

Motorist Modernization

Motorist Modernization Advisory Board Monthly Meeting February 20, 2017 Neil Kirkman Building, Conference Room B-130 2900 Apalachee Parkway, Tallahassee Florida 32399 1:00-3:00 P.M. EST

Invitees

Deb Roby
Ed Broyles
Kelley Scott
Carl Forney
April Edwards
Beth Allman
Linda Fugate

Representing

DHSMV
DHSMV
DHSMV
DHSMV
DHSMV
Florida Clerk Courts & Comptrollers
Florida Tax Collectors

Agenda

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



MOTORIST MODERNIZATION ADVISORY BOARD

Monthly Meeting Minutes

Kirkman Building Conference Room B-130

January 10, 2017

1:00 p.m. to 3:00 p.m.

WELCOME AND INTRODUCTIONS

- The meeting was called to order at 1:05 pm. Mr. Samuel began the meeting with the *Welcome and Introductions*. He proceeded with the roll call of the Board Members.

Advisory Board Members present included:

- Beth Allman (via phone)
 - Carl Forney
 - Kelley Scott
 - Ed Broyles
 - Deb Roby
 - April Edwards
 - Linda Fugate (not in attendance)
- Other DHSMV members present included: Terrence Samuel, Kristin Green, Cheryln Dent, Janis Timmons, Scott Tomaszewski, Sonia Nelson, Judy Johnson, Cathy Thomas, Laura Freeman, Aundrea Andrades, Kelly Shannon, Jessica Espinoza, Joe Weldon (Accenture) and Koral Griggs.
 - Visitors included: Alyene Calvo, (Ernst & Young), Gary Didio, (Ernst & Young) and Trey Collins from DHSMV.
 - Mr. Samuel introduced two new members to the OMM team. Cheryln Dent is the new Program Manager who replaced Wendy Ling and Koral Griggs is the new Communications Program Consultant who replaced Samadhi Jones. These two positions complete the vacancies that OMM had advertised.
 - Mr. Samuel reminded all members that the Advisory Board meetings are recorded for public view.

REVIEW AND APPROVAL OF THE MINUTES FROM NOVEMBER 8, 2016

- Ms. Green reviewed the meeting minutes from November 8, 2016. A motion to approve the November 8, 2016 minutes was unanimously accepted by the Board Members.

IV&V UPDATE

- Ms. Alyene Calvo provided the IV&V overview. As of December 14, 2016, the project overall is still green and there are no open deficiencies. E&Y reviewed one additional facet, the Security Business Continuity and Disaster Recovery, and did not find any issues. They have started an initial review of the security plan, security requirements, roles and responsibilities and are happy with what they have seen so far.

- Ms. Calvo reviewed the facets remaining which are the gray shaded cubes.
 - Technical Infrastructure - The project team is developing the technical architectural documents that will be coming out in February 2017. IV&V will be involved in the review as they are being developed, however, review will not occur until the February report is completed. The report will be released in early March 2017.
 - Controls – Will be evaluated in March, so the findings will appear in the report released in April.
- **Cutover Support and Sustainability Model** – These two areas will be evaluated later in the project and won't be officially reviewed until UAT. In summary, all key indicators are within the parameters and the overall performance for this project is very good.

STAKEHOLDER OUTREACH UPDATE

- Mr. Samuel provided an update on recent outreach initiatives and upcoming meetings and presentations.
- OMM participated in the Motorist Services Leadership training that was held in Tallahassee on December 14, 2016. The team provided an overview of the Program and Ms. Judy Johnson provided a demo of the new Portal.
- There will be a Tax Collector Steering Committee Meeting this Thursday and the team will be providing Tax Collector Leadership an update on the program.
- On Wednesday, Ms. Johnson will be presenting a Portal demo to Ed Broyles QA group.
- On Friday, the team will present a program update to the DHSMV legal department for their training class.
- The team provided a demo during the December ESC meeting. The demo previewed the portions of the new DL system that have been developed so far. The team will provide the same demonstration for the Advisory Board at a future meeting. The ESC team was very pleased with the demo and what has been accomplished. They are very proud of the project team and the progress of the DL System.
- A presentation will be scheduled in the upcoming months for Anat Michaeli-Ling, (LDO) to share the training plan for the Renewal system with the ESC, Advisory Board, and OMM Leadership groups. This presentation will provide detailed information about the plan and the training developed for the new renewal process.

PHASE I PROGRAM UPDATE

- Ms. Janis Timmons reviewed the Spend Plan for December 2016. All the deliverables have been submitted and paid for the month of December. The second budget amendment was submitted early December and the funds were approved and received. The team will request the final release towards the end of March. This last release will take the program through the end of this fiscal year. The program is \$198.00 under spent. The team is currently looking at expenses for the last six months of this fiscal year.
- Mr. Samuel advised that the LBR funding request for Phase I for 2017/2018 was \$9.8 million. For Phase II, the funding request was \$4.1 million. This funding will assist with requirements gathering and validation. Within Phase II, the team will be looking at Motor Vehicles which is the current Florida Real-Time Vehicle Information System (FRVIS). FRVIS is a large system which involves titles, registrations, inventory, parking permits and stops. The team will also be looking at adding Motor Vehicle functionality to Portal. Within Phase II, there are consumer complaints, mobile home installer, dealer license, fleet management system, IFTA, IRP, various other

functions, as well as some database work. The idea is that as the team finishes development for Phase I, development will begin for Phase II. As part of that effort, the team will be going out and meeting with stakeholders to solicit input about Phase II requirements, as well as performing office visits and presentations of work completed thus far from Phase I efforts.

CHANGE REQUEST REVIEWS

- Mr. Samuel advised the Board that there were no new Change Requests to review at this time.

POLICY AND DECISION REVIEW

- DL26 – Ms. Espinoza indicated that DL26 is for the check validation hardware and services that we have been working on with Bank of America for pricing information. There is no update, still awaiting a response from Bank of America. This will be updated as soon as that information becomes available.
- REN07 – Ms. Johnson provided the update for the renewal processing performed by the Department of Revenue on behalf of the department. As part of the Modernization project, there have been numerous meetings and discussions regarding bringing all DL Renewal Notifications processing in-house from the Dept. of Revenue to Novitex and include all out of state MV Renewal Notifications print, mail and processing. It has been decided that the Agency will be bringing that process back in-house. Meetings with Mr. Trey Collins who is new to the department (replacing Janie Westberry) have occurred to get him up to speed with discussions from Novitex. Mr. Collins sent an email request to Novitex to schedule a meeting for the week of 1/16/17 through 1/20/17.

PROJECT UPDATE

- DL Issuance – Mr. Weldon indicated they are working on Milestone B which focuses on continuing work on the Customer Summary Tabs and AAMVA calls to validate a customer's driving record. During this Milestone, the team will also continue to work on the screens for an Original ID Issuance. The team has pulled some stories from both Milestones C and E into this Milestone. They will complete Sprint 7 on 1/11/17 and begin Sprint 8 with Sprint Planning on 1/12/17. This is the last Sprint before the HIP Sprint. The Policy and Procedures Working Group is continuing their meetings on a weekly basis via conference calls. There are no project specific risks reported for the current period. There are no action items to report. There are no new issues and one project issue remains open:
 - Issue 39 – There are two vacant development positions for the DL Issuance Team. DHSMV is reviewing resumes from the job posting that closed 1/24/16. There are two critical Change Requests pending:
 - CR 30 – Motor Voter Party Affiliation Sig Pad – Need to make updates based upon ESC input.
 - CR-43 – Capture Data Tier- This change request is to create stories necessary to migrate the Orion Capture Module from its current SQL Server Database to the new Couchbase Database used for the D Issuance Orion Module.
- Motorist Maintenance – Mr. Tomaszewski indicated they are currently in Milestone B, Sprint 7 of the data tier work. They are scheduled to complete this Sprint on 1/11/17. There are 11 additional stories that are expected to be signed off once the Product Owner completes review on 1/11/17. The Enterprise Core Knowledge Gap issue reported during Sprint 5 continues to impact development progress. The team pulled additional development task for 24 additional

stories to allow developers to continue work while knowledge gap is mitigated. They have one risk that they are tracking through Milestone B. Mitigation efforts involve direct communication between our developers and the Enterprise Technical Team. There is one issue they are tracking related to a knowledge gap of the developers and the Enterprise Core Development standards. There are no new Change Requests and no action items to report. They are working against the final Release Plan and Financial Responsibility pre-planning tasks will start at the end of January 2017.

- MyDMV Portal – Ms. Andrades indicated that they are currently in Milestone B with their HIP Sprint to begin on 1/4/17 and ends 1/10/17, ending Milestone B. Sprint 8 is scheduled to begin 1/11/17 and ends 1/31/17. There are no new risks and two previous risks of the development and testing there were not completed in the HIP sprint. There were no new Change Requests and no action items to report during this period.
- Renewal Notification – Ms. Nelson stated that Renewal Notifications is on target to complete Milestone A scheduled for 1/31/17. Milestone A Development tasks concentrate on the Motor Vehicle, Mobile Home and Vessel stories. Primary development tasks involve the implementation of the Fee Service for calculating all renewal fees for vehicles and mobile homes. The HIP Sprint for Renewals started on 1/10/17 and will end on 1/31/17. There are 29 Milestone A stories and additional stories are committed in the Sprint for Milestones B, C & D. Development tasks concentrate on Parking Permit Stories. There are no new risks, issues or change requests during this period.
- CDLIS/Citation Processing – Ms. Nelson stated that CDLIS/CP will be completing Milestone A on 1/10/17. The HIP Sprint for Milestone A was completed on 1/9/17. The Citation Processing Testing has been completed and they received Product Owner approval on 1/6/17. CDLIS testing has been completed and they received Product Owner approval on 1/4/17. No new risks were identified. No new issues or change requests during this period. The Development and Testing activities will be suspended after 1/9/17 until April 2017.
- Mr. Samuel indicated that the overall plan is to keep all teams on time with deadlines, Sprints and Milestones.

Q&A

- There were no questions or concerns from members present.

ADJOURNMENT

- Mr. Samuel adjourned the meeting at 1:38 p.m.
- The next Advisory Board Meeting is scheduled for Tuesday, February 14, 2017 from 1:00 to 3:00 p.m.

