

Motorist Modernization

Motorist Modernization Advisory Board – Phase I Monthly Meeting
April 10, 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

March 13, 2018

1 to 2 p.m.

WELCOME AND INTRODUCTIONS

- The meeting was called to order at 1:01 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

- Pace Callaway
 - April Edwards
 - Lisa Cullen
 - Kelley Scott
 - William Washington (via phone)
- Additional DHSMV members present included Terrence Samuel, Kristin Green, Koral Griggs, Laura Freeman, Sonia Nelson, Aundrea Andrades, Catherine Thomas, Felecia Ford, Chad Hutchinson, Janis Timmons, Cheryl Dent, Judy Johnson, Jessica Espinoza and Scott Tomaszewski.
 - Visitors included Gary Didio and Colin Stephens from Ernst & Young, Scott Morgan, Joseph Weldon from Accenture and students from Florida State University.

REVIEW AND APPROVAL OF THE LAST MEETING MINUTES

- Ms. Kristin Green reviewed the meeting minutes from February 13, 2018. No corrections or comments were identified. A motion to approve the minutes was accepted by the board members and the February 13, 2018, meeting minutes were approved.

IV&V UPDATE

- Mr. Gary Didio reviewed the January 2018 report. The program remains well within the established performance threshold. The overall risk state is green and the program continues to improve. Mr. Didio stated the Motorist Modernization Program is the longest green project he has been associated with. The forecast milestone completion is forecasting approximately 14 days late; however, February will show only 11 days late.

STAKEHOLDER OUTREACH

- Mr. Terrence Samuel stated the team distributed an email to the renewal data recipients to offer an invite for each vendor or tax collector participating in structural testing to meet with the team individually and ask any outstanding questions.

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 there is no update regarding offering an option to not disclose race and ethnicity during an issuance transaction. The team will present the item at ESC on March 19, 2018.
- FR02 – DHSMV Big Bang Approach or Staggered – Ms. Catherine Thomas stated the business distributed a letter on Friday, March 2, 2018, to the insurance companies to schedule structural testing. The companies have until Friday, March 19, 2018, to select a structural testing cycle. The first testing schedule is set to begin on March 26, 2018. In addition, multiple WRAPs are being processed and interviews are occurring for OPS staff to assist with the XML conversion process. Initially, 240 contacts received the letter; however, 68 companies have responded, in addition to two vendors. 17 companies responded they no longer write insurance for the state of Florida.
- ENTP01 – FDLE Enterprise – Ms. Judy Johnson stated following a meeting with Diana Vaughn and the business, and after a requirements gathering meeting with FDLE, the team has scheduled another meeting with FDLE for the end of March 2018. Ms. Vaughn identified a system that FDLE currently uses, which was not identified in the scope of services for Phase I; therefore, a change request is pending to incorporate those functionalities into MyDMV Portal.

LEGAL OPINION REVIEW

- LGL11 – Ms. Jessica Espinoza stated the item pertained to the team developing business rules for temporary permit eligibility. The product owners suggested that all users should be able to issue a temporary permit regardless of what displays on the customer's record. Currently, there is nothing in statute and the team is awaiting decision from Legal.

FINANCIAL REVIEW

- Ms. Janis Timmons presented a high-level PowerPoint overview of the Motorist Modernization financials through the end of February 2018. The first slide displayed the program's total LBR requests from 2014 through 2020. The second slide displayed budget and actuals. The program's budget for this year is \$9.8M and the actuals through February is \$6.06M. The third slide displayed the budget and actuals overview. Fiscal year to date, the program's budget is \$5.2M and the actuals is \$6.06M due to overtime worked. The program's month to date was \$855,424 for budget and the actuals were \$866,477; therefore, the program is slightly over budget for the month of February. The program has \$3.795M available for the remainder of the year.

CHANGE REQUEST REVIEWS

- CR#81 – External Testing Schedule Modifications – Ms. Kristin Green stated this change request is a program level change request to modify external testing dates in the integrated master schedule. The team is requesting to update the workplan to include the FR XML Structural Testing occurring with the insurance companies, in addition to including agreed-upon AAMVA dates and to split out the motor vehicle renewal testing effort to split out the Novitex testing efforts for renewals. Ms. Green displayed the proposed schedules located in the change request. There were no questions and the change request was motioned for approval.

- CR#101 – CDLIS Inquiry Update to Common Rules – Ms. Sonia Nelson stated the purpose of the change request is to modify the existing CDLIS Common Rule to indicate Social Security number (SSN) and driver license number (DL) are optional for a CDLIS inquiry. This change request will eliminate the need for the DL and SSN during a no-issuance inquiry. Ms. Nelson stated the change request will impact Enterprise Core, DL Issuance, Citation Processing and MyDMV Portal. 84.5 hours are required in the work effort for this request. There were no questions and the change request was motioned for approval.
- CR#102 – CDLIS Archive AAMVA Outbound Message Stories – Ms. Nelson stated the purpose for the change request is to archive stories related to AAMVA outbound messages, which were completed as part of the CDLIS data tier work effort, which began in April 2017, and concluded on August 1, 2017. The messages include HA, HY, HW and HH BizTalk endpoints. 84 hours will be removed from the backlog. There were no questions and the change request was motioned for approval.
- CR#104 – CIPS – Mr. Joe Weldon stated the purpose of this change request is to update the CIPS process to use the new data model. Any systems pointing to the old data model need to be updated, include CIPS. The change request also archives stories, which are located in the Renewal Notification backlog related to Novitex. The process will create a service that Novitex will call to create a renewal. Mr. Weldon displayed the various flows, which will be a part of the new process. Page 4 of the change request displayed the Novitex/CIPS process to call and perform inserts directly into the database. The change request adds approximately 31 stories to the backlog and impacts MyDMV Portal, Motorist Maintenance and Renewal Notification. The Renewal Notification stories will be archived for a total of 124 hours. The change request adds 832 hours to the DL Issuance backlog and impacts the priority order. Mr. Weldon displayed the current and proposed schedules, in addition to the work effort and where the effort is going to be worked on.
 - Ms. April Edwards asked if the change request went through the Change Control Board and noted there was no indication that the change request was vetted through the project and program managers per page 9. Mr. Weldon stated there was no feedback provided after it was sent for review and Ms. Green added that the request had been approved by the Change Control Board on March 6, 2018. There were no additional questions and the change request was motioned for approval.
- Ms. Green stated there were additional Level 1 and Level 2 change requests, which are product-owner approved. The board did not review the change requests during the meeting.

PROJECT UPDATES

- Driver License Issuance – Mr. Joe Weldon discussed the work involved in the current Milestone G, which ends on April 4, 2018. Originally the work involved was to include original and replace CLP issuances, in addition to CDL transactions. The team also added an approved change request related to the print project updates. The team is currently in Sprint 23 and is showing green from a development and technical debt perspective in the sprint and red from a testing perspective. Testing is currently red because the team has been late in transferring stories to SEU for testing, in addition to testing estimates in various change requests taking a bit longer than originally planned.
 - The Policy and Procedure working group is currently on schedule and was last onsite on February 27 - March 1, 2018. The team plans to be back onsite from April 10 – 12, 2018.
 - The team recently raised risk 69, which is due to the department currently developing an RFP to replace ADLTS and the timeline is extremely close to the Phase I go-live. For mitigation purposes, the team is waiting to see if the RFP will use the same call service the department currently uses, which will cause minimum impact.
 - The team is currently being impacted by issue 39, due to a shortage in staff. The team is currently down an ASPIII and a second ASPIII is leaving within the week. Two candidates have

been identified and will be joining the team soon. The team is also short a Uniface contractor. An RFQ was recently distributed and two candidates were chosen to begin work in April 2018.

- There is a pending change request regarding an upgrade to VLS 3.0. Once operations has performed the upgrade, the DL Issuance team will draft its own change request to incorporate the same upgrade.
- Motorist Maintenance/Financial Responsibility – Mr. Scott Tomaszewski stated Motorist Maintenance is currently working in Milestone F, which was scheduled for completion on March 7, 2018. The work planned for the milestone included change stories related to exam screens, medical queue and the crash out-of-state functionality and system bypass. Financial Responsibility is currently on hiatus due to developers and testers shifting to work on Motorist Maintenance; however, backend work is occurring to ensure the team is prepared to enter structural testing with various insurance companies. For the HIP Sprint, business actions and technical debt is green. Developers are currently red as they address functional testing bugs reported against the exam screens, and addressing critical bugs reported against Milestone F, HIP Sprint work. Testers are currently red and have approximately 170 hours remaining to complete the work for Milestone F. Additional testers have been added to the team within the last week and the team has targeted to complete testing objectives within the next week.
 - The team is currently tracking risk 18, which is caused by production file reload challenges that may impact structural testing and cause a delay; however, the issue is slated to be closed by March 16, 2018.
 - The team is currently involved in issue 10, which is caused by delays in conducting backlog refinement meetings impacting sprint commitment. The issue encompasses multiple facets, including maintaining the backlog from a story perspective, in addition to ensuring co-dependent systems are communicating changes. The team has set up two reoccurring refinement meetings per week with the product owners and subject matter experts to ensure stories are ready for development and work.
 - The team has no Level 3 change requests to report during this period.
- Renewal Notification – Ms. Sonia Nelson stated the team is still working in Milestone F and reporting late, as the milestone was due for completion on February 6, 2018. The team is working on the driver license renewal notices. As of yesterday, the team received the first review of 10 templates for Spanish translation. A change request is being developed to add the changes to the backlog.
- CDLIS/CP – Ms. Sonia Nelson stated the team is currently working in Milestone D. The HIP Sprint ends on March 19, 2018, and includes work on out-of-state citations, driver school completion and regression testing for the CDLIS H3, H5 and H7 messages. Currently, the traffic light indicators are completely green for the milestone and the sprint.
 - The team has no new risks or issues to report.
 - The team currently has two Level 3 change requests pending, which were reviewed earlier in the meeting.
- MyDMV Portal – Ms. Aundrea Andrades stated the team closed out Milestone E, which ended on March 6, 2018, at which time the team demonstrated “my activity,” which included account and transaction activity. The team also closed change request 370 to update common eligibility rules for cancellation 87 and 88 to view the restore date. The team also demonstrated subscription services for personal, minor and employee driver records. The team is currently working in Milestone F, which ends on May 15, 2018, and is in Sprint 25, which will include work on finishing registration renewal updates, replacement parking permit renewal update, printing electronic titles, bulk driver license record requests and scheduling BAR hearings. In addition, the team is working on five change requests, including change request 400 to replace the GatherGoGet links and updating tax collector verbiage. Change request 401 includes updating the motor voter changes, which were approved by the Department of State. Change request 402 includes working on FDLE changes for the sexual predators and offenders and what they will be allowed to do within MyDMV Portal. Change request 403 includes a batch job update for the subscription services vendors when their contact expires. Change request 404 includes

new designations, which will display on MyDMV Portal. The developers and testers are green for the sprint and milestone and are in capacity to complete the work on time.

- Informatica – Ms. Cheryln Dent stated the team is currently in Sprint 3, which ends on March 19. The team is working on the data mappings, which are on schedule to complete by the end of April. The team is green in all areas, except for testing due to an infrastructure issue. The team is currently working in the conversion environment and requires the Motorist Maintenance applications pointed to that environment, which still needs to be set up.
 - The team has a pending change request to remove a task from the workplan.

