Motorist Modernization Advisory Board – Phase II Meeting
Tuesday, February 9, 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
  o Financial Review
  o Project Updates
• Communications Update
• Q&A
• Adjourn
Motorist Modernization Advisory Board – Phase II Meeting  
Wednesday, January 20, 2021 
2:30 to 4:00 PM  
VIA: GoToMeeting

WELCOME AND INTRODUCTIONS

- The meeting was called to order at 2:30 p.m. Terrence Samuel 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 (absent)
  - 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, Stacey Bayyari, Cathy Thomas, Janis Timmons, Judy Johnson, Laura Freeman, Felecia Ford, Aundrea Powell, Jessica Espinoza, Mike Anderson, Koral Griggs, Chad Hutchinson, Craig Benner, Scott Lindsay and Scott Tomaszewski.

- Visitors included – Gary Didio and Greg Williams with Ernst & Young, and Michelle McGinley, Nathan Johnson and Joseph Weldon from Accenture attended. Jessica Lanese with Department of Financial Services, and Beth Williams and Selma Sauls with Auto Data Direct also attended.

REVIEW OF MEETING MINUTES

- Rachel Graham reviewed the meeting minutes from December 15, 2020. No corrections were identified. A motion to approve the minutes was accepted by the board members and the December 15, 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 $3.5 million expended as of December 31, 2020. There was a 0% variance with approximately $6.3 million in remaining funds.

PHASE II PROJECT UPDATE

- Nathan Johnson stated Team A continued to work on development and testing of the Original Registration Transaction for Milestone C. The team was also working on the fee
calculations and finalized rules. Team B continued to work on inventory functions, global administrative features and cashiering for Milestone C. They also began work on drop-down menus in the ORION system and Milestone D functionality.

- Aundrea Powell stated the MyDMV Portal/Fleet team continued to work on the motor vehicle records request stories as well bulk downloads and transcripts, stops, customer alerts and personalized plates for Milestones C and D.

- Scott Tomaszewski stated Deliverable 2 (IMS Schedule) for the IFTA/IRP Project needs updating to properly track earned value. Deliverable 6 (COTS System Technical Architecture Design) is due on February 16 and Deliverable 10 (COTS IFTA Software Configuration Design) is trending late. Both are currently under department review. Deliverable 13 (Data Migration and Conversion Plan) is due on February 24.

  - Important upcoming activities for the team included:
    - Readying the Blueprint backlog for ORION/Interface related development
    - Finalizing IFTA Interface design specs
    - IRP design and JAD sessions

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

  - Risks and issues included:
    - Program Risk 13 – Lack of availability of key OMM resources
    - Risk 82 – IFTA/IRP vendor development access to DHSMV development endpoints

- Joseph Weldon stated the Florida Smart ID (FSID) team is trending late completing UAT, performance testing and the pilot. The team is working with Thales on a change request to revise the schedule and will present to the Leadership team tomorrow, January 21.

  - Risks and issues for the team included:
    - 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 – FSID Communications Concerns
    - Issue 27 – FSID iOS Development

- Mr. Johnson stated the Enterprise Content Management (ECM) team has completed the document discovery and design and are working to complete creation of the environments. The team will also begin working on data extracts for documents that will be converted in the new system this week.

**COMMUNICATIONS UPDATE**

- Koral Griggs stated the FSID team will submit a link to the website, an informational one-page document, pop-up banners for external events, pop sockets and other giveaway items for approval soon.

**Q&A**

- There were no questions or concerns from members present.
ADJOURNMENT

- Mr. Samuel adjourned the meeting at approximately 2:45 p.m.
- The next Advisory Board Phase II Meeting is scheduled for February 9, 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 (12/15/20) 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

FEBRUARY 9, 2021
<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Total Request</th>
<th>Contracted Services</th>
<th>IV&amp;V Services</th>
<th>Expenses</th>
<th>OCO</th>
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<td><strong>TOTAL</strong></td>
<td><strong>$37,329,355</strong></td>
<td><strong>$32,678,267</strong></td>
<td><strong>$2,536,306</strong></td>
<td><strong>$1,745,667</strong></td>
<td><strong>$64,541</strong></td>
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Phase I
Total Actuals
2014-2020

- **Contracted Services**: 88%
  - $32,678,267
- **Expenses**: 7%
  - $1,745,667
- **IV&V Services**: 5%
  - $2,536,306
- **OCO**: .17%
  - $64,541
## Phase II LBR Requests

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<tr>
<th>Fiscal Year</th>
<th>Total Request</th>
<th>Contracted Services</th>
<th>IV&amp;V Services</th>
<th>Expenses</th>
<th>OCO</th>
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<td>2020-2021</td>
<td>$9,877,400</td>
<td>$7,615,960</td>
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<td>$7,467,560</td>
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<td>$423,240</td>
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<td><strong>TOTAL</strong></td>
<td><strong>$53,828,620</strong></td>
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<td><strong>$2,473,390</strong></td>
<td><strong>$7,506,450</strong></td>
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Phase II
Total Budget
2020-2021

