

**Motorist Modernization Advisory Board – Phase II Meeting**  
**Wednesday, January 20, 2021**  
**2:30 to 4:00 PM**  
**VIA: GoToMeeting**

**Invitees**

Stephen Boley  
Lt. Jason Britt  
Diane Buck  
Jay Levenstein  
Steve Burch  
Lisa Cullen  
Sherri Smith  
Sgt. Derek Joseph  
TBD

**Representing**

FLHSMV  
FLHSMV  
FLHSMV  
FLHSMV  
FLHSMV  
Florida Tax Collectors  
Florida Tax Collectors  
Law Enforcement  
Law Enforcement

**Agenda**

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

**Motorist Modernization Advisory Board – Phase II Meeting**  
**Tuesday, December 15, 2020**  
**2:30 to 4:00 PM**  
**VIA: GoToMeeting**

**WELCOME AND INTRODUCTIONS**

- The meeting was called to order at 2:30 p.m. Kristin Green began the meeting by welcoming members and visitors and proceeded with the roll call of board members.

Advisory Board Phase II members included

- |                     |                        |
|---------------------|------------------------|
| ○ Lt. Jason Britt   | FLHSMV                 |
| ○ Diane Buck        | FLHSMV                 |
| ○ Jay Levenstein    | FLHSMV                 |
| ○ Lisa Cullen       | Florida Tax Collectors |
| ○ Sherri Smith      | Florida Tax Collectors |
| ○ Sgt. Derek Joseph | Law Enforcement        |
| ○ Steve Burch       | FLHSMV                 |
| ○ Stephen Boley     | FLHSMV                 |

- Additional FLHSMV members included – Terrence Samuel, Kristin Green, Rachel Graham, Chad Hutchinson, Janis Timmons, Craig Benner, Felecia Ford, Judy Johnson, Aundrea Powell, Koral Griggs, Ian DesVignes, Jessica Espinoza, Scott Lindsay, Stacey Bayyari, Scott Tomaszewski and Michael Anderson.
- Visitors included – Gary Didio and Greg Williams with Ernst & Young, and Michelle McGinley, Nathan Johnson and Joseph Weldon from Accenture attended. Carl Ford from J Ford Consulting, Melissa Primm with Grant Street, Dan Cinnamon with Champ Titles and Christina Smith with Department of Financial Services also attended.

**REVIEW OF MEETING MINUTES**

- Rachel Graham reviewed the meeting minutes from November 10, 2020. No corrections were identified. A motion to approve the minutes was accepted by the board members and the November 10, 2020, meeting minutes were approved.

**STAKEHOLDER OUTREACH**

- There was no stakeholder outreach update at the meeting.

**FINANCIAL REVIEW**

- Janis Timmons presented a Phase I and II financial review. The total for all Legislative Budget Requests for Phase I was \$37.3 million. The Phase II budget for the 2020 – 2021 fiscal year is \$9.8 million with \$2.7 million expended as of November 2020. There was a 0% variance with approximately \$7 million in remaining funds.

**PHASE II PROJECT UPDATE**

- Nathan Johnson stated all teams completed Milestone B. Team A continued to work on development and testing of the Original Registration Transaction for Milestone C. The team

**Office of Motorist Modernization**

was also working on the fee calculations and finalized rules. Team B continued to work on inventory functions and transfers, global administrative features and cashiering for Milestone C. They also began work on Milestone D functionality. He stated the updated Phase II Integrated Master Schedule (IMS) will be presented to the ESC soon.

