

## Motorist Modernization

**Motorist Modernization Advisory Board – Phase I Monthly Meeting**  
**March 13, 2018**  
**Neil Kirkman Building, Conference Room B-202**  
**2900 Apalachee Parkway, Tallahassee Florida 32399**  
**1 to 2 p.m., EST**

### Invitees

Deb Roby  
Ed Broyles  
Kelley Scott  
Pace Callaway  
April Edwards  
William Washington  
Lisa Cullen

### Representing

DHSMV  
DHSMV  
DHSMV  
DHSMV  
DHSMV  
Florida Court Clerks & Comptrollers  
Florida Tax Collectors

### Agenda

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

## **MOTORIST MODERNIZATION ADVISORY BOARD PHASE I**

### **Monthly Meeting Minutes Kirkman Building Conference Room B-202 February 13, 2018 1 to 2 p.m.**

#### **WELCOME AND INTRODUCTIONS**

- The meeting was called to order at 1 p.m. Ms. Kristin Green began the meeting by welcoming the attendees, and proceeded with the roll call of board members.

Advisory Board members present included

- Deb Roby
  - April Edwards (via phone)
  - Ed Broyles
  - Kelley Scott
  - Lisa Cullen (via phone)
  - William Washington
- Additional DHSMV members present included Terrence Samuel, Kristin Green, Koral Griggs, Sonia Nelson, Scott Tomaszewski, Aundrea Andrades, Judy Johnson, Jessica Espinoza, Felecia Ford and Chad Hutchinson.
  - Visitors included Chris Wade from Ernst & Young, Joe Weldon from Accenture, and Scott Morgan.

#### **REVIEW AND APPROVAL OF THE LAST MEETING MINUTES**

- Ms. Kristin Green reviewed the meeting minutes from January 9, 2018. One correction was identified to update the name of the Florida Court, Clerks and Comptrollers listed on page 2. A motion to approve the minutes was accepted by the board members and the January 9, 2018, meeting minutes were approved.

#### **IV&V UPDATE**

- Mr. Chris Wade reviewed the December 2017 report. Overall, the risk state is still green. From a performance perspective, the program is within the established standards and limits of control. The schedule performance index is 0.99. The cost performance index is 1.001. The two remaining gray facets relate to cutover and support and sustainability. We will continue monitoring them as we get closer to a more detailed implementation plan. Previously, there was a trend of the forecast milestone completion falling behind; however, the team has performed a process of recovery and now there's a steady decrease in the trend of the project schedule being behind. The overall project schedule quality is currently 95.0.

#### **POLICY AND DECISION REVIEW**

- POR31 – Express Shipping – Ms. Judy Johnson stated following the Print Card Solution UAT, the MyDMV Portal will work with the Print Card Team to draft a pending change request. The team is still waiting on the print card team to wrap up UAT for print card solutions.

- DL44 – Driver License Issuance – Ms. Jessica Espinoza stated that the DL Issuance team will be submitting a CR for updating race and ethnicity during an issuance transaction. The team members would like to know if customers will have the option to not disclose their race/ethnicity. There was a recommendation from the product owner to present this option when the customer is selecting their ethnicity.
  - Ms. Deb Roby stated her support; however, noting, she believes there will be many customers who wish not to disclose their race, not their ethnicity.
  - Mr. Ed Broyles agreed with Ms. Roby's statement.
  - Mr. Washington stated that when you are checking DHSMV's website to check a driver license status, race and ethnicity are two of the categories, which are helpful when looking at a case and if a customer had limited information, it's helpful to identify the customer based on his/her race; ethnicity, not so much, but race can be helpful.
  - Ms. Lisa Cullen questioned if we would not collect race and the customer could not disclose.
  - Ms. Espinoza relayed that the product owners are asking if we can allow a customer not to disclose ethnicity, but for the race, we're trying to follow standards for the FBI, FDLE and several other agencies. With these standards, you are selecting race and ethnicity as two different options, and currently, other than Hispanic or Latino and not Hispanic or Latino, the only other option is Unknown, which is currently being used by customers who wish not to disclose. However, if there was a citation and the information was limited, the ethnicity could serve as an identifier between similar customers.
  - Ms. Cullen confirmed that a customer would not have to provide ethnicity, but would have to provide race.
  - Mr. Broyles asked if there were any conversations about not disclosing race.
  - Ms. Espinoza stated the product owners believe the customer should have to relay race as an identifier, but that ethnicity may not prove as important.
  - Ms. Roby confirmed with the new process, the customer would select his/her own race and ethnicity on the signature pad because currently, the clerks are guessing and the customer is unaware of what a clerk may enter because it does not appear on a credential. With the new process, the customer will be able to select whichever option they want, so there will most likely be many customers who wish not to disclose. Keeping the current "unknown" option, the customer will have the same option as not disclosing.
  - Ms. Cullen asked if the question would be required.
  - Ms. Espinoza stated, currently we do not ask and that our procedures state we select based on our best guess, but it is a required field.
  - Mr. Samuel stated we will bring the Advisory Board's recommendations to the Executive Steering Committee.
- REN07 – Renewal Notice Processing – Ms. Johnson stated that the DL/ID card renewal notices were approved by leadership. Mr. Samuel confirmed with Ms. Cullen that based upon the approval from leadership, the tax collectors were in agreement with the final versions.
- FR02 – DHSMV Big Bang Approach or Staggered – Mr. Scott Tomaszewski stated the team is currently onboarding insurance companies to get insurance process upgraded and into structural testing. We are tracking progress on how well the companies are able to integrate into the new system. The business is moving forward to establish points of contact to coordinate structural testing for all insurance companies by December 2018.
- ENTP01 – FDLE Enterprise – Ms. Espinoza stated this decision is related to FDLE and the options we will create for sexual offenders and career offenders. Currently, the team is working on an acceptance document and has met with the business to discuss the document. There will be one additional meeting with FDLE in March and then the team will present the document.

## **FINANCIAL REVIEW**

- Ms. Janis Timmons presented a high-level PowerPoint overview of the Motorist Modernization financials. The first slide displayed the program's total LBR requests for Phase I by category. The second slide displayed budget and actuals. The program's budget for this year is \$9.8M and the actuals through January is \$5.1M for contracted services, IV&V services, software and travel expenses and OCO. The third slide displayed the budget and actuals overview. Fiscal year to date, the program has spent \$5.2M and the actuals is \$5.1M and less than one percent variance. The program's month to date was \$711,626 for budget and the actuals was \$715,489; therefore, the program is slightly over budget for the month of January, most likely due to contracted services. The program has \$4.6M available for the remainder of the year.

## **CHANGE REQUEST REVIEWS**

- Ms. Green stated we have several change requests to review.
- CR#88 – DL Issuance – Mr. Weldon stated, in the cashiering flow, the team missed stories to call a third-party cashiering service. This change request is to create four stories to call and receive responses to and from a third-party cashiering system. The four stories will include create a third-party cashier service, inquiry for a third-party cashier system, update payment information and void payment. The planned work is to be completed by Milestone J in Sprint 21 and it adds 215 hours to the backlog. A schedule change was recommended for DL Issuance based on the number of hours the team is adding with the multiple DL CRs, the team will need additional time to complete the work. With the schedule change, an additional sprint (Sprint 29) is added and puts the team in line with development ending for Motorist Maintenance and Financial Responsibility. The board recommended approval.
- CR#89 – DL Issuance – Mr. Weldon stated this CR is to archive batch processes, including Driver Improvement Transcripts, Driver License Extract for Florida Wildlife Commission and School Dropout Prevention Record Request. The Driver Improvement Transcripts is a batch process run every night and creates a paper transcript. Per Ray Graves, the team will no longer be creating those transcripts. The Driver License Extract is currently run weekly and provides the driver-related data for all drivers in the system and is a backup to a web service when the service is down; however, the team worked together to fix the issue and it is written into MOU to remove the process. The School Dropout Prevention Record Request is a report, which has not run since March 3, 2014, in production; therefore, the business determined it was no longer needed. This change request adds 344 hours to the backlog. The board recommended approval.
- CR#90 – DL Issuance – Mr. Weldon stated during updates to ORION, the team is replacing local exceptions during an issuance process. When a customer is missing a document, the clerk asks the customer to return later and provide the document, which is handled offline on SharePoint by logging the request and a number is produced and recorded with the transaction. DL Issuance is building a queue inside ORION where the exception can be selected during the issuance, which will transfer to a manager queue for approval. This change request is to create a batch process to perform a "clean up job" of the queue. The request is being tagged as a lower-level priority to add 92 hours to the backlog. The board recommended approval.
- CR#91 – DL Issuance – Mr. Weldon stated the purpose of this change request is to merge the code base changes that were completed a part of the Capture Print Project into the DL Issuance ORION module for Phase I. At the time the project started, the team was sharing the same code base from the Capture project. This change request adds 42 stories into the backlog and 744 hours to add the stories into Phase I, which would require a schedule change. Some stories are lower priority; therefore, the team will work on issuance-related stories first and start in the next sprint during Milestone G, Sprint 23. The board recommended approval.

- CR#92 – DL Issuance – Mr. Weldon stated the purpose of this change request is to add stories and tasks to update business rules to account for a learner license as an option with a Class E issuance. This will expand the way the team views a learner permit. Rules were originally scattered throughout the process related to a learner permit; however, when the team started writing the test cases, the team struggled with how to test the rules. The change request will add eligibility options at the start of the transaction. The change request adds 128 hours to the backlog and the work will begin in Milestone G. The board recommended approval.
- CR#93 – DL Issuance – Mr. Weldon stated the purpose of this change request is to comply with recent changes for exams in CDLIS and CLP for ORION. The change request is to modify assigned exams to accurately reflect exams, which have been “used,” so an examiner does not need to look through history in Motorist Maintenance for CDL and CLP transactions. The change request will also add an expiration date to the “all” tab for exams and update the validation rules for the exams. The change request adds 102 hours to the backlog and two of those hours are for user guide updates and policy related to those tabs. The team requests to complete the work in Milestone G. The board recommended approval.
- CR#94 – DL Issuance – Ms. Green stated this change request is a critical, but medium classification; meaning, due to the hours in the change request, it is in Mr. Samuel’s authority to approve. Mr. Weldon stated this change request addresses calculating the Hazmat Until Date during a CDL renewal. Once the date is calculated, the date will need to be displayed on the endorsements modal screen. The change request adds 58 hours to the backlog and the work will be performed in Milestone G. The board recommended approval.
- CR#95 – DL Issuance – Ms. Green stated this change request is also a program director authority change request. Mr. Weldon stated this change request is for a complete issuance transaction to add/update pointer to CDLIS. This change request adds the rules necessary for updating the pointer to CDLIS and creating the story to complete the work. This change request adds 53 hours to the backlog and the work will be performed in Milestone G. The board recommended approval.
- CR#96 – DL Issuance – Ms. Green stated this change request is a program director authority change request. This change request has already been executed. Mr. Weldon stated this change request is related to the adoption of FMCSA rules. Currently, there are two permit periods for a CLP. The request will issue the CLP for an entire year, which negates the need for a renew CLP transaction. The team will retire the associated stories; however, the MyDMV Portal team had already completed all of the work associated with adding a renew CLP transaction; therefore, the change request will remove 70 hours for the DL Issuance team, but adds 41 hours to the MyDMV Portal team to remove the transaction, which will be completed during Milestone F.
- CR#97 – DL Issuance – Mr. Weldon stated the team had stories related to passport verification and VLS, but were missing the rules specifically related to services interacting with each other. This change request adds the rules needed for those interactions. This change request adds 53 hours to the backlog and the work will be performed in Milestone G. The board recommended approval.
- CR#98 – DL Issuance – Mr. Weldon stated when the team was originally performing requirements validation, there was a batch process for customers surrendering their credential. This process was run on a nightly basis and generated letters to the states where the customers originated from. At that time, the technical team and product owner recommended the team perform this process during the issuance, instead of running a batch job. The stories were not added to the backlog at that time; therefore, this change request adds those stories to the backlog and the team will handle existing transactions that were voided during a real-time, state-to-state call. This change request adds 59 hours to the backlog. The board recommended approval.
- CR#99 – Renewal Notification – Ms. Nelson stated the purpose of this change request is to add the rework tasks related to the Driver License Renewal Notices. The team received the final authorization for the notices on February 2, 2018, when the team was well into development; therefore, the change



request is necessary for any rework tasks that came from management. This change request adds 110 development hours and 78 testing hours for a total of 188 hours to the team's backlog. Ms. Green clarified that this change request is related to all the changes, which stemmed from the review of the DL Renewal Notices and the team is documenting the associated rework. The board recommended approval.

- CR#100 – Informatica – Ms. Green stated this change request is associated with the data synchronization related work effort. The program team purchased a product called “Informatica” and required resources and brought them onsite to assist with related components. Previously, the team brought forward change request 79 to display the work in the overall schedule. When the program brought on the Informatica team, they identified some additional improvements to the tasks in the schedule. This change request is to adjust the tasks in the current schedule and adjust some of the dependencies and tasks, which take priority. From the IV&V report, the team has been trending behind schedule on these tasks for a while; however, with this effort the team will no longer be overdue with these tasks. Mr. Chad Hutchinson clarified that some of these tasks included testing and validation tasks paired with development tasks. Ms. Green stated that the change request displays the current schedule, in addition to the updated schedule, which includes items in green that were added, dependency shifts in blue and late tasks in orange. The board recommended approval.
- Ms. Green informed the board members that the spreadsheet for the Level I and Level II change requests was displayed in front of them; however, in the interest of time, it was not reviewed during the meeting.

## **PROJECT UPDATES**

- Motorist Maintenance/Financial Responsibility – Mr. Tomaszewski stated both teams are currently in Milestone E, which was scheduled to end January 3, 2018, and the teams are approximately a month behind. During the milestone, the work for Motorist Maintenance included supporting Financial Responsibility related development, and for Financial Responsibility, the team worked on the FR Clearance, sanction maintenance, seize tag, security deposit and e-crash stories. According to the Sprint Traffic Light Report, in Motorist Maintenance business actions, the team is showing green and technical debt is green. Development is showing red due to two critical bugs affecting the remaining crash stories; however, the team mitigated those bugs this week. Testing is showing red, but look to close the Motorist Maintenance milestone and HIP sprint by February 15, 2018. For Financial Responsibility, the Sprint Traffic Light shows business actions and technical debt as green. Development is red due to issues impacting the overall progress across the team within the milestone and the FR knowledge gaps impacting resources, in addition to an increase in reported bugs, which are currently being mitigated. Developers who are not actively engaged in the bug mitigation have begun working on Milestone F, Motorist Maintenance development. Testing is red due to delays in completing development. Testers have approximately 224 hours left of capacity remaining to complete testing. No new risks were reported for the period. The team has two issues to report, which include issue 11; delays in FR development impacting schedule tasks and user guide Milestone E development, which is being resolved as the product owner signs off on stories, the sessions are being recorded and presented to the user guide content providers. Issue 10 is related to delays in conducting backlog decompositions and sessions impacting the sprint commitments, which translates into – if the team does not have a subject matter expert or if dependent code is not ready from a different application, it hinders the performance of a team dependent on that knowledge or code.
- Mr. Samuel stated that Financial Responsibility continues to be a project that the team needs to pay close attention to. We are continuously trying to get the correct people in the room, so everyone understands what we are doing and what the rules are. Recently, we stopped development for a day and held a full-day workshop to work through issues together and we were all on the same page by the

end of the day. We want to continue to ensure that interpretation does not hinder development and testing affecting the project in the future.