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, dated 11/8/16

5 pages

DRAFT

Motorist Modernization Phase I
Decision Document

Item No.	Add Date	Function Area	Requested Functionality	Bureau Chief Suggestion/ Approval by Name(s)	Advisory Board Status	Recommendatio n Date	Comments	ESC Close Date	ESC Comments	ESC Status
POR31	1/13/2017	Express Shipping	Currently the department allows customers to request express shipping of their driver license/id card by supplying P&I with their personal express shipping account number for various providers (FedEx, UPS, DHL). It was decided previously by the ESC that the new Portal application will allow expedited shipping for Driver License/ID cards issuances. Should we require the customer provide an account number or should we set a fee amount and bill the department's account for shipping.		New Item					

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DL26	3/21/2016	DL Issuance	Will the department purchase hardware to scan/read checks to validate the check during the cashiering process?		Recommendation made		<p>03/31/16 Advisory Board Update - AI - Research how many checks are accepted as payment statewide (1yr of data)</p> <p>Total Checks Recived in Offices</p> <table><tr><th>Row Labels</th><th>State</th><th>TC</th></tr><tr><td>FY 13/14</td><td>71,165</td><td>75,789</td></tr><tr><td>FY 14/15</td><td>42,955</td><td>42,153</td></tr><tr><td>FY 15/16</td><td>28,591</td><td>32,084</td></tr></table>	Row Labels	State	TC	FY 13/14	71,165	75,789	FY 14/15	42,955	42,153	FY 15/16	28,591	32,084		<p>03/24/16 Update - Research cost for hardware and service to purchase for state offices. AI - Get with Carl Forney to discuss further. 05/05/16 Update - AI - Find out how many bad checks are outstanding. 06/02/16 Update - Waiting for stats 07/08/16 Update - FDLIS: How many worthless checks does the department have?</p> <table><tr><td>FY</td><td>CAN</td><td>SUS</td><td>Grand</td></tr><tr><td>Total</td><td></td><td></td><td></td></tr><tr><td>FY 13/14</td><td>389</td><td>1220</td><td>1,609</td></tr><tr><td>FY 14/15</td><td>440</td><td>350</td><td>790</td></tr><tr><td>FY 15/16</td><td>714</td><td>66</td><td>780</td></tr></table> <p>Update for total open sanctions SUS (95): 8,539 FRVIS: How many Bad Checks does the department have? (FY 2015-2016) A: 1,704</p> <table><tr><td>FY Total</td><td>BC stops issued</td></tr><tr><td>FY 13/14</td><td>5,114</td></tr><tr><td>FY 14/15</td><td>4,235</td></tr><tr><td>FY 15/16</td><td>3,995</td></tr></table> <p>Update for total open sanctions Bad Checks: 18,475</p> <p>09/15/16 Update - AI - Find out how many worthless checks the department credits back to TCs. AI - Find out cost of 19 (state) offices.</p> <p>12/02/16 Update - Alissa Hoban and her group met with Wells Fargo and they informed her that they provide this service via sig pad and using their sig pads would violate our contract with BOA. The group also met with BOA afterwards and they informed the department that they do not offer this service directly but they work with a vendor who provides equipment and services so that we do not violate our contract with them.</p>	FY	CAN	SUS	Grand	Total				FY 13/14	389	1220	1,609	FY 14/15	440	350	790	FY 15/16	714	66	780	FY Total	BC stops issued	FY 13/14	5,114	FY 14/15	4,235	FY 15/16	3,995	Require additional information
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Motorist Modernization Phase I
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DL26 continued...							03/31/16 Advisory Board Update - Added value is still being analyzed.		We have submitted the total number of signature pads we currently have in the field and they will respond with a quote in the near future. 12/15/17 Update - AI - Diana would like to have the quotes from BOA. Also she would like to get with Steve Burch and discuss credit cards. Is it possible that BOA will take on both ccs and checks in the future? 1/19/2017 Update - Keep communicating with Chad on BOA changes. Once changes are finalized, the team will rediscuss for final decision.	
DL38	2/15/2017	Motor Voter	Currently, the department allows manual overrides for all signature pad interactions. Should the department allow an override for Motor Voter selections in the event that the customer is unable to use the signature pad?		New Item					
DL39	2/15/2017	Card Print	Currently, the credential allows a maximum of 30 characters to be printed for address. The new card design is limiting the allowed printed characters to 22 on an adult license/ID and 20 for a minor license/ID. The teams have discussed creating a "Print on Card" address field which will allow user in the field to modify the address to a shorter length. There are still on-going discussions on whether it should be a fixed length of 22/20 or a caculated length (this will give each letter a value) which will allow more than 22/20 characters to be printed.		New Item		The team is investigating input from the Print Solution Team related to the length of the address field printed on the credential. Currently the length is 30 characters; but, may be reduced to as few as 22 for an adult and 20 for a minor if the max character size is used. This has impacts to DL, Portal, MM, David and may require storing and displaying a field for "address printed on the card".			

Motorist Modernization Phase I
Decision Document

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REN07	5/4/2016	Renewal Notice Processing	Renewal Team members met with Janie Westbury and Ginny Gardner to discuss the current status and options for making changes to the Novitex contract. The agency would like to bring all DL Renewal Notifications processing in-house from Dept. of Revenue to Novitex and include all out of state MV Renewal Notifications print, mail and processing. Currently, 6 counties rotate the printing, mailing and processing of all the out of state MV Renewal Notifications but do not recuperate all of the cost. Novitex currently prints all DL Renewal Notifications. DOR processes all DL mail-in renewals.		Require additional information				05/05/16 Update - Boyd will meet with Janie Westberry to determine the cost for processing by Novitex. 05/27/16 Update - Janie was out of the office, will follow-up when she is back. 06/22/16 Update - April Edwards met with Janie Westberry on 6/21/2016 10/26/16 Update - Janie Westberry is no longer with the agency. The team will reach out to Trey Collins to move forward with bringing the process in-house. 12/14/16 Update - Met with Trey Collins on 12/12/16 to give him an overview of the project. We will send him the project artifacts for review and additional meeting will be scheduled with Trey and Novitex. 12/20/16 Update - Project artifact were sent to Trey Collins for review 01/09/17 Update - Trey Collins emailed Novitex to schedule a meeting for the week of 1/16/17 -1/20/17 02/16/17 Update - No update.	Require additional information

***Motorist Modernization - Phase
FY 2016-2017 Spend Plan
November 2016***

Project Cost		Month	Current Year, Current Month																								Current Year, Total Year						
			Total Budget	July Budget	July Actual	Aug Budget	Aug Actual	Sep Budget	Sep Actual	Oct Budget	Oct Actual	Nov Budget	Nov Actual	Dec Budget	Dec Actual	Jan Budget	Jan Actual	Feb Budget	Feb Actual	Mar Budget	Mar Actual	Apr Budget	Apr Actual	May Budget	May Actual	Jun Budget	Jun Actual	Budget to Date	Actual to Date	Variance to Date	Total Project Budget	Total Project Actual	Total Project Variance
OPS Staff			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
OPS Staff (rate per hour includes 7.65% benefit costs)																																	
DHS/MTV Staff - Salary & Benefits			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		Deliverables																															
Contracted Staff/Services			\$ 8,676,000	\$ 260,940	\$ 260,940	\$ 653,273	\$ 647,503	\$ 653,273	\$ 658,975	\$ 853,277	\$ 853,498	\$ 653,273	\$ 649,280	\$ 860,273	\$ 855,378	\$ 653,273	\$ 654,360	\$ 853,273	\$ -	\$ 653,273	\$ -	\$ 853,273	\$ -	\$ 653,273	\$ -	\$ 1,075,326	\$ -	\$ 4,587,582	\$ 4,579,933	\$ 7,649	\$ 8,676,000	\$ 4,579,933	\$ 4,096,067
Accenture - Support Service RFQ 020-15 (FY16-17)			\$ -																														
Monthly Legislative/Governance Status Report			4	\$ 440,000			\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000		\$ 40,000		\$ 40,000		\$ 40,000		\$ 40,000							
Lessons Learned		47	\$ 14,000										\$ 7,000	\$ 7,000											\$ 7,000								
Updated System Specification Documents		48	\$ -																														
Updated Synchronization Process Design Documents		49	\$ 200,000										\$ 200,000	\$ 200,000																			
Updated Modernization Development/Test Database Model		50	\$ 200,000							\$ 200,000	\$ 200,000																						
Updated Migration Plan		51	\$ 200,000														\$ 200,000																
Motorist Modernization Milestone Release Report		52	\$ 5,775,000			\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000		\$ 525,000		\$ 525,000		\$ 525,000		\$ 525,000								
As-Built Solution Overview Report		53	\$ 221,000	\$ 221,000	\$ 221,000																												
Initial Technical Architecture Documents		54	\$ 200,000																		\$ 200,000												
Updated Technical Architecture Documents		55	\$ -																														
Renewal Implementation Plan		56	\$ -																														
Pilot Implementation Plan		57	\$ -																														
Statewide Roll-Out Implementation Plan		58	\$ -																														
RFQ 033-16; RFQ 034-16 - Contracted Services - Staff			\$ 580,000			\$ 48,333	\$ 42,563	\$ 48,333	\$ 54,035	\$ 48,337	\$ 48,558	\$ 48,333	\$ 44,340	\$ 48,333	\$ 43,438	\$ 48,333	\$ 49,420	\$ 48,333		\$ 48,333		\$ 48,333		\$ 48,333		\$ 96,666							
Contracted Services			\$ 366,720																							\$ 366,720							
Ernst & Young - IV&V Services RFQ 019-15 (FY16-17)			\$ 479,280	\$ 39,940	\$ 39,940	\$ 39,940	\$ 39,940	\$ 39,940	\$ 39,940	\$ 39,940	\$ 39,940	\$ 39,940	\$ 39,940	\$ 39,940	\$ 39,940	\$ 39,940	\$ 39,940	\$ -	\$ 39,940	\$ -	\$ 39,940	\$ -	\$ 39,940	\$ -	\$ 39,940	\$ -							
Expense			\$ 71,600	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	\$ -	\$ 5,429	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 71,600	\$ -	\$ -	\$ 5,429	\$ (5,429)	\$ 71,600	\$ 5,429	\$ 66,171	
OCO			\$ 1,751	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,751	\$ -	\$ -	\$ -	\$ -	\$ 1,751	\$ -	\$ 1,751	
Other Items			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Total Costs			\$ 8,749,351	\$ 260,940	\$ 260,940	\$ 653,273	\$ 647,503	\$ 653,273	\$ 658,975	\$ 853,277	\$ 853,498	\$ 653,273	\$ 649,280	\$ 860,273	\$ 860,807	\$ 653,273	\$ 654,360	\$ 853,273	\$ -	\$ 653,273	\$ -	\$ 853,273	\$ -	\$ 653,273	\$ -	\$ 1,148,677	\$ -	\$ 4,587,582	\$ 4,585,362	\$ 2,220	\$ 8,749,351	\$ 4,585,362	\$ 4,163,989
Progress Payments				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
																											Total Project Budget	\$ 8,749,351					
																											Total Amount Spent To Date	\$ 4,585,362					
																											Total Amount Remaining	\$ 4,163,989					