- Aundrea Powell stated the MyDMV Portal/Fleet team continued to work on stories involving the motor vehicle records request, download, stops and customer alerts for Milestone C.
- Scott Tomaszewski stated Deliverable 2 (IMS Schedule) and Deliverables 6 – 8 for the IFTA/IRP Project are trending late and the timelines will be adjusted once the change request regarding the schedule change is submitted. Key dependencies and assumptions included: JAD sessions conclusion, finalize interface design and development expectations of the department. Important activities for the team included: integrate program and project schedules and review SEU impact of UAT schedule and finalize IFTA Interface Design Specs. The IFTA/IRP team continued to work on 18 remaining action items. A risk has been linked to Program Risk 13 (lack of availability of key OMM resources). All specifications from a technical standpoint have been completed for the following: single sign-on, customer inquiry from the COTS package to ORION, service provider agent inquiry, ORION customer stops, shopping cart and CRS payments.
- Joseph Weldon stated the Florida Smart ID (FSID) team completed building the production environment on December 4. Thales completed their SIT on December 11; therefore, the team began UAT on December 14 beginning with the Android verifier and FSID.
  - Risks and issues for the team included:
    - Risk 79 – PGM – 10-Day testing window for UAT
    - Issue 24 – FLHSMV Apple and Google Store for FSID (side loading)
- Mr. Johnson stated for Enterprise Content Management (ECM), the software has been setup and the vendor is working on configuration and ensuring all document types are accounted for. The overall scope is to convert the system generated documents produced by the modernized system. The team ECM schedule has been agreed to and the go-live will be in May 2020.

**COMMUNICATIONS UPDATE**

- There was no communications update at the meeting.

**Q&A**

- There were no questions or concerns from members present.

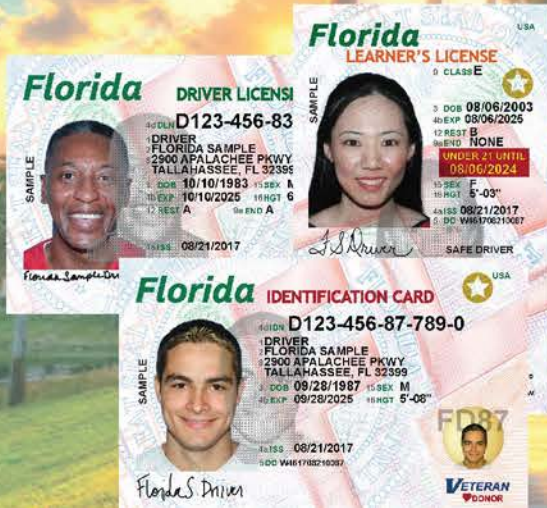
**ADJOURNMENT**

- Ms. Green adjourned the meeting at approximately 2:45 p.m.
- The next Advisory Board Phase II Meeting is scheduled for January 20, 2021.

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

Consolidated in a meeting packet and emailed to members:

MM Advisory Board Phase II Agenda	1 Page
MM Advisory Board Phase II Meeting Minutes (11/10/20)	3 Pages
Financial Review	8 Pages
Phase II Traffic Light Reports	2 Pages
Phase II State of the State	4 Pages