- Insurance Company Pilot Progress – The insurance companies continue to send points of contact, in order for the team to reach out and schedule when the companies will develop and schedule structural testing. In addition, the team is following up with the companies, requesting information on if they are using a third-party vendor or if the company is performing the coding in-house.
- Renewal Notification – Ms. Nelson stated the team is in Milestone F in the HIP Sprint, which began on January 31. The milestone and sprint were scheduled to complete on February 6, 2018; however, the team is currently working beyond that date on rework for the Driver License Renewal Notices and Spanish translation. The team has completed UAT for motor vehicle renewals and will begin motor vehicle data recipient structural testing, which opened on January 10, 2018, and Kelsey Parten is leading the testing. Palm Beach County will be our first data recipient to test and their testing period runs for two weeks. Since we are beyond our milestone, our Traffic Light indicators show red for business actions, development and testing, while technical debt is yellow for both the sprint and the milestone.
- CDLIS/CP – Ms. Nelson stated the team is in Milestone D and Sprint 21. Sprint 21 ends on February 27, 2018, and Milestone D ends on March 20, 2018. The team is working on driver school completion, 3N3 crashes, cancellation process, youthful offender, print Florida citation for out-of-state driver and election for validation process. The team is hosting monthly conference calls with AAMVA to prepare for CDLIS casual and structural testing. A call was held on January 18, 2018, and our next call is scheduled for February 15, 2018. Based on capacity, our Traffic Light indicators are green for all four areas for the sprint and the milestone.
  - Mr. Samuel stated that as a department we have decided to work with Ms. Cullen and the rest of the tax collector community to present the opportunity to customize the DL Renewal Notices. Due to multiple meetings and the approval process, the team fell slightly behind, but the team has received final decisions; therefore, we are moving forward.
  - Mr. Samuel also stated that renewal data recipients can be county tax collectors or vendors that receive renewal notices on behalf of the tax collector. The team has begun the process to work through structural testing, and anything we identify, such as bugs or enhancements, will be logged through the testing unit.
- Driver License Issuance – Mr. Weldon stated that last time the Advisory Board met, there was a separate DL Issuance and DL Batch team reflected on the traffic light report. The team has since combined both teams back into one team and will be reported on as a single team. Per the Traffic Light, the team is red from a milestone perspective. The DL Issuance team completed their Milestone F scope, which included commercial driver license and original renew/replace; however, the Batch team is still working on the AAMVA offline verification batch job. The build has been complete for a while, but the team is currently testing the job; therefore, we are keeping the milestone open. Part of the delay is due to issue 64, which is related to a shared UNI resource, which currently Operations uses in the morning for testing the upgrade to DLS 3.0, and the team uses the resource in the afternoon. The team is continuing to move forward and is showing green for development and testing into Milestone G, which includes commercial learner permit (original and replacement), temporary DL and temporary CDL, a scan-only transaction, the transcript for voluntary contributions transaction, and the exam-only transaction, in addition to many of the change requests mentioned earlier. The team still has two project-level issues, which includes issue 64 (mentioned earlier) and issue 39 related to developer shortage. The team has filled all positions for Phase I, except for the ASP3 position, which closes February 14, 2018. The team has an upcoming change request, which is batch related and is an update to CIPS to point to the new data tier.

- The Policy and Procedure working group was onsite last week. The group is responsible for writing content for the DL User Guide and the DL Operations Manual. The team completed their fifth assignment related to Milestone E functionality.
- MyDMV Portal – Aundrea Andrades stated the team is in Milestone E, which ends on March 6, 2018. The team is currently working in Sprint 24, which began on January 24, 2018, and ends today, February 13, 2018. During this sprint, the team worked on stories related to motor vehicle renewal updates, motor vehicle replacement, parking permit renewal updates, subscription services, bulk driver license records request, hazmat application status, and scheduling BAR hearings. According to the Traffic Light report, the developers are showing yellow for the sprint as they are trending behind on approved stories, but did complete all committed stories. Testing is showing red due to a lack of capacity and will be moving committed stories to the HIP sprint. Developers and testers are working on stories from MS G and H. One more Milestone E story is left to complete, which will occur in the HIP Sprint. The Traffic Light indicators are all green for the milestone.
- Mr. Samuel stated the team is approximately 95 days from go-live and the “go” or “no go” decision for Renewal Notifications. This is the last few months of development for Phase I through September 2018. The team is actively working on finishing development and then has several months of testing, which need to occur, including security testing with Scott Morgan’s team. In addition, the tax collector community will begin assisting with transactions and becoming familiar with the systems.

#### **COMMUNICATION UPDATE**

- There was no communication update present.

#### **Q&A**

- There were no questions or concerns from members present.

#### **ADJOURNMENT**

- Mr. Samuel adjourned the meeting at approximately 1:56 p.m.
- The next Advisory Board Meeting for Phase I is scheduled for March 13, 2018.

#### **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 1/9/18	6 Pages
MM Phase I FY 17-18 Spend Plan	1 Page
MM Phase I December 2017 IV&V Report	29 Pages
MM Phase I Change Request Log	8 Pages
MM Phase I Change Requests (88 -100)	.zip File

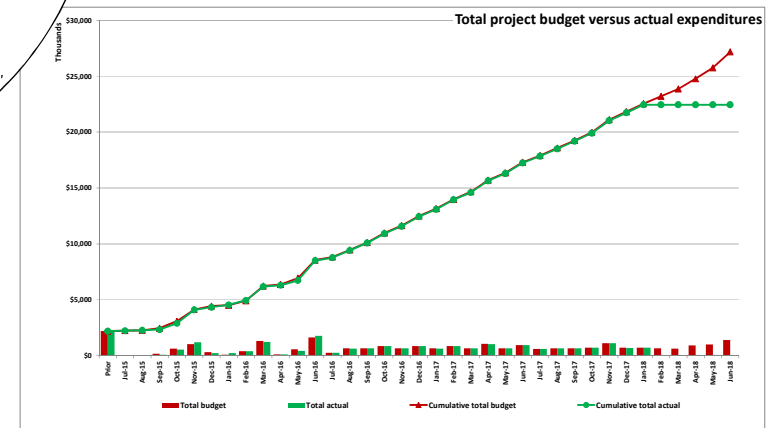
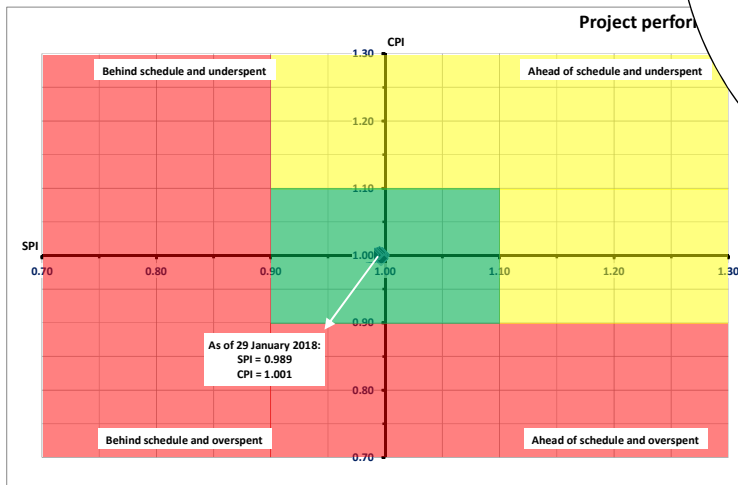
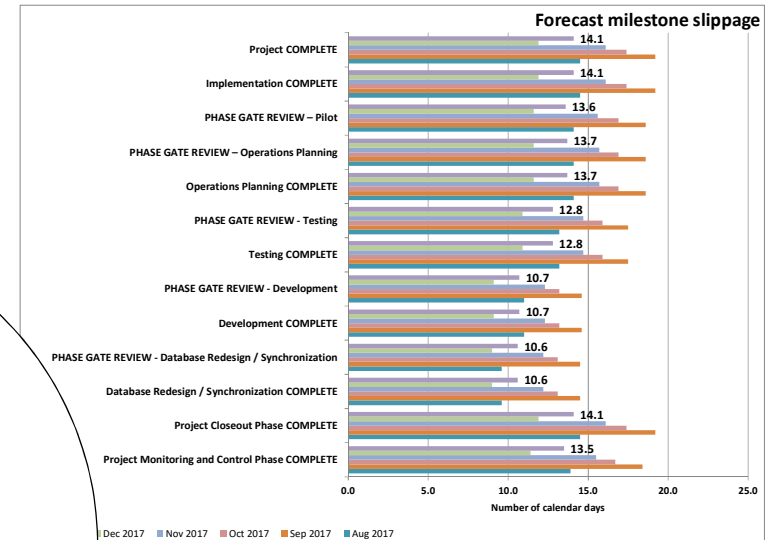
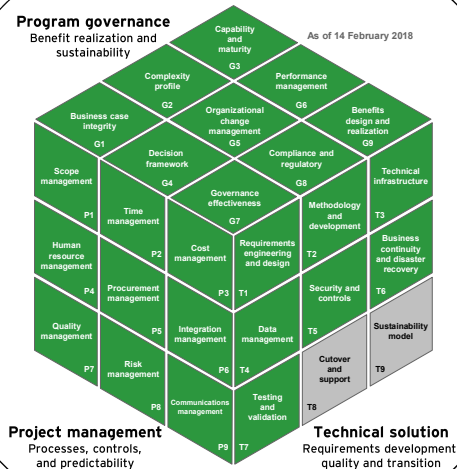


# Motorist Modernization Program (Phase I) IV&V Status

26 February 2018

- ▶ There are no open IV&V deficiencies.
- ▶ The Program is within established schedule performance thresholds
- ▶ The Program is within established cost performance thresholds
- ▶ The Program is behind schedule, but improving
  - ▶ The Program completion date is forecast to be 12 September 2016, 14.1 days late
  - ▶ Future milestones are projected to be completed behind schedule
  - ▶ The amount of time the project is behind schedule is decreasing

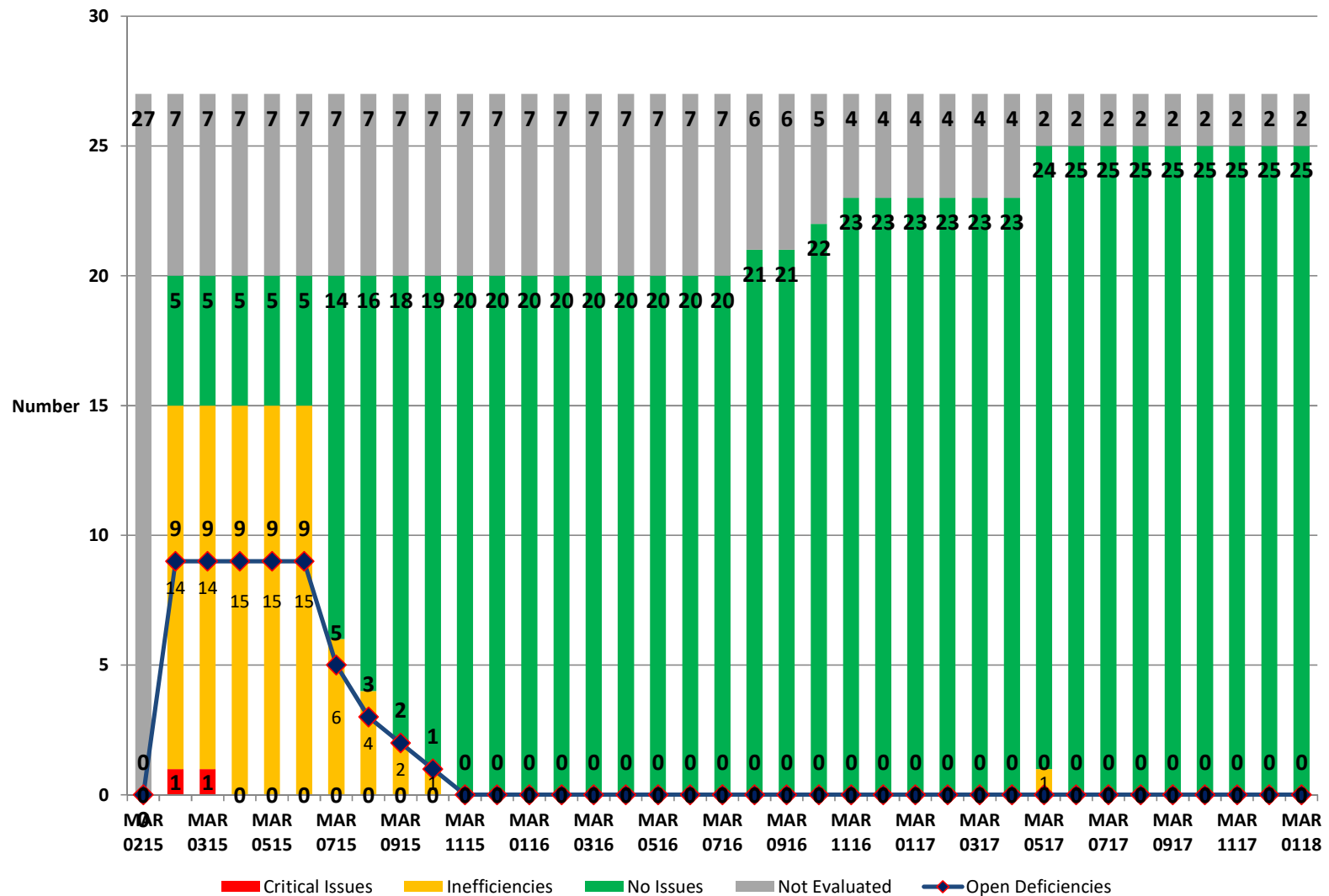
## Current IV&V risk state



Data contained in this placemat is as of 14 February 2018

# Motorist Modernization Program (Phase I) IV&V Analysis Summary

IV&V ratings summary



Item No.	Add Date	Function Area	Requested Functionality	Recommendation/ Advisory Board (AB) Comments	Bureau Chief Recommendation/ Approval by Name(s)	AB Status	AB Date	Executive Steering Committee (ESC) Comments	ESC Status	ESC Close Date
POR31	01/13/17	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 card 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?			Require additional information		<b>3/8/17 Update</b> Sent a request for pricing to Alissa Hoban who reached out to Trey Collins. Alissa Hoban provided the current price sheet for the various options.  <b>3/16/17 Update</b> Aundrea Andrades presented the current pricing for Priority Overnight, FedEx Standard Overnight and FedEx two day overnight to the ESC. Aundrea suggested creating a table indicating the correct amounts for each service based on the zones and the board members agreed that it would be beneficial to use the pricing method moving forward. ESC requested information on how quickly we can process the issuance and what is the normal speed.  <b>04/25/17 Update</b> All mail received by 3:30 p.m. in the mail room will be delivered as follows: Priority Overnight will arrive by 10:30 a.m. next day FedEx Standard Overnight - Commercial will arrive by 3:00 p.m. next day FedEx Standard Overnight - Residential will arrive by 8:00 p.m. next day FedEx 2-Day will arrive by 10:30 a.m. 2nd day	Require additional information	
POR31 Cont....	01/13/17	Express Shipping				Require additional information		<b>4/27/17 Update</b> The ESC decided that we will give the customer 3 options for express shipping. The system will calculate the fee based on the shipping option and zone. The system will display the expected delivery date for each option.  <b>05/17/17 Update</b> As of the last update, the legislative bill did not pass. The team would like directions for the next steps.	Require additional information	