COMMUNICATION UPDATE

- There was no communication update to present.

Q&A

- There were no questions or concerns from members present.

ADJOURNMENT

- Mr. Samuel adjourned the meeting at approximately 1:38 p.m.
- The next Advisory Board Meeting for Phase I is scheduled for April 10, 2018.

Note: Handouts at this meeting included:

Consolidated in a meeting packet and emailed to members:

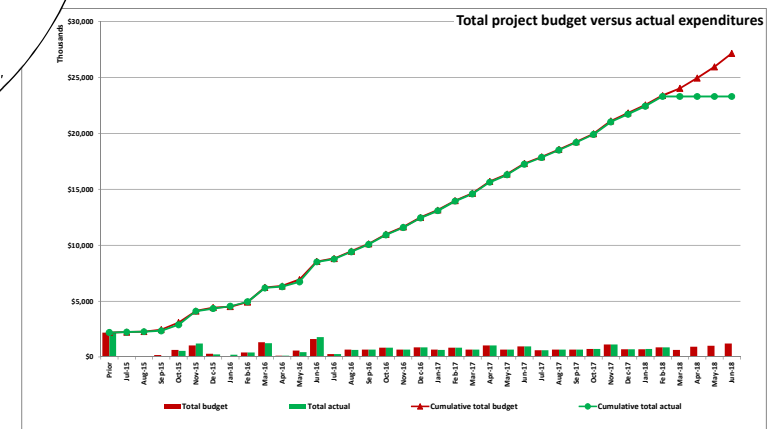
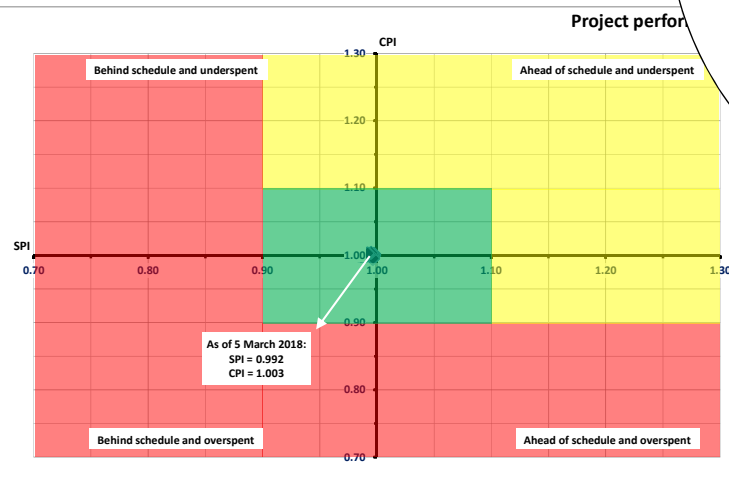
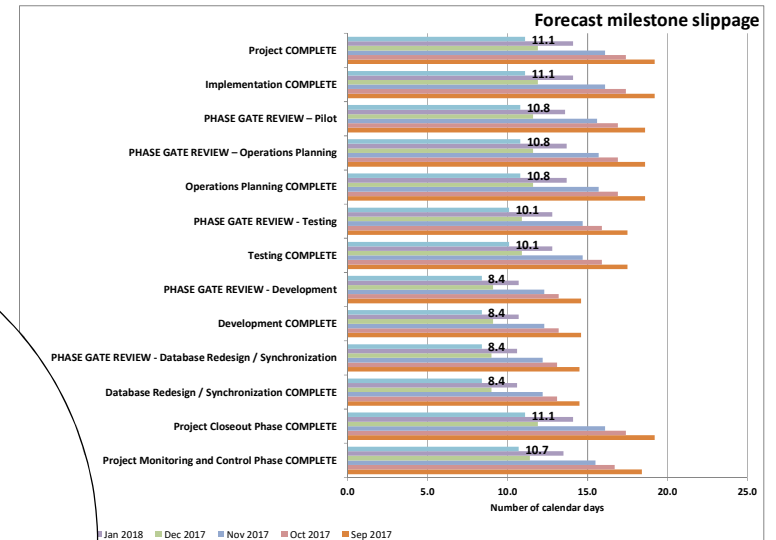
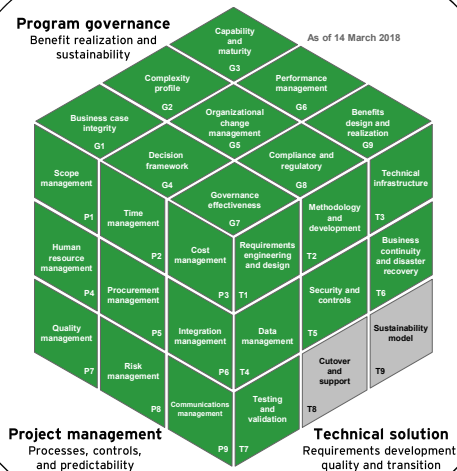
MM Advisory Board Agenda	1 Page
MM Advisory Board Monthly Meeting Minutes dated 2/13/18	7 Pages
MM Phase I IV&V Status	2 Pages
MM Phase I Decision Document	10 Pages
MM Phase I Legal Document	1 Page
MM Phase I FY 17-18 Spend Plan	1 Page
MM Phase I Change Requests (81, 101, 102, and 104)	23 Pages
MM Phase I Change Request Log	3 Pages
MM Phase I Traffic Light Reports	2 Pages

Motorist Modernization Program (Phase I) IV&V Status

21 March 2018

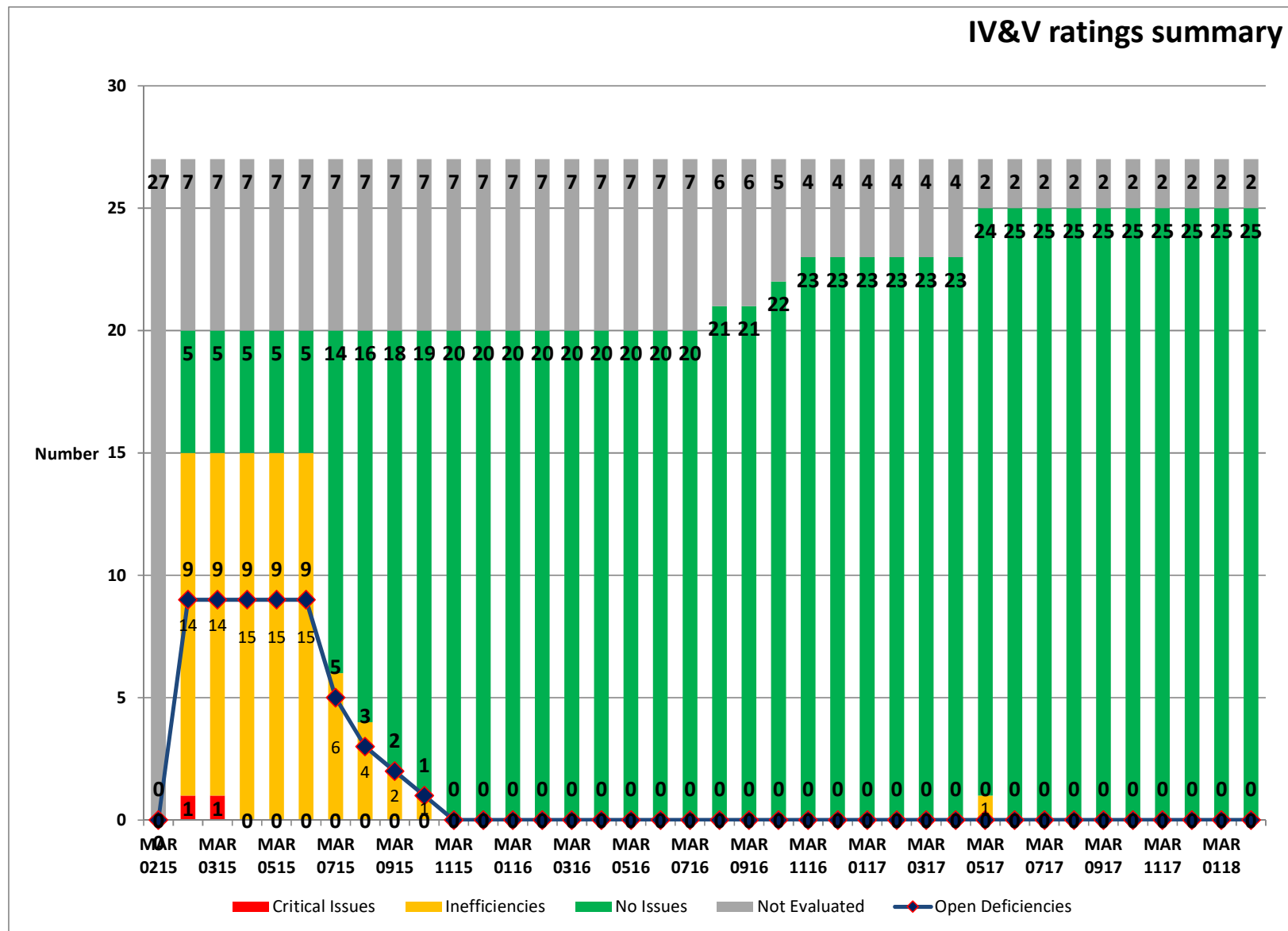
- ▶ There are no open IV&V deficiencies.
- ▶ The Program is within established schedule performance thresholds
- ▶ The Program is within established cost performance thresholds
- ▶ The Program is behind schedule, but improving
 - ▶ The Program completion date is forecast to be 9 September 2019, 11.1 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 March 2018

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

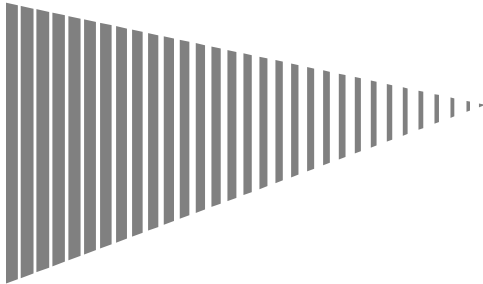


Motorist Modernization Program (Phase I)

State of Florida Department of Highway Safety
and Motor Vehicles (DHSMV)

Independent verification and validation (IV&V)
Monthly Assessment Report Summary
February 2018

21 March 2018



Building a better
working world

Topics for discussion

- ▶ General IV&V overview
- ▶ Overall risk state and trending
- ▶ IV&V ratings summary
- ▶ Key indicators
- ▶ Status of key deficiency recommendations
- ▶ Overall performance
- ▶ Forecast milestone completion
- ▶ Open deficiencies and actions
- ▶ Performance improvement recommendations
- ▶ Upcoming IV&V activities
- ▶ Supporting information
 - ▶ Summary of changes
 - ▶ Open deficiencies
 - ▶ Project milestones
 - ▶ Late tasks
 - ▶ Project schedule quality
 - ▶ Project budget