# Financial Update Motorist Modernization

JANUARY 15, 2021

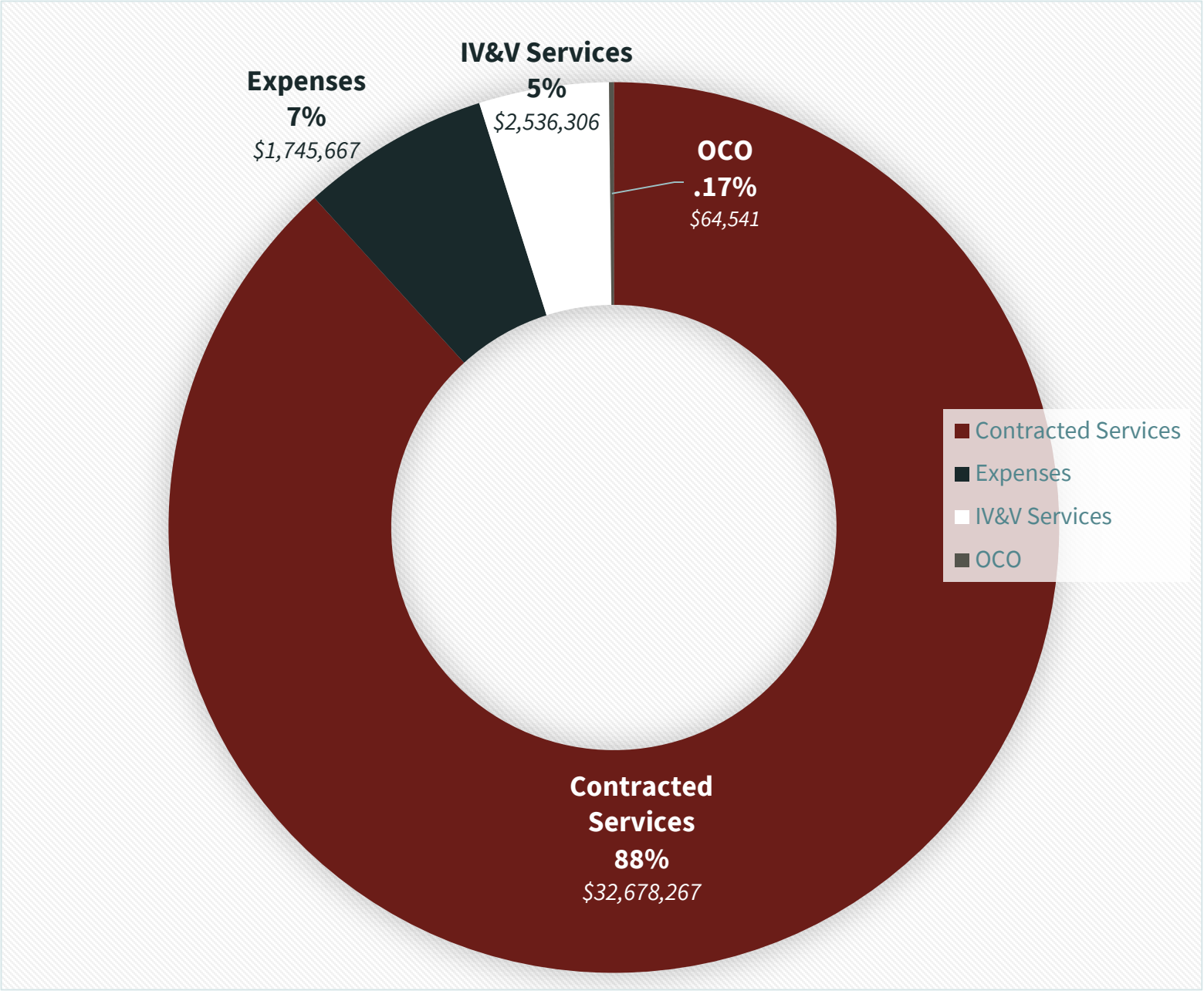




# Phase I LBR Requests

<i>Fiscal Year</i>	<i>Total Request</i>	<i>Contracted Services</i>	<i>IV&amp;V Services</i>	<i>Expenses</i>	<b>OCO</b>
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	-
<b>TOTAL</b>	<b>\$37,329,355</b>	<b>\$32,678,267</b>	<b>\$2,536,306</b>	<b>\$1,745,667</b>	<b>\$64,541</b>