Item No.	Add Date	Function Area	Requested Functionality	Recommendation/ Advisory Board (AB) Comments	Bureau Chief Recommendation/ Approval by Name(s)	AB Status	AB Date	Executive Steering Committee (ESC) Comments	ESC Status	ESC Close Date
POR31 Cont....	01/13/17	Express Shipping				Require additional information		<b>05/18/17 Decision</b> The department will continue with previous plan.  <b>05/22/17 Update</b> Deb Roby emailed a copy of the Card Print Solution contract and the following notes: I have attached a few pages with language from the card print solution contract regarding expedited printing. The contract only addresses two types of printing and mailing for credentials. 1. Standard processing with first class mailing 2. Expedited processing with next business day delivery The contractor is required to produce separate invoice details for the expedited credentials with the shipment tracking information, in addition to the regular invoices. There are specific prices identified for each type of credential processing and mailing (regular and expedited/overnight) during the term of the contract and the extension periods.	Require additional information	
POR31 Cont....	01/13/17	Express Shipping				Require additional information		<b>07/01/17 Update</b> We submitted the items below to the Print Card solution team to get clarification from Morpho Trust: Request to use customer number in addition to Driver License number in the data exchange. Request clarification on the label, such as what type and what will be printed (on the label). What type of tracking information will be provided? The team indicated that they were focusing on the print solution only because that was their number one priority. The team also stated that since the bill did not pass no further work would be done pertaining to this issue.  <b>07/27/17 Update</b> The MYDMV Portal team will resume discussion with the Print Card Solution team after the UAT date for the new cards.  <b>02/12/18 Update</b> Following Print Card Solution UAT, the MyDMV Portal team will work with the Print Card Team to draft a pending change request.	Require additional information	



Item No.	Add Date	Function Area	Requested Functionality	Recommendation/ Advisory Board (AB) Comments	Bureau Chief Recommendation/ Approval by Name(s)	AB Status	AB Date	Executive Steering Committee (ESC) Comments	ESC Status	ESC Close Date
DL44	01/18/18	Driver License Issuance	<p>The team will be submitting a CR for updating Race and Ethnicity during an issuance transaction. Some of the team members would like to know if customers will have the option for not disclosing their race/ethnicity.</p> <p>--- PO Recommendation --- Which of the following best identifies your ethnicity? <i>(Should be first)</i> H = Hispanic or Latino N = Not Hispanic or Latino U = Unknown % = I choose to not disclose</p> <p>Which of the following best identifies your race? W = White B = Black or African American I = American Indian or Alaska Native A = Asian P = Native Hawaiian or Other Pacific Islander U = Unknown ---</p>	<p><b>02/13/18 Update</b> The following recommendations were provided:</p> <p><b>FCCC:</b> Race - Required Ethnicity - Optional</p> <p><b>TC:</b> Race - Required Ethnicity - Optional</p> <p><b>State:</b> Race - Optional (Self selected) Ethnicity - Optional (Self selected)</p>		New Item				
REN07	05/04/16	Renewal Notice Processing	<p>Renewal Team members met with Janie Westberry 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.</p>			Require additional information		<p><b>05/05/16 Update</b> Boyd will meet with Janie Westberry to determine the cost for processing by Novitex.</p> <p><b>05/27/16 Update</b> Janie was out of the office. Will follow up when she is back.</p> <p><b>06/22/16 Update</b> April Edwards met with Janie Westberry on 6/21/2016.</p> <p><b>10/26/16 Update</b> 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.</p> <p><b>12/14/16 Update</b> 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.</p> <p><b>12/20/16 Update</b> Project artifacts were sent to Trey Collins for review.</p> <p><b>01/09/17 Update</b> Trey Collins emailed Novitex to schedule a meeting for the week of 1/16/17 -1/20/17.</p> <p><b>02/16/17 Update</b> No update.</p>	Require additional information	

Item No.	Add Date	Function Area	Requested Functionality	Recommendation/ Advisory Board (AB) Comments	Bureau Chief Recommendation/ Approval by Name(s)	AB Status	AB Date	Executive Steering Committee (ESC) Comments	ESC Status	ESC Close Date
REN07 Cont....	05/04/16	Renewal Notice Processing				Require additional information		<b>3/13/17 Update</b> We received a quote from Novitex for providing services to process the returned DL renewal notices. <b>4/11/17 Update</b> A decision was made to have Novitex provide OCR reading for hand-written email addresses on the renewal notice. The team will request a new quote from Novitex to included this functionality. <b>04/21/17 Update</b> A new quote was received from Novitex/Mavro. <b>06/02/17 Update</b> A new quote was received from Novitex/Mavro. <b>6/15/17 Update</b> We received signoff from DOS for the DL Renewal Notice/Motor Voter Application. <b>6/29/17 Update</b> Held Conference call with Novitex/Mavro to discuss next steps. Internal team meeting scheduled for 7/13/2017. <b>07/13/17 Update</b> Team meeting was held to discuss next step and 1st draft of the new renewal notice.	Require additional information	
REN07 Cont....	05/05/16	Renewal Notice Processing				Require additional information		<b>10/17/17 Update</b> DHSMV met with the Tax Collector focus group to discuss proposed changes to the driver license renewal notice. The team will create a new mockup with the proposed changes. <b>11/15/17 Update</b> The proposed changes requested by the Tax Collectors have been made to the Driver License Renewal Application and presented to DOS for review. <b>12/11/17 Update</b> Judy has a meeting scheduled with leadership to review proposed Tax Collector changes. <b>12/20/17 Update</b> Met with Leadership on 12/14/2017 to review proposed DL/ID renewal notices. A follow-up meeting was held 12/19/2017 to review leadership's requested changes. <b>12/22/17 Update</b> DL Renewal notices have been approved by leadership and are currently being routed to the renewal focus group for review.	Require additional information	

Item No.	Add Date	Function Area	Requested Functionality	Recommendation/ Advisory Board (AB) Comments	Bureau Chief Recommendation/ Approval by Name(s)	AB Status	AB Date	Executive Steering Committee (ESC) Comments	ESC Status	ESC Close Date
REN07 Cont....	05/05/16	Renewal Notice Processing				Require additional information		<b>01/11/18 Update</b> Conference call was held with the Renewal Focus Group to review the latest mockups. New suggestions and corrections were noted and the team is currently working on updating the mockups.  <b>02/02/18 Update</b> DL/ID Card Renewal Notices were approved by leadership.  <b>03/07/18 Update</b> No further decisions are required from the ESC. This item is now closed.		
FR02	08/14/17	FR	The FR team is looking for a decision as to whether we should roll out the insurance companies XML onboarding as a "Big Bang" approach or a "Staggered" approach. We have more than 500 insurance companies that need to be moved to the new system. They will have more than a year for structured testing and preparing for the conversion, as FR development is complete in January 2018. We groomed our requirements to go with the "Big Bang" approach.	After discussion with the team, we determined that there are 3 options available:  Option 1: Big Bang Approach - This is the way the team groomed the requirements.  Option 2: Phased roll-out - Old and new FR systems run concurrently (2 different letters and rules are sent to customers) - Vendors/companies roll out over X amount of time (Drop dead date TBD) - When all vendors/companies have rolled out, the old FR system is retired  <i>CR Required</i>		Require additional information		<b>08/17/17 Update</b> ESC would like to postpone making a decision until we can finish development of XML and get 4-6 companies structural testing and see how many issues they are having. Hopefully will have an answer by the next ESC meeting.  <b>09/21/17 Update</b> FR team still working on getting confirmations from insurance companies/vendors to start structural testing. State Farm Ins. has backed out. Farmers, Mercury, Verisk and Lexis Nexis are still on board to be involved in the pilot. Diana suggested that we go ahead and start the structural testing with the ones that have confirmed within the next week.  <b>10/24/17 Update</b> The team spoke to Pat Porter and we have 5 confirmations from insurance companies/vendors to start structural testing.	Require additional information	
FR02 Cont....	08/14/17	FR		Option 3: DHSMV Big Bang + Phased Vendor/Companies Roll-out - Change requirements to accept Flat Files and Old XML in New FR system - Stage 1: New FR system will process all existing files (Big Bang for department. No changes to vendors/companies) - Stage 2: Vendors/companies will roll out over X amount of time to the new XML (Drop dead date TBD) - 2 Large Deployments  <i>CR Required</i> High level Estimated hours - 2,100 (not including testing)		Require additional information		Progressive (Flat file) AIG (XML/Flat) Farmers (New to FL- XML) Verisk (vendor-XML/Flat) United Automobile (Flat file)  The team is reviewing the test scripts that SEU provided. The XML Deliverable 48 will be finalized by 10/25/17. The drafted manual has not been sent out yet, but have asked for feedback from some companies on items that they thought might be confusing. We are looking for a firm date from the business when we plan to provide the manual draft to all pilot insurance companies/vendors.  <b>11/13/17 Update</b> Draft XML Manual has been published on the Department's FR website. FR has created a spreadsheet to track the progress on SharePoint and are having weekly conference calls with pilot companies. FR will send a letter to all insurance companies listed with OIR in an attempt to reach companies that may not be aware of the changes.	Require additional information	

Item No.	Add Date	Function Area	Requested Functionality	Recommendation/ Advisory Board (AB) Comments	Bureau Chief Recommendation/ Approval by Name(s)	AB Status	AB Date	Executive Steering Committee (ESC) Comments	ESC Status	ESC Close Date
FR02 Cont....	08/14/17	FR				Require additional information		<b>12/06/17 Update</b> The pilot companies are still working through development issues on their side. The team's holding weekly conference calls with the companies to answer any questions or concerns. Currently, they are not ready to start structural testing. DBA's are assisting SEU with protecting the records needed for the testing (Curt is helping with this) Pat Porter is working on the letter to all insurance companies listed with OIR.  <b>12/19/17 Update</b> Last week's conference call was canceled, but the team is continuing the weekly calls and working through any issues or questions they are still having.  The test data that has been locked down was confirmed by another team and it's ready to go.  Test data records were placed in the companies output folders for the first round of structural testing.	Require additional information	
FR02 Cont....	08/14/17	FR				Require additional information		<b>12/19/17 Update Continued...</b> We are following up with the pilot companies as to where they are with modifying their systems. United Auto Insurance stated they are in the process of getting their software up to speed, and hoping to convert to XML after the new year. AIG has sent and processed files successfully and will start structural testing hopefully this week. Verisk has not started anything as of yet, they are experiencing production issues. They have verified they can see the folders, but no further update at this time.  The Stage Environment is being set up for January 2018 for all companies to use to structured test.  <b>01/04/2018 Update</b> The Stage Environment is due to be ready by January 8, 2018.  Pat Porter has completed the letter to the insurance companies and it is in the review process at this time. This letter includes important dates as well as a January 31, 2018, deadline to have a contact person identified and an email address for structural testing.	Require additional information	



Item No.	Add Date	Function Area	Requested Functionality	Recommendation/ Advisory Board (AB) Comments	Bureau Chief Recommendation/ Approval by Name(s)	AB Status	AB Date	Executive Steering Committee (ESC) Comments	ESC Status	ESC Close Date
FR02 Cont....	08/14/17	FR				Require additional information		<b>01/04/2018 Update Continued...</b> We are still holding the weekly pilot company testing progression call. AIG is moving quickly with their structural testing and haven't run into any major issues. Verisk has been struggling with production issues. One issue was related to AST, as their reload file was too large. We were told there were no limitations. Also, there was an anti-virus issue with files timing out. Verisk still has not started any pilot structural testing. United Automobile is having a problem related to the dummy NAIC codes we provided and getting them programmed in their system. The FR team is setting up a conference call with them and our technical team to help solve their issues. At this time, they have not started any pilot structural testing.	Require additional information	
FR02 Cont....	08/14/17	FR				Require additional information		<b>01/12/2018 Update</b> The Stage Environment is ready to begin structural testing with the insurance companies.  The team's continuing the weekly pilot company progression calls, but last week no companies were on the call. This week all three companies participated.  Per Leadership's request for one of the top five largest independent companies to join testing, the business had a conference call with Allstate and USAA regarding participating in some pre-structural testing. Allstate requested a letter with the directive that DHSMV's converting to total XML. USAA is talking to upper management as they have funding needs for the development of XML.	Require additional information	

Item No.	Add Date	Function Area	Requested Functionality	Recommendation/ Advisory Board (AB) Comments	Bureau Chief Recommendation/ Approval by Name(s)	AB Status	AB Date	Executive Steering Committee (ESC) Comments	ESC Status	ESC Close Date
FR02 Cont....	08/14/17	FR				Require additional information		<p><b>01/12/2018 Update Continued...</b> The FR team held a conference call with United Automobile Ins Co. with our tech team. The recommendation was it might be easier for them to start structural testing now that the stage environment is ready, since they are having problems with the mocked/test data not originally generated from their third party vendor's system. We are looking for them to submit their files to the stage environment, allowing us to smoke test the environment with an actual insurance company. AIG is working through testing. They have nine tests that he did not get the expected results. They need a developer to look at it. Verisk said due to production issues they haven't started yet.</p> <p><b>01/25/2018 Update</b> The team's continuing the weekly pilot company progression calls. This week all three companies participated.</p> <p>The insurance letter was approved and mailed out to the companies on January 18. The team is getting responses from the companies with their contact person and phone numbers. We will have approximately 159 accounts to bring over to XML throughout this year; 592 companies.</p>	Require additional information	
FR02 Cont....	08/14/17	FR				Require additional information		<p><b>01/25/2018 Update Continued...</b> The stage environment had an issue with the verification batch job not working. Jon Hall found the solution and corrected the issue. Verisk still has not started with any testing. AIG is working through their test cases. United Auto Insurance Company is moving slowly. The team would like to start moving companies over to the stage environment.</p> <p>Allstate and USAA have not responded with any additional information regarding helping with structural testing. We are reaching out to them again now that they have received the letter.</p> <p>The final XML manual edits have been completed and posted to the Department's FR website.</p> <p><b>02/12/2018 Update</b> The business is moving forward to establish points of contact to coordinate final structural testing for all insurance companies by December 2018.</p> <p>Out of the Pilot Testing, it was discovered a production issue impacting RELOAD would impact OMM. Coordinating resolution with ISA Production staff.</p>	Require additional information	