Data contained in this MAR is as of 14 March 2018

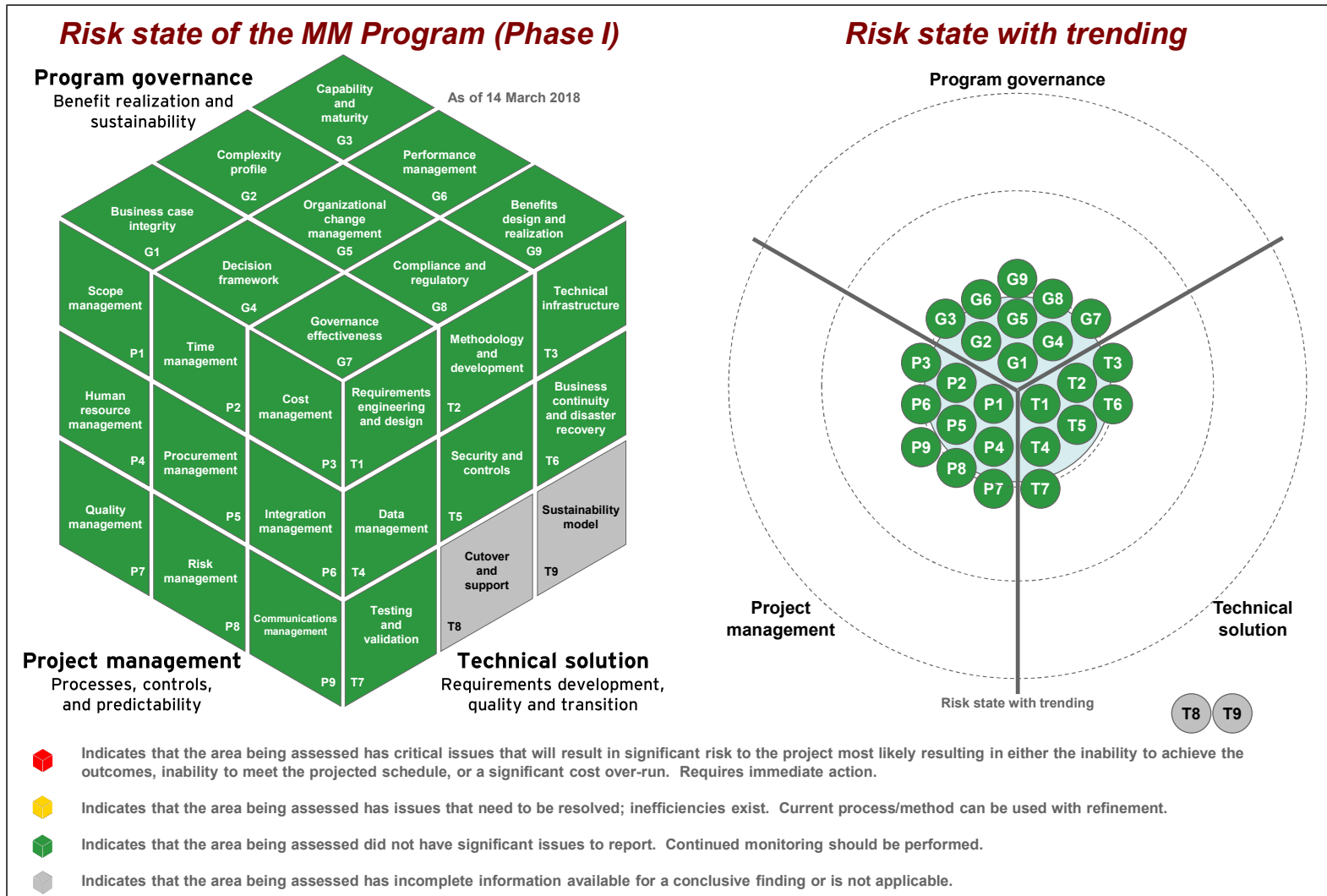
General IV&V overview

Overall IV&V risk state:

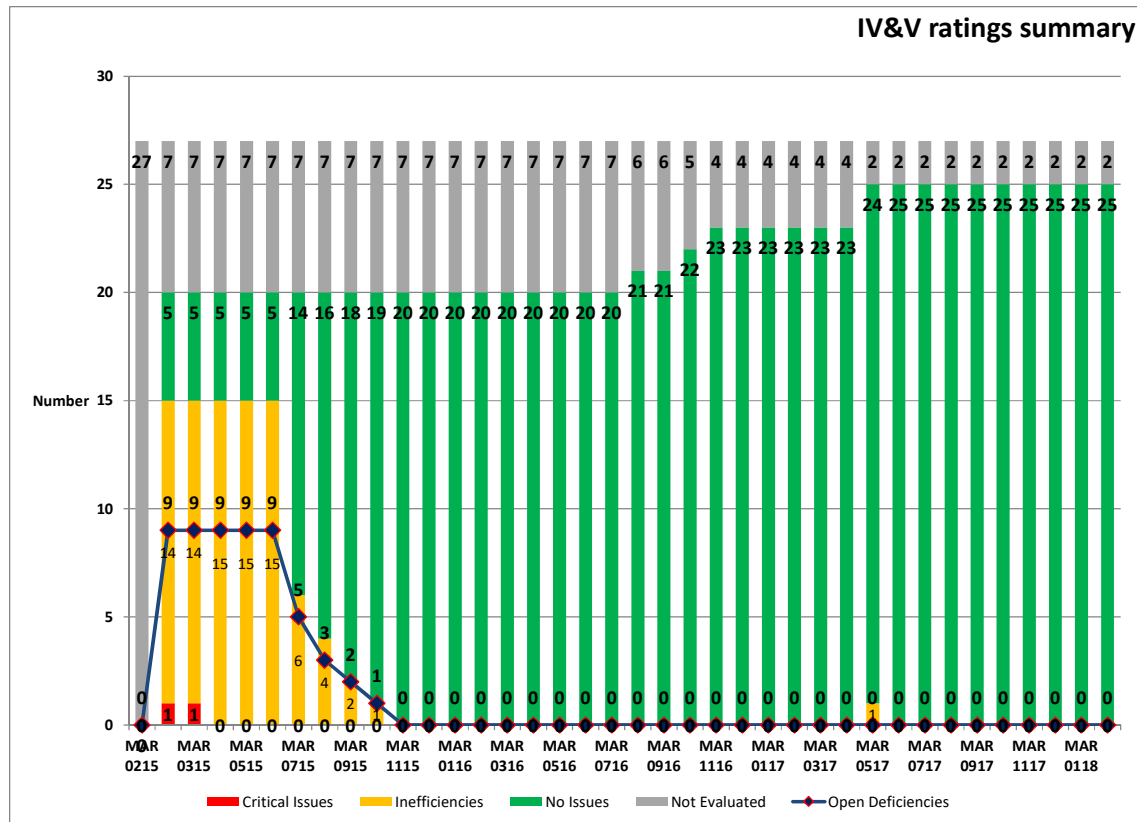
Green

- ▶ There are no open IV&V deficiencies.
 - ▶ No additional facets evaluated
 - ▶ No new deficiencies identified since the last report
- ▶ The Program is within established schedule performance thresholds
 - ▶ The schedule performance index (SPI) is 0.992
 - ▶ 22 of 2,985 total tasks (0.7%) contained in the project schedule are late
 - ▶ 2 of 1,173 total tasks (0.2%) for the current period are late
- ▶ The Program is within established cost performance thresholds
 - ▶ The cost performance index (CPI) is 1.003
 - ▶ The Program is currently on budget based on provided budget and spending information
- ▶ The Program is behind schedule, but improving
 - ▶ The Program completion date is forecast to be 09/09/2019, 11.1 days late
 - ▶ The Program is within established schedule performance thresholds.
 - ▶ Future milestones are projected to be completed behind schedule.
 - ▶ The amount of time the project is behind schedule is decreasing

Overall risk state and trending



Overall IV&V ratings summary

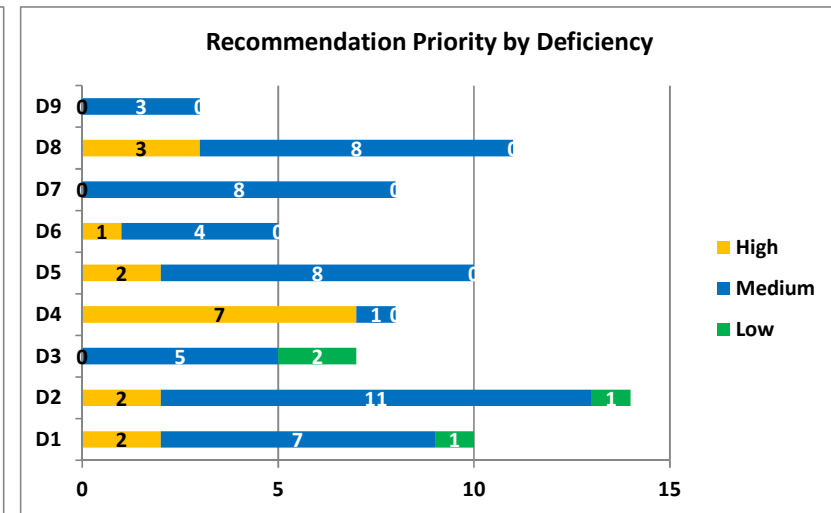
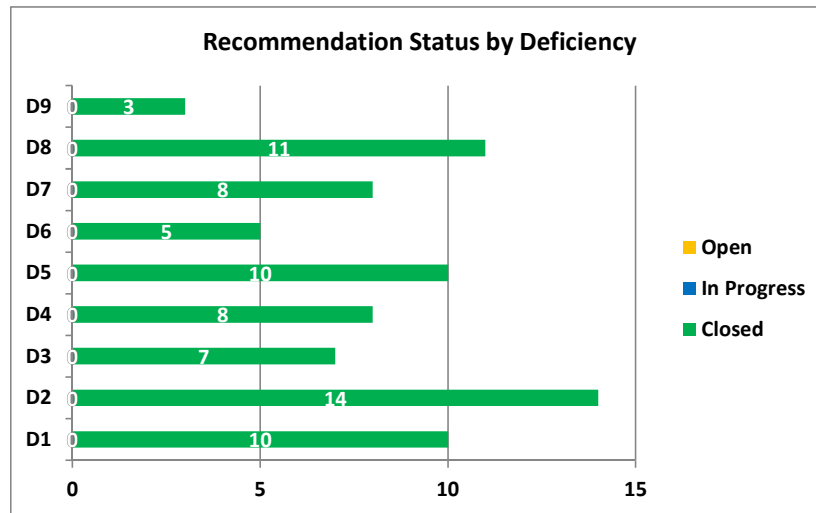
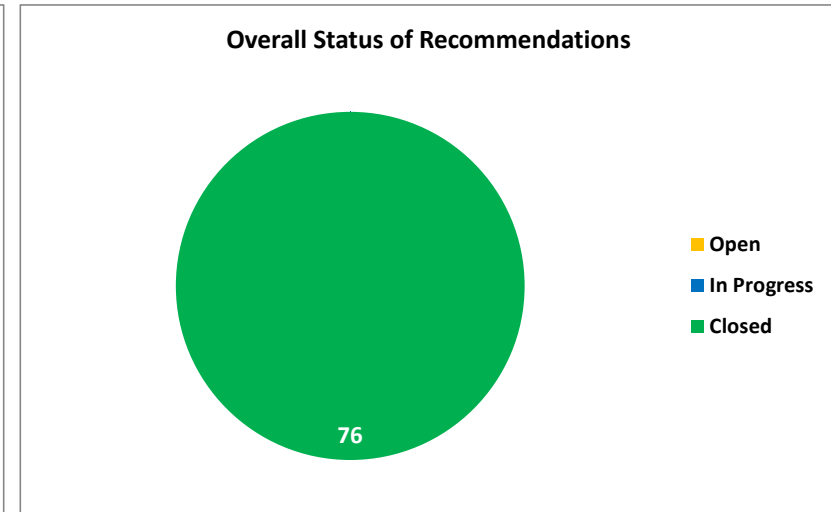
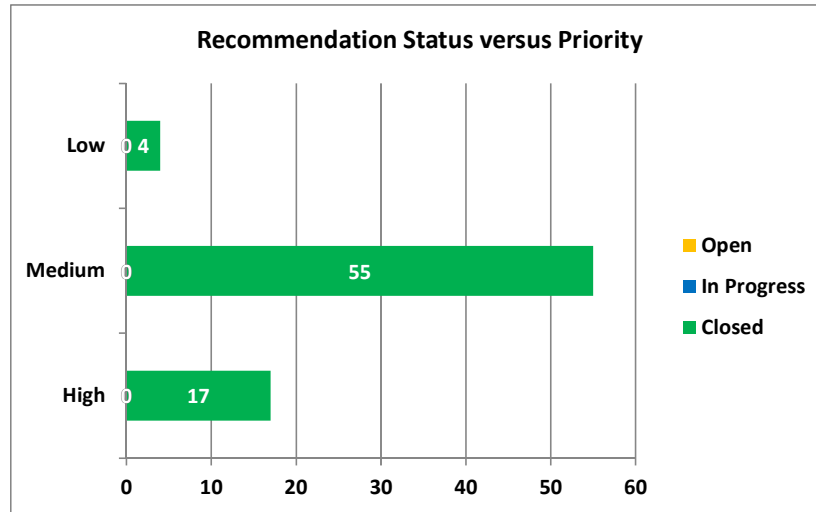