Phase I  
Total Actuals  
2014-2020

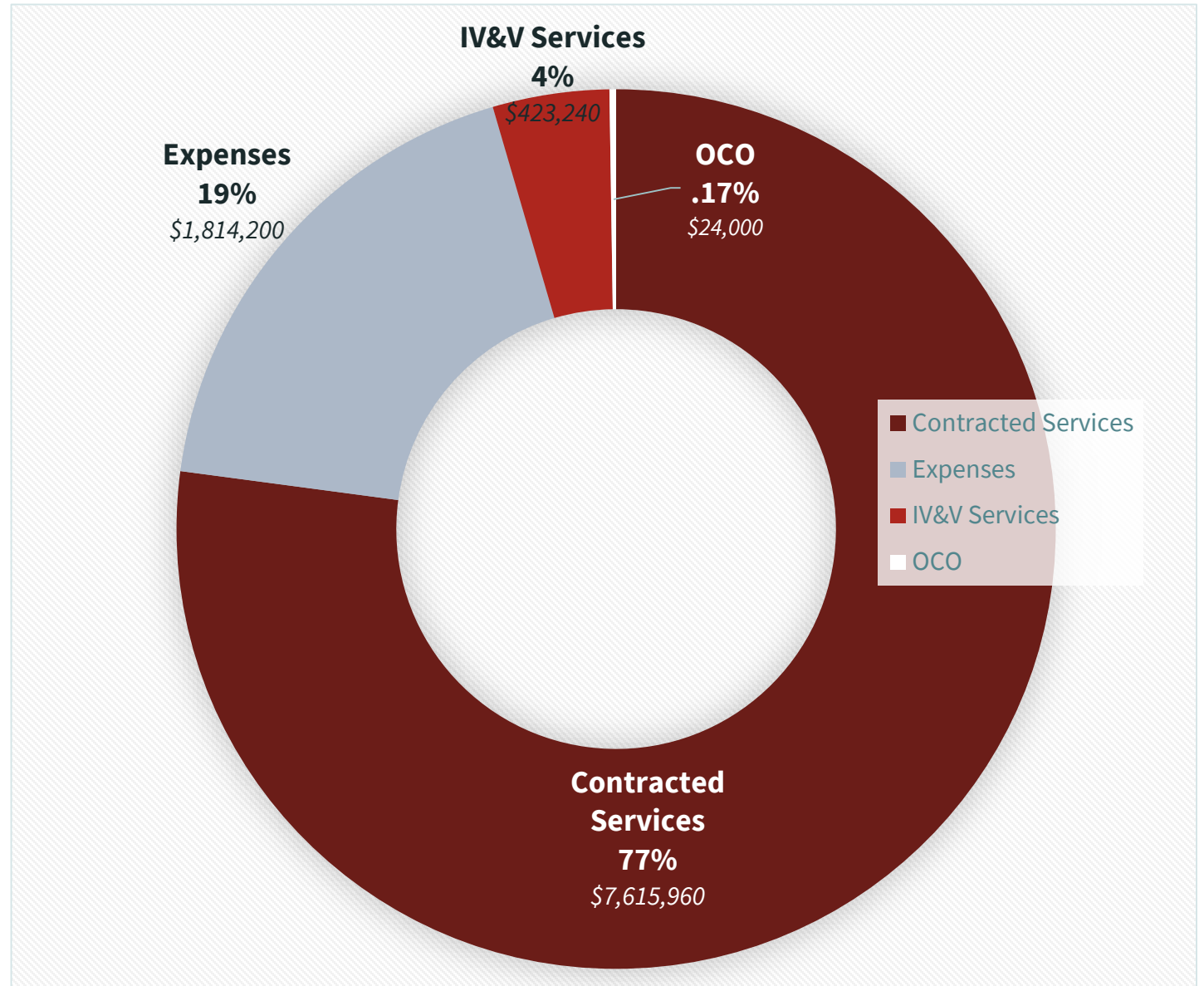


# Phase II LBR Requests

<i>Fiscal Year</i>	<i>Total Request</i>	<i>Contracted Services</i>	<i>IV&amp;V Services</i>	<i>Expenses</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	\$10,639,010	\$9,278,070	\$423,240	\$904,700	\$33,000
2022-2023	\$10,400,830	\$9,065,890	\$423,240	\$887,700	\$24,000
2023-2024	\$7,467,560	\$6,132,620	\$423,240	\$887,700	\$24,000
<b>TOTAL</b>	<b>\$53,828,620</b>	<b>\$43,707,080</b>	<b>\$2,473,390</b>	<b>\$7,506,450</b>	<b>\$141,700</b>



# Phase II Total Budget 2020-2021



# Phase II Expenditures by Month



# Phase II Budget v. Actuals

Description	Budget Total	Budget to Date	Actuals to Date	Variance
Fiscal Year to Date	\$9,877,400			
Month to Date (December 2020)		\$3,574,113	\$3,574,113	0%
Remaining Funds	\$6,303,287			

**Phase II - Milestone C (Apr 29 - July 16, 2020)**  
**as of 1/11/2021**

**Team A - T&R Issuance**



Current Activity:	HIP Sprint
Development:	Red
Testing:	Red
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Red

	#stories	est dev hrs	
Not Started	13	100	14.4%
Refinement	10	216	11.1%
Development	20	288	22.2%
Testing	9	168	10.0%
Done	33	240	36.7%
Blocked	5	132	5.6%
<b>Total:</b>	<b>90</b>	<b>1,144</b>	

