Motorist Modernization Advisory Board – Phase II Meeting
Tuesday, February 9, 2021
2:30 to 4:00 PM
VIA: GoToMeeting

Invitees	Representing
Stephen Boley	FLHSMV
Lt. Jason Britt	FLHSMV
Diane Buck	FLHSMV
Jay Levenstein	FLHSMV
Steve Burch	FLHSMV
Lisa Cullen	Florida Tax Collectors
Sherri Smith	Florida Tax Collectors
Sgt. Derek Joseph	Law Enforcement
TBD	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.
  - o 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
  - o Key dependencies and assumptions included:
    - o Infrastructure resources are available at key times in the project to alleviate delays in environment setup and code/configuration updates.
  - o 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.
  - o 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
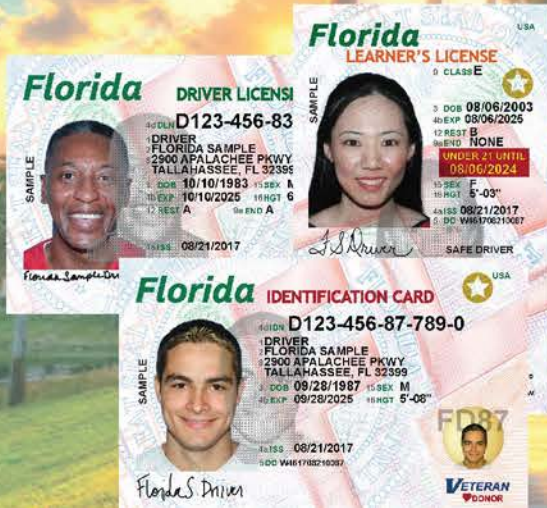
Financial Update Motorist Modernization
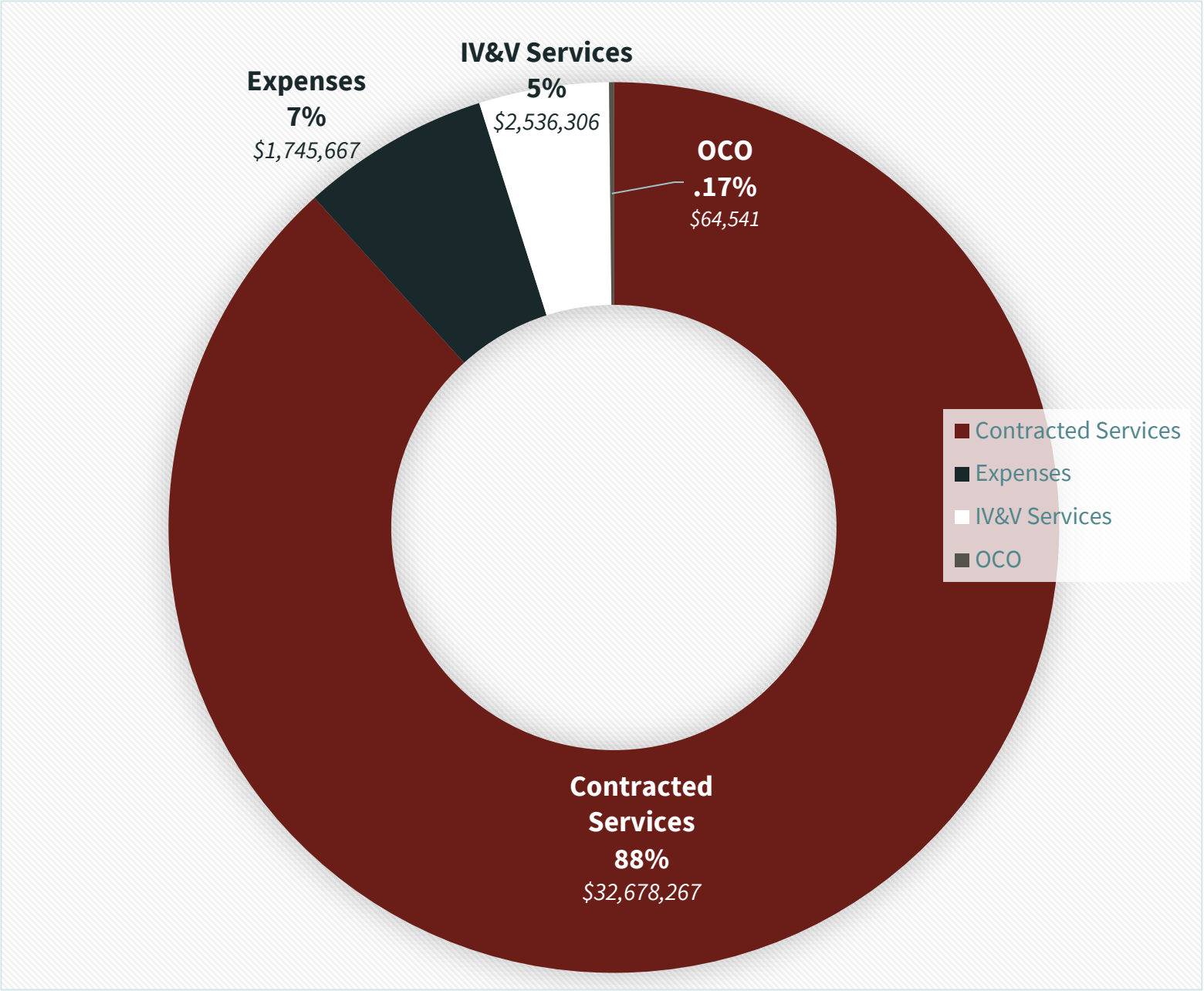
FEBRUARY 9, 2021