Motorist Modernization Phase I
Project Manager log of Agile Development-related Change Requests

#	Title	Brief Description	Source	Notes	Internal Review Status	Internal Status Date	Estimated Effort by Work Type	Total Effort	Project Team	Level	Approver per Governance	Decision	Date Approved/Deferred/Rejected
PMCR-79	Create “Administrator Exception” transaction	This CR is for creating a new transaction to eliminate the need for using SharePoint and the Excel exception tracker. This new transaction would allow users to submit a Level 3: Administrative Exception to the Manager’s queue, scan documents and generate an exception number once approved.	Missed Requirement	Note from PO & Senior BA discussion: <i>To add this new transaction, we discussed removing the TC Misc transaction. A workaround for the removal of this transaction type is to allow TCs to collect the TC fee through the “Transcripts/Voluntary Contribution” transaction.</i> NOTE: 2/9/17 - Marking this PMCR "Canceled" as we decided to incorporate this into the Scan ONLY transaction. If we add a screen for it, we will either bring this back or create a new CR.	Canceled	2/9/2017	N/A	0	DL		N/A	Canceled	2/9/2017
PMCR-80	Update to FR25167 - Save Personal Information	This CR is account for EXACT existing matches found DURING a transaction after Name, DoB, Gender, and/or SSN change when executing a search. Need a modal to display the EXACT match with option for Examiner to continue OR return to Customer Inquiry and retain the transaction in the queue.	Missed Requirement	Would be done as part of Milestone E.	Approved	1/31/2017	3 Hours - Refinement 24 Hours - Development 6 Hours - Test Case Update/Testing 33 Total Hours	33	DL	I/II	Product Owner/Project Manager	Approved	1/31/2017
PMCR-81	Change Transaction Type During Transaction	This CR is to allow an Examiner to change a transaction type during a transaction and retain "shared" data from previous transaction (NOTE: if change transaction types multiple times during transaction, only retain most recent transaction data)	Missed Requirement	Would be done as part of Milestone E.	Approved	1/31/2017	2 Hours - Refinement 40 Hours - Development 9 Hours - Test Case Creation/Testing 51 Total Hours	51	DL		Product Owner/Project Manager	Approved	1/31/2017
PMCR-82	Rework for FR22658 - Select Existing Customer	This CR is to create a no license DL record when a non-DL customer is selected from inquiry results and no existing DL License record exists	Development	Would be done as part of Milestone E.	Approved	1/31/2017	1 Hour - Refinement 16 Hours - Development 3 Hours - Test Case Update/Testing 20 Total Hours	20	DL		Product Owner/Project Manager	Approved	1/31/2017
PMCR-83	Update FR21672 - Display PDPS Results to remove AKA Tab	The call to PDPS does not return PDPS AKA data; this is only returned by at 10 Year History Request. The 10 Year History Request is done during a CDL/CLP transaction and that data is displayed at that time. It was determined to remove the PDPS AKA Tabe from the AAMVA Results Tab of the Customer Summary because it would not be populated.	Development	Approved via email from Dana on 1/19/17	Approved	1/24/2017	1 Hour - Refinement 1 Hour - Development 1 Hours - Test Case Update 3 Total Hours	3	DL		Product Owner/Project Manager	Approved	1/19/2017
PMCR-85	Requirement Update to RQ 31031	the ARF covered was covered in the RQ but the fee service also uses the COL fee. They take the accumulated ARF and subtract it from the COL fee to see if the customer is short of ARF to cover the plate replacement. If it is short we collect the difference during the renewal Added the RQ for COL fees to the requirements	Development	Approved by PO email on 1/23/2017	Approved	1/24/2017	1 Hour - Refinement 1 Total Hour	1	Renewal	I/II	Product Owner/Project Manager	Approved	1/23/2017

Motorist Modernization Phase I
Project Manager log of Agile Development-related Change Requests

#	Title	Brief Description	Source	Notes	Internal Review Status	Internal Status Date	Estimated Effort by Work Type	Total Effort	Project Team	Level	Approver per Governance	Decision	Date Approved/Deferred/Rejected
PMCR-86	ACHIVE Scanned Documents stories FR27360 and FR27359 as they are duplicates.	These two stories are duplicates and have been accounted for as part of Change Stories reflected in FR 23257 (RQ16097).	Refinement	N/A	Approved	1/31/2017		-36	MM	I/II	Product Owner/Project Manager	Approved	1/31/2017
PMCR-88	Update Customer Summary Personal Info Tab	Add the following fields to the Customer Summary Personal Info Tab as READ ONLY: 1. Age 2. Citizenship 3. State of Birth 4. Country of Birth	Missed Requirement	HIP Sprint for Milestone B	Approved	1/31/2017	1 Hour - Refinement 2 Hours - Development 3 Hours - Test Case Update/Test Data/Testing 6 Total Hours		DL	I/II	Product Owner/Project Manager	Approved	1/31/2017
PMCR-90	Remove Real ID Compliant criteria from Motor Voter	Portal had Real ID Compliant as a required criteria for displaying questions to process a Motor Voter Application. It's not a requirement and will need to be re-worked on the Credentialing Services screen.	Refinement	Milestone C /Sprint 10	Approved	2/14/2017	1/2 Hour - Refinement 1/2 Hour - Development 1 Hour - Test Case Update 2 Total Hours	2	MyDMV	I/II	Product Owner/Project Manager	Approved	2/14/2017
PMCR-91	Changing flow for Shopping Cart	Removing a screen from the new shopping Cart flow: FR16673, FR16681, FR16674, FR11857	Shopping Cart Design Meeting	Milestone C /Sprint 9-Upcoming	Approved	2/14/2017			MyDMV	I/II	Product Owner/Project Manager	Approved	2/14/2017
PMCR-92	Adding Story for Shopping Cart	Update Payment Information screen with a new link for help with CVS. Adding 1 story to create a pop-up modal with an image of how to find the CVS code on a Credit Card.	Missed Requirement	Milestone C /Sprint 9-Upcoming	Approved	2/14/2017	1 Hour - Refinement 1 Hour - Test Case Update 2 Total Hours	2	MyDMV	I/II	Product Owner/Project Manager	Approved	2/14/2017
PMCR-93	Un-Archive CDLIS HW message Stories	The following stories were groomed for CDLIS HW messages, but later archived. After further evaluation the following stories should be returned to the backlog: FR27546 FR18458 FR18467 FR18469	Refinement	Milestone B	Approved	1/31/2017	Pending estimated effort.		CDLIS	I/II	Product Owner/Project Manager	Approved	1/31/2017
PMCR-94	Renewal Parking Permit Refresh Job	Handle Stops and Flags for Parking Permit in Renewal	Refinement	Milestone B	Approved	1/31/2017	1 Hour - Refinement 15 Hours - Development 8 Hours - Testing 24 Total Hours	24	Renewal	I/II	Product Owner/Project Manager	Approved	1/31/2017
PMCR-95	Renewal Parking Permit Audit Maintenance	System will select renewal data and update the audit flag on the selected records to verify registration information.	Refinement	Milestone B	Approved	2/14/2017	2 Hour - Refinement 20 Hours - Development 8 Hours - Testing 30 Total Hours	30	Renewal	I/II	Product Owner/Project Manager	Approved	2/14/2017

**Office of Motorist Modernization
Change Request Form – Agile Project**

General Information	
Project Name	Motorist Modernization Phase I – DL Issuance
Change Requested By	Joe Weldon, DL Issuance Project Manager
Product Owner	Dana Olvera
Date Requested	8/12/2016

Change Request #	30
Change Request Information (completed by the requestor)	

Description: This change request would: Change the issuance work flow as below:

- 1) Move Motor Voter screening questions (Country of Birth, State of Birth, FL Residency) from the Personal Information screen to the Identification Documents screen
- 2) Add motor voter screen question, to Capture Summary screen
- 3) Based upon answer to Motor Voter screening questions:
 - a. Send qualifying question to the signature pad for the customer to select and send back to the Examiner. **[NOTE: Specific language on message is under review and does not impact approval of this CR]**
 - b. Send Motor Voter Application Type to the signature pad for the customer to select and send back to the Examiner (if opt in)
 - c. Send the list of current political parties to the signature pad for the customer to select and send back to the Examiner (if opt in)
- 4) Move Motor Voter screen after Capture screen in the work flow (see embedded file below)



License Issuance.pdf

- 5) Move Motor Voter Oath to Transaction Review

This request would involve creating/modifying the following stories:

Proposed Stories - CR30 - Motor Voter Party Affiliation Sig Pad	Functional Area
Motor Voter Party Affiliation Sig Pad	Motor Voter
Modify RQ24156 - Motor Voter During Issuance	Motor Voter
Modify FR9826 - Create "Personal Information - ID" Screen	Personal Details
Modify FR8517 - Create "Personal Information - ID" Screen	Personal Details
Modify FR8679 - Create Identification Documents Screen	Identification Documents
Modify FR22740 - Display Identification Documents screen for Non-Immigrant	Identification Documents
Modify FR22739 - Display Identification Documents screen for Immigrant	Identification Documents
Modify FR22741 - Display Identification Documents screen for Citizen	Identification Documents

Classification Critical : ☒ Medium : ☐

Due to the level of classification and potential impact to the scope, schedule, and/or budget, this change request must be reviewed by the Change Control Board and approved by the Executive Steering Committee in accordance with the MM Phase I Program Management Plan.