**Team B - MV Globals**



Current Activity:	HIP Sprint
Development:	Red
Testing:	Red
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Green

	#stories	est dev hrs	
Not Started	-	-	0.0%
Refinement	-	-	0.0%
Development	1	16	1.8%
Testing	-	-	0.0%
Done	55	728	98.2%
Blocked	-	-	0.0%
<b>Total:</b>	<b>56</b>	<b>744</b>	

**Portal/Fleet**



Current Activity:	HIP Sprint
Development:	Red
Testing:	Red
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Green

	#stories	orig dev est	
Not Started	-	-	0.0%
Refinement	12	60	13.0%
Development	18	128	19.6%
Testing	30	336	32.6%
Done	32	212	34.8%
Blocked	-	-	0.0%
<b>Total:</b>	<b>92</b>	<b>736</b>	

**IFTA/IRP**



Current Activity:	Sprint 0
Development:	Green
Testing:	N/A
Business Actions:	Yellow
Technical Debt:	Green
Backlog Health:	Green

	#stories	est dev hrs	
Not Started	-	-	-
Refinement	-	-	-
Development	-	-	-
Testing	-	-	-
Done	-	-	-
Blocked	-	-	-
<b>Total:</b>	<b>-</b>	<b>-</b>	

**Enterprise**



Current Activity:	HIP Sprint
Development:	Green
Testing:	Green
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Green

	#stories	est dev hrs	
Not Started	1	n/a	-
Refinement	-	n/a	-
Development	2	n/a	-
Testing	1	n/a	-
Done	-	n/a	-
Blocked	-	n/a	-
<b>Total:</b>	<b>4</b>	<b>-</b>	

**SUMMARY - ALL TEAMS**



Development:	Red
Testing:	Red
Business Actions:	Yellow
Technical Debt:	Green
Backlog Health:	Red

	#stories	est dev hrs	
Not Started	13	100	5.5%
Refinement	22	276	9.2%
Development	39	432	16.4%
Testing	39	504	16.4%
Done	120	1,180	50.4%
Blocked	5	132	2.1%
<b>Total:</b>	<b>238</b>	<b>2,624</b>	

**Development** – Application Development (current sprint)

**Green:** Remaining sprint work can be completed within capacity

**Red:** Remaining sprint work cannot be completed within capacity

**Testing** – Application Testing (current sprint)

**Green:** Remaining sprint work can be completed within capacity

**Red:** Remaining sprint work cannot be completed within capacity

**Business Actions** – Dependencies on the business (requirements clarification, decisions, etc.)

**Green:** input from the business is not blocking team progress

**Yellow:** input from the business is taking longer than expected; no delays

**Red:** delays in input from the business has caused work to be late

**Technical Debt** – Dependencies on infrastructure and associated processes (data model, enterprise code, legacy changes, etc.)

**Green:** Tech dependencies not impacting schedule

**Yellow:** Some delays in tech dependencies, not impacting schedule

**Red:** delays in tech dependencies have impacted schedule

**Backlog Health** – Refinement of user stories ahead of development sprints

**Green:** > 2 sprints worth of user stories refined

**Yellow:** < 2 sprints worth of user stories refined (>1)

**Red:** < 1 sprint worth of user stories refined

**Percentages(%)**: by count of user stories for this Milestone

**Phase II - Milestone D (July 15 - October 22, 2020)**  
**as of 1/11/2021**

**Team A - T&R Issuance**



Current Activity:	HIP Sprint
Development:	Red
Testing:	Red
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Red

	#stories	est dev hrs	
Not Started	308	2,912	100.0%
Refinement	-	-	0.0%
Development	-	-	0.0%
Testing	-	-	0.0%
Done	-	-	0.0%
Blocked	-	-	0.0%
<b>Total:</b>	<b>308</b>	<b>2,912</b>	

**Team B - MV Globals**



Current Activity:	HIP Sprint
Development:	Red
Testing:	Red
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Red

	#stories	est dev hrs	
Not Started	55	836	58.5%
Refinement	14	152	14.9%
Development	9	168	9.6%
Testing	4	40	4.3%
Done	11	208	11.7%
Blocked	1	24	1.1%
<b>Total:</b>	<b>94</b>	<b>1,428</b>	