- This chart shows a summary of the IV&V cube facet ratings (red, amber, green and gray), and open deficiencies.
- Facet risk rating totals are as follows:
 - Red (critical issues): 0
 - Amber (issues): 0
 - Green (no issues): 25
 - Gray (not evaluated): 2
- Open deficiencies: 0
- Conclusions:
 - The MM Program Team has satisfactorily addressed all deficiencies identified by the IV&V Team.

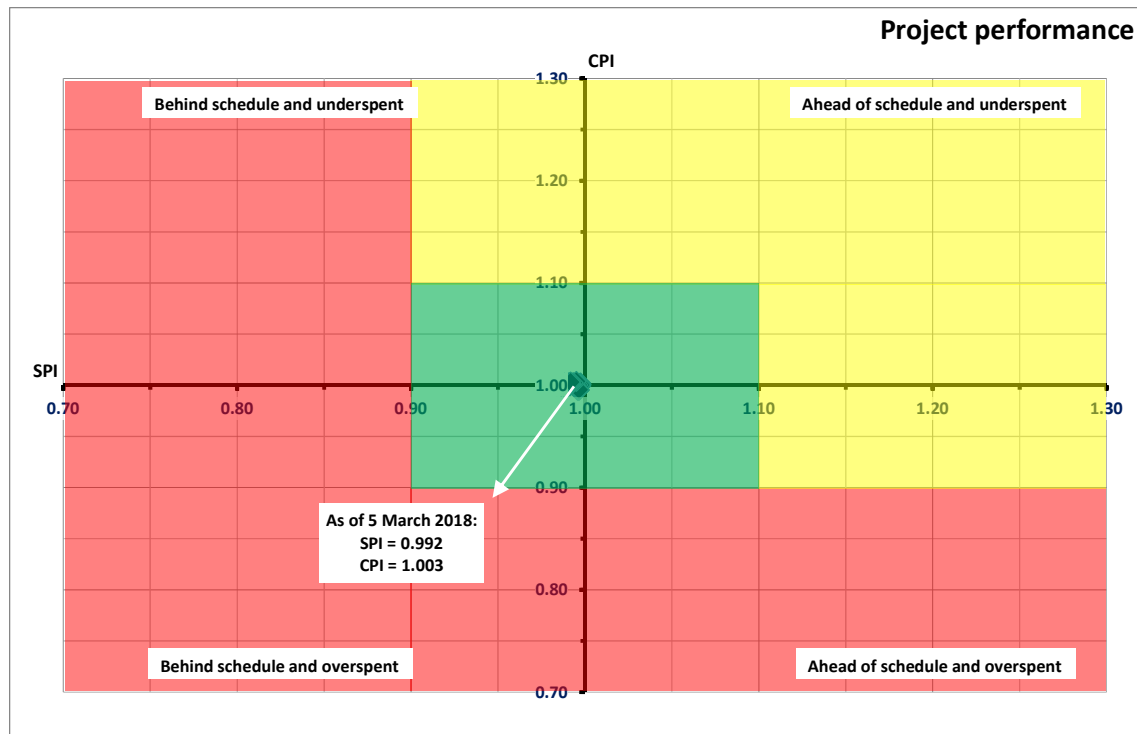
Key indicators

Indicator	Value	Comment
Is the project approach sound?	Yes	<ul style="list-style-type: none"> ▶ The overall project approach is based on industry leading practices, methodologies and tools that have been used for other DHSMV projects.
Is the project on time?	Yes	<ul style="list-style-type: none"> ▶ The Program is within established schedule performance thresholds. ▶ The schedule performance index (SPI) is 0.992. ▶ 22 of 2,985 total tasks (0.7%) contained in the project schedule are late. ▶ 2 of 1,173 total tasks (0.2%) for the current period are late.
Is the project on budget?	Yes	<ul style="list-style-type: none"> ▶ The Program is within established cost performance thresholds. ▶ The cost performance index (CPI) is 1.003. ▶ The Program is currently on budget based on provided budget and spending information.
Is scope being managed so there is no scope creep?	Yes	<ul style="list-style-type: none"> ▶ The work being completed as part of the MM Program (Phase I) is within the scope of the project as defined in the Schedule IV-B Feasibility Study.
What are the project's future risks?	Unknown	<ul style="list-style-type: none"> ▶ The MM Program Team has satisfactorily addressed all deficiencies identified by the IV&V Team.
Are the project's risks increasing or decreasing?	Steady	<ul style="list-style-type: none"> ▶ The MM Program Team has satisfactorily addressed all deficiencies identified by the IV&V Team.
Are there new or emerging technological solutions that will affect the project's technology assumptions?	No	<ul style="list-style-type: none"> ▶ New and emerging technologies were considered in the Feasibility Study. ▶ None have an adverse effect on the project's technological assumptions.

Status of key deficiency recommendations



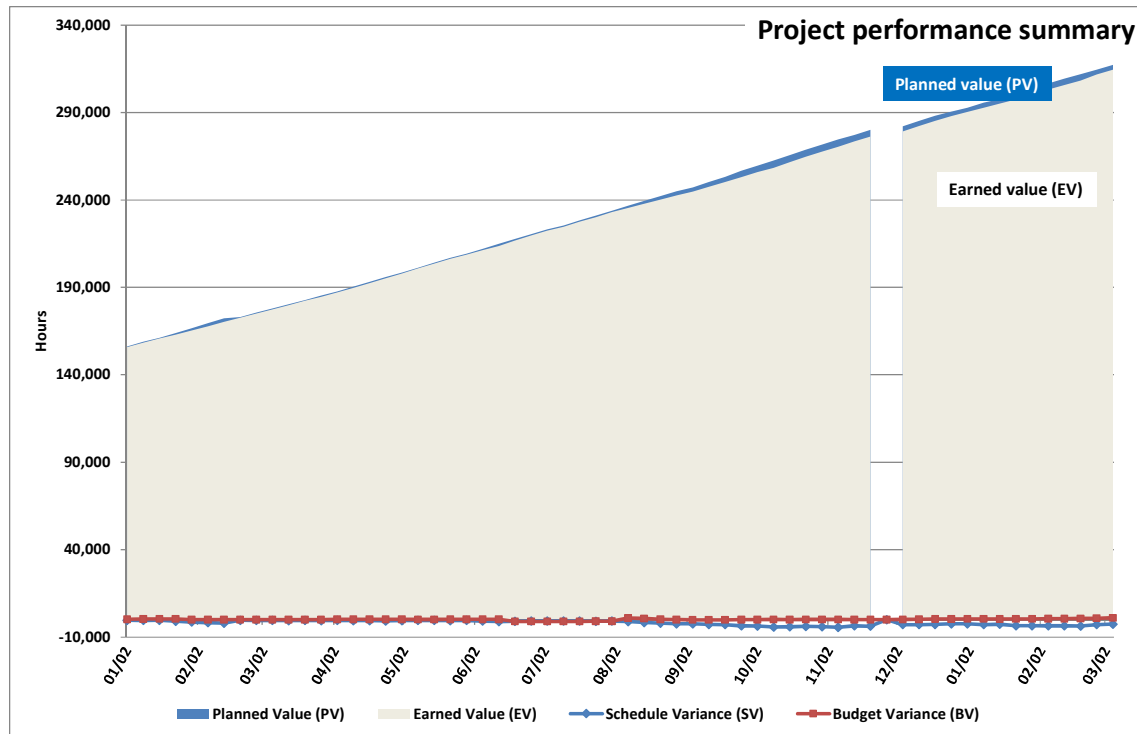
Overall performance



- This chart shows the SPI and CPI plotted as points against the tolerance ranges set up for the project.
- Summary:
 - Schedule and cost performance are within established thresholds.
- Conclusions:
 - The Program is currently on schedule and on budget.

- ▶ Green area indicates within tolerance of +/- 10% for both SPI and CPI.
- ▶ Amber area indicates review is required and corrective actions may be necessary.
- ▶ Red area indicates out-of-tolerance and corrective actions are necessary.

Overall performance (continued)

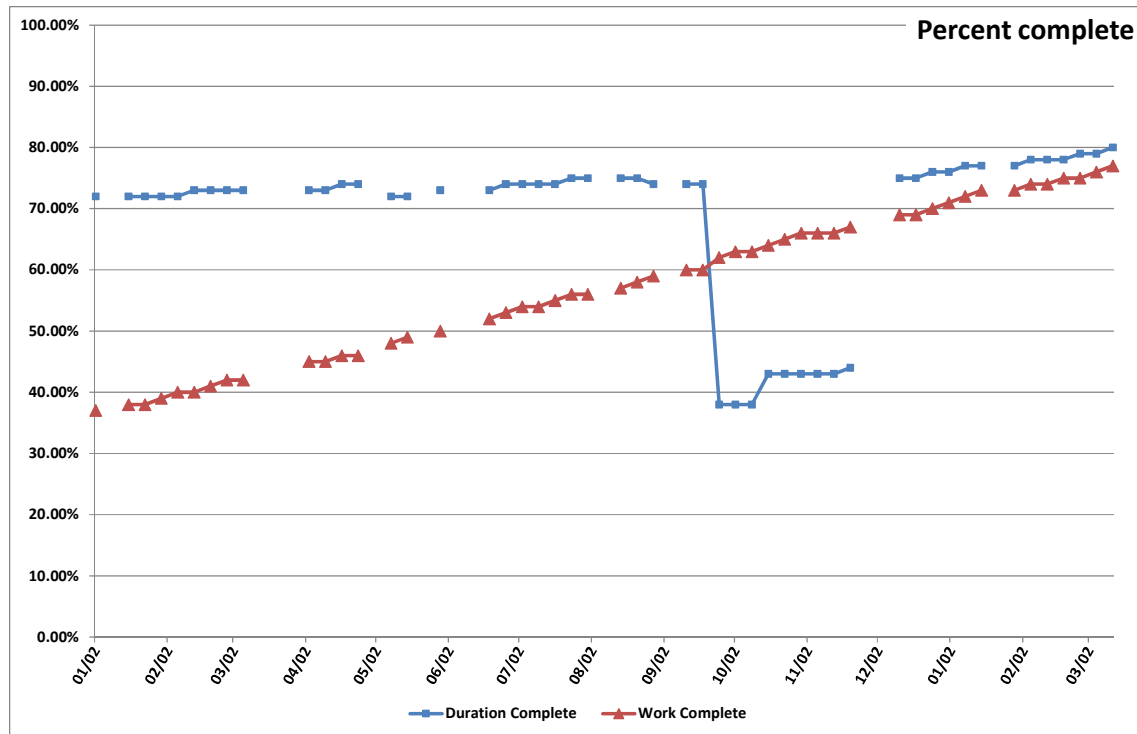


- This chart shows the cumulative planned value (PV) and earned value (EV) for the project.
- Summary:
 - Total EV is less than PV, indicating there is scheduled work that is not being completed as scheduled.
 - The total amount of work not completed as scheduled is 2,593.0 hours.
- Conclusions:
 - The Program is behind schedule.