**Office of Motorist Modernization
Change Request Form – Agile Project**

Business Need / Justification (completed by the requestor)

Description: This change request results from meeting with Department of State and Supervisor of Elections. They want to create functionality to allow customers to select their voter party on the signature pad when submitting a voter application via the DL Issuance application. The intent is to reduce the amount of user errors created and place the onus on the customer for voter party accuracy.

Impact Analysis (completed by ISA)

Specific Requirements Definition: Additional refinement sessions are needed to complete these user stories.

Completed by: Joe Weldon

Impact on Schedule: Below is the estimated effort to complete the grooming for this Change Request:

Proposed Stories - CR30 - Motor Voter Party Affiliation Sig Pad	Functional Area		Grooming	Test Case Creation	Total Hours
Motor Voter Party Affiliation Sig Pad	Motor Voter		4	4	8
Modify RQ24156 - Motor Voter During Issuance	Motor Voter		2	2	4
Modify FR9826 - Create "Personal Information - ID" Screen	Personal Details		2	2	4
Modify FR8517 - Create "Personal Information - ID" Screen	Personal Details		2	2	4
Modify FR8679 - Create Identification Documents Screen	Identification Documents		1	2	3
Modify FR22740 - Display Identification Documents screen for Non-Immigrant	Identification Documents		1	2	3
Modify FR22739 - Display Identification Documents screen for Immigrant	Identification Documents		1	2	3
Modify FR22741 - Display Identification Documents screen for Citizen	Identification Documents		1	2	3
			14	18	32

Below is the initial estimate of development effort for this Change Request:

User Story	Task Type	Effort	Task Effort	Story Effort
Motor Voter Party Affiliation Sig Pad				36
	UI Page - New	Medium	24	
	Plumbing - New	Extra Small	4	
	Business Service - New	Small	8	
Total Additional Hours				36

**Office of Motorist Modernization
Change Request Form – Agile Project**

Development of this change request would be considered and prioritized in the backlog of DL Issuance changes. This may impact other functionality being completed based upon the prioritization.

Completed by: Joe Weldon

Impact on Cost: No direct impact to the Motorist Modernization Phase I budget. This work effort will be performed by existing resources.

An approval of this CR does not require a contractual amendment if the grooming, test case writing and development estimate validations are completed as part of Phase I software development.

Impact on Resources: See above. Team members will need to be committed to add refinement sessions to complete these user stories.

Resource Requirements	Work Effort (Hours)	Cost
Total		

Alternatives to the Requested Change: Without this functionality, users will continue to select the voter party; the customer may review and accept it on the signature pad.

Completed by: Joe Weldon

Change Control Board Recommendation

Decision: ☒ Approve ☐ Reject ☐ Defer ☐ N/A

Comments: Recommendation to approve CR30 v.3 resubmission unanimously accepted by CCB members on 1/13/17.

Advisory Board Recommendation

Decision: ☐ Approve ☐ Reject ☐ Defer ☐ N/A

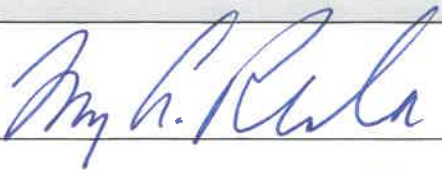

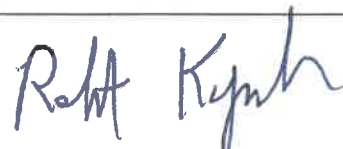
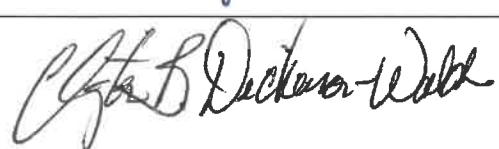

Comments:

Executive Steering Committee Decision

Decision: ☒ Approve ☐ Reject ☐ Defer

Comments:

**Office of Motorist Modernization
Change Request Form – Agile Project**

Executive Steering Committee Member	Signature	Date
Terry Rhodes Executive Director, DHSMV		1-19-17
Diana Vaughn Deputy Executive Director, DHSMV		
Robert Kynoch Director of Motorist Services, DHSMV		1/23/17
Boyd Dickerson-Walden Chief Information Officer, DHSMV		1/19/17
Felecia Ford Chief, Bureau of Administrative Review DHSMV		1/19/17

**Office of Motorist Modernization
Change Request Form – Agile Project**

General Information	
Project Name	Motorist Modernization Phase I – DL Issuance
Change Requested By	Joe Weldon
Product Owner	Dana Olvera
Date Requested	12/06/2016

Change Request #	43 (resubmission)
Change Request Information (completed by the requestor)	
<p>Description: This change request is to create stories necessary to migrate the Orion Capture Module from its current SQL Server Database to the new Couchbase Database used for the DL Issuance Orion Module.</p>	
<p>Classification Critical : <input checked="" type="checkbox"/> Medium : <input type="checkbox"/></p>	
<p><i>Due to the level of classification (Level III) and potential impact to the scope, schedule, and/or budget, this change request must be reviewed by the Change Control Board and approved by the Executive Steering Committee in accordance with the MM Phase I Program Management Plan.</i></p>	

Business Need / Justification (completed by the requestor)
<p>Description: The original implementation of the Orion Capture module was built using SQL Server as the database for the Capture Queue. For the Orion DL Issuance module, DHSMV is using Couchbase for the DL Issuance transaction queue. For the DL Issuance Project, the Capture Queue and DL Issuance Queue are being merged into a single queue. This requires changing all of the existing Capture objects to point to the new queue. Additionally, the screens in the Capture module need to be integrated into the DL Issuance workflow.</p>

Impact Analysis (completed by ISA)																												
<p>Specific Requirements Definition: To complete this change, all existing Capture screens and database objects will need to be changed to use the new combined DL Issuance/Capture queue. This involves the following new user stories:</p>																												
<table border="1"> <thead> <tr> <th>Proposed Stories - CR42 - Capture Data Tier Updates</th> <th>Functional Area</th> </tr> </thead> <tbody> <tr> <td>Update "Transfer Documents" screen</td> <td>Capture</td> </tr> <tr> <td>Update "Transfer Documents Report" screen</td> <td>Capture</td> </tr> <tr> <td>Update "Card Reader" screen</td> <td>Capture</td> </tr> <tr> <td>Display "Capture Summary" screen</td> <td>Capture</td> </tr> <tr> <td>Display "Portrait" screen</td> <td>Capture</td> </tr> <tr> <td>Update/Save "Portrait" screen</td> <td>Capture</td> </tr> <tr> <td>Display "Signature" screen</td> <td>Capture</td> </tr> <tr> <td>Update/Save "Signature" screen</td> <td>Capture</td> </tr> <tr> <td>Display Scan "Documents" screen</td> <td>Capture</td> </tr> <tr> <td>Display "Save Documents" screen</td> <td>Capture</td> </tr> <tr> <td>Update/Save "Documents" screen</td> <td>Capture</td> </tr> <tr> <td>Update/Save "Save Documents" screen</td> <td>Capture</td> </tr> <tr> <td>Display "Print Preview/Re-print" screen</td> <td>Capture</td> </tr> </tbody> </table>	Proposed Stories - CR42 - Capture Data Tier Updates	Functional Area	Update "Transfer Documents" screen	Capture	Update "Transfer Documents Report" screen	Capture	Update "Card Reader" screen	Capture	Display "Capture Summary" screen	Capture	Display "Portrait" screen	Capture	Update/Save "Portrait" screen	Capture	Display "Signature" screen	Capture	Update/Save "Signature" screen	Capture	Display Scan "Documents" screen	Capture	Display "Save Documents" screen	Capture	Update/Save "Documents" screen	Capture	Update/Save "Save Documents" screen	Capture	Display "Print Preview/Re-print" screen	Capture
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**Office of Motorist Modernization
Change Request Form – Agile Project**

Update/Save "Print Preview/Re-print" screen	Capture
Display "Badge Print Preview/Re-print" screen	Capture
Update/Save "Badge Print Preview/Re-print" screen	Capture
Complete Capture Transaction	Capture
Capture Print Service	Capture

Completed by: Joe Weldon

**Office of Motorist Modernization
Change Request Form – Agile Project**

Impact on Schedule:

Below is an estimate of the stories for this change request:

User Story	Task Type	Effort	Task Effort	Refinement	Test Script Update	Test Data/ Execution	Story Effort
Update "Transfer Documents" screen			24	2	2	6	34
	UI Page - Updated	Small	8				
	Plumbing - New	Extra-small	8				
	Business Service - New	Small	8				
Update "Transfer Documents Report" screen			20	2	2	4	28
	Plumbing - New	Small	8				
	Business Service - New	Extra-small	4				
	Report - Update	Small	8				
Update "Card Reader" screen			8	2	2	4	16
	UI Page - Updated	Small	8				
Display "Capture Summary" screen			16	2	6	6	30
	UI Page - Updated	Small	8				
	Plumbing - New	Extra-small	4				
	Business Service - New	Extra-small	4				
Display "Portrait" screen			8	2	2	5	17
	UI Page - Updated	Extra-small	8				
Update/Save "Portrait" screen			16	2	4	8	30
	UI Page - Updated	Extra-small	4				
	Plumbing - New	Small	8				
	Business Service - New	Extra-small	4				
Display "Signature" screen			16	2	6	8	32
	UI Page - Updated	Small	8				
	Plumbing - New	Extra-small	4				
	Business Service - New	Extra-small	4				
Update/Save "Signature" screen			16	2	4	6	28
	UI Page - Updated	Extra-small	4				
	Plumbing - New	Small	8				
	Business Service - New	Extra-small	4				
Display Scan "Documents" screen			24	2	4	8	38
	UI Page - Updated	Small	8				
	Plumbing - New	Extra-small	8				
	Business Service - New	Small	8				
Update/Save "Documents" screen			20	2	6	12	40
	UI Page - Updated	Extra-small	4				
	Plumbing - New	Small	8				
	Business Service - Updated	Small	8				
Display "Save Documents" screen			8	2	6	8	24
	UI Page - Updated	Small	8				
Update/Save "Save Documents" screen			16	2	2	4	24
	UI Page - Updated	Extra-small	4				
	Plumbing - New	Small	8				
	Business Service - Updated	Extra-small	4				
Display "Print Preview/Re-print" screen			12	2	6	14	34
	UI Page - Updated	Small	12				
Update/Save "Print Preview/Re-print" screen			8	2	2	6	18
	UI Page - Updated	Extra-	4				

**Office of Motorist Modernization
Change Request Form – Agile Project**

		small					
	Business Service - Updated	Extra-small	4				
Display "Badge Print Preview/Re-print" screen			8	2	2	4	16
	UI Page - Updated	Small	8				
Update/Save "Badge Print Preview/Re-print" screen			8	2	2	4	16
	UI Page - Updated	Extra-small	4				
	Business Service - Updated	Extra-small	4				
Complete Capture Transaction			40	2	2	2	46
	Business Service - Updated	Medium	24				
	Plumbing - New	Small	16				
Capture Print Service			16	2			18
	Business Service - Updated	Small	8				
	Plumbing - New	Small	8				
Total Hours			284	36	60	109	489

Most of these stories would need to be completed no later than Milestone C. They will be added to the product backlog and prioritized against current stories in the Product Backlog. The team is at risk of being over-capacity as a result of absorbing this effort. Thus, the ESC may have to consider removing functionality from the project team's Phase I scope.