Item No.	Add Date	Function Area	Requested Functionality	Recommendation/ Advisory Board (AB) Comments	Bureau Chief Recommendation/ Approval by Name(s)	AB Status	AB Date	Executive Steering Committee (ESC) Comments	ESC Status	ESC Close Date
FR02 Cont....	08/14/17	FR				Require additional information		<b>03/02/2018 Update</b> The team sent a letter Friday, March 2, 2018, to the insurance industry for additional communication regarding structural testing notification and signing up for the testing cycles. The letter states the companies have until COB on Monday, March 19, 2018, to select their testing cycle. If they fail to reply, a structural testing period will be assigned to them. The first testing cycle will begin on March 26, 2018, and the last testing cycle will be completed on December 14, 2018.  ISA is currently working on a Reload Wrap and are planning on this being completed by March 16, 2018. The Purge Wrap has about one and a half weeks left of testing.  Interviews are being conducted for OPS staff to assist with the XML conversion process.		
ENTP01	06/12/17	Enterprise	As part of the Modernization effort, we are merging our DL and MV databases, which involves combining our customer records to a single record, which reflects both DL and MV. This process also means that we must define a clear set of business rules as it pertains to the customer and their addresses; both mailing and residential. The address rules also have an impact on our business customers. Mailing Address Residential Address	Sex offender/sex predator/career offender being allowed to update mailing address only on MyDMV Portal and not allowing issuance? Can they renew their Motor Vehicle online without being allowed to update their address? Tax Collectors talked about the amount of returned mail Ability to have an out-of-country address for DUI drivers EFS Dealers		Require additional information		<b>6/15/17 Update</b> Asked FDLE about the mailing address change for sexual offender/predator. <b>07/10/17 Update</b> Address business rules will be discussed in the GHQ workshop. <b>07/25/17 Update</b> The GHQ workshop was held on 07/24/2017. During the workshop we documented the address rules for IFTA/IRP, Titles, Registrations and Dealer Services. Once these business rules are transcribed, we will submit a change request to implement the new business rules. <b>08/17/17 Update</b> Contacted Stephanie Duhart to schedule a discussion with FDLE. <b>10/23/17 Update</b> Meeting scheduled for November 1, 2017, with FDLE. <b>11/01/17 Update</b> Meeting was held with FDLE to discuss new services that are being offered in the new Portal. OMM will create a sign-off document for approval of access to new services for sexual predators/career offenders. <b>12/8/17 Update</b> FDLE approval document is being reviewed.	Require additional information	

Item No.	Add Date	Function Area	Requested Functionality	Recommendation/ Advisory Board (AB) Comments	Bureau Chief Recommendation/ Approval by Name(s)	AB Status	AB Date	Executive Steering Committee (ESC) Comments	ESC Status	ESC Close Date
ENTP01 Cont...	06/12/17	Enterprise				Require additional information		<b>12/20/17 Update</b> FDLE Document review is complete and ready for submission to FDLE.  <b>01/08/18 Update</b> Pending Business review.  <b>02/12/18 Update</b> Meeting scheduled with Diana and the business to discuss the FDLE document before submission to FDLE.  <b>03/07/18 Update</b> Following the meeting with Diana and the business, a change request is being developed to incorporate a sexual predator and career offender real-time update for FDLE.	Require additional information	



Item No.	Team	Issue	Recommendation	Add Date	ESC Status	Close Date	Comments
LGL11	DL Issuance	<p>The team will be developing the business rules for Temporary Permit eligibility and would like to know if it is acceptable to modify the rules to allow issuances of temporary permits, even when the customer has an existing sanction or correspondence that restricts issuance of a credential.</p> <p>A recommendation is requested for the following eligibility options:</p> <ol style="list-style-type: none"> <li>1. Class E Temporary Permit</li> <li>2. CDL (Class A, B, or C) Temporary Permit</li> </ol> <p>Note: Temporary Permits for CLPs are not currently planned.</p>	<p>The Product Owners recommend that this change be allowed since Temporary Permits are becoming transactions that will be saved in history, with the understanding that QA will be performed on such transactions.</p> <p>The Common Rule team is requesting legal review to ensure that this is not contradictory to current statute.</p> <p>See 322.07 (2).</p> <p>322.07 Instruction permits and temporary licenses.— (2) The department may, in its discretion, issue a temporary permit to an applicant for a Class E driver license permitting him or her to operate a motor vehicle of the type for which a Class E driver license is required while the department is completing its investigation and determination of all facts relative to such applicant's right to receive a driver license. Such permit must be in his or her immediate possession while operating a motor vehicle, and it shall be invalid when the applicant's license has been issued or for good cause has been refused.</p>	12/26/2017			

***Motorist Modernization - Phase I  
FY 2017-2018 Spend Plan  
January 2018***

		Current Year, Total Year																																								
Project Cost	Month	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	Variance (Remaining)										
OPS Staff																											\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
OPS Staff (rate per hour includes 7.65% benefit costs)																											\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
DHSMV Staff - Salary & Benefits																											\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
	Deliverables																																									
Contracted Staff		\$ 8,981,330	\$ 604,940	\$ 604,940	\$ 666,540	\$ 661,000	\$ 675,780	\$ 676,000	\$ 725,804	\$ 709,452	\$ 975,860	\$ 962,765	\$ 712,439	\$ 699,603	\$ 711,626	\$ 715,489	\$ 702,617	\$ 718,340	\$ 649,780	\$ -	\$ 912,860	\$ -	\$ 654,500	\$ -	\$ 988,584	\$ -	\$ 5,775,606	\$ 5,747,588	\$ 28,018	\$ 8,981,330	\$ 5,747,588	\$ 3,233,742										
Accenture - Support Service RFQ019-15 (FY17-18)																											\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
Accenture - Deliverables		\$ 7,250,000																									\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
Monthly Legislative/Governance Status Report		4	\$ 480,000	\$ 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		\$ 40,000		\$ 40,000		\$ 40,000		\$ 320,000	\$ 320,000	\$ -	\$ 480,000	\$ 320,000	\$ 160,000										
Lessons Learned		47	\$ 14,000										\$ 7,000	\$ 7,000											\$ 7,000		\$ 7,000	\$ 7,000	\$ -	\$ 14,000	\$ 7,000	\$ 7,000										
Updated System Specification Documents		48	\$ 100,000								\$ 100,000	\$ 100,000														\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	\$ -											
Updated Synchronization Process Design Documents		49	\$ -																							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
Updated Modernization Development/Test Database Model		50	\$ -																							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
Updated Migration Plan		51	\$ -																							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
Motorist Modernization Milestone Release Report		52	\$ 6,300,000	\$ 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		\$ 525,000		\$ 525,000		\$ 525,000		\$ 4,200,000	\$ 4,200,000	\$ -	\$ 6,300,000	\$ 4,200,000	\$ 2,100,000										
As-Built Solution Overview Report		53	\$ -																							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
Initial Technical Architecture Documents		54	\$ -																							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
Updated Technical Architecture Documents		55	\$ 256,000																			\$ 256,000				\$ -	\$ -	\$ -	\$ 256,000	\$ -	\$ 256,000											
Renewal Implementation Plan		56	\$ 100,000								\$ 100,000	\$ 100,000														\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	\$ -											
Pilot Implementation Plan		57	\$ -																							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
Statewide Roll-Out Implementation Plan		58	\$ -																							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
Contracted Services - Staff <sup>1</sup>			\$ 679,280			\$ 61,600	\$ 56,060	\$ 70,840	\$ 71,060	\$ 61,600	\$ 45,248	\$ 64,680	\$ 51,585	\$ 61,600	\$ 49,178	\$ 61,600	\$ 65,463	\$ 49,560	\$ 64,870	\$ 44,840		\$ 51,920		\$ 49,560		\$ 101,480		\$ 431,480	\$ 403,463	\$ 28,018	\$ 679,280	\$ 403,463	\$ 275,818									
Contracted Services <sup>2&amp;5</sup>			\$ 572,770							\$ 59,264	\$ 59,264	\$ 106,240	\$ 106,240	\$ 38,899	\$ 38,485	\$ 45,086	\$ 45,086	\$ 48,117	\$ 48,530						\$ 275,164		\$ 297,606	\$ 297,605	\$ 0	\$ 572,770	\$ 297,605	\$ 275,164										
IV&V Services			\$ 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	\$ -	\$ 39,940	\$ -	\$ 319,520	\$ 319,520	\$ -	\$ 479,280	\$ 319,520	\$ 159,760										
Expense <sup>2</sup>			\$ 865,000	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 6,200	\$ 6,166	\$ 148,750	\$ 148,750	\$ -	\$ -	\$ -	\$ -	\$ 148,137	\$ 148,137	\$ -	\$ -	\$ -	\$ -	\$ 340,000	\$ -	\$ 221,913	\$ -	\$ 303,087	\$ 303,053	\$ 34	\$ 865,000	\$ 303,053	\$ 561,947									
OCO <sup>6</sup>			\$ 6,775	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -		\$ 6,775	\$ 11,444	\$ -		\$ -	\$ -	\$ 4,670	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,445	\$ 11,444	\$ 1	\$ 11,445	\$ 11,444	\$ 1											
Other Items			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
Total Costs			\$ 9,853,105	\$ 604,940	\$ 604,940	\$ 666,540	\$ 661,000	\$ 675,780	\$ 676,000	\$ 732,004	\$ 715,617	\$ 1,122,960	\$ 712,439	\$ 699,603	\$ 711,626	\$ 715,489	\$ 855,424	\$ 866,477	\$ 649,780	\$ -	\$ 912,860	\$ -	\$ 994,500	\$ -	\$ 1,210,497	\$ -	\$ 6,090,138	\$ 6,062,085	\$ 28,052	\$ 9,857,775	\$ 6,062,085	\$ 3,795,690										
Progress Payments			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
			\$ Variance MTD	\$ -			\$ (5,540)			\$ 220			\$ (16,387)			\$ (8,426)			\$ (12,836)			\$ 3,863			\$ 11,053			\$ (649,780)			\$ (912,860)			\$ (994,500)			\$ (1,210,497)			Total Project Budget	\$ 9,857,775	
			% Variance MTD	0.00%			-0.83%			0.03%			-2.24%			-0.74%			-1.80%			0.54%			1.29%			-100.00%			-100.00%			-100.00%			-100.00%			Total Amount Spent To Date	\$ 6,062,085	
																																								Total Amount Remaining	\$ 3,795,690	

**ISA/Project Management Office  
Change Request Form**

General Information	
Project Name	Motorist Modernization Phase I
Change Requested By	Michelle McGinley
Project Sponsor	Robert Kynoch
Date Requested	12/5/2017; Revised 02/27/2018 to align AAMVA dates

<b>Change Request #</b>	<b>81</b>
Change Request Information (completed by the requestor)	
<p>Description:</p> <p>The purpose of this change request is to further elaborate specific external testing tasks in the workplan to acknowledge:</p> <ul style="list-style-type: none"> <li>• FR XML structural testing</li> <li>• Agreed upon AAMVA testing dates</li> <li>• Split out MVRN Renewal testing from Novitex Testing for renewals</li> </ul>	
<p>Classification Critical: <input checked="" type="checkbox"/> Medium: <input type="checkbox"/> Low: <input type="checkbox"/></p>	
<p><i>Due to the level of classification and potential impact to the scope, schedule, and/or budget, this change request must be 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 justification/need for this change request is to allow for monitoring of key business activities needed for MM Phase I go-live.</p> <p>In addition, the renewal vendor testing required adjustment to the predecessor task to reflect alignment for MVRN closure versus Renewal Notification as a whole.</p>

Impact Analysis (completed by ISA)
<p><b>Specific Requirements Definition:</b> No requirements changes.</p>

## ISA/Project Management Office Change Request Form

### Current Schedule:

Task Name	Duration	Start	Finish
<b>PHASE GATE REVIEW - Development</b>	<b>0 days</b>	<b>Thu 9/13/18</b>	<b>Thu 9/13/18</b>
<b>Testing</b>	<b>903 days</b>	<b>Mon 9/21/15</b>	<b>Mon 4/29/19</b>
<b>End-to-End User Acceptance Testing</b>	<b>511 days</b>	<b>Fri 3/17/17</b>	<b>Thu 3/28/19</b>
<b>Renewal Notification End User Testing (MV Release)</b>	<b>327 days</b>	<b>Fri 3/17/17</b>	<b>Mon 7/2/18</b>
<b>Statewide User Acceptance Testing</b>	<b>263 days</b>	<b>Fri 9/15/17</b>	<b>Mon 10/1/18</b>
<b>External Testing</b>	<b>184 days</b>	<b>Tue 7/3/18</b>	<b>Thu 3/28/19</b>
Conduct Renewal Vendor Testing for Statewide Release	116 days	Tue 7/3/18	Tue 12/18/18
Conduct System Testing with AAMVA	125 days	Wed 9/26/18	Thu 3/28/19

### Proposed Schedule:

Task Name	Duration	Start	Finish
<b>Statewide User Acceptance Testing</b>	<b>263 days</b>	<b>Fri 9/15/17</b>	<b>Mon 10/1/18</b>
<b>External Testing</b>	<b>619 days</b>	<b>Thu 10/20/16</b>	<b>Mon 4/8/19</b>
Conduct Renewal Vendor Testing for Statewide Release (MVRN)	94 days	Mon 2/12/18	Fri 6/22/18
Conduct XML Testing with Insurance Providers	247 days	Mon 1/8/18	Fri 12/28/18
<b>Conduct DL High Speed Vendor Testing (Novitex)</b>	<b>108 days</b>	<b>Fri 3/23/18</b>	<b>Fri 8/24/18</b>
Novitex Contract & SOW Executed	0 days	Fri 3/23/18	Fri 3/23/18
Checkpoint w/ Novitex for Vendor Testing Readiness	5 days	Mon 4/16/18	Fri 4/20/18
Execute & monitor high speed testing	54 days	Mon 6/11/18	Fri 8/24/18
<b>Conduct System Testing with AAMVA</b>	<b>619 days</b>	<b>Thu 10/20/16</b>	<b>Mon 4/8/19</b>
<b>CDLIS Testing</b>	<b>122 days</b>	<b>Wed 6/20/18</b>	<b>Thu 12/13/18</b>
5.3.3. Pre-Casual Testing - Dev Environment	20 days	Wed 6/20/18	Wed 7/18/18
5.3.3. Casual Testing - Testing Environment	10 days	Mon 7/23/18	Fri 8/3/18
5.3.3 Structured Testing - Stage Environment	30 days	Mon 8/6/18	Mon 9/17/18
5.3.3 Certification	1 day	Tue 9/18/18	Tue 9/18/18
Baseline Pre-Casual Testing - Dev Environment	60 days	Wed 6/27/18	Thu 9/20/18
Baseline Casual Testing - Test Environment	15 days	Mon 9/24/18	Fri 10/12/18
Baseline Structured Testing - Stage Environment	41 days	Mon 10/15/18	Thu 12/13/18
<b>PDPS Testing</b>	<b>162 days</b>	<b>Wed 6/27/18</b>	<b>Tue 2/19/19</b>
Pre-Casual Testing - Development Environment	60 days	Wed 6/27/18	Thu 9/20/18
Casual Testing - Testing Environment	13 days	Mon 12/17/18	Fri 1/4/19
Structured Testing - Stage Environment	31 days	Mon 1/7/19	Tue 2/19/19
CDLIS Regression / Smoke Test	15 days	Wed 2/20/19	Tue 3/12/19
<b>SSOLV Testing</b>	<b>619 days</b>	<b>Thu 10/20/16</b>	<b>Mon 4/8/19</b>
Pre-Casual Testing - Development Environment	40 days	Thu 10/20/16	Mon 12/19/16
Casual Testing - Testing Environment	10 days	Tue 3/19/19	Mon 4/1/19
Structured Testing - Stage Environment	5 days	Tue 4/2/19	Mon 4/8/19



**ISA/Project Management Office  
Change Request Form**

**Impact on Resources:** Insurance companies have received communication regarding the schedule for XML structural testing. Additionally, AAMVA resources have committed to the adjusted testing timeline. No impact for program resources.

