

Motorist Modernization Advisory Board – Phase I Monthly Meeting
Tuesday, February 11, 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, January 14, 2020
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. Terrence Samuel began the meeting by welcoming the attendees and proceeded with the roll call of board members.

Advisory Board members present included:

- Deb Roby (phone)
 - Ed Broyles
 - Pace Callaway (absent)
 - Lisa Cullen
 - April Edwards
 - William Washington (phone)
 - Kevin Bailey
- Additional FLHSMV members present included: Terrence Samuel, Jessica Espinoza, Cathy Thomas, Scott Tomaszewski, Aundrea Powell, Laura Freeman, Craig Benner, Cheryl Dent, Elissa Cullen, Koral Griggs, Judy Johnson, Rachel Graham, Chad Hutchinson and Janis Timmons.
 - Visitors included: Carl Ford from J Ford Consulting, Scott Lunsford from the Florida Tax Collectors, Michelle McGinley from Accenture, and Joe Weldon from Accenture

REVIEW AND APPROVAL OF THE LAST MEETING MINUTES

- Rachel Graham reviewed the meeting minutes from December 10, 2019. No corrections or comments were identified. A motion to approve the minutes was accepted by the board members and the December 10, 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 the various engagement plans. The Change Champion Kick-Off meeting was held in December. The next Change Champion meeting is scheduled for January 28, 2020. 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 \$1 million expended. There was a 0% variance with approximately \$1.2 million in remaining funds. The budget for Phase II for fiscal year 2019-2020 is \$13.7 million with \$3.9 million expended. There was a 0% variance with approximately \$9.8 million in remaining funds.

PROJECT UPDATES

- Informatica – Cheryl Dent stated the team missed the forecasted key dates for the deployment of the Push/Pull replacement into production and the deployment of the remaining bi-directional workflows to STAGE. Key dependencies and assumptions for the team included: Natasha White continuing to assist with Push/Pull replacement testing and validation and Kevin Gray continuing to assist with Seed Testing and validation. Key risks and issues for the team included: Informatica schedule impacts based on new timelines (Issue 135). She stated that the team planned to work with Plante Moran to determine if they can assist with completing the remaining Informatica tasks. Once that is determined the team will work to define new timelines for Informatica STAGE and PROD deployments.
- DL Issuance – Joe Weldon stated the team was working on 44 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:
 - Support Vendors
 - 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 59 – Batch Vendors
 - Issue 129 – Informatica Impact on UAT
 - The team completed sprint development and testing as well as UAT.
- Motorist Maintenance (MM) 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: delaying any additional environment setup tasks pulling development leads away from change request work needed for go-live, data supporting MM-Transaction Application panels are made available and accessible and database tables and legislative WRAPS due prior to go-live should be handled by exception only.
 - Key risks and issues for the team included:
 - Issue 31 – Availability of external resources to address change request and egression testing work
 - The team completed sprint development and testing as well as UAT.
 - Cathy Thomas stated GEICO completed their Book of Business reload on January 10 and Progressive was scheduled to complete their Book of Business on January 17.
- 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 risks or issues to report. The team completed all sprint development, sprint testing and UAT.
 - Key implementation activities for the team included:
 - MyDMV Portal Dependency Updates
 - User Guide Documentation (in review by Communication)
 - Support LDO CSC Hands-on Training Development
 - Additional ADA enhancements

Office of Motorist Modernization

- 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 in early 2020
- Renewal Notification – Ms. Powell stated the team completed UAT and was still working on performance testing. She stated the team was 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
- Key Milestone Dates – Michelle McGinley presented the current status dates for Phase I. She stated the Informatica Go-Lives has yet to be determined. The Change Request development/testing are mostly on target with CP/CDLIS development/testing and MM development/testing running late. Ms. McGinley stated performance testing is trending late for some teams. A start date has not been established for SEU regression testing, yet. She stated both security testing and training readiness are on target. The Pilot Implementation, Statewide Rollout, and Phase I Closeout are all dependent on successful SEU regression testing and Informatica Go-Lives.

COMMUNICATION UPDATE

- There was no communication update for this meeting.

Q&A

- Lisa Cullen asked Craig Benner if there was anything the Organizational Change Management team needed help with.
- Mr. Benner responded by stating the team plans to reach out to her soon.