**Portal/Fleet**



Current Activity:	HIP Sprint
Development:	Red
Testing:	Red
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Red

	#stories	orig dev est	
Not Started	65	384	81.3%
Refinement	9	40	11.3%
Development	6	68	7.5%
Testing	-	-	0.0%
Done	-	-	0.0%
Blocked	-	-	0.0%
<b>Total:</b>	<b>80</b>	<b>492</b>	

**IFTA/IRP**



Current Activity:	Sprint 0
Development:	Green
Testing:	N/A
Business Actions:	Yellow
Technical Debt:	Green
Backlog Health:	Green

	#stories	est dev hrs	
Not Started	-	-	-
Refinement	-	-	-
Development	-	-	-
Testing	-	-	-
Done	-	-	-
Blocked	-	-	-
<b>Total:</b>	<b>-</b>	<b>-</b>	

**Enterprise**



Current Activity:	HIP Sprint
Development:	Green
Testing:	Green
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Green

	#stories	est dev hrs	
Not Started	-	n/a	-
Refinement	-	n/a	-
Development	1	n/a	-
Testing	-	n/a	-
Done	-	n/a	-
Blocked	-	n/a	-
<b>Total:</b>	<b>1</b>	<b>-</b>	

**SUMMARY - ALL TEAMS**



Development:	Red
Testing:	Red
Business Actions:	Yellow
Technical Debt:	Green
Backlog Health:	Red

	#stories	est dev hrs	
Not Started	428	4,132	88.8%
Refinement	23	192	4.8%
Development	15	236	3.1%
Testing	4	40	0.8%
Done	11	208	2.3%
Blocked	1	24	0.2%
<b>Total:</b>	<b>482</b>	<b>4,832</b>	

**Development – Application Development (current sprint)**

- Green:** Remaining sprint work can be completed within capacity
- Red:** Remaining sprint work cannot be completed within capacity

**Testing – Application Testing (current sprint)**

- Green:** Remaining sprint work can be completed within capacity
- Red:** Remaining sprint work cannot be completed within capacity

**Business Actions – Dependencies on the business (requirements clarification, decisions, etc.)**

- Green:** input from the business is not blocking team progress
- Yellow:** input from the business is taking longer than expected; no delays
- Red:** delays in input from the business has caused work to be late

**Technical Debt – Dependencies on infrastructure and associated processes (data model, enterprise code, legacy changes, etc.)**

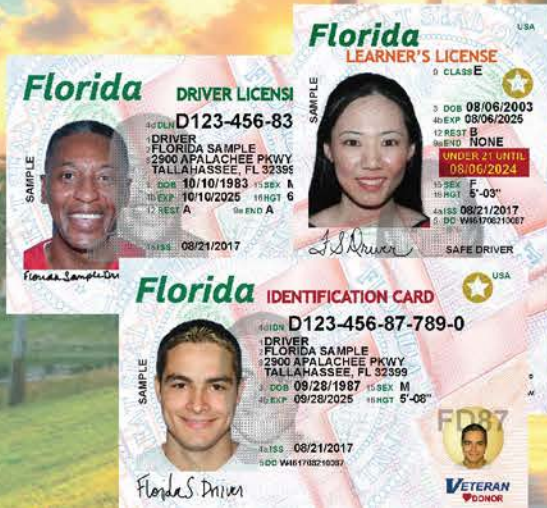
- Green:** Tech dependencies not impacting schedule
- Yellow:** Some delays in tech dependencies, not impacting schedule
- Red:** delays in tech dependencies have impacted schedule

**Backlog Health – Refinement of user stories ahead of development sprints**

- Green:** > 2 sprints worth of user stories refined
- Yellow:** < 2 sprints worth of user stories refined (>1)
- Red:** < 1 sprint worth of user stories refined

**Percentages(%):** by count of user stories for this Milestone





# Motorist Modernization Phase II – January 20, 2021

STATE OF THE STATE



# IFTA / IRP Project Update

## Key Dates, Activities Milestones

Contract Signed – **06/2020 to Celtic**

### Deliverables in next 30-60 Days & Status

- D2- IMS, 6/29, updates needed to properly track EVM.
- D6- COTS System Technical Architecture Design, 2/16 - Department Review
- D10 – COTS IFTA Software Config Design (PVD – IFTA) – **1/11** – Department Review
- D13 – Data Migration and Conversion Plan – 2/24 – Future

### Important Activities – Jan & Feb

- Make ready Blueprint backlog for ORION/Interface related development.
- Finalize IFTA Interface Design Specs
- IRP Design and JAD sessions.