Kelsey Parten continue providing status updates for MVRN Renewal Vendor Testing.  
Pat Porter will be providing the status updates for XML Vendor Testing.  
Sonia Nelson / Catherine Thomas will be providing the AAMVA testing updates.  
Joe Weldon will be providing the status updates for High Speed DL Renewal Testing.

Resource Requirements	Work Effort (Hours)	Cost
Various resources to support external vendor testing	Planned	N/A
Total		

**Alternatives to the Requested Change:** No alternatives identified.

**ISA/Project Management Office  
Change Request Form**

<b>Outcome</b>
Decision: <input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer
Comments: This CR was recommended for approval by the CCB on 12/11/17 and Advisory Board on 12/12/17. It has since been amended, per agreement from AAMVA on the associated testing schedule. The re-submitted CR was recommended for approval by the CCB on 3/6/18.

Executive Steering Committee Member	Signature	Date
Terry Rhodes Executive Director, DHSMV		
Diana Vaughn Deputy Executive Director, DHSMV		
Robert Kynoch Director of Motorist Services, DHSMV		
Boyd Dickerson-Walden Chief Information Officer, DHSMV		
Deb Dobson Program Manager – FLOW, DHSMV		

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

General Information	
Agile Project Name	Motorist Modernization Phase I – CDLIS/Citation Processing
Change Request Title	CDLIS Inquiry Update to Common Rules
Change Requested By	Sonia Nelson
Product Owner	Deborah Todd
Date Requested	March 1, 2018

<b>Change Request #</b> <i>(To be assigned by CCB Chair)</i>	<b>101</b>
<input checked="" type="checkbox"/> New Request	<input type="checkbox"/> Resubmitted / Amended Request

Change Request Information (completed by the requestor)
<b>Description of Change:</b> The purpose of this change request is to modify the existing CDLIS Common Rule (RQ12169) to indicate Social Security Number (SSN) and Driver License Number (DL) are optional for a CDLIS Inquiry. This means the DL and SSN do not have to be provided for the CDLIS no-issuance inquiry. This information is currently required in the CDLIS Common Rule (RQ12169).
Classification: Critical <input checked="" type="checkbox"/>
<i>Due to the level of classification (Level III) and potential impact to the scope, schedule (on the critical path, milestone impact, and/or &gt;10 business days/81 hours), and/or budget (&gt;\$500, increase to overall program 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>
Change Request Type: <input type="checkbox"/> New (Unplanned/Missed) Work Effort <input checked="" type="checkbox"/> Re-work <input type="checkbox"/> New (Expanded) Work Effort <input type="checkbox"/> Removal/Archival

Business Need / Justification (completed by the requestor)
CDLIS Master Specifications Document 5.3.3, page 42, CD01.1.2 Transmission of Search Inquiry (IM) Message describes the Driver License Jurisdiction Number and the Driver SSN as optional to be included in the message. The Driver Date of Birth and Person Name Group are required in the message. The department will require SSN and DL number for all Issuance transactions. Non-issuance transactions will allow SSN and DL number to have a null value.

Impact Analysis
<b>Requirements Change Description:</b> This will require a change to the common rules, Enterprise core and Citation Processing application for non-issuance CDLIS Inquires.
<b>Enterprise Core Changes</b> <ul style="list-style-type: none"> <li>8 Hours – Update transaction for Non- Issuance Type to allow Null for DL &amp; SSN</li> </ul>
<b>DL Issuance Team</b> <ul style="list-style-type: none"> <li>6 Hours – SEU Regression Testing</li> </ul>
<b>Citation Processing Team</b> <ul style="list-style-type: none"> <li>1 Hour - Update requirements in Blueprint and create rework tasks in TFS</li> <li>4 Hours - Application updated to accept null values for DL &amp; SSN</li> <li>13 Hours - SEU Regression Testing</li> </ul>

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

**MYDVM Portal Team**

- 52.5 Hours - SEU Regression Testing

**MM/FR Team**

- No Impact

**Renewal Notifications Team**

- No Impact

**Technical Change Description:** Enterprise Common Core application changes, and Citation Processing application changes.

**Associated Wrap Number?** N/A

**Impact on Backlog:**

DL Issuance, Portal and Citation Processing teams will be required create rework tasks in their backlogs.

**Impact on Schedule:**

☒ No Project / Program schedule change

☐ Project / Program schedule change

**Schedule Change Description:**

N/A

**Change may be addressed within:**

☐ New Milestone

☒ Existing Milestone

☐ New Sprint

☒ Existing Sprint

**Provide detail for when this change will be implemented:**

The work will be targeted for each impacted team as follows:

- Portal – Milestone F
- DL Issuance – Milestone J
- Citation Processing – Milestone E

**Portal – Milestone F**

Task Name	Duration	Start	Finish	Status
<b>MILESTONE GROUP F</b>	<b>50 days</b>	<b>Wed 3/7/18</b>	<b>Tue 5/15/18</b>	<b>On Schedule</b>
Sprint 25	15 days	Wed 3/7/18	Tue 3/27/18	Future Task
Sprint 26	15 days	Wed 3/28/18	Tue 4/17/18	Future Task
Sprint 27	15 days	Wed 4/18/18	Tue 5/8/18	Future Task
MyDMV HIP Sprint - Milestone Group F	4 days	Wed 5/9/18	Mon 5/14/18	Future Task
MyDMV Milestone Retrospective - Milestone Group F	1 day	Tue 5/15/18	Tue 5/15/18	Future Task

**DL Issuance – Milestone J**

Task Name	Duration	Start	Finish	Status
<b>MILESTONE GROUP J</b>	<b>53 days</b>	<b>Thu 6/28/18</b>	<b>Wed 9/12/18</b>	<b>Future Task</b>
Sprint 27	14 days	Thu 6/28/18	Wed 7/18/18	Future Task
Sprint 28	15 days	Thu 7/19/18	Wed 8/8/18	Future Task
Sprint 29	15 days	Thu 8/9/18	Wed 8/29/18	Future Task
DL HIP Sprint - Milestone Group J	8 days	Thu 8/30/18	Tue 9/11/18	Future Task
DL Milestone Retrospective - Milestone J	1 day	Wed 9/12/18	Wed 9/12/18	Future Task

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

<b>Citation Processing – Milestone E</b>				
Task Name	Duration	Start	Finish	Status
<b>MILESTONE GROUP E</b>	<b>64 days</b>	<b>Wed 3/21/18</b>	<b>Tue 6/19/18</b>	<b>Future Task</b>
Sprint 22	15 days	Wed 3/21/18	Tue 4/10/18	Future Task
Sprint 23	15 days	Wed 4/11/18	Tue 5/1/18	Future Task
Sprint 24	15 days	Wed 5/2/18	Tue 5/22/18	Future Task
CP HIP Sprint - Milestone Group E	18 days	Wed 5/23/18	Mon 6/18/18	Future Task
CP Milestone Retrospective - Milestone E	1 day	Tue 6/19/18	Tue 6/19/18	Future Task
<b>Impact on Cost:</b> No impact to current costs.				
Resources Needed to Support this Request	Program (P) or Operational (O)	Work Effort (Hours)	% Allocation to Program	
Enterprise Dev Team	P	8	100%	
Citation Processing Dev Team	P	5	100%	
DL Issuance SEU	P	6	100%	
Portal SEU	P	52.5	100%	
Citation Processing SEU	P	13	100%	
<b>Total</b>		<b>84.5</b>		
<b>Alternatives to the Requested Change:</b> None identified.				
<b>Impact on Training:</b> No known impact to training.				
<b>Impact on Policies and/or Procedures:</b> No known impact to policies or procedures.				
<b>The project/program manager attests that all impacts and alternatives have been vetted by the following members:</b>		<b>List Individual Name(s) &amp; Review Notes</b>		
<input checked="" type="checkbox"/> Product Owner (PO)		Deborah Todd		
<input checked="" type="checkbox"/> Scrum Master		Paula Griner/Catherine Alvarez		
<input checked="" type="checkbox"/> Program Manager		Cheryl Dent		
<input checked="" type="checkbox"/> Project Manager(s)		Joe Weldon/Aundrea Andrades/Sonia Nelson		
<input checked="" type="checkbox"/> Sr. Business Analyst(s)		Catherine Thomas		
<input checked="" type="checkbox"/> Lead Developer / Software Architect		Thomas Culbertson		
<input checked="" type="checkbox"/> Enterprise Technical Team Representative		Jeff Marsey		
<input checked="" type="checkbox"/> Testing Manager		Lacey Lowers/Shari McDuffie		
<input type="checkbox"/> LDO Representative		Anat Michaeli-Ling (Sent on 2/28/2018, no response to date)		
<input checked="" type="checkbox"/> Financial Representative (DAS/OFM)		Steve Burch		
<input checked="" type="checkbox"/> Operational / Business Manager(s) – SME		Tod Browning		
<input checked="" type="checkbox"/> Operational / Business Manager(s) – OMM Communications		Judy Johnson		

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

<b>Change Control Board Recommendation</b>
Decision: <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer <input type="checkbox"/> N/A
Comments: Recommended for approval by the CCB on 3/6/18.

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

<b>Executive Steering Committee Decision</b>
Decision: <input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer
Comments:

Approver	Signature	Date
Terry Rhodes Executive Director, DHSMV		
Diana Vaughn Deputy Executive Director, DHSMV		
Robert Kynoch Director of Motorist Services, DHSMV		
Boyd Dickerson-Walden Chief Information Officer, DHSMV		
Deb Dobson Program Manager – FLOW, DHSMV		

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

General Information	
Agile Project Name	Motorist Modernization Phase I – CDLIS/Citation Processing
Change Request Title	CDLIS – Archive AAMVA Outbound Message Stories
Change Requested By	Sonia Nelson
Product Owner	Tod Browning
Date Requested	February 5, 2018

<b>Change Request #</b> <i>(To be assigned by CCB Chair)</i>	<b>102</b>
<input checked="" type="checkbox"/> New Request	<input type="checkbox"/> Resubmitted / Amended Request

Change Request Information (completed by the requestor)
<b>Description of Change:</b> The purpose of this change request is to archive stories related to AAMVA outbound messages. The outbound messages were completed as part of the CDLIS data tier work effort that began in April 2017 and completed August 1, 2017.
Classification: Critical <input checked="" type="checkbox"/>
<i>Due to the level of classification (Level III) and potential impact to the scope, schedule (on the critical path, milestone impact, and/or &gt;10 business days/81 hours), and/or budget (&gt;\$500, increase to overall program 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>
Change Request Type: <input type="checkbox"/> New (Unplanned/Missed) Work Effort <input type="checkbox"/> Re-work <input type="checkbox"/> New (Expanded) Work Effort <input checked="" type="checkbox"/> Removal/Archival

Business Need / Justification (completed by the requestor)
CDLIS messages HA, HY, HW and HH BizTalk endpoints were previously developed by the CDLIS team as part of the CDLIS Data tier.

Impact Analysis										
<b>Requirements Change Description:</b> Archive stories.										
<b>Technical Change Description:</b> N/A										
<b>Associated Wrap Number?</b> N/A										
<b>Impact on Backlog:</b> 84 hours (estimated effort) will be removed from the backlog. The following stories will be archived by this Change Request –										
<table border="1"> <thead> <tr> <th>No.</th> <th>Story ID - Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>FR27703 – HA – Report Outbound OOS Conviction – Translate Florida Codes to AAMVA Codes</td> </tr> <tr> <td>2</td> <td>FR18452 – HA – Report Outbound OOS Conviction – Send OOS Convictions</td> </tr> <tr> <td>3</td> <td>FR18455 – HA – Report Outbound OOS Conviction – Receive HA Error message</td> </tr> <tr> <td>4</td> <td>FR18451 – HA – Report Outbound OOS Conviction – Receive Confirmation Message</td> </tr> </tbody> </table>	No.	Story ID - Description	1	FR27703 – HA – Report Outbound OOS Conviction – Translate Florida Codes to AAMVA Codes	2	FR18452 – HA – Report Outbound OOS Conviction – Send OOS Convictions	3	FR18455 – HA – Report Outbound OOS Conviction – Receive HA Error message	4	FR18451 – HA – Report Outbound OOS Conviction – Receive Confirmation Message
No.	Story ID - Description									
1	FR27703 – HA – Report Outbound OOS Conviction – Translate Florida Codes to AAMVA Codes									
2	FR18452 – HA – Report Outbound OOS Conviction – Send OOS Convictions									
3	FR18455 – HA – Report Outbound OOS Conviction – Receive HA Error message									
4	FR18451 – HA – Report Outbound OOS Conviction – Receive Confirmation Message									



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

5	FR27546 – HW – Report Outbound OOS Withdrawal – Translate Florida Codes to AAMVA Codes
6	FR18458 – HW – Report Outbound OOS Withdrawal – Send OOS Withdrawal
7	FR18467 – HW – Report Outbound OOS Withdrawal – Receive HW Error message
8	FR18469 – HW – Report Outbound OOS Withdrawal – Receive Confirmation Message
9	FR27470 – HH – Report Outbound Negate OOS Conviction – Translate Florida Codes to AAMVA Codes
10	FR18631 – HH – Report Outbound Negate OOS Conviction – Send Negate Conviction Message
11	FR18632 – HH – Report Outbound Negate OOS Conviction – Receive HH Error message
12	FR18634 – HH – Report Outbound Negate OOS Conviction – Receive Confirmation Message
13	FR33227 – HY – Report Outbound Negate OOS Withdrawal – Translate Florida Codes to AAMVA Codes
14	FR33228 – HY – Report Outbound Negate OOS Withdrawal – Send Negate Withdrawal Message
15	FR33229 – HY – Report Outbound Negate OOS Withdrawal – Receive HY Error message
16	FR33232 – HY – Report Outbound Negate OOS Withdrawal – Receive Confirmation Message

**Impact on Schedule:**

☒ No Project / Program schedule change

☐ Project / Program schedule change

**Schedule Change Description:**

**Change may be addressed within:**

☐ New Milestone

☒ Existing Milestone

☐ New Sprint

☒ Existing Sprint

**Provide detail for when this change will be implemented:**

Milestone D. Milestone began on October 4, 2017, ends March 12, 2018.