ADJOURNMENT

- Mr. Samuel adjourned the meeting at approximately 1:32 p.m.
- The next Advisory Board Meeting for Phase I is scheduled for February 11, 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 (12/10/19)	4 Pages
OCM Update Report	2 Pages
MM Phase I Financial Review	7 Pages
MM Phase I State-of-the-State Presentation	7 Pages

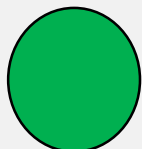
FLHSMV OCM Team Summary – Phase I

Planning



- Engagement Plans

Implement Change



- DAS
- FHP
- ISA
- MS
- OED

Measure & Evaluate



- Readiness Survey

Key Risks and Issues

- Tax Collector Engagement Plan*
- Pending questions on ORION Access*

SUMMARY & HIGHLIGHTS

- ISA Knowledge Transfer Plan approved and weekly meetings taking place*
- Continued meetings with bureaus on change management implementation checklists*

Tasks In Progress

- Developing Tax Collector Engagement Plan
- Developing Readiness Assessment Questions for March 2020
- Developing Pilot Survey Questions
- Facilitating meetings on ORION over-ride/disassociate procedures
- Facilitating meetings on TAC, FSC, SEU phone calls and troubleshooting
- Developing Letter Change Control Process
- Creating Transition Checklists