Completed by: Joe Weldon

**Office of Motorist Modernization
Change Request Form – Agile Project**

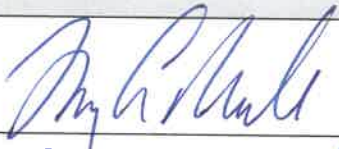

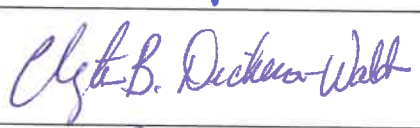

Impact on Cost: None		
Impact on Resources: None		
Resource Requirements	Work Effort (Hours)	Cost
Existing Motorist Modernization Staff	489	N/A
Total	489	N/A
Alternatives to the Requested Change: Consider transitioning lower priority items in the DL Issuance product backlog to ISA operations (reducing Motorist Modernization scope) to offset this effort.		
Completed by: Joe Weldon		

Change Control Board Recommendation			
Decision: <input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer	<input type="checkbox"/> N/A
Comments: Recommendation to approve CR43 unanimously accepted by CCB members on 1/13/17.			

Advisory Board Recommendation			
Decision: <input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer	<input type="checkbox"/> N/A
Comments:			

Executive Steering Committee Decision		
Decision: <input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer
Comments: Previously deferred on 1/19/17, pending ESC discussion of options to perform this work as a part of Modernization or ISA Operations. Upon discussion with Diana Vaughn and Boyd Dickerson-Walden on 1/26/17, it was determined that the Motorist Modernization team will absorb this CR in the current backlog and not request transition of batch reporting to ISA Operations.		

**Office of Motorist Modernization
Change Request Form – Agile Project**

Executive Steering Committee Member	Signature	Date
Terry Rhodes Executive Director, DHSMV		2/2/17
Diana Vaughn Deputy Executive Director, DHSMV		2/2/17
Robert Kynoch Director of Motorist Services, DHSMV		2/6/17
Boyd Dickerson-Walden Chief Information Officer, DHSMV		2/2/17
Felecia Ford Chief, Bureau of Admin Review DHSMV		2/2/17

**Office of Motorist Modernization
Change Request Form – Agile Project**

General Information	
Project Name	Motorist Modernization Phase I
Change Requested By	Scott Tomaszewski, FR Project Manager
Product Owner	Dorothy Hill
Date Requested	1/24/2017

Change Request #	45
Change Request Information (completed by the requestor)	
<p>Description: This change request is to move Disposition, Customer Merge, Customer Link/Unlink and Clearance user stories from Milestone B/C to a future milestone as they are not ready for development or incorrectly associated with the data tier work. Justification for request to move stories and associated change stories is documented below;</p> <p>Disposition features are dependent on Citation processing work planned to resume in April 2017 (per CR 44);</p> <p>Customer Merge, Link/Unlink features require additional refinement to address complex logic and completion of pre-work for the history data model. Additionally, there is a dependency on the Driver License Issuance project's completion of voided transactions prior completing this work in Motorist Maintenance.</p> <p>Changes to clearance letter user stories were misidentified as data tier work and should be completed as part of the change stories.</p>	
Classification Critical : <input checked="" type="checkbox"/> Medium : <input type="checkbox"/>	
<p><i>Due to the level of classification (Level III) and potential impact to the scope, schedule, and/or budget, this change request must be reviewed by the Change Control Board and approved by the Executive Steering Committee in accordance with the MM Phase I Program Management Plan.</i></p>	

Business Need / Justification (completed by the requestor)
<p>Description: When prioritizing these stories, they were incorrectly aligned as part of the Data Tier work. Adjusting these stories to their proper milestone will mitigate the need for additional work that would need to be pulled into the current milestone to complete the stories.</p>

Impact Analysis (completed by ISA)
<p>Specific Requirements Definition: To complete this change, these stories would be completed in their proper milestone.</p> <p>Completed by: Scott Tomaszewski / Jeff Marsey</p>

**Office of Motorist Modernization
Change Request Form – Agile Project**

Impact on Schedule:

Move stories to reflect the proper milestone in which development should be completed and will not impact milestone dates. All other Phase I project teams have confirmed that there are no negative impacts to their projects.

FR23077	Search - Disposition Details - Data Tier: Search/Display	Move to Milestone D	8 hrs
FR24280	Search - Disposition Details - Data Tier: Add/Update	Move to Milestone D	40 hrs
FR23122	Search - Disposition Details - Data Tier: Delete	Move to Milestone D	24 hrs
FR23056	Search - Dispositions - Data Tier: Search/Display	Move to Milestone D	24 hrs
FR23060	Search – Disposition – Add/Update	Move to Milestone D	40 hrs
FR24427	Quick Adds / Dispositions Screen - Data Tier: Add Update	Move to Milestone D	40 hrs

FR24285	Special Functions - Customer Merge Screen - Data Tier: Display	Move to Milestone I	24 hrs
FR24286	Special Functions - Unlink Customer Screen - Data Tier - Display	Move to Milestone I	8 hrs
FR27023	Special Functions - Unlink Customer Screen - Data Tier - Update	Move to Milestone I	8 hrs

FR23224	Search - Clearance Letters - Data Tier: Print FR Disregard Clearance/Deletion Letter	Move to Milestone G	24 hrs
FR23225	Search - Clearance Letters - Data Tier: Print FR Court Clearance Letter	Move to Milestone G	24 hrs
FR23226	Search - Clearance Letters - Data Tier: Print New Verification Letter	Move to Milestone G	24 hrs
FR23227	Search - Clearance Letters - Data Tier: Print New Acknowledgement Receipt Letter	Move to Milestone G	24 hrs

Completed by: Scott Tomaszewski

**Office of Motorist Modernization
 Change Request Form – Agile Project**

Impact on Cost: No additional cost impacting current contract as the work was approved as part of the initial scope.

Impact on Resources: None

Resource Requirements	Work Effort (Hours)	Cost
Existing Motorist Modernization Developers & Testers	312	N/A
Total	312	N/A

Alternatives to the Requested Change: No alternatives identified.

Completed by: Scott Tomaszewski

Change Control Board Recommendation

Decision: ☐ Approve ☐ Reject ☐ Defer ☒ N/A

Comments: Due to timing constraints, this request was not reviewed by the CCB.

Advisory Board Recommendation

Decision: ☐ Approve ☐ Reject ☐ Defer ☐ N/A

Comments: Due to timing constraints, this request was not reviewed by the CCB.

Executive Steering Committee Decision

Decision: ☒ Approve ☐ Reject ☐ Defer

Comments:

**Office of Motorist Modernization
Change Request Form – Agile Project**

Executive Steering Committee Member	Signature	Date
Terry Rhodes Executive Director, DHSMV		2/2/17
Diana Vaughn Deputy Executive Director, DHSMV		2/2/17
Robert Kynoch Director of Motorist Services, DHSMV		2/6/17
Boyd Dickerson-Walden Chief Information Officer, DHSMV		2/2/17
Felecia Ford Chief, Bureau of Admin Review DHSMV		2/2/17

**Office of Motorist Modernization
Change Request Form – Agile Project**

General Information	
Project Name	Motorist Modernization Phase I – CDLIS/Citation Processing
Change Requested By	Sonia Nelson – Project Manager
Product Owner	Tod Browning/Deborah Todd
Date Requested	January 20, 2017

Change Request #	46
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Change Request Information (completed by the requestor)

Description: The purpose of this Change Request is to establish the preferred order for the completion (development) of the remaining CDLIS and Citation Process stories.

Due to a technical requirement to have some Citation Processing stories completed before the remaining CDLIS stories can be completed, it is the recommendation of the team that when development activities resume in April 2017, the following development order be executed to avoid impacting the current schedule for Structured AAMVA testing for CDLIS:

This request is to update the Milestone Release Report (Deliverable 52) to reflect the following:

Feature	Description	Milestone Group	Milestone Due Date
CP/Disposition	Add Disposition to Customer Record Commercial Disqualification	B	June 2017
CDLIS Updates	H3 - Inbound Conviction History - Add Conviction History to Florida Record H5/H7 - Inbound Withdrawal History and Withdrawal Connector History - Connect Convictions to Withdrawal HX - Inbound Negate Conviction HV - Inbound Negate OOS Withdrawal HH - Outbound Negate OOS Conviction * HW - Outbound Report OOS Withdrawal Transaction (Previously Archived) HF - Inbound OOS Conviction HY Negate Out-of-State Withdrawal (stories need to be written after CR) HT - Inbound OOS Withdrawal HA - Outbound OOS Convictions	B	June 2017
CP/Suspension	Financial Obligation Process Support Delinquency Process Vision Revocation Process	B	June 2017
CP/SBI CP/Suspension CP/Disposition	Fatality-SBI Suspension Process Driver School Completion Process Driver School Tracking Process - Initial Load Election Verdict Validation Process Reckless Driving Revocation Process BDI School Requirement Process Court Directed Sanction Process DUI Revocation Process	C	October 2017
CP//CoC Failure to Comply CP/Disposition CP/Youthful Offender CP/Disposition	Fail to Comply (FTC) Suspension Process Print FL Citation for OOS Driver Process Learner License Extension Process Youthful Offender Sanction Process Miscellaneous Revocation/Suspension Process Supplemental Disposition Process	D	March 2018

**Office of Motorist Modernization
Change Request Form – Agile Project**

CP/HTO Revocation CP/Interlock Stories	HTO Revocation Process Interlock Device Violations Process Court Ordered Non-DUI Interlock Process		
CP/Point Suspension	Point Suspension Process		
CP/Disposition CP/Interlock Stories CP/High Risk Driver CP/Re-Exam CP/TCAC CP/Verify ID CP/Disposition CP/CoC Failure to Comply	3N3 Crashes Cancellation Process Interlock Device Installations Process High Risk Driver Process Court Directed Re-Exam Process TCAC Cancellation Process Verify ID Process Mandatory Revocation Process IVR/FCT Clearance Reconciliation Report	E	June 2018

Classification Critical : ☒ Medium : ☐

Due to the level of classification (Level III) and potential impact to the scope, schedule, and/or budget, this change request must be reviewed by the Change Control Board and approved by the Executive Steering Committee in accordance with the MM Phase I Program Management Plan.