Phase I LBR Requests

Fiscal Year	Total Request	Contracted Services	IV&V Services	Expenses	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

Phase I
Total Actuals
2014-2020

Expenses
7%
$1,745,667

IV&V Services
5%
$2,536,306

OCO
.17%
$64,541

**Contracted
Services
88%**
$32,678,267

■ Contracted Services
■ Expenses
■ IV&V Services
■ OCO

Phase II
LBR Requests

Fiscal Year	Total Request	Contracted Services	IV&V Services	Expenses	OCO
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
TOTAL	**$53,828,620**	**$43,707,080**	**$2,473,390**	**$7,506,450**	**$141,700**

FLHSMV

ORION
ONLINE REGISTRATION AND
IDENTITY OPERATING NETWORK

Phase II Total Budget 2020-2021

IV&V Services
4%
$423,240

Expenses
19%
$1,814,200

OCO
.17%
$24,000

Contracted Services
77%
$7,615,960

Contracted Services
Expenses
IV&V Services
OCO
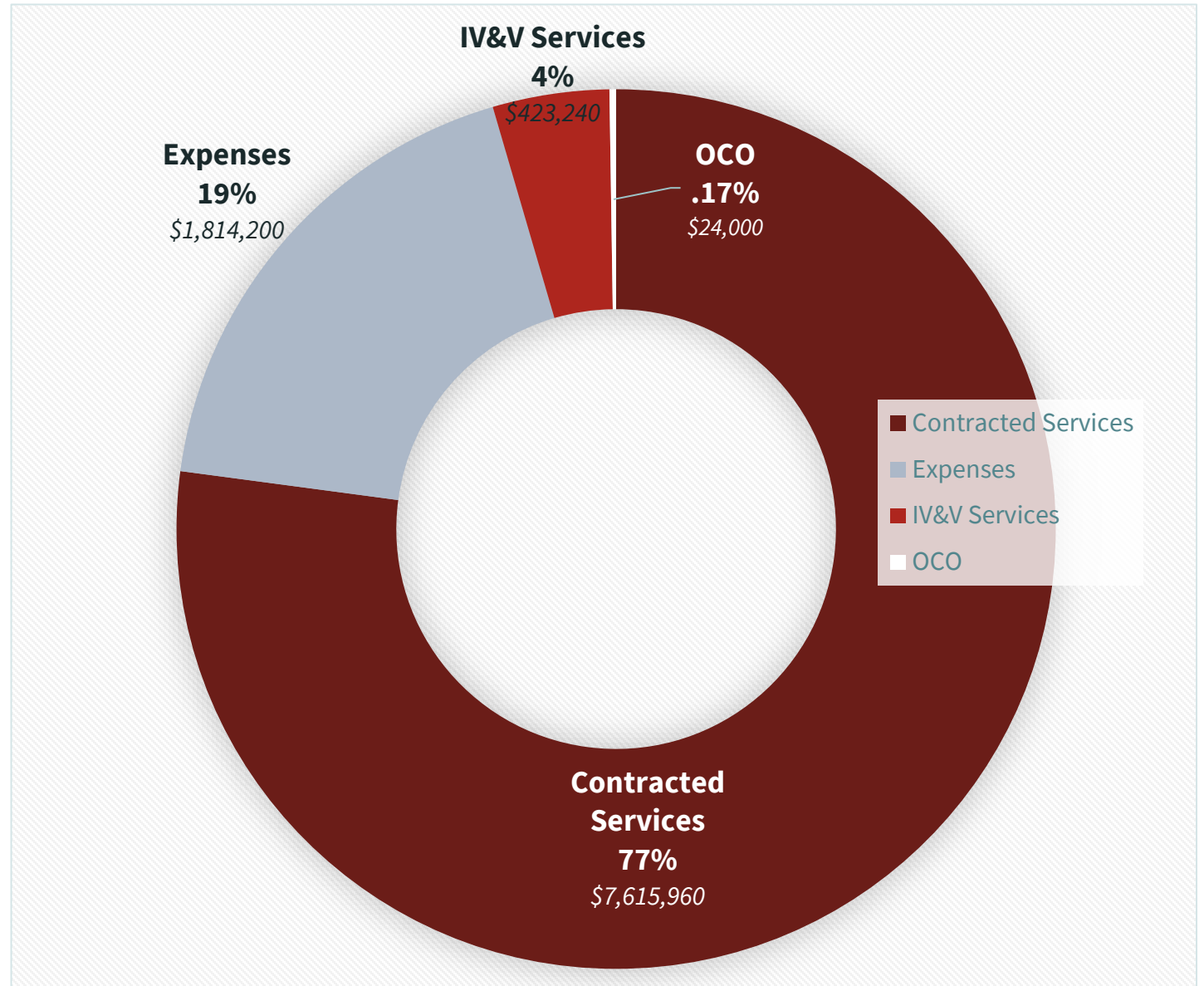
Phase II Expenditures by Month
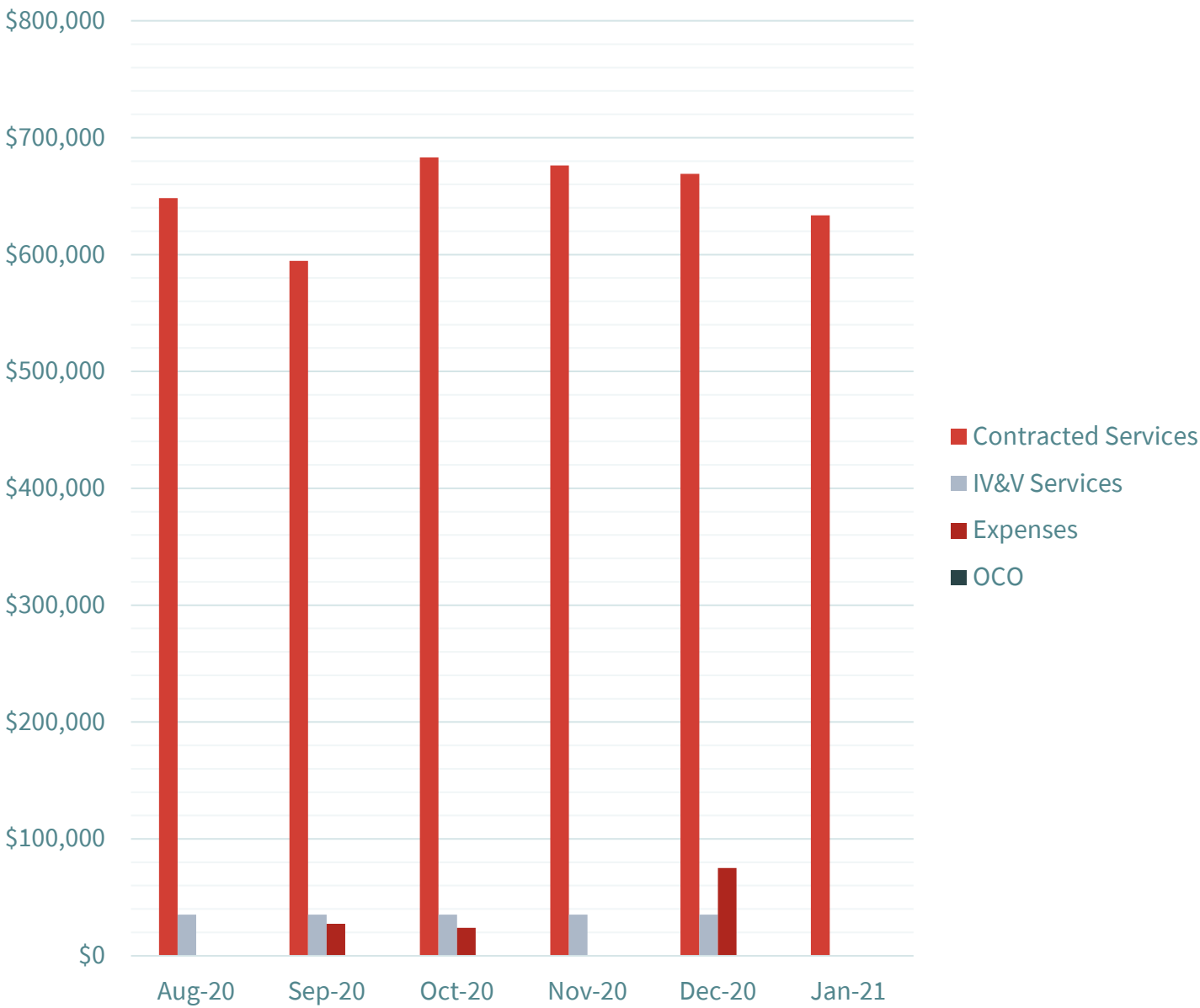
Phase II Budget v. Actuals