- ▶ Blue area indicates the cumulative PV as of the current reporting period.
- ▶ Grey area indicates the cumulative EV as of the current reporting period.

- ▶ PV is the work scheduled to be accomplished.
- ▶ EV is the value of the work actually performed.

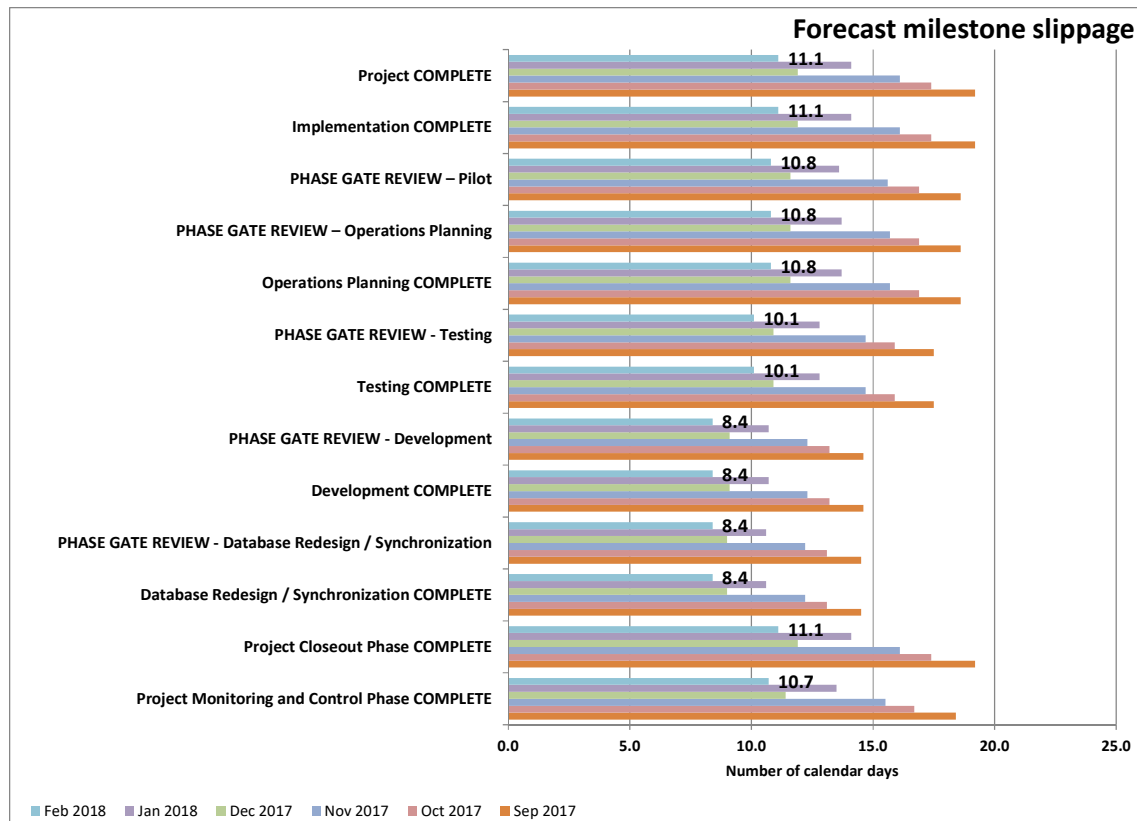
Overall performance (continued)



- This chart shows the percent complete for duration and work for the project.
- Summary:
 - Duration and work complete has been consistent since the beginning of the project
 - The modification of the schedule due to CR 68 (Informatica) introduced a large number of long duration activities with little work, greatly impacting percent duration complete.
 - The modification of the schedule due to CR 79 (detailed Informatica tasks) reduced the number of long duration activities.
- Conclusions:
 - None.

- ▶ Blue line is duration percent complete.
- ▶ Red line is work percent complete

Forecast milestone completion



- This chart shows the projected completion dates for future milestones based on historical performance using the schedule performance index (SPI).
- Summary:
 - The Program is within established schedule performance thresholds.
 - Future milestones are projected to be completed behind schedule.
 - The amount of time the project is behind schedule is decreasing.
- Conclusions:
 - The project is behind schedule, but improving

Open deficiencies and actions

Deficiency	Actions taken

The DHSMV MM Program Team has satisfactorily addressed all deficiencies identified by the IV&V Team.

Performance improvement recommendations

Recommendation	Progress update / resolution	Status

The DHSMV MM Program Team has satisfactorily addressed all performance improvement recommendations identified by the IV&V Team.

Upcoming IV&V activities

- ▶ Participate in IV&V and Program meetings
- ▶ Review draft and final MM Program materials provided to the IV&V Team
- ▶ Conduct interviews as required
- ▶ Schedule of immediate IV&V deliverables is as follows:

Deliverable	Planned draft	Planned final	Actual final	Comment
MAR – Jul 2017 (IVV-302BD)	08/14/2017	08/29/2017	08/21/2017	▶ Complete
MAR – Aug 2017 (IVV-302BE)	09/14/2017	09/29/2017	09/22/2017	▶ Complete
MAR – Sep 2017 (IVV-302BF)	10/13/2017	10/30/2017	10/20/2017	▶ Complete
MAR – Oct 2017 (IVV-302BG)	11/14/2017	11/30/2017	11/21/2017	▶ Complete
MAR – Nov 2017 (IVV-302BH)	12/14/2017	01/01/2018	12/21/2017	▶ Complete
MAR – Dec 2017 (IVV-302BI)	01/15/2018	01/30/2018	01/22/2017	▶ Complete
MAR – Jan 2018 (IVV-302BJ)	02/14/2018	03/01/2018	02/26/2018	▶ Complete
MAR – Feb 2018 (IVV-302BK)	03/14/2018	03/29/2018	03/21/2018	▶ Complete
MAR – Mar 2018 (IVV-302BL)	04/13/2018	04/30/2018		
MAR – Apr 2018 (IVV-302BM)	05/14/2018	05/30/2018		
MAR – May 2018 (IVV-302BN)	06/14/2018	06/29/2018		
MAR – Jun 2018 (IVV-302BO)	07/16/2018	07/31/2018		

Supporting information

- ▶ Summary of changes
- ▶ Open deficiencies
- ▶ Project milestones
- ▶ Late tasks
- ▶ Project schedule quality
- ▶ Project budget

Summary of changes

Supporting information

Item	Description
Deficiencies addressed	▶ There are no open IV&V deficiencies.
New deficiencies	▶ No new deficiencies identified since the last report.
Risk ratings	▶ No risk rating changes since the last report
Maturity ratings	▶ No maturity rating changes since the last report.
Interviews conducted	▶ No interviews conducted since last report
Artifacts received	▶ Numerous artifacts received.

Open deficiencies

Supporting information

Areas and implications	Recommendations	Actions taken
None		

The DHSMV MM Program Team has satisfactorily addressed all deficiencies identified by the IV&V Team.

Project milestones

Supporting information

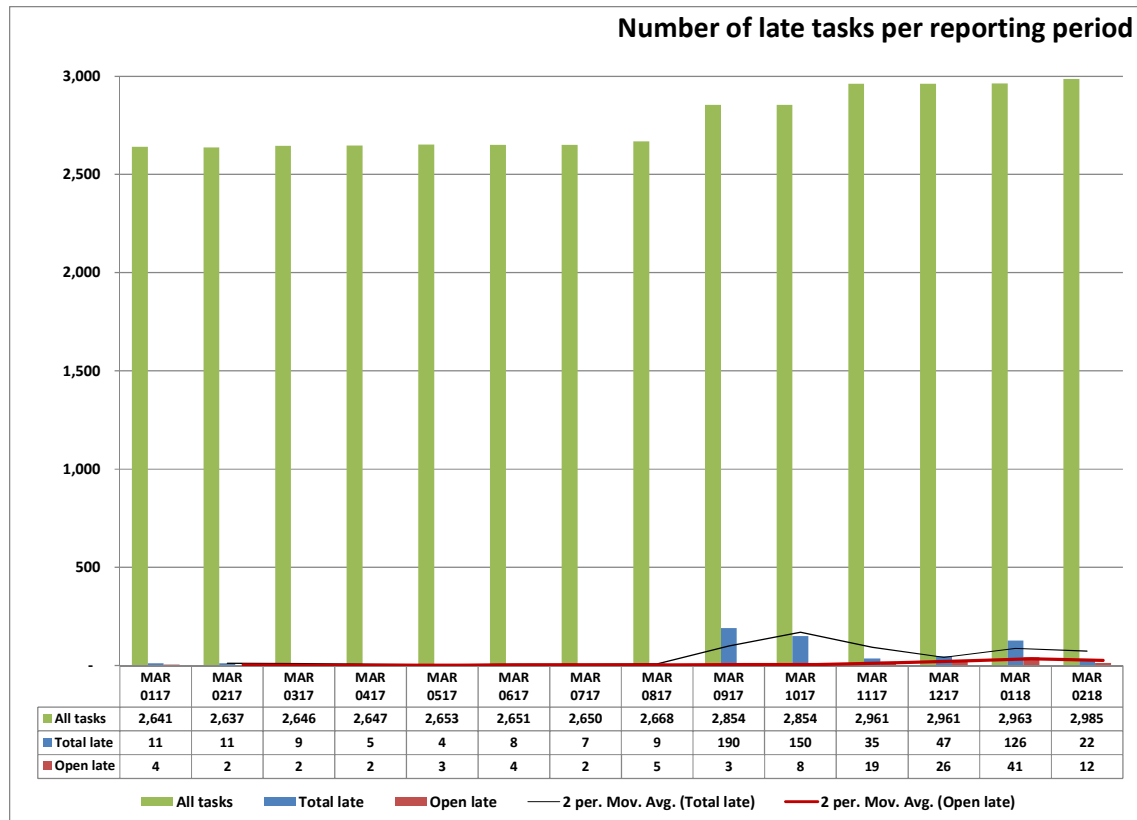
WBS	Title	Completion date				
		Original	Scheduled	Planned	Forecast	Actual
1.3.12	Project Monitoring and Control Phase COMPLETE	06/28/2019	06/28/2019	06/28/2019	07/08/2019	
1.4.8	Project Closeout Phase COMPLETE	06/28/2019	08/29/2019	08/29/2019	09/09/2019	
8.2	Database Redesign / Synchronization COMPLETE	05/01/2018	09/07/2018	09/07/2018	09/15/2019	
8.4	PHASE GATE REVIEW - Database Redesign / Synchronization	06/20/2018	09/07/2018	09/07/2018	09/15/2019	
8.5.10	Development COMPLETE	05/25/2018	09/13/2018	09/13/2018	09/21/2018	
8.6	PHASE GATE REVIEW - Development	07/27/2018	09/13/2018	09/13/2018	09/21/2018	
8.7.5	Testing COMPLETE	02/20/2019	04/22/2019	04/22/2019	05/02/2019	
8.7.7	PHASE GATE REVIEW – Testing	04/22/2019	04/22/2019	04/22/2019	05/02/2019	
8.8.4	Operations Planning COMPLETE	03/02/2018	12/28/2018	07/19/2019	07/29/2019	
▶ Additional milestones will be added as the project progresses						