Business Need / Justification (completed by the requestor)

Description: In September 2016, Change Request CR32 was presented to and approved by the ESC which modified the development order for CDLIS and Citation Processing. CR32 was necessary to eliminate technical issues presented by CDLIS dependencies on some of the Citation Processing functionality being present to adequately test CDLIS development. With the approval of CR32, the Milestone Release Report (Deliverable 52) was modified to reflect development of Citation Processing stories would occur prior to the development of CDLIS stories.

In December 2016, Change Request CR44 was presented to and approved by the ESC to suspend development and testing activities for CDLIS and Citation Processing until April 2017. This CR further clarifies the release plan for the remaining CDLIS/Citation Processing stories when the OMM team re-assembles to continue development. This change will ensure ample time in the development schedule for AAMVA Casual and AAMVA Structured testing which must be completed prior to UAT.

Impact Analysis (completed by ISA)

Specific Requirements Definition: No re-work or refactoring is required; this is a change in the order of development.

Completed by: Sonia Nelson

**Office of Motorist Modernization
Change Request Form – Agile Project**

Impact on Schedule:

The CDLIS/CP Team is requesting the following updates to the Integrated Master Schedule (IMS).

Current Schedule (v103.1)

Task Name	Duration	Start	Finish
Team C - CDLIS & Citation Processing	478 days	Wed 7/27/16	Tue 6/19/18
MILESTONE GROUP B	84 days	Wed 1/11/17	Tue 5/9/17
Sprint 9	14 days	Wed 1/11/17	Tue 1/31/17
Sprint 10	15 days	Wed 2/1/17	Tue 2/21/17
Sprint 11	15 days	Wed 2/22/17	Tue 3/14/17
Sprint 12	15 days	Wed 3/15/17	Tue 4/4/17
Sprint 13	15 days	Wed 4/5/17	Tue 4/25/17
CP HIP Sprint - Milestone Group B	9 days	Wed 4/26/17	Mon 5/8/17
CP Milestone Retrospective - Milestone B	1 day	Tue 5/9/17	Tue 5/9/17
MILESTONE GROUP C	87 days	Wed 5/10/17	Tue 9/12/17
Sprint 14	15 days	Wed 5/10/17	Wed 5/31/17
Sprint 15	14 days	Thu 6/1/17	Tue 6/20/17
Sprint 16	14 days	Wed 6/21/17	Tue 7/11/17
Sprint 17	15 days	Wed 7/12/17	Tue 8/1/17
Sprint 18	15 days	Wed 8/2/17	Tue 8/22/17
CP HIP Sprint - Milestone Group C	13 days	Wed 8/23/17	Mon 9/11/17
CP Milestone Retrospective - Milestone C	1 day	Tue 9/12/17	Tue 9/12/17
MILESTONE GROUP D	114 days	Wed 9/13/17	Tue 2/27/18
Sprint 19	15 days	Wed 9/13/17	Tue 10/3/17
Sprint 20	15 days	Wed 10/4/17	Tue 10/24/17
Sprint 21	14 days	Wed 10/25/17	Tue 11/14/17
Sprint 22	13 days	Wed 11/15/17	Tue 12/5/17
Sprint 23	14 days	Wed 12/6/17	Tue 12/26/17
Sprint 24	13 days	Wed 12/27/17	Tue 1/16/18
Sprint 25	15 days	Wed 1/17/18	Tue 2/6/18
CP HIP Sprint - Milestone Group D	14 days	Wed 2/7/18	Mon 2/26/18
CP Milestone Retrospective - Milestone D	1 day	Tue 2/27/18	Tue 2/27/18
MILESTONE GROUP E	79 days	Wed 2/28/18	Tue 6/19/18
Sprint 26	15 days	Wed 2/28/18	Tue 3/20/18
Sprint 27	15 days	Wed 3/21/18	Tue 4/10/18
Sprint 28	15 days	Wed 4/11/18	Tue 5/1/18
Sprint 29	15 days	Wed 5/2/18	Tue 5/22/18
CP HIP Sprint - Milestone Group E	18 days	Wed 5/23/18	Mon 6/18/18
CP Milestone Retrospective - Milestone E	1 day	Tue 6/19/18	Tue 6/19/18

**Office of Motorist Modernization
Change Request Form – Agile Project**

Proposed Schedule

Team C - CDLIS & Citation Processing	478 days	Wed 7/27/16	Tue 6/19/18
MILESTONE GROUP B	54 days	Wed 4/5/17	Tue 6/20/17
Sprint 9	15 days	Wed 4/5/17	Tue 4/25/17
Sprint 10	15 days	Wed 4/26/17	Tue 5/16/17
Sprint 11	14 days	Wed 5/17/17	Tue 6/6/17
CP HIP Sprint - Milestone Group B	9 days	Wed 6/7/17	Mon 6/19/17
CP Milestone Retrospective - Milestone B	1 day	Tue 6/20/17	Tue 6/20/17
MILESTONE GROUP C	73 days	Wed 6/21/17	Tue 10/3/17
Sprint 12	14 days	Wed 6/21/17	Tue 7/11/17
Sprint 13	15 days	Wed 7/12/17	Tue 8/1/17
Sprint 14	15 days	Wed 8/2/17	Tue 8/22/17
Sprint 15	14 days	Wed 8/23/17	Tue 9/12/17
CP HIP Sprint - Milestone Group C	14 days	Wed 9/13/17	Mon 10/2/17
CP Milestone Retrospective - Milestone C	1 day	Tue 10/3/17	Tue 10/3/17
MILESTONE GROUP D	114 days	Wed 10/4/17	Tue 3/20/18
Sprint 16	15 days	Wed 10/4/17	Tue 10/24/17
Sprint 17	14 days	Wed 10/25/17	Tue 11/14/17
Sprint 18	13 days	Wed 11/15/17	Tue 12/5/17
Sprint 19	14 days	Wed 12/6/17	Tue 12/26/17
Sprint 20	13 days	Wed 12/27/17	Tue 1/16/18
Sprint 21	15 days	Wed 1/17/18	Tue 2/6/18
Sprint 22	15 days	Wed 2/7/18	Tue 2/27/18
CP HIP Sprint - Milestone Group D	14 days	Wed 2/28/18	Mon 3/19/18
CP Milestone Retrospective - Milestone D	1 day	Tue 3/20/18	Tue 3/20/18
MILESTONE GROUP E	64 days	Wed 3/21/18	Tue 6/19/18
Sprint 23	15 days	Wed 3/21/18	Tue 4/10/18
Sprint 24	15 days	Wed 4/11/18	Tue 5/1/18
Sprint 25	15 days	Wed 5/2/18	Tue 5/22/18
Sprint 26	0 days	Tue 5/22/18	Tue 5/22/18
Sprint 27	0 days	Tue 5/22/18	Tue 5/22/18
Sprint 28	0 days	Tue 5/22/18	Tue 5/22/18
Sprint 29	0 days	Tue 5/22/18	Tue 5/22/18
CP HIP Sprint - Milestone Group E	18 days	Wed 5/23/18	Mon 6/18/18
CP Milestone Retrospective - Milestone E	1 day	Tue 6/19/18	Tue 6/19/18

The proposed schedule incorporates adjustments to the milestone dates, yet does not impact the overall development timeline for CDLIS/CP. The entire effort is estimated as occurring within 25 3-week sprints; however, the placement of sprints within milestones has been adjusted.

Completed by: Sonia Nelson

**Office of Motorist Modernization
Change Request Form – Agile Project**

Impact on Cost: No direct impact to Motorist Modernization Phase I budget. This work effort was a part of the original program scope and will be performed by existing resources.

Impact on Resources: See above. While development has been suspended until April 2017 (and developer and testing resources transferred to the Motorist Maintenance Team), there will still need to be some commitment during this time for refinement and proactive planning for the work ahead.

In April 2017, the following developer and testing team members will be needed on the CDLIS/CP Team to accomplish the proposed release plan.

Resource Requirements	Work Effort (Hours)	Cost
5 Developers will be required to accomplish the proposed work plan	Standard Capacity	
4 SEU team members will be required to accomplish the proposed work plan	Standard Capacity	
Total	N/A	N/A

Alternatives to the Requested Change: None identified.

Completed by: Sonia Nelson

Change Control Board Recommendation

Decision: ☒ Approve ☐ Reject ☐ Defer ☐ N/A

Comments: Recommendation to approve CR46 unanimously accepted by CCB members on 2/7/17. On 2/15/17, PM made a minor verbiage change to the proposed schedule to correct sprint numbering.

Advisory Board Recommendation

Decision: ☐ Approve ☐ Reject ☐ Defer ☒ N/A

Comments: Due to timing constraints, this CR was not reviewed by the Advisory Board.