Description	Budget Total	Budget to Date	Actuals to Date	Variance
Fiscal Year to Date	$9,877,400			
Month to Date (January 2021)		$4,207,650	$4,172,378	(.85%)
Remaining Funds	$5,705,022			

FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

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 - T&R Issuance

Current Activity:	Sprint 20
Development:	Red
Testing:	Red
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Red

	#stories	est dev hrs	
Not Started	4	40	4.4%
Refinement	17	228	18.7%
Development	19	344	20.9%
Testing	6	156	6.6%
Done	39	372	42.9%
Blocked	6	4	6.6%
Total:	91	1,144	

Team B - MV Globals

Current Activity:	Sprint 20
Development:	Green
Testing:	Green
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Green

	#stories	est dev hrs	
Not Started	-	-	0.0%
Refinement	-	-	0.0%
Development	-	-	0.0%
Testing	-	-	0.0%
Done	56	744	100.0%
Blocked	-	-	0.0%
Total:	56	744	

Portal/Fleet

Current Activity:	Sprint 15
Development:	Red
Testing:	Red
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Green

	#stories	orig dev est	
Not Started	-	-	0.0%
Refinement	4	20	4.3%
Development	26	168	28.3%
Testing	23	296	25.0%
Done	39	252	42.4%
Blocked	-	-	0.0%
Total:	92	736	

IFTA/IRP

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

	#stories	est dev hrs	
Not Started	-	-	-
Refinement	-	-	-
Development	-	-	-
Testing	-	-	-
Done	-	-	-
Blocked	-	-	-
Total:	-	-	

Enterprise

Current Activity:	Sprint 20
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	-
Total:	4	-	

SUMMARY - ALL TEAMS
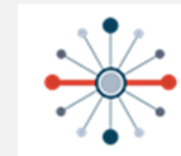
Development:	Red
Testing:	Red
Business Actions:	Yellow
Technical Debt:	Green
Backlog Health:	Red

	#stories	est dev hrs	
Not Started	4	40	1.7%
Refinement	21	248	8.8%
Development	45	512	18.8%
Testing	29	452	12.1%
Done	134	1,368	56.1%
Blocked	6	4	2.5%
Total:	239	2,624	

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

FLHSMV — FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

Motorist Modernization – Phase II: Office of Motorist Modernization
Weekly Status Report for the week ending *January 22, 2021*