- Items highlighted are either currently late or projected to be late.
- Original – Original contract completion date.
- Scheduled – Scheduled completion date based on the latest schedule baseline.
- Planned – Planned completion date (should be the same as scheduled).
- Forecast – Based on ES calculations and the current SPI.
- Actual – The actual completion date

Late

Late tasks

Supporting information

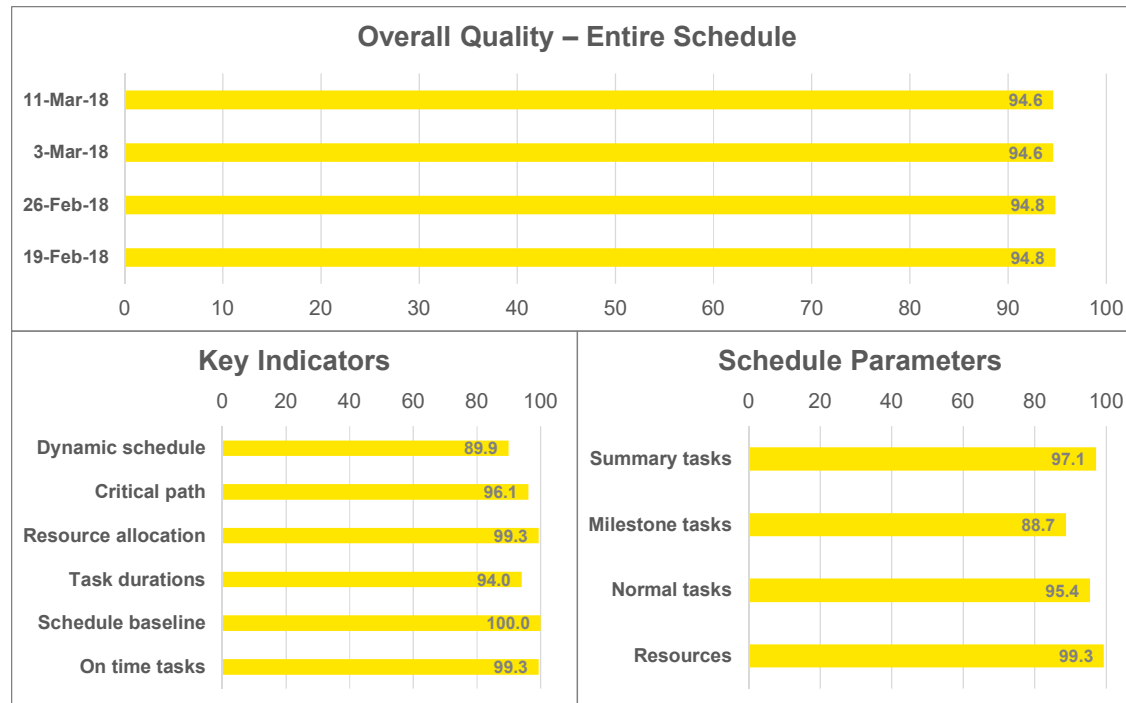


- This chart shows the number of tasks that are late for each of the IV&V reports for the following:
 - Total tasks late.
 - Tasks that are open (task completion percentage is greater than 0% and less than 100%).
- A task is automatically designated as “late” if it is not complete and the project status date is later than the baseline finish date for the task.
- Summary:
 - Total normal tasks: 2,985
 - Total tasks late: 22
 - Total open tasks late: 12
- Conclusions:
 - The total number of tasks designated as late is 0.7% of the total number of tasks.

Project schedule quality

Entire schedule: 11/1/2013 to 8/29/2019

Supporting information



- This chart shows the quality of the project schedule within each of the following areas:

- Overall quality with trending
- Key indicators
- Schedule parameters

- Summary:

- Overall quality: 94.6

- Conclusions:

- Overall schedule quality is consistent and excellent

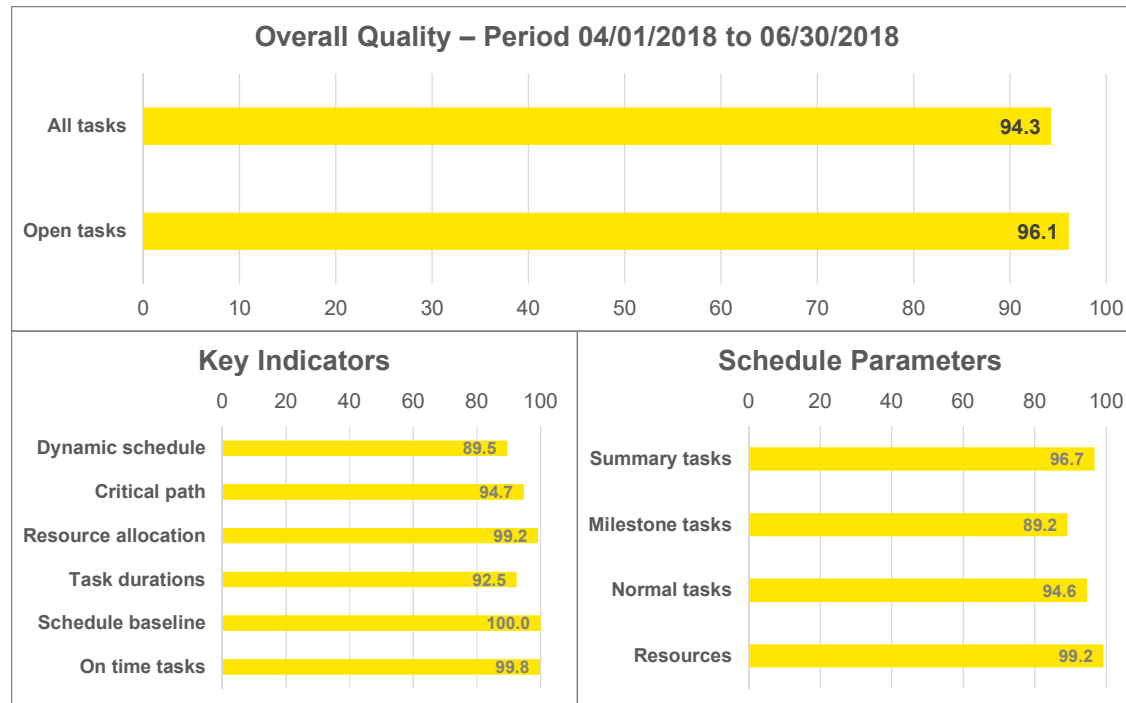
- ▶ Dynamic schedule – Task dependencies and constraints
- ▶ Critical path – Task dependencies
- ▶ Resource allocation – Resource assignments

- ▶ Task durations – Task durations other than 8 to 80 hours
- ▶ Baseline – Full baseline defined for all tasks
- ▶ On time tasks – Tasks that are not late

Project schedule quality

Period: 04/01/2018 to 06/30/2018

Supporting information



■ This chart shows the quality of the project schedule within each of the following areas:

- Overall quality with trending
- Key indicators
- Schedule parameters

■ Summary:

■ Overall quality: 94.3

■ Conclusions:

- Overall schedule quality is consistent and excellent

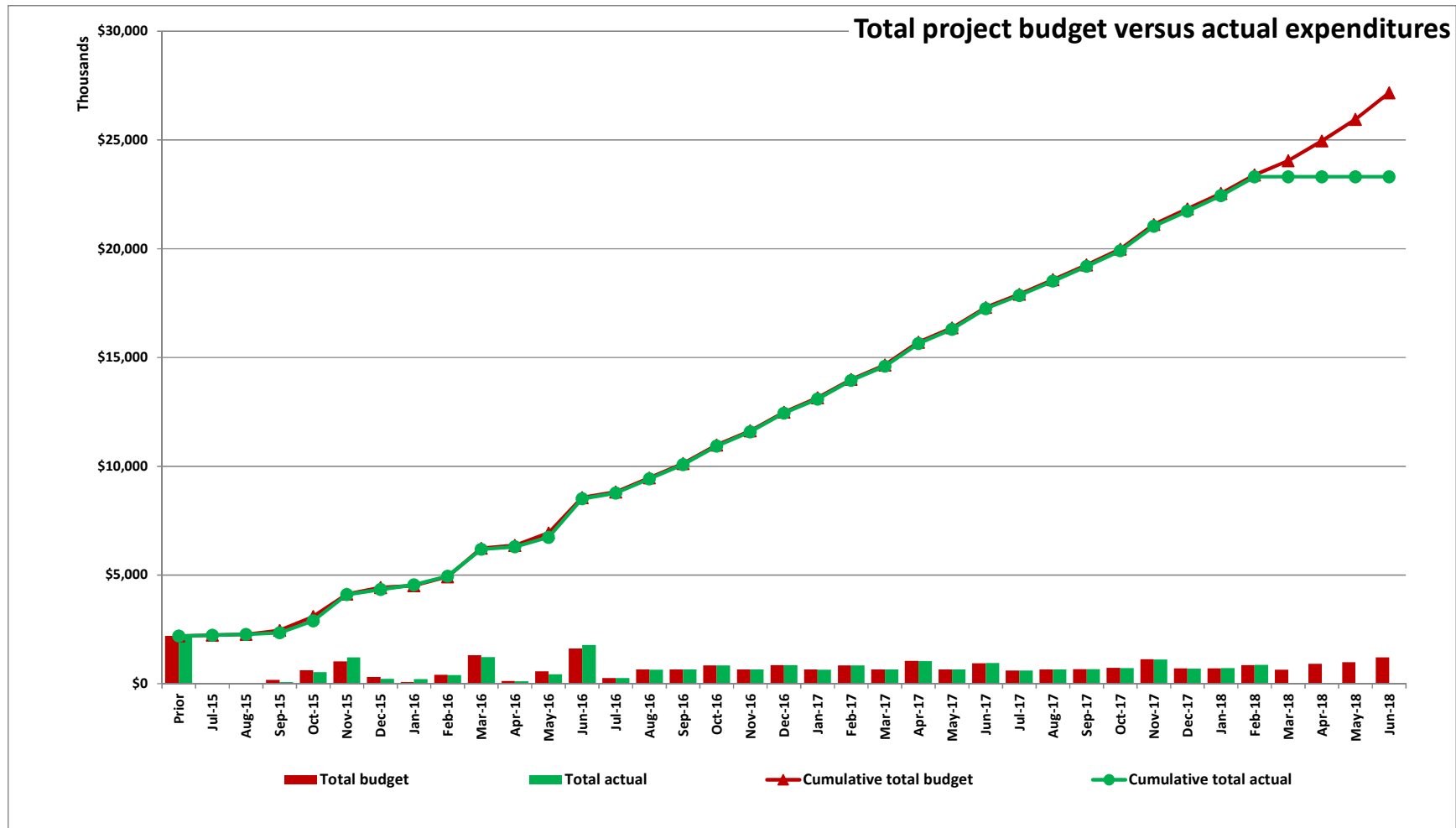
- ▶ Dynamic schedule – Task dependencies and constraints
- ▶ Critical path – Task dependencies
- ▶ Resource allocation –Resource assignments