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

**Current Schedule:**

Task Name	Duration	Start	Finish
<b>Team C - CDLIS &amp; Citation Processing</b>	<b>478 days</b>	<b>Wed 7/27/16</b>	<b>Fri 5/25/18</b>
<b>MILESTONE GROUP D</b>	<b>114 days</b>	<b>Wed 10/4/17</b>	<b>Mon 3/12/18</b>
Sprint 15	15 days	Wed 10/4/17	Tue 10/24/17
Sprint 16	14 days	Wed 10/25/17	Mon 11/13/17
Sprint 17	13 days	Wed 11/15/17	Fri 12/1/17
Sprint 18	14 days	Wed 12/6/17	Mon 12/25/17
Sprint 19	13 days	Wed 12/27/17	Fri 1/12/18
Sprint 20	15 days	Wed 1/17/18	Tue 2/6/18
<b>Sprint 21</b>	<b>15 days</b>	<b>Wed 2/7/18</b>	<b>Tue 2/27/18</b>
<b>CP HIP Sprint - Milestone Group D</b>	<b>14 days</b>	<b>Wed 2/28/18</b>	<b>Mon 3/19/18</b>
CP Milestone Retrospective - Milestone D	1 day	Tue 3/20/18	Tue 3/20/18
<b>MILESTONE GROUP E</b>	<b>64 days</b>	<b>Wed 3/21/18</b>	<b>Mon 6/18/18</b>
Sprint 22	15 days	Wed 3/21/18	Tue 4/10/18
Sprint 23	15 days	Wed 4/11/18	Tue 5/1/18
Sprint 24	15 days	Wed 5/2/18	Tue 5/22/18
CP HIP Sprint - Milestone Group E	18 days	Wed 5/23/18	Fri 6/15/18
CP Milestone Retrospective - Milestone E	1 day	Tue 6/19/18	Tue 6/19/18

**Proposed Schedule:**

No change to current schedule.

**Impact on Cost:**

No impact to current costs.

Resources Needed to Support this Request	Program (P) or Operational (O)	Work Effort (Hours)	% Allocation to Program
Paula Griner	P	1	100%
<b>Total</b>			

**Alternatives to the Requested Change:** None identified.

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

<b>Impact on Training:</b> CDLIS training is out of scope for Phase 1.	
<b>Impact on Policies and/or Procedures:</b> No known impact to policies or procedures.	
<b>The project/program manager attests that all impacts and alternatives have been vetted by the following members:</b>	<b>List Individual Name(s) &amp; Review Notes</b>
<input checked="" type="checkbox"/> Product Owner	Tod Browning
<input checked="" type="checkbox"/> Scrum Master	Paula Griner
<input checked="" type="checkbox"/> Program Manager	Cheryl Dent
<input checked="" type="checkbox"/> Project Manager	Sonia Nelson
<input checked="" type="checkbox"/> Sr. Business Analyst	Catherine Thomas
<input checked="" type="checkbox"/> Lead Developer / Software Architect	Khadija Harris
<input checked="" type="checkbox"/> Enterprise Technical Team Representative	Shaivalini Nandineni
<input checked="" type="checkbox"/> Testing Manager	Sheri McDuffie
<input checked="" type="checkbox"/> LDO Representative	Anat Michaeli-Ling
<input checked="" type="checkbox"/> Financial Representative (DAS/OFM)	Steve Burch
<input checked="" type="checkbox"/> Other Operational / Business Manager(s)	Edward Gendusa

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

<b>Change Control Board Recommendation</b>			
Decision: <input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer	<input type="checkbox"/> N/A
Comments: Recommended for approval by the CCB on 3/6/18.			

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

<b>Executive Steering Committee Decision</b>			
Decision: <input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer	
Comments:			

Approver	Signature	Date
Terry Rhodes Executive Director, DHSMV		
Diana Vaughn Deputy Executive Director, DHSMV		
Robert Kynoch Director of Motorist Services, DHSMV		
Boyd Dickerson-Walden Chief Information Officer, DHSMV		
Deb Dobson Program Manager – FLOW, DHSMV		

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

General Information	
Agile Project Name	Motorist Modernization Phase I – DL Issuance
Change Request Title	CIPS
Change Requested By	Joe Weldon
Product Owner	Dana Olvera
Date Requested	2/28/2018

<b>Change Request #</b> <i>(To be assigned by CCB Chair)</i>	<b>104</b>
<input checked="" type="checkbox"/> New Request	<input type="checkbox"/> Resubmitted / Amended Request

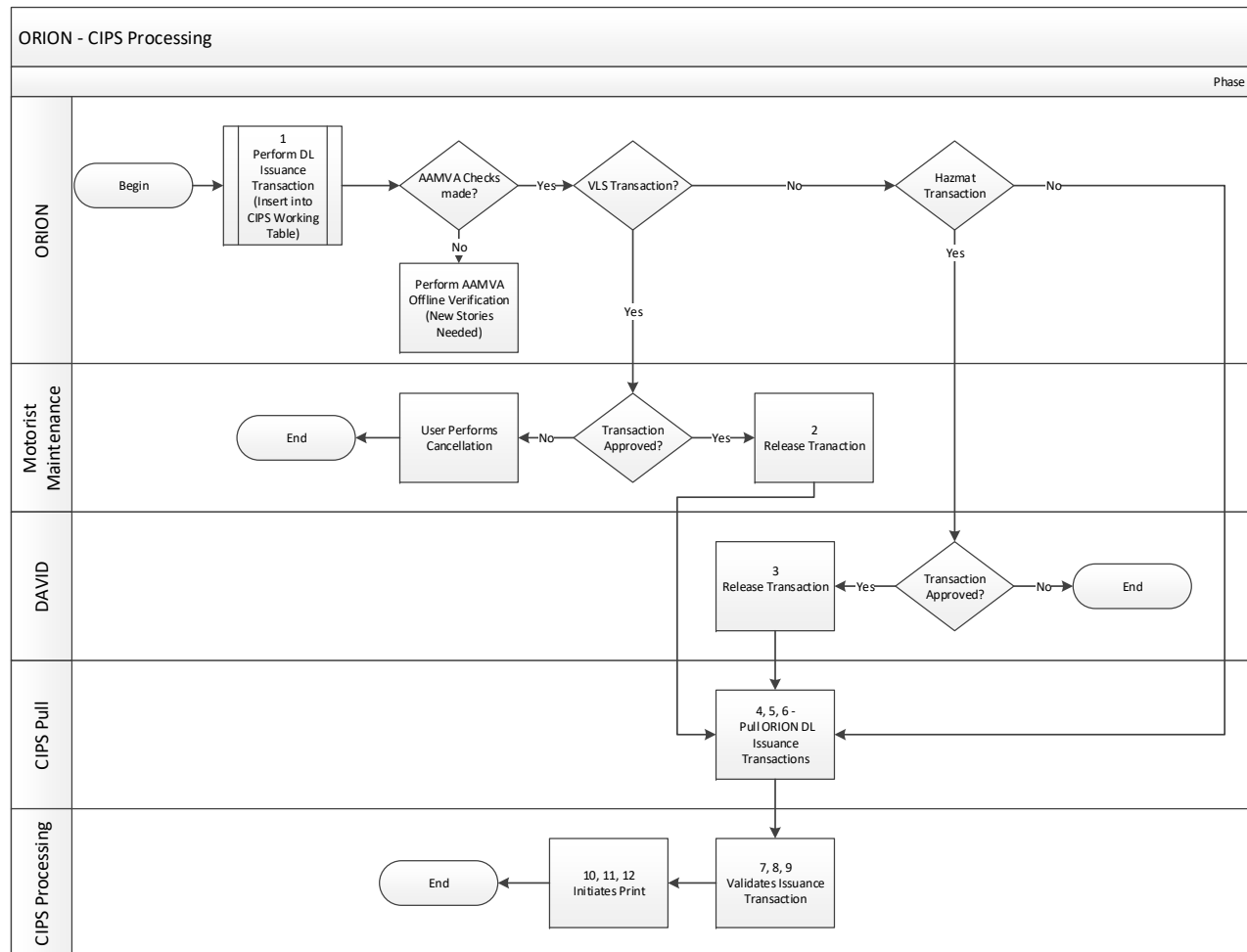
Change Request Information (completed by the requestor)
<b>Description of Change:</b> The purpose of this change request is to update the CIPS process to use the new data model. It also ARCHIVES the Novitex user stories in the Renewal Notification backlog as these stories are incorporated into this CR.
Classification: Critical <input checked="" type="checkbox"/>
<i>Due to the level of classification (Level III) and potential impact to the scope, schedule (on the critical path, milestone impact, and/or &gt;10 business days/81 hours), and/or budget (&gt;\$500, increase to overall program 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>
Change Request Type: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> New (Unplanned/Missed) Work Effort  <input checked="" type="checkbox"/> New (Expanded) Work Effort         </div> <div> <input type="checkbox"/> Re-work  <input checked="" type="checkbox"/> Removal/Archival         </div> </div>

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

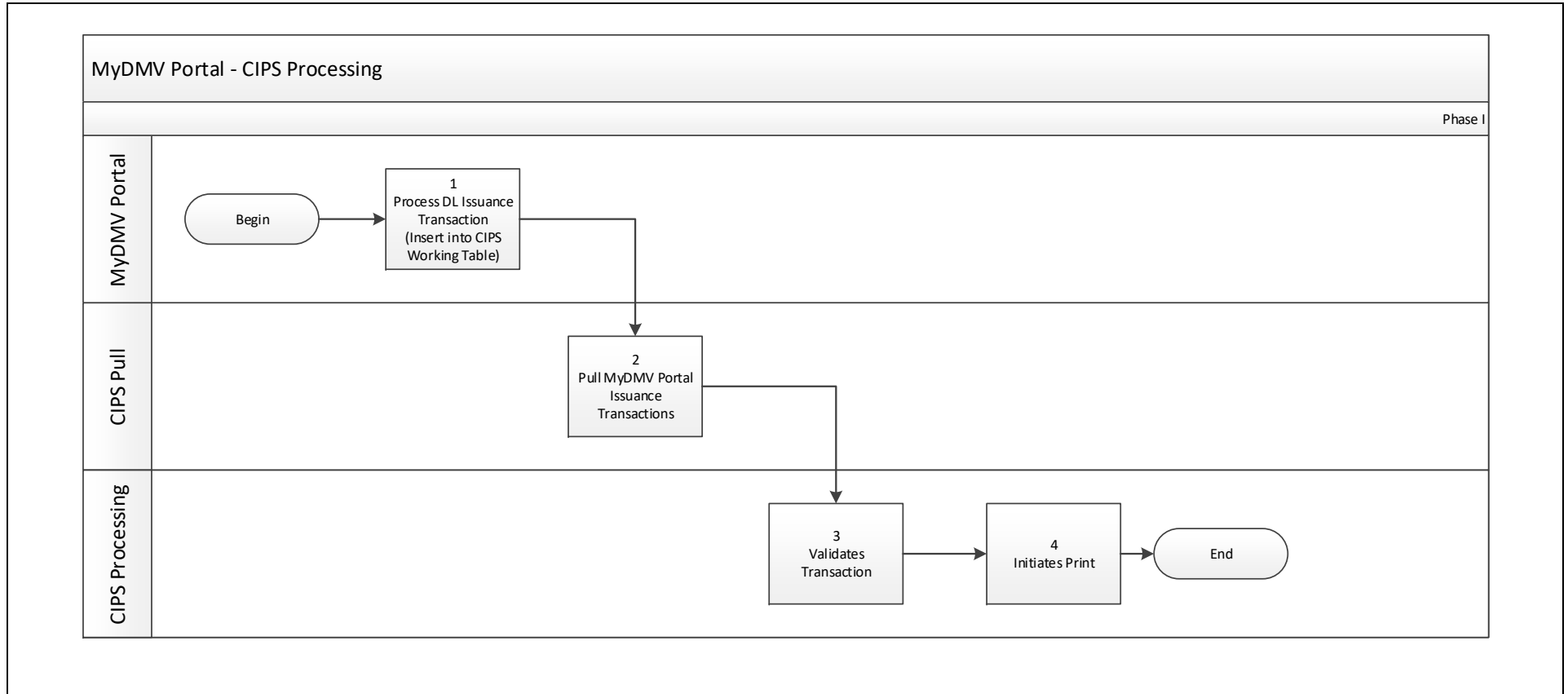
**Business Need / Justification** (completed by the requestor)

**Description:**

This work is needed to update the CIPS Process to use the new data model. The work flow below shows the updated flow for CIPS for the different inputs (Orion, MyDMV Portal, DOR, FRVIS). The numbers in the flow steps below correspond to the Workflow column in the list of user stories under Specific Requirements Definition.