Report: February 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*

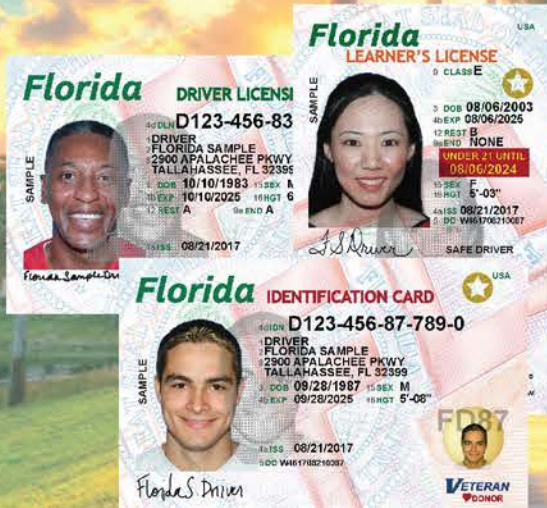
SUMMARY & HIGHLIGHTS

- Met with Accenture on Lesson Learned for Phase I*

Tasks In Progress

- Drafting OCM schedule
- Identifying Risks and Issues

Report: February 2020



Motorist Modernization Financials

FEBRUARY 11, 2020

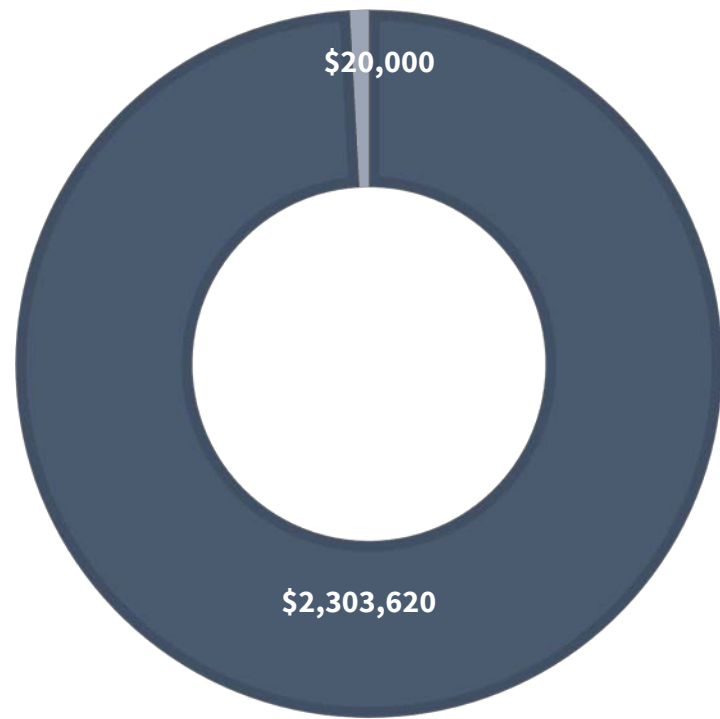


Phase I Total Project

LBR Requests - Updated

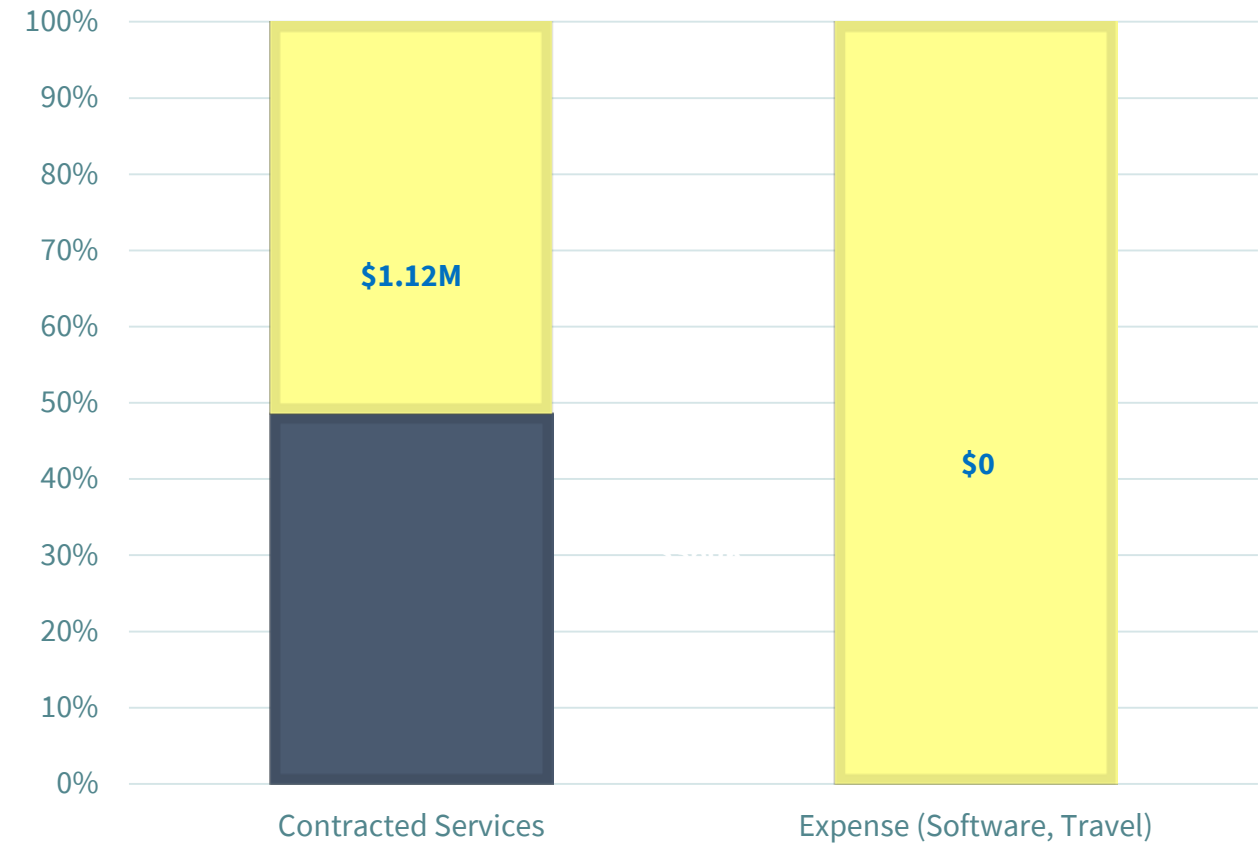
Fiscal Year	Total Request	Contracted Services	IV&V Services	Expense (Software, Travel, etc.)	OCO
2014-2015	\$ 2,500,000	\$ 1,514,762	\$ 619,186	\$ 61,478	\$ -