- ▶ Task durations – Task durations other that 8 to 80 hours
- ▶ Baseline – Full baseline defined for all tasks
- ▶ On time tasks – Tasks that are not late

Project budget

Total project funding

Supporting information



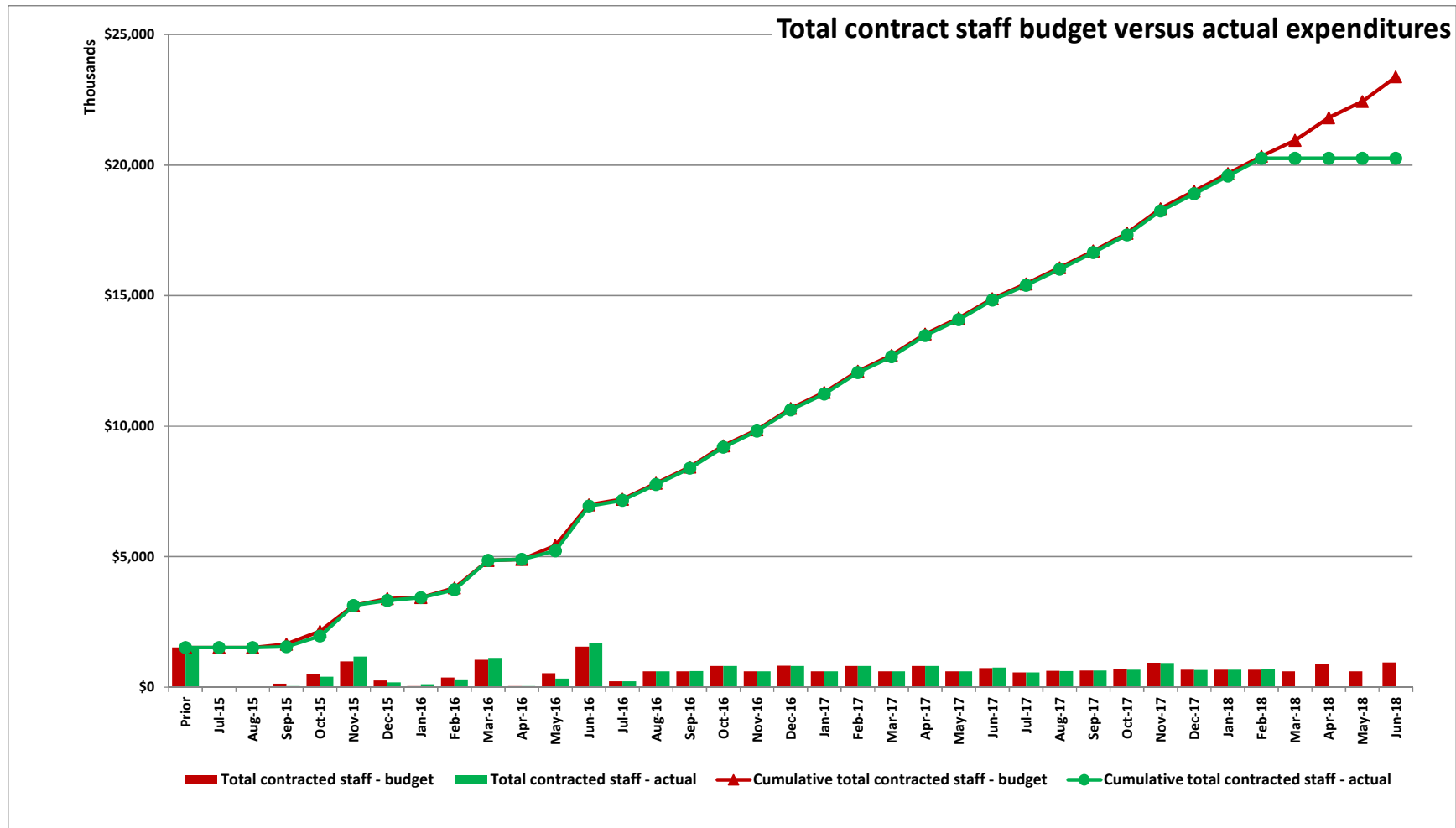
Supporting information



Project budget

Contract staff funding

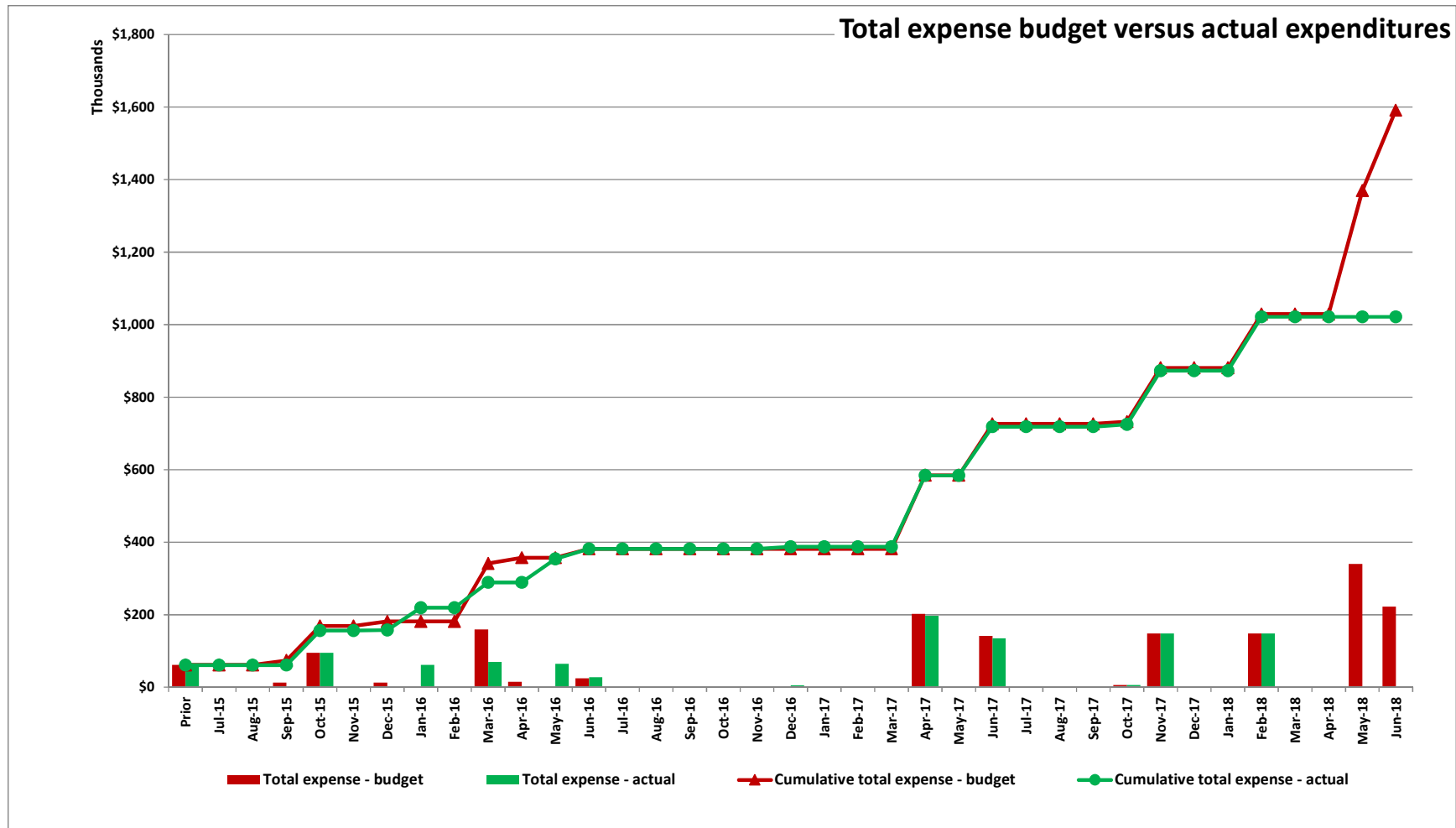
Supporting information