Executive Steering Committee Decision

Decision: ☒ Approve ☐ Reject ☐ Defer

Comments:

**Office of Motorist Modernization
Change Request Form – Agile Project**

Executive Steering Committee Member	Signature	Date
Terry Rhodes Executive Director, DHSMV		2/14/17
Diana Vaughn Deputy Executive Director, DHSMV		2/16/17
Robert Kynoch Director of Motorist Services, DHSMV		2/16/17
Boyd Dickerson-Walden Chief Information Officer, DHSMV	Verbal approval provided via phone	2/16/17
Felecia Ford Chief, Bureau of Admin Review DHSMV		2/16/17

**Office of Motorist Modernization
Change Request Form – Agile Project**

General Information	
Project Name	Motorist Modernization Phase I – CDLIS/Citation Processing
Change Requested By	Sonia Nelson – Project Manager
Product Owner	Deborah Todd
Date Requested	January 31, 2017

Change Request #	47
Change Request Information (completed by the requestor)	
<p>Description:</p> <p>The purpose of this Change Request is account for the work effort required in Technical Debt stories for the successful testing and implementation of Citation Processing. The Data Tier work must be performed prior to development of the remaining Citation Processing stories, so that the new development utilizes the correct data structure. This change request specifies the work effort for Citation Processing; an additional change request is required to account for the CDLIS data tier work effort to be submitted at a future date.</p> <p>The following modifications to the following backend applications/services must be performed for Citation Processing:</p> <ol style="list-style-type: none"> 1) Rewrite 3 stored procedures in Oracle to perform validations for the Citation Processing Tracking Database 2) Motorist Services integration 3) Citation Processing Services update (.NET) 	
<p>Classification Critical : <input checked="" type="checkbox"/> Medium : <input type="checkbox"/></p> <p><i>Due to the level of classification (Level III) and potential impact to the scope, schedule, and/or budget, this change request must be reviewed by the Change Control Board and approved by the Executive Steering Committee in accordance with the MM Phase I Program Management Plan.</i></p>	

Business Need / Justification (completed by the requestor)
<p>Description: This is the backend work required to integrate the BizTalk server with the new data tier as well as update the database tables to the new data structure.</p>

Impact Analysis (completed by ISA)
<p>Specific Requirements Definition: Change Request CR44, which suspended development and testing tasks for CDLIS and Citation Processing until April 2017, was submitted and approved by the ESC in December 2016. Upon further evaluation, it has been deemed necessary to commit development resources to complete the Citation Processing data tier work effort, which is required to support the Citation Processing application development in April 2017. The data tier work effort must begin immediately to prevent interruption to the planned schedule for Citation Processing development. The first story planned for development in April 2017 is 'Add Disposition'. To adequately test the story, the backend for Citation Processing must be fully implemented.</p> <p>Completed by: Sonia Nelson</p>

**Office of Motorist Modernization
Change Request Form – Agile Project**

Impact on Schedule:

The requested work will be added to the Citation Processing backlog as Technical Debt. This work effort was previously known but not calculated for the current release. The team has estimated that with two assigned developers (50%) the tasks may be accomplished in approximately 45 working days.

Item Number	Task Name	Dev Effort	Start	Finish
1	Oracle Database (BizTalk) stored Procedures	80 hrs	Tue 2/14/17	Mon 2/27/17
2	Motor Services Integration	120 hrs	Wed 2/15/17	Wed 3/15/17
3	Citation Processing Services	80 hrs	Thu 3/16/17	Wed 3/29/17
4	Functional Testing	80 hrs	Thu 3/30/17	Wed 4/12/17

The specific tasks have been outlined below:

A task will be added in the Integrated Master Schedule (IMS) to occur prior to Milestone B, Development Sprint 8, to track this effort. The end date of this effort overlaps with CDLIS/CP development, which is scheduled to resume on 4/5/2017. However, this is not expected to pose any issues or prevent the team from proceeding as planned.

Completed by: Sonia Nelson

**Office of Motorist Modernization
 Change Request Form – Agile Project**

Impact on Cost: No direct impact to Motorist Modernization Phase I budget. This work effort will be performed by existing operational resources that have been authorized to support the program.

Impact on Resources: Two Operational Developer Resources will lead this work effort; Shaivalini Nandineni and Sushil Kumar (assigned to OMM 50%). Support from the existing Motorist Modernization database resource(s) may also be required to implement this change. At this time, it is not anticipated that this will require a significant amount of hours.

Resource Requirements	Work Effort (Hours)	Cost
Two Operational Developer Resources (50%)	360	
One OMM Developer Resource SME (as needed)	N/A	
Total	360	N/A

Alternatives to the Requested Change: None identified.

Completed by: Sonia Nelson

**Office of Motorist Modernization
Change Request Form – Agile Project**

Change Control Board Recommendation

Decision: ☒ Approve ☐ Reject ☐ Defer ☐ N/A

Comments: This request was initially deferred by the CCB on 2/7/17, pending input from Service Operations. The request was updated and re-submitted for CCB review on 2/9/17. As of 2/9/17, a majority vote of 10 was received to recommend approval of CR47 by the CCB (Deborah, Barbara, Steve, Deepa, Carl, Pat, Thomas, Dana, Anat and Eric). A vote has not been received from 1 remaining CCB member.

Advisory Board Recommendation

Decision: ☐ Approve ☐ Reject ☐ Defer ☒ N/A

Comments: Due to timing constraints, this request was not reviewed by the Advisory Board.

Executive Steering Committee Decision

Decision: ☒ Approve ☐ Reject ☐ Defer

Comments:

Executive Steering Committee Member	Signature	Date
Terry Rhodes Executive Director, DHSMV		2/16/17
Diana Vaughn Deputy Executive Director, DHSMV		2/16/17
Robert Kynoch Director of Motorist Services, DHSMV		2/16/17
Boyd Dickerson-Walden Chief Information Officer, DHSMV	Verbal approval provided via phone.	2/16/17
Felecia Ford Chief, Bureau of Admin Review DHSMV		2/16/17

Office of Motorist Modernization
Change Request Form – Agile Project

General Information	
Project Name	Motorist Modernization Phase I
Change Requested By	Jeff Marsey, OMM Developer Manager
Product Owner	Dorothy Hill
Date Requested	1/24/2017

Change Request #	48
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Change Request Information (completed by the requestor)

This Change Request covers work not accounted for under the original user story estimations. As the existing .NET FR code was recently modified, it was assumed that it would need minor changes. However, the entire application needs to be migrated from DLPROD/MVPROD to MSDEV and have its main FR WEB Service configured for the new data model. Until this is completed, the following dependent Milestone B/C data tier stories will need to be moved to Milestones E (July 2017 – October 2017).

FR24508	FR / Search Company Screen - Data Tier: Search Company	Move to Milestone E	8 hrs.
FR24512	FR / Search Company Screen - Data Tier: Update/Add	Move to Milestone E	8 hrs.
FR24519	FR / Judgments Screen - Data Tier: Add Judgment	Move to Milestone E	24 hrs.
FR24525	FR / FR Reports Screen - Data Tier: Display Logs and Files	Move to Milestone E	8 hrs.
FR24527	FR / FR Reports Screen - Data Tier: Display Sanction Error Queue	Move to Milestone E	8 hrs.
FR24522	FR / FR Crash Screen - Data Tier: Add Crash Report	Move to Milestone E	8 hrs.
FR24515	FR / Add Insurance Policy - Data Tier: Add/Update	Move to Milestone E	24 hrs.
FR28432	FR / FR Reports Screen - Data Tier: Update Sanction Error Queue	Move to Milestone E	8 hrs.
FR24523	FR / FR Crash Screen - Data Tier: Edit/Delete Crash Report	Move to Milestone E	24 hrs.
FR24516	FR / Insurance Policy Details - Data Tier: Display (This story pulled from Sprint 8 because edit/delete was included as part of the requirement for this story).	Move to Milestone E	8 hrs.

To accommodate the additional work, the planned Sprints/Milestones will need to be adjusted in the Milestone Release Report (Deliverable 52) and in the Integrated Master Schedule (See Impact to Schedule section for details).

Classification Critical : ☒ Medium : ☐

Due to the level of classification (Level III) and potential impact to the scope, schedule, and/or budget, this change request must be reviewed by the Change Control Board and approved by the Executive Steering Committee in accordance with the MM Phase I Program Management Plan.

Office of Motorist Modernization
Change Request Form – Agile Project

Business Need / Justification (completed by the requestor)

Description: FR related data tier stories are dependent on the current FR application being migrated to the new ORION environment. Delaying the completion of this unplanned work will extend development beyond the established release plan.

Impact Analysis (completed by ISA)

Specific Requirements Definition: Approximately 100 Oracle stored procedures will need to be moved from DLPROD/MVPROD to MSDEV and the Financial Responsibility Web Service will need to be moved to the new data model. The Financial Responsibility stories carried over from Motorist Maintenance Milestone B/C will need to be developed.

Completed by: Jeff Marsey/Scott Tomaszewski

**Office of Motorist Modernization
Change Request Form – Agile Project**

Impact on Schedule:

At this time, there are no solid estimations for the level of effort that will be required to complete the FR backend conversion. This poses a risk to the team's ability to absorb this increased effort within the existing release plan, prior to the start of Milestone E. However, upon approval of this change request, the assigned Senior BA, Scrum Master, Lead Developer and ISA technical resources will create the necessary user stories and formulate development estimations between 2/16/17 and 4/7/17, being mindful as to not impact current work commitments. ***Once the FR backend conversion stories and estimations have been solidified, a separate change request will be proposed if the effort cannot be completed during Milestone D and prior to the start of Milestone E.***

Here are estimates for completing pre-grooming and grooming of requirements, as well as preliminary estimates for development.

Areas needing User Stories created	Functional Area	Pre-grooming	Grooming	Total Hours
Oracle Package Group A (25 procedures)	Financial Responsibility	12	4	10
Oracle Package Group B (25 procedures)	Financial Responsibility	12	4	7
Oracle Package Group C (25 procedures)	Financial Responsibility	12	4	10
Oracle Package Group D (25 procedures)	Financial Responsibility	12	4	10
Total Hours		48	16	64

Areas needing User Stories created	Functional Area	Development & Database-related activities		Total Hours
Oracle Package Group A (25 procedures)	Financial Responsibility	181		181
Oracle Package Group B (25 procedures)	Financial Responsibility	181		181
Oracle Package Group C (25 procedures)	Financial Responsibility	181		181
Oracle Package Group D (25 procedures)	Financial Responsibility	181		181
Total Hours		724		724

**Office of Motorist Modernization
Change Request Form – Agile Project**

To accommodate the additional work, the planned Sprints/Milestones will need to be adjusted in the Milestone Release Report (Deliverable 52) and in the Integrated Master Schedule.