## Key Dependencies/Assumptions

- Infrastructure resources are available at key times in the project to alleviate delays in environment setup and code/configuration updates.

## IFTA/IRP Specific Risks & Issues – Program Level

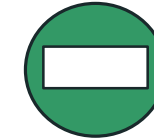
- Program Risk #13 - Lack of availability of key OMM resources.
- Risk #82- IFTA/IRP vendor development access to DHSMV development endpoints.

## Team Profile

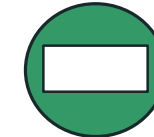
# User Stories: 102

# Developers: 1

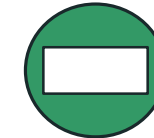
# Testers: 3



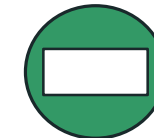
Business Actions



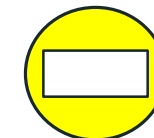
COTS Configuration



ORION Integration



Data Conversion



Scope / Schedule

# Florida Smart ID Project Update

## Key Dates, Activities Milestones

Contract Signed – **06/2020 to Thales**

Deliverables in next 30-60 Days & Status

- Production Readiness Demonstration, 01/25/2021

Important Activities – Jan 2021

- UAT – **12/14/2020** – 1/15/2021
- Performance Testing – 1/18/2021 – 1/22/2021
- Pilot – 1/25/2021

## Key Dependencies/Assumptions

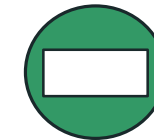
- Do NOT rely on OMM Phase I Data Model changes being in production prior to release of mDL
- Keep initial release meaningful, but sized for “success” given short timeline

## mDL Specific Risks & Issues – Program Level

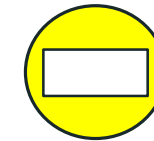
- Risk 79 – PGM – 10 Day Testing window for UAT
- Risk 83 – FSID Support of Level 1 & 2 inquiries
- Issue 25 – FSID - FLHSMV Apple and Google Store for FSID
- Issue 26 0 FSID Comms Concerns
- Issue 27 – FSID iOS Development

## Team Profile

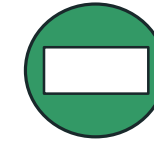
# User Stories: 78  
# Developers: 1.5  
# Testers: 3+



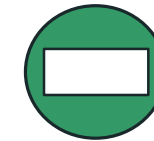
Business Actions



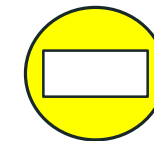
Florida SMART ID Configuration



FLHSMV Integration



Security / Technology



Scope / Schedule

# Enterprise Content Management (ECM) Project Update

## Key Dates, Activities Milestones

Contract Signed – **OnBase Software;**  
**06/2020 to Next Phase Solutions**

Deliverables in next 30-60 Days & Status

- Program management aspects

Important Activities – December

- Focus on extract to support conversion efforts
- Define Initial Implementation timeline (impact on MM Phase I code base)

## Key Dependencies/Assumptions

- Keep initial release meaningful, but sized for “success” given short timeline

## ECM Specific Risks & Issues – Program Level

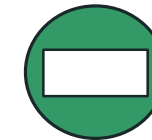
- None at this time

## Team Profile

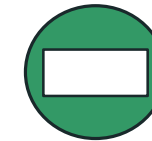
# User Stories: N/A

# Developers: TBD

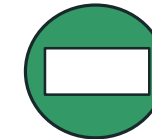
# Testers: TBD



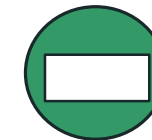
Business Actions



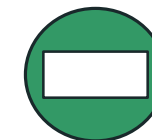
ECM Configuration



ORION Integration



Security / Technology



Scope / Schedule