2015-2016	\$ 6,362,609	\$ 5,468,933	\$ 479,280	\$ 382,501	\$ 31,895
2016-2017	\$ 8,749,351	\$ 7,907,512	\$ 479,280	\$ 336,688	\$ 25,871
2017-2018	\$ 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: \$1,120,000



■ Remaining

Budget and Actuals: Current Fiscal Year through January 2020

Budget and Actuals

Phase I Overview

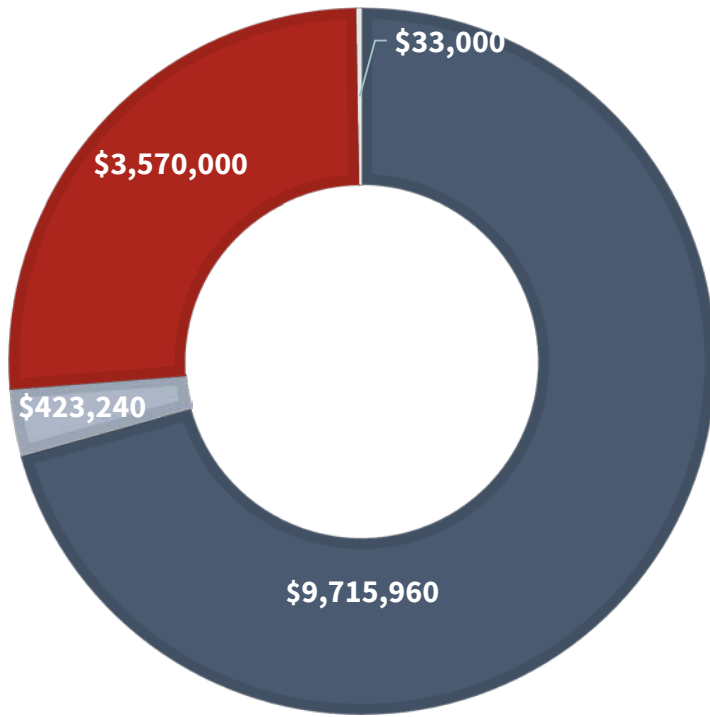
Description	Budget Total	Actuals to Date	Variance
Fiscal Year 2019-2020 Total Funding	\$2,323,620		
Fiscal Year to Date	\$1,120,000	\$1,120,000	0%
Month to Date (January 2020)	\$160,000	\$160,000	0%
Remaining Funds	\$1,206,620		