- Contracted Services: 77% ($7,615,960)
- Expenses: 19% ($1,814,200)
- IV&V Services: 4% ($423,240)
- OCO: 0.17% ($24,000)
Phase II Expenditures by Month

- Contracted Services
- IV&V Services
- Expenses
- OCO
# Phase II Budget v. Actuals

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<tr>
<th>Description</th>
<th>Budget Total</th>
<th>Budget to Date</th>
<th>Actuals to Date</th>
<th>Variance</th>
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<td>Fiscal Year to Date</td>
<td>$9,877,400</td>
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<tr>
<td>Month to Date (January 2021)</td>
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<td>$4,172,378</td>
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Motorist Modernization – Phase II: Office of Motorist Modernization
Weekly Status Report for the week ending January 22, 2021

Phase II - Milestone C (Apr 29 - July 16, 2020)
as of 2/2/2021

### Team A - TIR Issuance

<table>
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<tr>
<th>Current Activity</th>
<th>Sprint 20</th>
<th>Development</th>
<th>Testing</th>
<th>Business Actions</th>
<th>Technical Debt</th>
<th>Backlog Health</th>
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### Team B - MV Globals

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<th>Backlog Health</th>
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<td>56</td>
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### Portal/Fleet

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<th>Business Actions</th>
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### IFTA/IIPD

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### Enterprise

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<th>Testing</th>
<th>Business Actions</th>
<th>Technical Debt</th>
<th>Backlog Health</th>
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<tbody>
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<td>Not Started</td>
<td>4</td>
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### SUMMARY - ALL TEAMS

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<th>Development</th>
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<td>Green</td>
<td></td>
</tr>
<tr>
<td>Backlog Health</td>
<td>Red</td>
<td></td>
</tr>
</tbody>
</table>

#### 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**: New 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
- **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 2/2/2021

#### Team A - T&R Issuance

<table>
<thead>
<tr>
<th>Category</th>
<th>Not Started</th>
<th>Refinement</th>
<th>Development</th>
<th>Testing</th>
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<td>6</td>
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<td>96</td>
<td>328</td>
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<td>16.0%</td>
<td>6.4%</td>
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#### Team B - MV Globals

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<td>6</td>
<td>99</td>
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<td>64</td>
<td>64</td>
<td>96</td>
<td>328</td>
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<td>6.4%</td>
<td>20.2%</td>
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#### Portal/Fleet

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<th>Testing</th>
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<td>11.3%</td>
<td>7.5%</td>
<td>0.0%</td>
<td>0.0%</td>
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#### JITA/HRP

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#### Enterprise

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#### SUMMARY - ALL TEAMS

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**Legend**

- **Green:** Remaining sprint work can be completed within capacity
- **Red:** Remaining sprint work cannot be completed within capacity
- **Yellow:** Input from the business is not blocking team progress
- **Green:** Remaining sprint work can be completed with input
- **Red:** Remaining sprint work cannot be completed with input
- **Yellow:** Some delays in tech dependencies, not impacting schedule
- **Yellow:** Delays in tech dependencies have impacted schedule
- **Red:** Delays in tech dependencies have impacted schedule
- **Green:** Technical Debt
  - Green: Dependency not impacting schedule
  - Yellow: Dependency impacting schedule
  - Red: More than 2 sprints impacted by dependency
- **Yellow:** Technical Debt
  - Yellow: Impacting schedule
- **Red:** Impacting schedule
- **Green:** Impacting schedule

**Technical Debt**

- **Green:** Technical Debt not impacting schedule
- **Yellow:** Technical Debt impacting schedule
- **Red:** Technical Debt impacting schedule

**Backlog Health**

- **Green:** Refinement of user stories ahead of development sprints
- **Yellow:** Refinement of user stories behind development sprints
- **Red:** Refinement of user stories delayed

**Percentages**

- **Percentages:** by count of user stories for this Milestone
Motorist Modernization Phase II – February 9, 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, Under Review Late
- D5- System Security Plan, Approved
- D6- COTS System Technical Architecture Design, 11/9 Late
- D7- System Design Document - ORION Integration (ICD-I), 10/20 Late
- D8- System Design Document - External (Third Party) Interfaces (ICD-II), 12/3 Late

Important Activities – Nov & Dec

- Team – Integrate Program and Project schedules (7/31) – 10/16, review SEU impact of UAT schedule.
- Tech – Finalize IFTA Interface Design Specs

**Key Dependencies/Assumptions**

- IFTA JAD sessions conclusion, finalize interface design and development expectations of the Department.

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

- Risk – Project linked to Program Risk #13 Lack of availability of key OMM resources.

**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, 03/05/2021

Important Activities – Feb
• UAT – 12/14/2020 – 02/26/2021
• Training – iOS mDL – 02/01/2021
• Training – iOS Verifier – 02/15/2021
• Finalize User Guides – 02/23/2021
• Load & Performance Test – 02/26/2021 – 03/05/2021

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 – FSID – 10 Day Testing window for UAT
• Risk 83 – FSID Support
• Issue 25 – FSID - FLHSMV Apple and Google Store for FSID
• Issue 26 - FSID Comms Concerns

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