Phase II - Milestone D (July 15 - October 22, 2020)
as of 2/2/2021

Team A - T&R Issuance

Current Activity:	Sprint 20
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%
Total:	308	2,912	

Team B - MV Globals

Current Activity:	Sprint 20
Development:	Red
Testing:	Red
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Red

	#stories	est dev hrs	
Not Started	51	764	54.3%
Refinement	15	168	16.0%
Development	3	64	3.2%
Testing	6	96	6.4%
Done	19	328	20.2%
Blocked	-	-	0.0%
Total:	94	1,420	

Portal/Fleet

Current Activity:	Sprint 15
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%
Total:	80	492	

IFTA/IRP

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

	#stories	est dev hrs	
Not Started	-	-	-
Refinement	-	-	-
Development	-	-	-
Testing	-	-	-
Done	-	-	-
Blocked	-	-	-
Total:	-	-	

Enterprise

Current Activity:	Sprint 20
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	-
Total:	1	-	

SUMMARY - ALL TEAMS

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

	#stories	est dev hrs	
Not Started	424	4,060	88.0%
Refinement	24	208	5.0%
Development	9	132	1.9%
Testing	6	96	1.2%
Done	19	328	3.9%
Blocked	-	-	0.0%
Total:	482	4,824	

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
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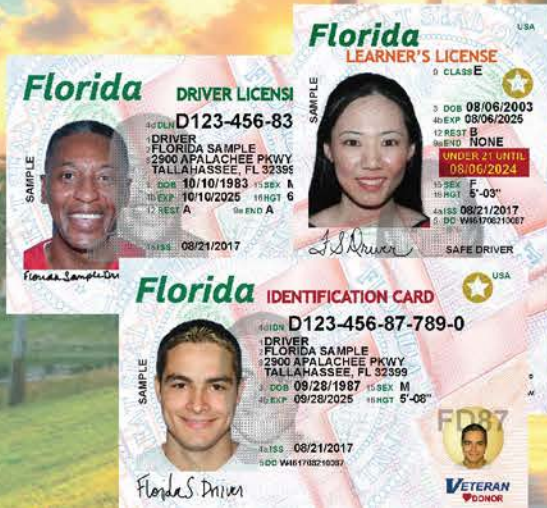
Technical Debt – Dependencies on infrastructure and associated processes (data model, enterprise code, legacy changes, etc.)
  Green: Tech dependencies not impacting schedule
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Backlog Health – Refinement of user stories ahead of development sprints
  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 – 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

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
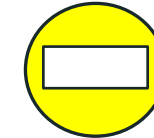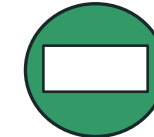
- Business Actions
- COTS Configuration
- ORION Integration
- Data Conversion
- Scope / Schedule
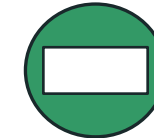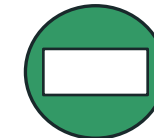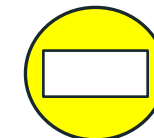
Florida Smart ID Project Update

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
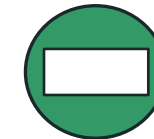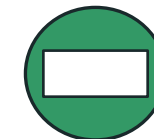*# Developers: 1.5*
 # Testers: 3+
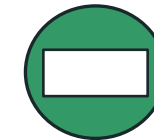
Business Actions
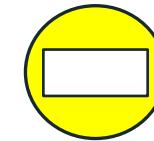
Florida SMART ID Configuration
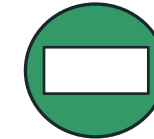
FLHSMV Integration

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

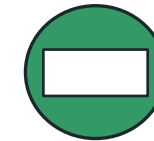- None at this time

Team Profile
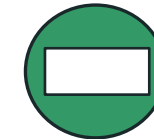# User Stories: N/A
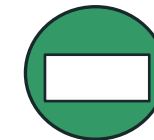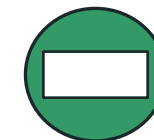# Developers: TBD
Testers: TBD
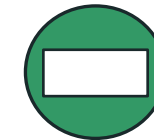
Business Actions

ECM Configuration

ORION Integration

Security / Technology

Scope / Schedule