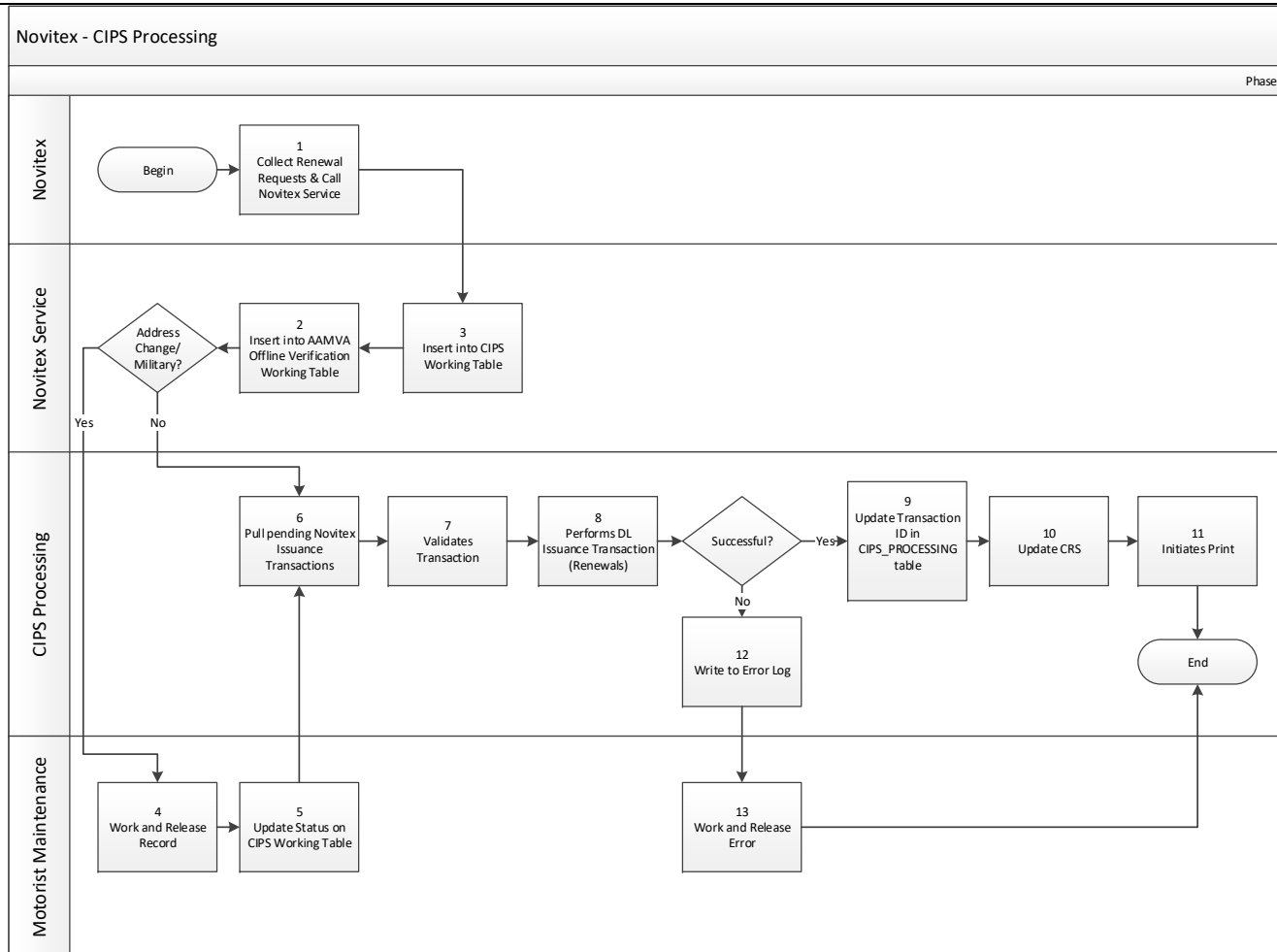


**Office of Motorist Modernization  
Change Request Form – Agile Project**





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



**Impact Analysis**

**Requirements Change Description:**

This CR will add approximately 31 stories to the DL Issuance backlog (**NOTE:** actual story names and number of stories may change once process is designed):

- Insert into CIPS Working Table for DL Issuance
- Insert Non-Printed Issuance
- Release VLS Transaction
- Release HAZMAT Transaction
- Pull Non-Hazmat and VLS Issuance transactions.
- Pull Hazmat Issuance transactions.
- Pull VLS Issuance transactions.
- Validate Non-Hazmat and VLS Issuance transactions.
- Validate Hazmat Issuance transactions.
- Validate VLS Issuance transactions.
- Print Non-Hazmat and VLS Issuance transactions.
- Print Hazmat Issuance transactions.
- Print VLS Issuance transactions.
- Purge CIPS
- Insert into CIPS Working Table for MyDMV Portal
- Pull MyDMV Portal Issuance transactions.
- Validate MyDMV Portal Issuance transactions.
- Print MyDMV Portal Issuance transactions.
- Call Novitex Service
- Insert into AAMVA Offline Verification Working Table
- Insert into CIPS Working Table for Novitex
- Release Novitex record
- Update Status on CIPS Working Table
- Pull pending Novitex issuance transactions.
- Validate pending Issuance transactions.
- Perform DL Issuance Transaction (Renewal)
- Update transaction id on CIPS record.
- Update CRS
- Print Novitex Issuance transactions
- Write to Error Log
- Work and Release Error

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

The following Renewal Notification stories will be ARCHIVED:

Title	Effort
FR14528 - Validate and Select Motor Vehicle Records for Renewal	26
FR15989 - Update CRS Transaction for Driver License Renewals	12
FR15990 - Create Revenue Transaction for Driver License Mail-In Renewals	22
FR15984 - Transfer and Validate Driver License Mail-In Renewal Data	24
FR15988 - Perform Mail-In Renewal CIPS Edit Check	16
FR15987 - Perform PDPS Check	8
FR27779 - Perform CDLIS Check	8
FR27783 - Perform SSA Check	8
<b>Total</b>	<b>124</b>

**Technical Change Description:** None

**Associated Wrap Number?** N/A

**Impact on Backlog:**

This CR adds 832 hours of tasks to the DL Issuance backlog and will impact the priority order of the backlog as these stories in the CR are critical to the completion of issuance. The work for this CR will begin in Milestone G and be spread across Milestone G, H, I and J. Some other stories in the backlog may be pushed to future sprint.

Additionally, 8 stories, totaling 124 hours will be ARCHIVED in the Renewal Notification backlog because of this CR.

**Impact on Schedule:**

☒ No Project / Program schedule change      ☐ Project / Program schedule change

**Schedule Change Description:**

The team added another Sprint in a previous Change Request. This CR doesn't add additional sprints; but, recognizes that resources from the Renewal Notification Team will be added to DL Issuance to help complete the work.

**Change may be addressed within:**

☐ New Milestone      ☒ Existing Milestone      ☐ New Sprint      ☒ Existing Sprint

**Provide detail for when this change will be implemented:**

This change will be spread across multiple sprints and will result in some backlog stories shifting to a future sprint based upon priority. The work will begin in Milestone G and will be completed by Milestone I.

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

### Current Schedule:

ID	Task Name	Duration	Start	Finish	Status
3156	Team B - DL Issuance	527 days	7/21/2016	8/22/2018	Late
3189	MILESTONE GROUP F	59 days	10/19/2017	1/17/2018	Late
3193	DL HIP Sprint - Milestone Group F	16 days	12/21/2017	1/16/2018	Late
3194	DL Milestone Retrospective - Milestone F	1 day	1/17/2018	1/17/2018	Future Task
3195	MILESTONE GROUP G	55 days	1/18/2018	4/4/2018	Future Task
3201	MILESTONE GROUP H	39 days	4/5/2018	5/30/2018	Future Task
3206	MILESTONE GROUP I	20 days	5/31/2018	6/27/2018	Future Task
3210	MILESTONE GROUP J	39 days	6/28/2018	8/22/2018	Future Task
3211	Sprint 27	14 days	6/28/2018	7/18/2018	Future Task
3212	Sprint 28	15 days	7/19/2018	8/8/2018	Future Task
3213	DL HIP Sprint - Milestone Group J	9 days	8/9/2018	8/21/2018	Future Task
3214	DL Milestone Retrospective - Milestone J	1 day	8/22/2018	8/22/2018	Future Task
3215	Team C - CDLIS & Citation Processing	478 days	7/27/2016	6/19/2018	On Schedule
3255	Team D - MyDMV Portal	512 days	7/27/2016	8/7/2018	On Schedule
3310	Team E - MM / Financial Responsibility	541 days	7/21/2016	9/12/2018	Late

### Proposed Schedule:

ID	Task Name	Duration	Start	Finish	Status
3156	Team B - DL Issuance	541 days	7/21/2016	9/12/2018	Late
3189	MILESTONE GROUP F	59 days	10/19/2017	1/17/2018	Late
3193	DL HIP Sprint - Milestone Group F	16 days	12/21/2017	1/16/2018	Late
3194	DL Milestone Retrospective - Milestone F	1 day	1/17/2018	1/17/2018	Future Task
3195	MILESTONE GROUP G	55 days	1/18/2018	4/4/2018	Future Task
3201	MILESTONE GROUP H	39 days	4/5/2018	5/30/2018	Future Task
3206	MILESTONE GROUP I	20 days	5/31/2018	6/27/2018	Future Task
3210	MILESTONE GROUP J	53 days	6/28/2018	9/12/2018	Future Task
3211	Sprint 27	14 days	6/28/2018	7/18/2018	Future Task
3212	Sprint 28	15 days	7/19/2018	8/8/2018	Future Task
3213	Sprint 29	15 days	8/9/2018	8/29/2018	Future Task
3214	DL HIP Sprint - Milestone Group J	8 days	8/30/2018	9/11/2018	Future Task
3215	DL Milestone Retrospective - Milestone J	1 day	9/12/2018	9/12/2018	Future Task
3216	Team C - CDLIS & Citation Processing	478 days	7/27/2016	6/19/2018	On Schedule
3256	Team D - MyDMV Portal	512 days	7/27/2016	8/7/2018	On Schedule
3311	Team E - MM / Financial Responsibility	541 days	7/21/2016	9/12/2018	Late

**Impact on Cost:** None

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

Resources Needed to Support this Request	Program (P) or Operational (O)	Work Effort (Hours)	% Allocation to Program
Business Analysts Assigned to DL Issuance Team	P	69	100%
Developers Assigned to the DL Issuance Team	P	476	100%
SEU Team Members Assigned to the DL Issuance Team	P	256	100%
QA Team Members Assigned to the DL Issuance Team	P	31	100%
<b>Total</b>		<b>832</b>	

### Work Effort:

Name	Workflow ID	Refine	Develop	QA	Test Case	Test Data	Test Exec	Total
Insert into CIPS Working Table	1	1	16	1	3	1	4	26
Insert Non-Printed Issuance		1	8	1	2	1	3	16
Release VLS Transaction	2	1	8	1	2	1	3	16
Release HAZMAT Transaction	3	1	8	1	2	1	2	15
Pull Non Hazmat and VLS Issuance transactions.	4	0.5	40	1	2	1	3	47.5
Pull Hazmat Issuance transactions.	5	1	8	1	2	1	3	16
Pull VLS Issuance transactions.	6	0.5	8	1	3	2	4	18.5
Validate Non Hazmat and VLS Issuance transactions.	7	4	24	1	3	2	4	38
Validate Hazmat Issuance transactions.	8	4	8	1	2	1	3	19
Validate VLS Issuance transactions.	9	4	8	1	2	1	4	20
Print Non Hazmat and VLS Issuance transactions.	10	1	24	1	4	2	6	38
Print Hazmat Issuance transactions.	11	0.5	24	1	4	2	6	37.5
Print VLS Issuance transactions.	12	0.5	24	1	4	2	6	37.5
Purge CIPS		8	24	1	4	2	6	45
Insert into CIPS Working Table	1	2	8	1	2	1	3	17
Pull MyDMV Portal Issuance transactions.	2	0.5	8	1	2	1	3	15.5
Validate MyDMV Portal Issuance transactions.	3	0.5	8	1	2	1	3	15.5
Print MyDMV Portal Issuance transactions.	4	0.5	24	1	4	2	8	39.5
Call Novitex Service	1	12	40	1	4	2	8	67
Insert into AAMVA Offline Verification Working Table	2	1	8	1	2	1	3	16
Insert into CIPS Working Table	3	1	8	1	2	1	3	16
Release Novitex record	4	4	8	1	2	1	3	19
Update Status on CIPS Working Table	5	2	8	1	2	1	3	17
Pull pending Novitex issuance transactions.	6	0.5	8	1	2	1	3	15.5
Validate pending Issuance transactions.	7	4	8	1	2	1	3	19
Perform DL Issuance Transaction (Renewal)	8	4	40	1	4	2	8	59
Update transaction id on CIPS record.	9	0.5	8	1	2		3	14.5
Update CRS	10	4	16	1	4	2	5	32

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

Print Novitex Issuance transactions	11	0.5	24	1	4	2	5	36.5
Write to Error Log	12	2	12	1	3	1	6	25
Work and Release Error	13	2	8	1	2	1	4	18
<b>Total Effort</b>		<b>69</b>	<b>476</b>	<b>31</b>	<b>84</b>	<b>41</b>	<b>131</b>	<b>832</b>

**Alternatives to the Requested Change:** None

**Impact on Training:**

**Impact on Policies and/or Procedures:** No change to existing Policies or Procedures

<b>The project/program manager attests that all impacts and alternatives have been vetted by the following members:</b>	<b>List Individual Name(s) &amp; Review Notes</b>
<input type="checkbox"/> Product Owner	Dana Olvera
<input type="checkbox"/> Scrum Master	Pavel Machado
<input type="checkbox"/> Program Manager	Cheryl Dent
<input checked="" type="checkbox"/> Project Manager	Joe Weldon
<input type="checkbox"/> Sr. Business Analyst	Jessica Espinoza
<input type="checkbox"/> Lead Developer / Software Architect	Thomas Culbertson
<input type="checkbox"/> Enterprise Technical Team Representative	Eric Brown
<input type="checkbox"/> Testing Manager	Lacey Lowers
<input type="checkbox"/> LDO Representative	Sarah Pope
<input type="checkbox"/> Financial Representative (DAS/OFM)	Callaway Pace
<input type="checkbox"/> Other Operational / Business Manager(s)	

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

<b>Change Control Board Recommendation</b>
Decision: <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer <input type="checkbox"/> N/A
Comments: Recommended for approval by the CCB on 3/6/18.