Phase II Total Project

LBR Requests

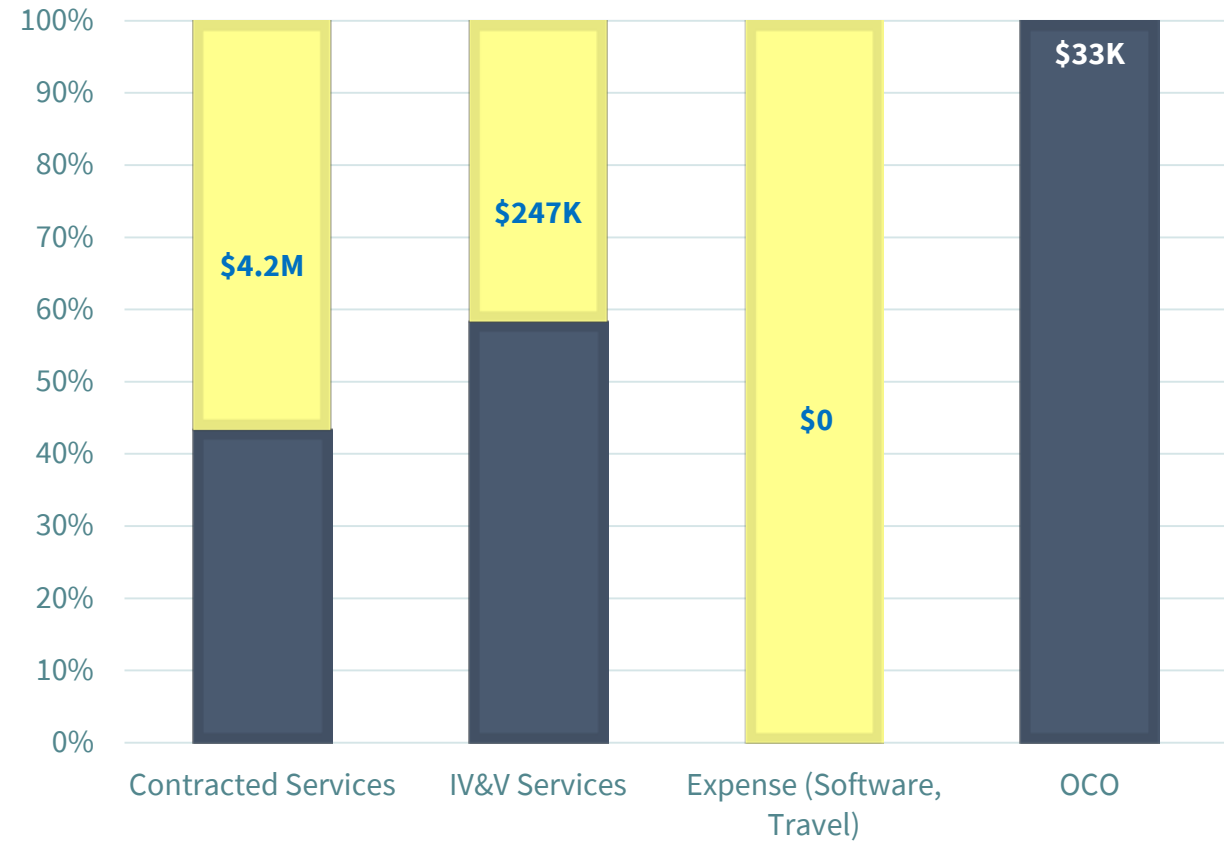
<i>Fiscal Year</i>	<i>Total Request</i>	<i>Contracted Services</i>	<i>IV&V Services</i>	<i>Expense</i>	<i>OCO</i>
2017-2018	\$4,132,180	\$3,575,240	\$357,190	\$179,850	\$19,900
2018-2019	\$5,037,000	\$4,455,960	\$423,240	\$150,000	\$7,800
2019-2020	\$13,742,200	\$9,715,960	\$423,240	\$3,570,000	\$33,000
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: \$4,495,738



■ Remaining

Budget and Actuals: Current Fiscal Year through January 2020

Budget and Actuals

Overview

Description	Budget Total	Actuals to Date	Variance
Fiscal Year 2019-2020 Total Funding	\$13,742,200		
Fiscal Year to Date	\$4,495,738	\$4,495,738	0.00%
Month to Date (January 2020)	\$595,078	\$595,078	0.00%
Remaining Funds	\$9,246,462		



Motorist Modernization Phase I – February 11, 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: 9
Tables Completed: 2

SEU Push/Pull Testing
Complete (priority): 50%

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 after contract finalized with PM)

Key Risks and Issues

- Issue 135 – Informatica schedule impacts based on new timelines

Update: Plante Moran was onsite January 21-22, 2020 to conduct an assessment of the current status and provide us a more definitive estimate for the deliverables identified. Plante Moran has submitted their proposal to complete the work for the tasks which FLHSMV has requested their help. The proposal is with the IT Financial and Planning Services who are working on the contract.

