprint Development – **Done**  
Sprint Testing – **Done**  
UAT Completion – **Done**

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MyDMV CR Development - 01/17/2020  
MyDMV CR Testing – 01/17/2020

## Key Risks and Issues

- None at this time

## Key Implementation Activities

- Portal Dependency Updates
- User Guide Documentation (in review by Communications)
- Support LDO CSC Hands on Training Development
- Additional ADA enhancements

## Key Dependencies/Assumptions

- Informatica Testing Dependencies
  - VO Regression Test Specifically
- WRAPs/CRs are for critical exceptions only

# CDLIS/CP Team Summary

## Team Profile

# User Stories: 469

# Developers: 4

[3 FTEs; 1 Cont.]

# Testers: 4 FTEs

## Testing Summary

Performance Test

Scenarios (Total): 19

Tests Developed: 18

Pending Execution: 2

In Process of Execution : 15

Successfully Completed: 2

## Security Testing Status

Not Started

## Forecasted Key Dates

Sprint Development – **Done**

Sprint Testing – **Done**

UAT Completion – **Done**

CP/CDLIS CR Development - 01/10/2020

**Revised Date TBD**

CP/CDLIS CR Testing – 01/17/2020

**Revised Date TBD**

## Key Implementation Activities

- Continued AAMVA Structural Testing for 5.3.3 Compliance
- Preparation to deploy code to production following CR development & testing
- Final regression testing early 2020

## Key Dependencies/Assumptions

- BizTalk skilled resources for development & testing

## Key Risks and Issues

- None at this time

# Renewal Notification Team Summary

## Team Profile

# User Stories: 344  
# Developers: 0.3 FTE  
# Testers: 1 FTEs

## Testing Summary

Performance Test  
Scenarios (Total): 4  
Tests Developed: 4  
Pending Execution: 0  
In Process of Execution :1  
Successfully Completed: 3

## Security Testing Status

Not Started

## Forecasted Key Dates

Sprint Development – **Done**  
Sprint Testing – **Done**  
UAT Completion – **Done**

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Renewal CR Development - **Done**

Renewal CR Testing – 11/20/2019  
**Revised to 01/17/2020**

## Key Risks and Issues

- None at this time

## Key Implementation Activities

- End to End Testing for DL Notices  
(Receipt of the printed letters)

## Key Dependencies/Assumptions

- Planet Press stability
- No further changes to DL Notices