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

<b>Executive Steering Committee Decision</b>
Decision: <input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer
Comments:

Approver	Signature	Date
Terry Rhodes Executive Director, DHSMV		
Diana Vaughn Deputy Executive Director, DHSMV		
Robert Kynoch Director of Motorist Services, DHSMV		
Boyd Dickerson-Walden Chief Information Officer, DHSMV		
Deborah Dobson Program Manager – FLOW, DHSMV		



Motorist Modernization Phase I Level I/II Change Requests														
#	Project Team	CR #	Title	Brief Description	Source	Type	Notes	Milestone/Sprint to Implement	Story Impact (Add, Modify, Remove)	Priority	Internal Review Status	Internal Status Date	Estimated Effort by Work Type	Total Effort
384	DL	PMCR-385	HAZMAT - Required Scan	Determined during testing that when a H or X endorsement is ADDED during a CDL transaction that the system should require a scan of the Hazmat Application	Testing	Missed	Modify RQ15420 - Calculate Required Documents		Modify	Low	Approved	2/13/2018	.5 Hours - Refinement 6 Hours - Build 2 Hours - QA 2 Hours - Test <b>10.5 Hours Total</b>	10.5
385	DL	PMCR-386	Update for ID Documents screen issued Prior to 1956	Add validation to the ID Documents screen that does not allow selection of the checkbox "Issued prior to 1956" if the customer was not born before 1956.	Development	Scope Change	Modify RQ13733		Modify	Low	Approved	2/13/2018	.5 Hours - Refinement 4 Hours - Build 2 Hours - QA 1.5 Hours - Test <b>8 Hours Total</b>	8
386	DL	PMCR-387	Update to Chargeable Exams	Chargeable exams status will only be PASS or Fail and Exams will be charged after the 1st Fail or exception criteria	Testing	Missed	Pavel will set-up a meeting and finalize the rules on chargeable exams so that it can be estimated.	Milestone G	Modify	High	Approved	2/13/2018	.5 Hours - Refinement 12 Hours - Build 2 Hours - QA 2 Hours - Test <b>16.5 Hours Total</b>	16.5
387	DL	PMCR-388	Updates to Motor Voter from DoS	This CR is to update implemented Motor Voter screens & signature pads based upon review and approval from DoS & legal review:  1. FR24159 - Display Motor Voter/FR24883 - Display Motor Voter Oath - Redisplay & require customer to accept MV oath if information displayed on the oath change (see Task 103434); small verbiage changes 2. Update Motor Voter receipt: Fix case across receipt; add disclaimer; add address submission 3. Fix case on Orion Motor Voter screen; remove statute reference on Motor Voter screen 4. Opt In/Out, Address, Political Party - small verbiage changes 5. Move Motor Voter App Type Selection BEFORE Motor Voter Address 6. Modify rules related Motor Voter Address for what is selected and when the screen is displayed based upon Motor Voter App Type Selection 7. Make minor modifications to buttons for consistency 8. Update the validation messages on Motor Voter screen to not be ambiguous (See Bug 103924) 9. FR24159 - Display Motor Voter - Only allow examiner to select "Yes" for 1 of these 2 questions: "Are you an active duty Uniformed Service or Merchant Marine member?" OR "Are you the spouse or dependent of an active duty Uniformed Service or Merchant Marine member?"	Refinement	Scope Change	The following stories are impacted:  FR24159 Display "Motor Voter"  FR33981 PMCR-143 - Modify Motor Voter Opt-in/Opt-out - Sig Pad FR33998 PMCR-205 - Motor Voter Opt-in/Opt-out - Sig Pad - Spanish FR33982 PMCR-144 - Motor Voter Address - Sig Pad FR33995 PMCR-205 - Motor Voter Address - Sig Pad - Spanish FR33271 PMCR-204 - Motor Voter App Type Selection - Sig Pad FR33999 PMCR-205 - Motor Voter App Type Selection - Sig Pad - Spanish FR33272 CR30 - Motor Voter Political Party Selection - Sig Pad  FR24883 Display Motor Voter Oath FR29304 Display Motor Voter Oath - Spanish  FR10129 Print Motor Voter Receipt FR29301 Print Motor Voter Receipt - Spanish	Milestone J	Modify	High	Approved	2/13/2018	2 Hours - Refinement 12 Hours - Build 3 Hours - QA 8 Hours - Test <b>25 Hours Total</b>	25
388	DL	PMCR-389	Fix Rules on Auto-Add Restriction	It was discovered during testing that there was an issue with the auto-add restriction functionality. This CR would fix the auto add restriction, don't check CLP if exams are reciprocated when auto-adding applicable restrictions. This impacts "O", "M", "N" Restrictions	Testing	Rework		Milestone G	Modify	High	Approved	2/13/2018	.5 Hours - Refinement 12 Hours - Build 3 Hours - QA 3 Hours - Test <b>18.5 Hours Total</b>	18.5
389	DL	PMCR-390	Fix Rules on enabling endorsements	This CR to fix business rules for the endorsement modal, to enable an endorsement when it is disabled in error. Currently DL Issuance is checking for the required exams but not if the customer has the endorsements on the current license or was active since the current original or renewal. This is causing the endorsement to be disabled incorrectly during a replacement or renewal transaction	Testing	Rework		Milestone G	Modify	High	Approved	2/13/2018	4 Hours - Refinement 20 Hours - Build 3 Hours - QA 5 Hours - Test <b>32 Hours Total</b>	32
390	DL	PMCR-391	Update to Vision Rules	Update the Vision requirements rules to not display "Does the customer use mono-vision lenses?" if the transaction is for CLP or CDL issuances	Testing	Rework		Milestone G	Modify	High	Approved	2/13/2018	.5 Hours - Refinement 6 Hours - Build 2 Hours - QA 2 Hours - Test <b>10.5 Hours Total</b>	10.5

Motorist Modernization Phase I Level I/II Change Requests														
#	Project Team	CR #	Title	Brief Description	Source	Type	Notes	Milestone/Sprint to Implement	Story Impact (Add, Modify, Remove)	Priority	Internal Review Status	Internal Status Date	Estimated Effort by Work Type	Total Effort
391	Renewal	PMCR-392	Archive FR14528 - Validate and Select Motor Vehicle Records for Renewal	This story is no longer needed, MV Renewals will not be printed in-house.	Business	Scope Change		Milestone F	Remove		Approved	2/13/2018	26 Hours Returned	-26
399	MyDMV	PMCR-400	Replacing Gather Go Get Links and Tax Collector Verbiage	Update the Gather Go Get Links (What to Bring) and change verbiage for Tax Collector with Field Service Offices: FR10482 - Display License Check Screen FR10358 - Display Minor's Driving License Check Screen FR11283 - Display Dashboard Tab	Enhancement	Scope Change		Milestone F	Modify	High	Approved	2/27/2018	1 Hours - Refinement 3 Hours - MyDMV Development 2.5 Hours - Test 6.5 Hours Total	6.5
400	MyDMV	PMCR-401	Motor Voter Changes approved by DOS	Parsing address on backend, Party Affiliation, Oath and Receipt – Party Affiliation, Oath, no longer store the receipt in ECM( no show on Generate Documents)	Business	Scope Change		Milestone F	Modify	High	Approved	2/27/2018	1 Hours - Refinement 18 Hours - MyDMV Development 2.5 Hours - Test 21.5 Hours Total	21.5
401	MyDMV	PMCR-402	FDLE Changes for Sex and Career Offenders and Predators	Update MyDMV Portal for transactions allowed by Sex and Career Offenders and Predators as approved by FDLE. No Address updates, update customer alert about limited transactions, no credential Issuances, allow motor vehicle without address update, Minor Driver History Check allowed only if they are consenting parent.	Business	Scope Change		Milestone F	Modify	High	Approved	2/27/2018	4 Hours - Refinement 15 Hours - MyDMV Development 8 Hours - Test 27 Hours Total	27
402	MyDMV	PMCR-403	Batch Job to update subscription services table	Update table to stop employee monitoring when the vendor contract expires. Purge all records for this vendor active and inactive (they will need to upload a new file)	Enhancement	Enhancement		Milestone F	Add	High	Approved	2/27/2018	.5 Hours - Refinement 12 Hours - MyDMV Development 5.5 Hours - Test 18 Hours Total	18
403	MyDMV	PMCR-404	New Designations in MyDMV Portal	Handle the new designation codes within MyDMV Portal. a. Display Print Card Preview b. Driver License Status Panel – DL Check, Minor History, DL Tab on dashboard	Enhancement	Scope Change	Table driven like Restrictions and Endorsement (dependency on DL)	Milestone F	Add	High	Approved	2/27/2018	.5 Hours - Refinement 6 Hours - MyDMV Development 8.5 Hours - Test 15 Hours Total	15
409	MM	PMCR-410	Move 3 planned Renewal stories out of its Product Backlog and into the Motorist Maintenance Product Backlog.	Move existing approved stories from the Renewal Product Backlog to the Motorist Maintenance Backlog as the these align with the Maintenance application; FR27786 - Driver License Express Address Change Screen - Save, FR15985 - Display Driver License Express Address Change Screen and FR27728 - Create Driver License Express Address Change Screen.	Planning	Scope Change	The team will target the completion of these stories during Milestone H, However additional resources are needed to complete this work as the MM team is over capacity for Milestone H. These are a new screens and involve new functionality, so estimates are currently undersized for the work. Once stories are refined by developers and testers the team will have an updated estimate.	Milestone J	N/A		Approved	2/13/2018	Original Estimates = 32 hours	32
410	FR	PMCR-411	F9 Sanction Clearance for Releasor is missing logic/code to properly assess fee.	Missing code logic to handle FR Action code 575 or 577,post date is BEFORE suspension EFFECTIVE date of the last suspension action (30), then Fee requirement is met.	Testing	Missed	The requirements are missing a factor, it is currently checking the date of the 405 and assessing if the effective date is before the suspension date and incorrectly meeting the Fee Requirement.	Milestone F/ Hip Sprint	Modify		Approved	2/13/2018	0 Hours - Refinement 11 Hours - Development 8 Hours - Test 19 Hours Total	19

Motorist Modernization Phase I Level I/II Change Requests														
#	Project Team	CR #	Title	Brief Description	Source	Type	Notes	Milestone/Sprint to Implement	Story Impact (Add, Modify, Remove)	Priority	Internal Review Status	Internal Status Date	Estimated Effort by Work Type	Total Effort
411	DL	PMCR-412	Change CLP Workflow	<p>It was determined during Sprint Planning that the workflow for CLP should be changed from following CDL workflow to follow a modified Temporary Permit workflow. This resulted in removing the following screens from the workflow:</p> <ul style="list-style-type: none"><li>* Sanctions</li><li>* Motor Voter</li><li>* ID Documents</li><li>* VLS Response</li><li>* Applicant Screening</li><li>* Personal Information</li><li>* ECI</li><li>* Third Party Waiver Response</li><li>* No Fee Replacement Reason</li></ul> <p>This results in a changed workflow and updates to the Sidebar Navigation and interaction of Exam screens as well as the ARCHIVAL of the following stories:</p> <ul style="list-style-type: none"><li>* FR24383 - Perform/Search 10 Year History Check Original CLP (Dev Status = "Testing In Progress") - 2 hour Effort</li><li>* FR23562 - Perform Third Party Check for Replace CLP (Dev Status = "Testing In Progress") - 2 hour Effort</li><li>* FR24384 - Perform OOS Ten Year History Check Replace CLP (Dev Status = "Not Started") - 2 hour Effort</li><li>* FR23564 - Perform Third Party Check for Original CLP (Dev Status = "Testing Complete") - 2 hour Effort</li></ul>	Ready to Review	Scope Change		Milestone G	Modify	High	Approved	2/27/2018	1 Hours - Refinement 3 Hours - Development 2 Hours - Test <b>6 Hours Total</b>	6
412	FR	PMCR-413	FR Sanction Purge logic needs to be updated post WRAP 2886.	The assessment of all records including Vehicle Purge critical must start after FR Purge WRAP 2886 is conducted successfully. FR Sanction Purge will consider vehicle stop tables and mark sanction associated stops as satisfied with a notation that the sanction was purged by the system, so that no issues created for MV side of the Department.	Refinement	Scope Change	WRAP 2886	Milestone I/ Hip Sprint	Modify		Approved	2/27/2018	0 Hours - Refinement 18 Hours - Development 25 Hours - Test <b>43 Hours Total</b>	43
415	Renewal	PMCR-416	DL Renewal Notice - Mature Driver Template Rework	<p>The purpose of this change request is to</p> <ol style="list-style-type: none"><li>1) Modify verbiage on the Mature Driver Renewal Notice Template</li><li>2) Add Gilchrist and Glades Counties to the Driver License Service Center List</li></ol> <p>Override the Tax Collector URL for the Counties utilizing Driver License Service Centers</p>	Development	Rework		Milestone F/HIP Sprint	Modify	Emergency	Approved	2/16/2018	1 hour - Refinement 6 Hours - Development 0 Additional hours SEU <b>7 Hours - Total</b>	7 hours
425	Renewal	PMCR-426	Update Hazmat Template to fix fees	Modify the calculation process for the hazmat template 'walk-in adjusted fee amount'. Current value is incorrect.	SEU Testing	Rework	Update to RQ20672	Milestone F	Modify	Emergency	Approved	3/6/2018	1 Hour - Refinement 3 Hours - Development 4 Hours - Test <b>8 Hours Total</b>	8 hours

# Motorist Modernization Traffic Light Report

## Milestone Update

As of Monday, March 12, 2018 at 12 p.m.

Milestone G  
Jan 18 - Apr 4

TBD

Milestone F  
Mar 7 - May 15

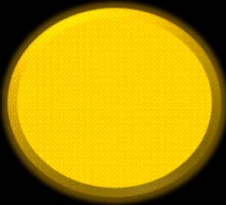
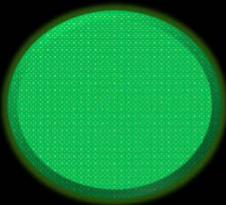
Milestone F  
Dec 20 - Feb 6('18)

Milestone F  
Jan 4 - Mar 7

On Hiatus

Milestone D  
Oct 4 - Mar 20('18)

Milestone D  
Oct 4 - Mar 20('18)



Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions
Development	Development	Development	Development	Development	Development	Development	Development
Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing
Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt
Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions
Development	Development	Development	Development	Development	Development	Development	Development
Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing
Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt
Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions
Development	Development	Development	Development	Development	Development	Development	Development
Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing
Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt

### KEY

**Green** means the team is within capacity for the Sprint and there are no outstanding issues. The team is on schedule for completing Sprint by the target date (based on % complete).

**Yellow** means the team is slightly over capacity for the Sprint (within 5%). The team is trending behind schedule for completing the Sprint by the target date and has established a plan to catch up (based on % complete).

**Red** means the team is significantly over capacity for the Sprint (greater than 5%) . The team is blocked by a major issue or impediment. Team is behind schedule (or late) for completing the Sprint by the target date (based on % complete).

**Business Actions** – Dependencies on the business (requirements clarification, decisions, etc.)  
**Development** – Application Development  
**Testing** – Application Testing  
**Technical Debt** – Dependencies on infrastructure and associated processes (data model, enterprise code, operational changes, etc.)

# Motorist Modernization Traffic Light Report

## Sprint Update

*As of Monday, March 12, 2018 at 12 p.m.*

Sprint 23		Sprint 3		Sprint 25		HIP Sprint		HIP Sprint		On Hiatus		HIP Sprint		HIP Sprint	
Mar 1 - Mar 21		Feb 27 - Mar 19		Mar 7 - Mar 27		Jan 31 - Feb 6		Feb 15 - Mar 7				Feb 28 - Mar 20		Feb 28 - Mar 20	
DL Issuance		Informatica		MyDMV Portal		Renewal Notifications		Motorist Maintenance		Financial Responsibility		CDLIS		Citation Processing	
<div><div></div><div></div><div></div></div>	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	<div>KEY</div> <div>Green means the team is within capacity for the Sprint and there are no outstanding issues. The team is on schedule for completing Sprint by the target date (based on % complete).</div> <div>-</div> <div>Yellow means the team is slightly over capacity for the Sprint (within 5%). The team is trending behind schedule for completing the Sprint by the target date and has established a plan to catch up (based on % complete).</div> <div>-</div> <div>Red means the team is significantly over capacity for the Sprint (greater than 5%) . The team is blocked by a major issue or impediment. Team is behind schedule (or late) for completing the Sprint by the target date (based on % complete).</div>
	Development	Development	Development	Development	Development	Development	Development	Development	Development	Development	Development	Development	Development	Development	
	Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing	
	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	
	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	
	Development	Development	Development	Development	Development	Development	Development	Development	Development	Development	Development	Development	Development	Development	
	Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing	
	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	
	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	
	Development	Development	Development	Development	Development	Development	Development	Development	Development	Development	Development	Development	Development	Development	
	Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing	
	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	
<div>Business Actions – Dependencies on the business (requirements clarification, decisions, etc.)</div> <div>Development – Application Development</div> <div>Testing – Application Testing</div> <div>Technical Debt – Dependencies on infrastructure and associated processes (data model, enterprise code, operational changes, etc.)</div>															