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): 41

Tests Developed: 41
Pending Execution: 3
In Process of Execution: 16
Successfully Completed: 22

Security Testing Status

Not Started

Forecasted Key Dates

Sprint Development – **Done**

Sprint Testing – **Done**

UAT Completion – **Done**

CR Development - 1/10/2020 – **Done**

CR Testing – 1/17/2020

Key Risks and Issues

- Issue 59 – Batch Vendors
- Issue 158 – DB Updates Impacting Teams

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
- 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 FTEs

Enterprise Testing Summary

Performance Test Scenarios
(Total): 24

Tests Developed: 23*
Pending Execution: 14*
In Process of Execution: 0
Successfully Completed: 10

* Counts may be refined after de-duplication

Security Testing Status

Not Started

Forecasted Key Dates

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

MM CR Development - **Done**
Exception with Trans Appl screens.
MM CR Testing – 2/20/2019
Revised Date: 2/28/2020
FR CR Development – **Done**
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 83% of files as of 2/3/20.
- Final regression testing April/May 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.
- WRAPs/CRs are for critical exceptions only – There are 5 additional CRs being considered by the business.

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**

MyDMV CR204 Development - **01/17/2020**
MyDMV CR204 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: 5
In Process of Execution : 2
Execution Completed: 11

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: 1/31/2020

CP/CDLIS CR Testing – 01/17/2020

Revised Date: 2/14/2020

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**

Renewal CR Development - **Done**

Renewal CR Testing – **Done**

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

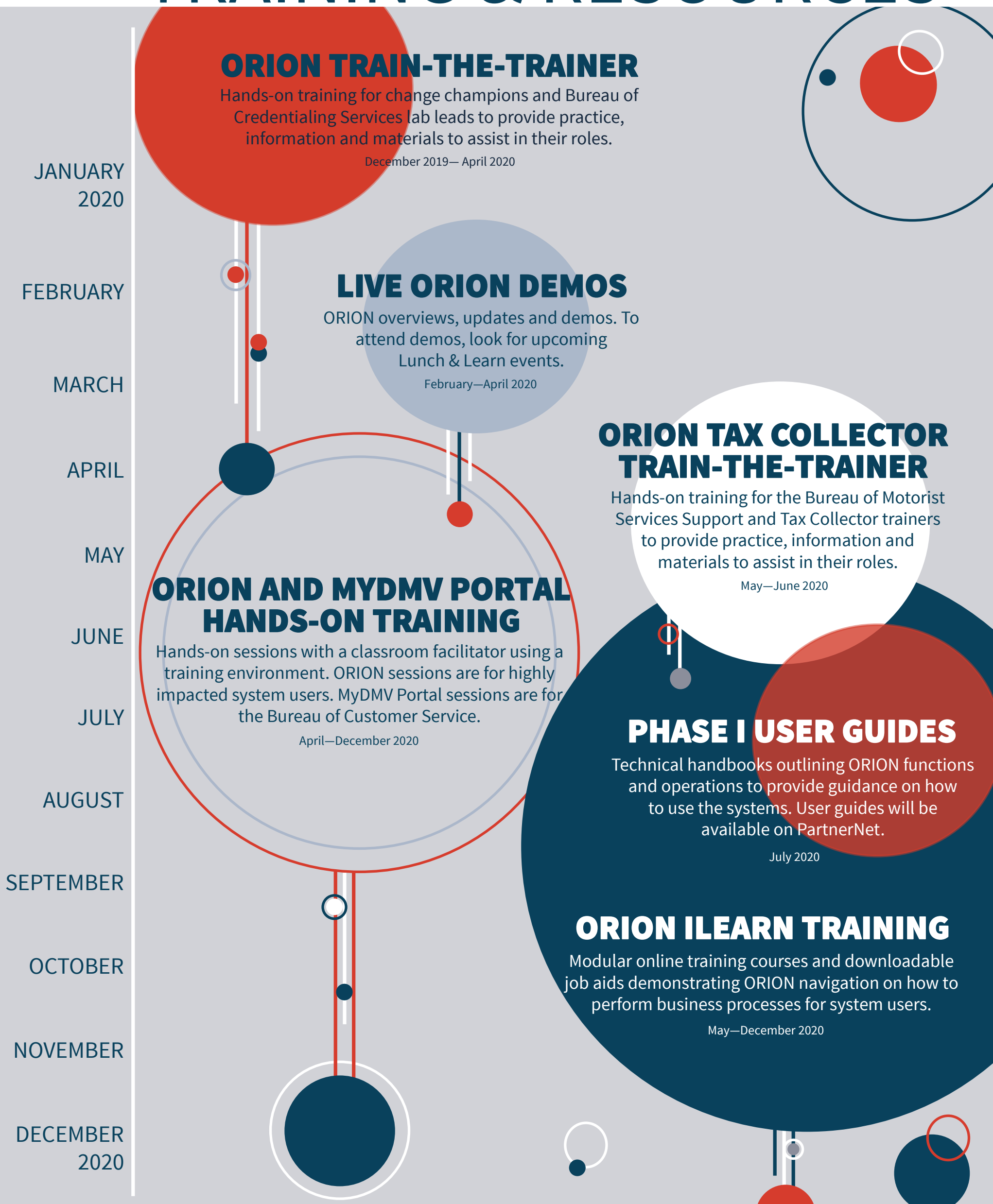
Key Risks and Issues

- None at this time



MOTORIST
MODERNIZATION

PHASE I TRAINING & RESOURCES



Motorist Modernization Phase I Communications Plan

This plan covers November 2019 - April 2020

Organizational Change Management

Date/Frequency	Title	Category	Description	Audience	Vehicle	Owner(s)
Daily	Organizational Change Management Core Team Meeting	Internal	Daily meetings to discuss and review aspects, tasks and dates of completion related to Organizational Change Management.	OCM Core Team	Face-to-Face Meeting	Craig Benner
Bi-Weekly	Organizational Change Management Meeting	Internal	Bi-weekly meetings on Wednesday with the additional members of the OCM team and Accenture to discuss items related to organizational change management.	OCM Team and Accenture	Face-to-Face Meeting	Craig Benner
Weekly	Internal Change Control Board	Internal	Weekly meetings to discuss and review change requests related to system development and scheduling prior to the bi-monthly Change Control Board Meeting.	Product Owners and OMM Team	Face-to-Face Meeting	Kristin Green and Project Managers
Bi-Monthly	Change Control Board	Internal	Bi-monthly meeting to discuss, review and approve change requests related to system development and scheduling.	CCB Members and OMM Team	Face-to-Face Meeting	Kristin Green and Project Managers
Reoccurring	Engagement Plan Meetings	Internal	Continued meetings with divisions and bureaus to discuss the engagement plans and checklists developed for the Division of Motorist Services, Division of Administrative Service, Office of the Executive Director, Information Systems Administration and Florida Highway Patrol.	FLHSMV Staff	Face-to-Face Meeting	Craig Benner
Monthly	Motorist Modernization User Guides	Internal/External	Meetings occurring throughout the month providing content for the Motorist Modernization User Guides related to Driver License Issuance, Renewal Notifications, MyDMV Portal and the Supergroup (CDLIS, Citation Processing, Motorist Maintenance and Financial Responsibility).	FLHSMV Staff and Tax Collectors	Face-to-Face Meeting/Conference Call/Electronic Communication	Koral Griggs and Project Managers
November 13, 2019	Change Champion Kickoff Meeting	Internal	Face-to-face notification to Change Champions of their selection and a series of meetings to prepare Change Champions for questions and inquiries regarding the Motorist Modernization Program.	FLHSMV Staff	Face-to-Face Meeting/Electronic Communication	Craig Benner
November 22, 2019	Change Champion Kickoff Survey	Internal	Distributed a survey to members who attended the Change Champion Kickoff to receive feedback and insight. The survey closes December 6, 2019.	OCM Core Team	Electronic Communication	Craig Benner