Current Schedule (v103.1)

Task Name	Duration	Start	Finish
Team E - MM / Financial Responsibility	542 days	Thu 7/21/16	Thu 9/13/18
MILESTONE GROUP D	83 days	Thu 3/30/17	Wed 7/26/17
Sprint 10	15 days	Thu 3/30/17	Wed 4/19/17
Sprint 11	15 days	Thu 4/20/17	Wed 5/10/17
Sprint 12	14 days	Thu 5/11/17	Wed 5/31/17
Sprint 13	15 days	Thu 6/1/17	Wed 6/21/17
Sprint 14	14 days	Thu 6/22/17	Wed 7/12/17
MM/FR Sprint - Milestone Group D	9 days	Thu 7/13/17	Tue 7/25/17
MM/FR Retrospective - Milestone D	1 day	Wed 7/26/17	Wed 7/26/17
MILESTONE GROUP E	59 days	Thu 7/27/17	Wed 10/18/17
Sprint 15	15 days	Thu 7/27/17	Wed 8/16/17
Sprint 16	14 days	Thu 8/17/17	Wed 9/6/17
Sprint 17	15 days	Thu 9/7/17	Wed 9/27/17
MM/FR Sprint - Milestone Group E	14 days	Thu 9/28/17	Tue 10/17/17
MM/FR Retrospective - Milestone E	1 day	Wed 10/18/17	Wed 10/18/17
MILESTONE GROUP F	59 days	Thu 10/19/17	Wed 1/17/18
Sprint 18	15 days	Thu 10/19/17	Wed 11/8/17
Sprint 19	12 days	Thu 11/9/17	Wed 11/29/17
Sprint 20	15 days	Thu 11/30/17	Wed 12/20/17
MM/FR Sprint - Milestone Group F	16 days	Thu 12/21/17	Tue 1/16/18
MM/FR Retrospective - Milestone F	1 day	Wed 1/17/18	Wed 1/17/18
MILESTONE GROUP G	55 days	Thu 1/18/18	Wed 4/4/18
Sprint 21	15 days	Thu 1/18/18	Wed 2/7/18
Sprint 22	15 days	Thu 2/8/18	Wed 2/28/18
Sprint 23	15 days	Thu 3/1/18	Wed 3/21/18
MM/FR Sprint - Milestone Group G	9 days	Thu 3/22/18	Tue 4/3/18
MM/FR Retrospective - Milestone G	1 day	Wed 4/4/18	Wed 4/4/18
MILESTONE GROUP H	39 days	Thu 4/5/18	Wed 5/30/18
Sprint 24	15 days	Thu 4/5/18	Wed 4/25/18
Sprint 25	15 days	Thu 4/26/18	Wed 5/16/18
MM/FR Sprint - Milestone Group H	8 days	Thu 5/17/18	Tue 5/29/18
MM/FR Retrospective - Milestone H	1 day	Wed 5/30/18	Wed 5/30/18
MILESTONE GROUP I	20 days	Thu 5/31/18	Wed 6/27/18
Sprint 26	15 days	Thu 5/31/18	Wed 6/20/18
MM/FR HIP Sprint - Milestone Group I	4 days	Thu 6/21/18	Tue 6/26/18
MM/FR Retrospective - Milestone I	1 day	Wed 6/27/18	Wed 6/27/18
MILESTONE GROUP J	54 days	Thu 6/28/18	Thu 9/13/18

**Office of Motorist Modernization
Change Request Form – Agile Project**

Sprint 27	14 days	Thu 6/28/18	Wed 7/18/18
Sprint 28	15 days	Thu 7/19/18	Wed 8/8/18
Sprint 29	15 days	Thu 8/9/18	Wed 8/29/18
MM/FR HIP Sprint - Milestone Group J	9 days	Thu 8/30/18	Wed 9/12/18
MM/FR Retrospective - Milestone J	1 day	Thu 9/13/18	Thu 9/13/18

Proposed Schedule

Task Name	Duration	Start	Finish
Team E - MM / Financial Responsibility	542 days	Thu 7/21/16	Thu 9/13/18
MILESTONE GROUP D	108 days	Thu 3/30/17	Wed 8/31/17
Sprint 10	15 days	Thu 3/30/17	Wed 4/19/17
Sprint 11	15 days	Thu 4/20/17	Wed 5/10/17
Sprint 12	14 days	Thu 5/11/17	Wed 5/31/17
Sprint 13	15 days	Thu 6/1/17	Wed 6/21/17
Sprint 14	14 days	Thu 6/22/17	Wed 7/12/17
Sprint 15	15 days	Thu 7/13/17	Wed 8/2/17
MM/FR Sprint - Milestone Group D	20 days	Thu 8/3/17	Tue 8/30/17
MM/FR Retrospective - Milestone D	1 day	Wed 8/31/17	Wed 8/31/17
MILESTONE GROUP E	83 days	Thu 9/1/17	Wed 1/3/18
Sprint 16	14 days	Thu 9/1/17	Wed 9/6/17
Sprint 17	15 days	Thu 9/7/17	Wed 9/27/17
Sprint 18	15 days	Thu 10/19/17	Wed 11/8/17
Sprint 19	13 days	Thu 11/9/17	Wed 11/29/17
Sprint 20	10 days	Thu 11/30/17	Wed 12/13/17
MM/FR Sprint - Milestone Group E	12 days	Thu 12/14/17	Tue 1/2/18
MM/FR Retrospective - Milestone E	1 day	Wed 1/3/18	Wed 1/3/18
MILESTONE GROUP F	43 days	Thu 1/4/18	Wed 3/7/18
Sprint 21	14 days	Thu 1/4/18	Wed 1/24/18
Sprint 22	15 days	Thu 1/25/18	Wed 2/14/18
MM/FR Sprint - Milestone Group F	13 days	Thu 2/15/17	Tue 3/6/18
MM/FR Retrospective - Milestone F	1 day	Thu 3/7/18	Wed 3/7/18
MILESTONE GROUP G	39 days	Thu 3/9/18	Wed 5/2/18
Sprint 23	14 days	Thu 3/9/18	Wed 3/28/18
Sprint 24	15 days	Thu 3/29/18	Wed 4/18/18
MM/FR Sprint - Milestone Group G	9 days	Thu 4/19/18	Tue 5/1/18
MM/FR Retrospective - Milestone G	1 day	Wed 5/2/18	Wed 5/2/18

**Office of Motorist Modernization
Change Request Form – Agile Project**

MILESTONE GROUP H	39 days	Thu 5/3/18	Wed 6/27/18
Sprint 25	15 days	Thu 5/3/18	Wed 5/23/18
Sprint 26	14 days	Thu 5/24/18	Wed 6/13/18
MM/FR Sprint - Milestone Group H	9 days	Tue 6/14/18	Tue 6/26/18
MM/FR Retrospective - Milestone H	1 day	Wed 6/27/18	Wed 6/27/18
MILESTONE GROUP I	29 days	Thu 6/28/18	Wed 8/8/18
Sprint 27	15 days	Thu 6/28/18	Wed 7/18/18
Sprint 28	12 days	Thu 7/19/18	Fri 8/3/18
MM/FR HIP Sprint - Milestone Group I	4 days	Thu 8/2/18	Tues 8/7/18
MM/FR Retrospective - Milestone I	1 day	Wed 8/8/18	Wed 8/8/18
MILESTONE GROUP J	25 days	Thu 8/9/18	Thu 9/13/18
Sprint 29	16 days	Thu 8/9/18	Thu 8/30/18
MM/FR HIP Sprint - Milestone Group J	9 days	Fri 8/31/18	Wed 9/12/18
MM/FR Retrospective - Milestone J	1 day	Thu 9/13/18	Thu 9/13/18

The proposed schedule incorporates adjustments to the milestone dates, yet does not impact the overall development timeline for MM/FR. The entire effort continues to be estimated as occurring within the allocated 29 3-week sprints; however, the placement of sprints within milestones has been adjusted.

Completed by: Scott Tomaszewski

Impact on Cost: No direct impact to Motorist Modernization Phase I budget. This work effort will be performed by existing resources.

Impact on Resources: See above. The following team members will be needed.

Resource Requirements	Work Effort (Hours)	Cost
Existing Motorist Modernization developers (2) and database resource (1) to complete FR backend conversion pre-grooming, grooming, development and database-related activities.	788	N/A
Existing Motorist Maintenance Developers to complete the dependent MS B/C stories during MS E.	128	N/A
Total	916	N/A

Alternatives to the Requested Change: Extend Milestone B/C (approximately 2-3 months) to complete the FR backend conversion and the dependent stories.

Completed by: Scott Tomaszewski/Jeff Marsey

**Office of Motorist Modernization
Change Request Form – Agile Project**

Change Control Board Recommendation

Decision: ☒ Approve ☐ Reject ☐ Defer ☐ N/A

Comments: This request was initially deferred by the CCB on 2/7/17, pending input from Service Operations. The request was updated and re-submitted for CCB review on 2/9/17. As of 2/10/17, a majority vote of 9 was received to recommend approval of CR48 by the CCB (Barbara, Pat, Carl, Steve, Deborah, Thomas, Eric, Dana and Anat). Votes have not been received from the 2 remaining CCB members.

Advisory Board Recommendation


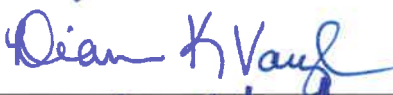
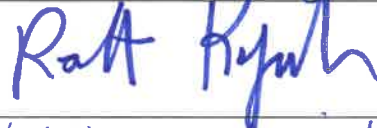

Decision: ☐ Approve ☐ Reject ☐ Defer ☒ N/A

Comments: Due to timing constraints, this request was not reviewed by the Advisory Board.

Executive Steering Committee Decision

Decision: ☒ Approve ☐ Reject ☐ Defer

Comments:

Executive Steering Committee Member	Signature	Date
Terry Rhodes Executive Director, DHSMV		2/16/17
Diana Vaughn Deputy Executive Director, DHSMV		2/16/17
Robert Kynoch Director of Motorist Services, DHSMV		2/16/17
Boyd Dickerson-Walden Chief Information Officer, DHSMV	Verbal approval provided via phone	2/16/17
Felecia Ford Chief, Bureau of Admin Review DHSMV		2/16/17