December 17, 2019	Change Champion Network Connect Meeting	Internal	First official Change Champion meeting following the kickoff.	FLHSMV Staff	Face-to-Face Meeting	Craig Benner
February 21, 2020	Change Champion Network Connect Meeting	Internal	Monthly meeting to provide updates and host discussions with the FLHSMV Change Champions regarding Phase I Motorist Modernization.	FLHSMV Staff	Face-to-Face Meeting	Craig Benner
February - April 2020	Motorist Modernization Resources	Internal/External	Developing strategic materials, including posters, bulletin boards, quick facts and tear sheet to assist change champions in communicating about Motorist Modernization.	FLHSMV Staff and Tax Collectors	Printed Materials/Electronic Communication	Koral Griggs
March 2020	Organizational Readiness Survey	Internal/External	Distribution of an assessment from the OCM team to internal and external members to identify readiness regarding the Motorist Modernization Program.	OCM Core Team and FLHSMV Staff	Electronic Communication	Craig Benner
February - May 2020	Tax Collector Engagement Plan	Internal/External	Document to provide information to Tax Collectors about Motorist Modernization changes. Includes training curricula and other pertinent information for Tax Collectors to review prior to go-live.	OCM Core Team	Electronic Communication	Craig Benner
Training						
Date/Frequency	Title	Category	Description	Audience	Vehicle	Owner(s)
Weekly	Learning and Development Office Checkpoint Meeting	Curriculum Course Development	Weekly meeting with Motorist Modernization leadership to review the Learning and Development Office training plan and process updates.	LDO Members and OMM Team	Face-to-Face Meeting	Jennifer Ford and Sarah Pope
Weekly	Learning and Development Office Motorist Modernization Team Checkpoint Meetings	Curriculum Course Development	Weekly meeting to discuss training needs, development progress, schedule, change requests, risks, issues or questions impacting training.	LDO Members and OMM Team	Face-to-Face Meeting	Sarah Pope and LDO Designers
As Necessary	LDO User Experience Demo	Curriculum Course Development	As training processes are developed and tested, SEU and/or the project teams facilitate a demo for LDO to walk through the training process as it should be communicated to the end user. This demo is the first step in the development process.	LDO, SEU and OMM Team	Face-to-Face Meeting/Recording	Sarah Pope and LDO Designers
Bi-Weekly	Learning and Development/Office of Motorist Modernization Leadership Meeting	Internal	Bi-weekly meeting to ensure coordination between Motorist Modernization and Learning and Development leadership.	LDO and OMM Leadership	Face-to-Face Meeting	Terrence Samuel and Jennifer Ford
February 2020	Training and Resources Poster	Internal	Poster created by the Learning and Development Office to provide additional information on training and resources being offered by LDO, SEU, and other trainers.	FLHSMV Staff	Electronic Communication	Jennifer Ford

February 2020	Motorist Modernization SharePoint Training Page	Internal	Training page created by the Learning and Development Office to provide additional informaiton on training, curricula, timelines and resources related to ORION.	FLHSMV Staff	Electronic Communication	Jennifer Ford
February 2020	Motorist Modernization Phase I Training for Tax Collectors	Internal/External	Meeting on February 13, 2020 in Brevard County to provide an overview of Phase I training for tax collectors, tax collector train-the-trainer sessions, timeline for training activities, and plan for monthly training updates for tax collectors on training status.	LDO, Motorist Services, and identified Tax Collectors	Face-to-Face Meeting	Jennifer Ford
Communications						
Date/Frequency	Title	Category	Description	Audience	Vehicle	Owner(s)
Bi-Weekly	Executive Steering Committee Meeting	Internal	Bi-weekly meeting to present updates, information and changes to the Executive Steering Committee.	ESC Leadership Members and OMM Team	Face-to-Face Meeting	OMM Team
Monthly	Phase I Advisory Board	Internal/External	Monthly meeting open to the public to present updates, information and changes to the Phase I Advisory Board.	Advisory Board Voting Members and OMM Team	Face-to-Face Meeting/Conference Call	OMM Team
Weekly	Motorist Modernization Internal Team Meeting	Internal	Weekly meeting to discuss risks and issues and provide updates and information related to the program.	OMM Team	Face-to-Face Meeting	OMM Team
Weekly	Phase I Accenture Weekly Status Meeting	Internal/External	Weekly meeting to discuss risks and issues and provide updates and information related to the program with the Phase I Accenture team, Ernst and Young, AST and OMM team members.	OMM Team, Ernst and Young and AST	Face-to-Face Meeting/Conference Call	Accenture Team
Weekly	Motorist Modernization Weekly Leadership Meeting	Internal	Weekly meeting to discuss risks and issues and provide updates and information related to the program to Executive Leadership.	Executive Leadership	Face-to-Face Meeting	OMM Team
Weekly	IV&V Weekly Status Meeting	Internal	Weekly meeting to discuss the overall status of the Motorist Modernization Program from an independent validation and verification perspective.	OMM Leadership, AST, Ernst and Young, and Contract Manager	Face-to-Face Meeting	Kristin Green
As Necessary	Focus Group Meetings	Stakeholder Outreach	Meetings to provide information or obtain feedback on the Motorist Modernization initiative.	Various Stakeholders	Face-to-Face Meeting/Conference Call/Electronic Communication	Koral Griggs, Terrence Samuel, Senior Business Analysts
Bi-Weekly	Communications Meeting	Internal	Bi-weekly meeting with the FLHSMV Communication team to discuss communications within the agency and the Office of Motorist Modernization, in addition to MyDMV Portal marketing.	FLHSMV Communications Team	Face-to-Face Meeting	Koral Griggs and Aaron Keller

As Necessary	MoMo You Know	Internal	When requested, an email containing updates related to the Motorist Modernization project, including "need to knows," encouragement, upcoming tasks, etc.	Motorist Modernization Program Members	Electronic Communication	Koral Griggs
Monthly	ORION Hub Newsletter	External/Internal	Monthly newsletter consisting of various articles related to the Motorist Modernization project and written by Motorist Modernization team members.	FLHSMV Staff Members and Tax Collectors	Electronic Communication	Koral Griggs
Quarterly	Motorist Services Intersection Newsletter	Internal	Provide Motorist Modernization content for the Motorist Services Intersection Newsletter, when requested.	FLHSMV Staff Members and Tax Collectors	Electronic Communication	Rick Burnham
Weekly	Motorist Services News Wheel	Internal	Provide Motorist Modernization content for the Motorist Services News Wheel, when requested.	Motorist Services	Electronic Communication	Rick Burnham
Monthly	ORION Star	Internal	Monthly award presented to a Motorist Modernization team member who has gone "above and beyond" for the sake of the project and the team.	Executive Leadership and Motorist Modernization Program Members	Electronic Communication	Koral Griggs
Monthly	Legislative Governance Status Report	External	Monthly status report to provide updates related to the Motorist Modernization Program.	Various Stakeholders	Electronic Communication	Accenture Team
As Necessary	FLHSMV Governor's Weekly Report	External	Contribution of content for the Governor's Weekly Report, as necessary.	Florida Governor	Electronic Communication	Koral Griggs
Monthly	Motorist Modernization Website	Internal/External	Monthly updates to the Motorist Modernization webpage including videos, meeting materials and information related to the monthly advisory board meetings and the Motorist Modernization Program.	FLHSMV Staff, Tax Collectors and Citizens	Website	Koral Griggs and FLHSMV Web Team
Monthly	Florida Highway Safety AAMVA Testing for CDLIS 5.3.3	Internal/External	Monthly meeting to prepare for casual and structural testing related to CDLIS 5.3.3., including PDPS and SSOLV.	AAMVA QA Manager, AAMVA Florida Representative, and CDLIS and Citation Processing Team	Conference Call	Kristin Green and Aundrea Andrades
As Necessary	PartnerNet/SafetyNet Webpages	Internal/External	Updates to the PartnerNet and SafetyNet webpages containing information related to the Motorist Modernization project, as necessary; including the monthly IV&V Report and the monthly Tax Collector Status Report.	Tax Collectors and FLHSMV Staff	PartnerNet/SafetyNet	Koral Griggs
Bi-Weekly	Financial Responsibility Bi-Weekly Meeting	Internal	Bi-weekly meeting with Financial Responsibility team members and the Department of Financial Services to provide updates on the Motorist Modernization Program and the Financial Responsibility project.	Department of Financial Services and FLHSMV Staff	Conference Call	Scott Tomaszewski, Catherine Thomas, Laura Freeman, Pat Porter, Mechell Walker and Ray Graves
Bi-Weekly	Phase I Go-Live Implementation Meetings	Internal	Bi-weekly meeting with the Motorist Modernization team to discuss tasks related to go-live implementation for Phase I.	OMM Team	Face-to-Face Meeting	Michelle McGinley

Monthly	REAL ID Compliance	Internal/External	Monitor REAL ID compliance rates statewide prior to October 1, 2020. Whenever possible, provide stakeholders with REAL ID materials and reminders to pass along to customers. Include report on monthly tax collector update.	OMM Team	Printed Materials/Electronic Communication/Face-to-Face Meeting	Koral Griggs and FLHSMV Communications Team
November 6, 2019	AAMVA Team Site Visit	Internal/External	Meeting with the Motorist Modernization team, ISA and MS business members to discuss an overview and development options for NMVTIS, FLHSMV titling processes and modernization plans.	AAMVA	Face-to-Face Meeting	Terrence Samuel, Catherine Thomas, Judy Johnson, Chad Hutchinson and Nathan Johnson
February 11 - 13, 2020	Driver License Issuance Sandbox Hands-On ORION Overview	Internal/External	Hands-on overview for Brevard County Tax Collectors regarding the ORION Driver License Issuance Sandbox.	Tax Collectors	Face-to-Face Meeting	Terrence Samuel, Jessica Espinoza and Chad Hutchinson
February 18, 2020	Motorist Modernization State of the State Meeting	Internal	Update regarding Phase I activities for all members involved in Phase I of Motorist Modernization. Updates presented from each project team regarding development, testing, risks and issues.	FLHSMV Staff	Face-to-Face Meeting/Conference Call	Michelle McGinley
February 20, 2020	Lunch and Learn	Internal	Lunch and learn event for attendees to view a demonstration of the ORION Driver License Issuance system.	FLHSMV Staff	Face-to-Face Meeting/Conference Call	Jessica Espinoza and Terrence Samuel