Project budget

Expense funding

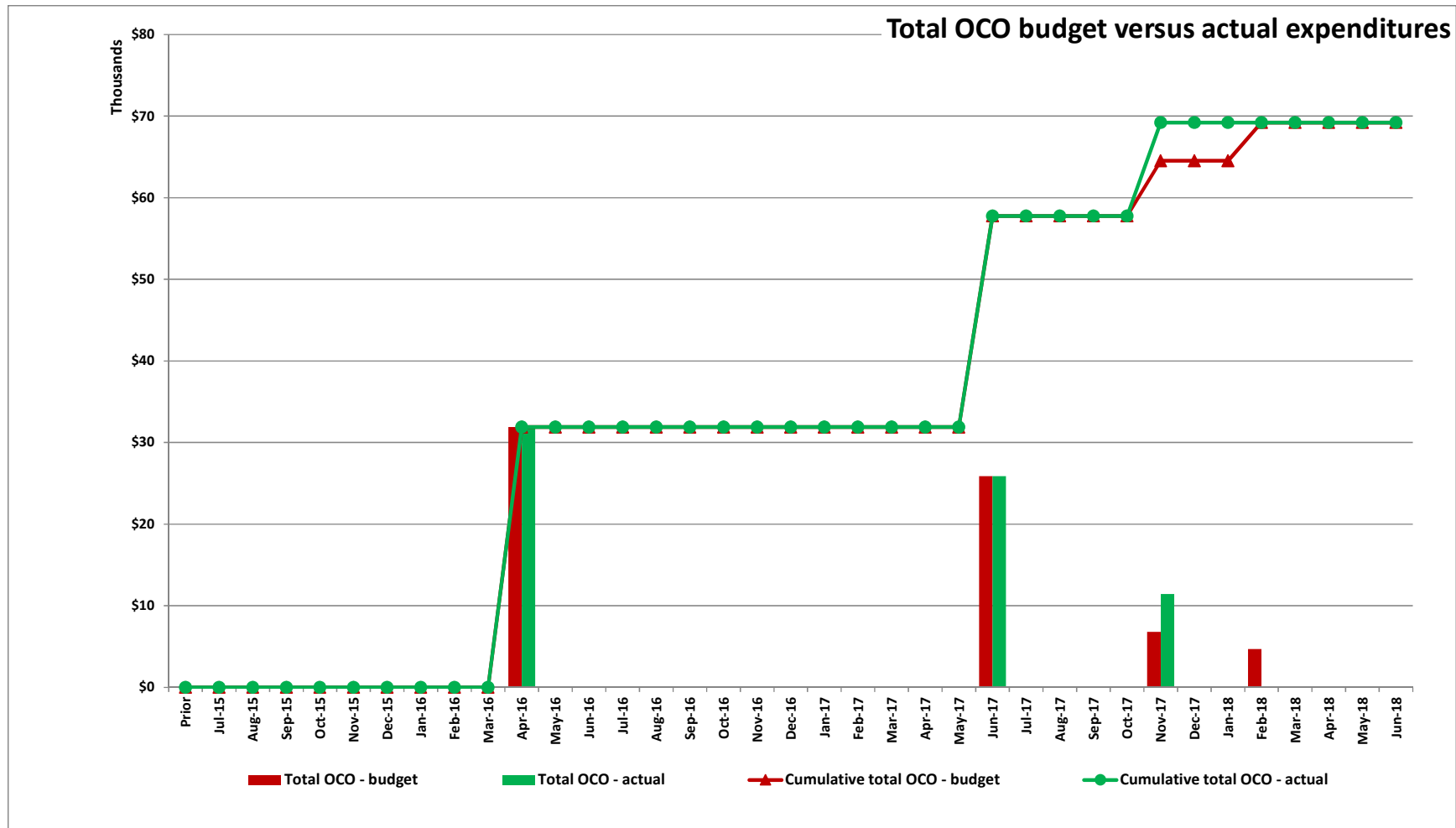
Supporting information



Project budget

OCO funding

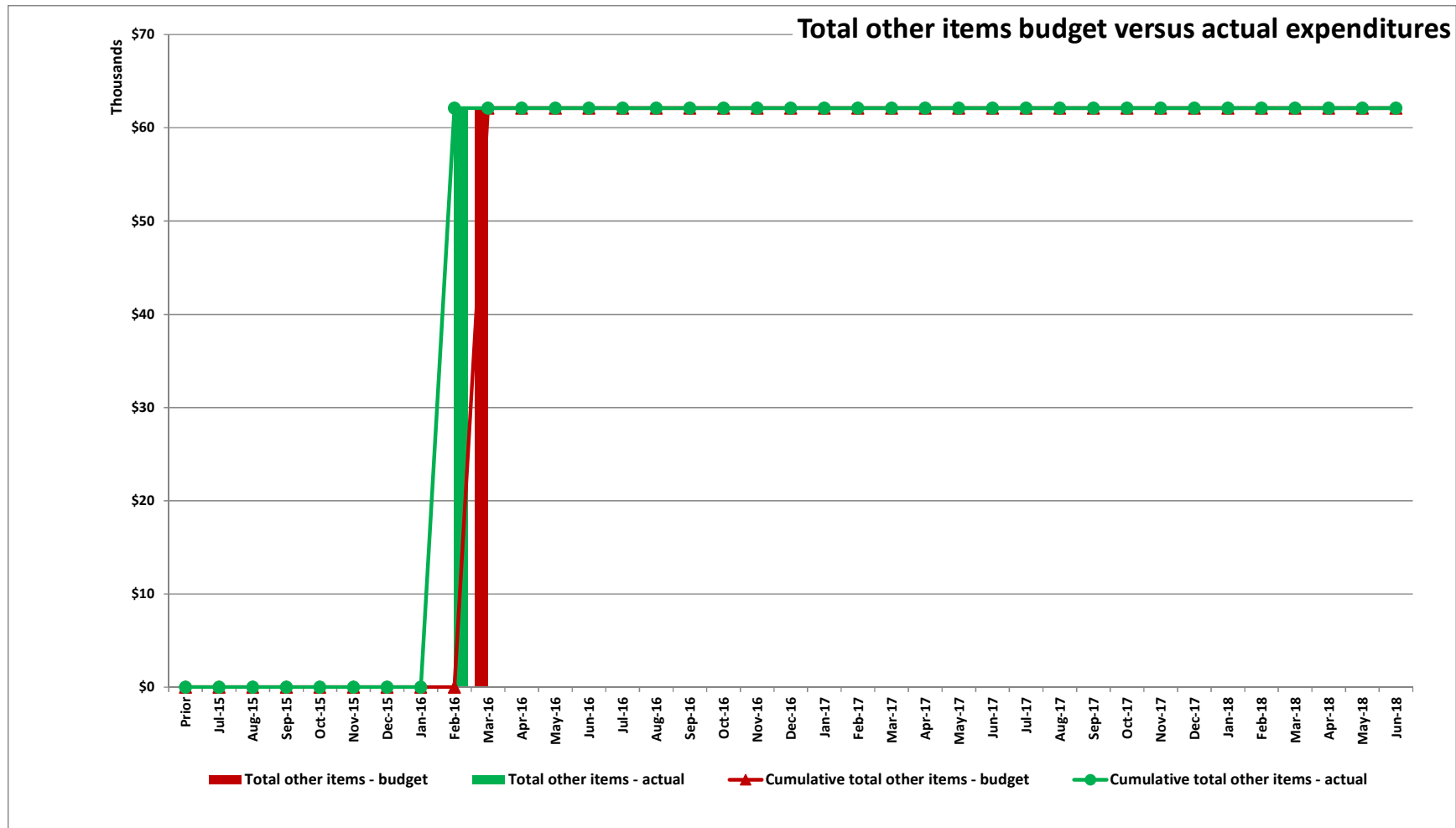
Supporting information



Project budget

Other items funding

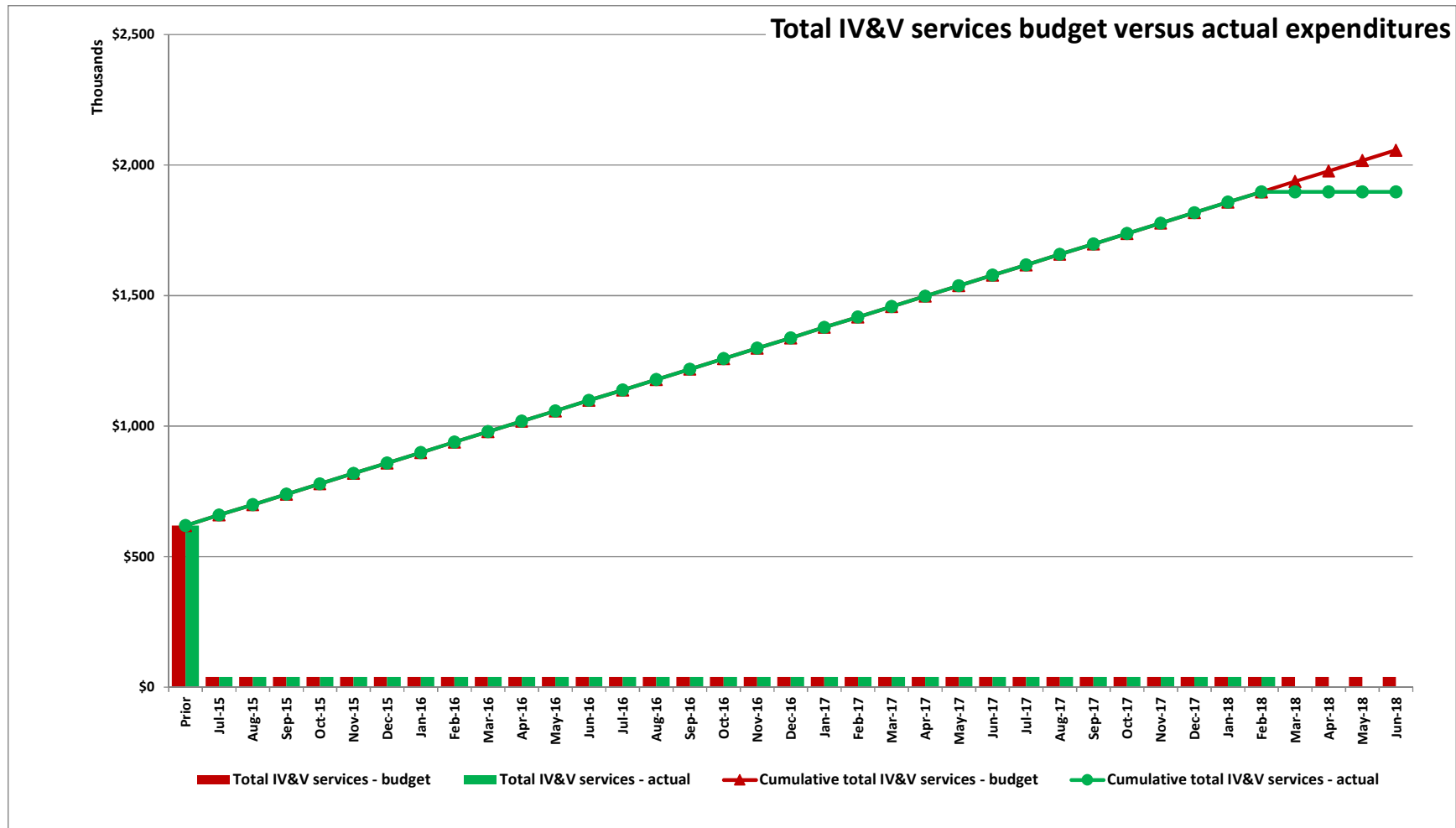
Supporting information



Project budget

IV&V services funding

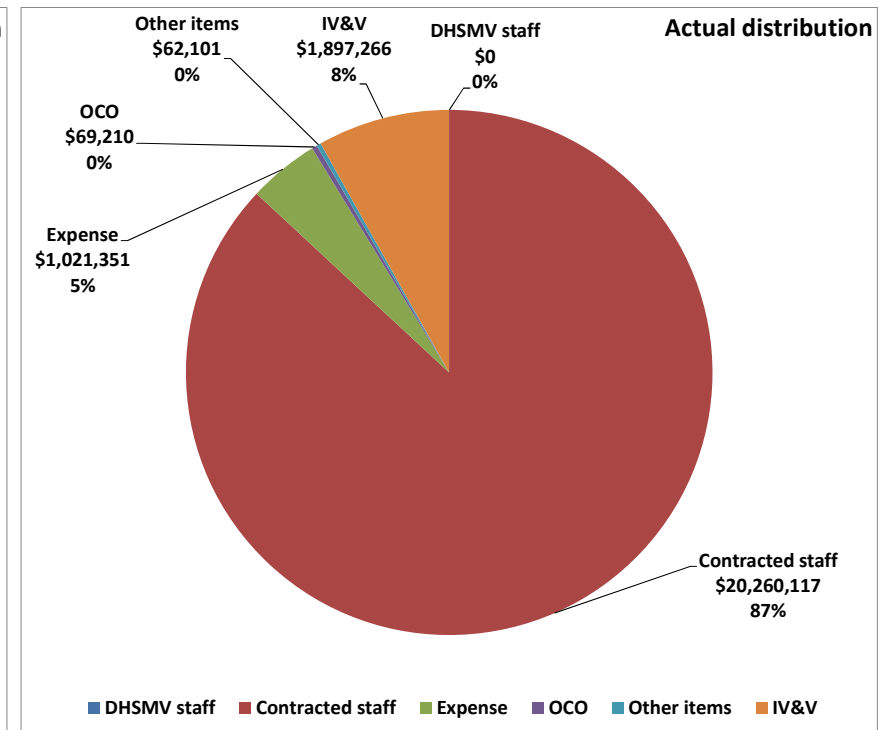
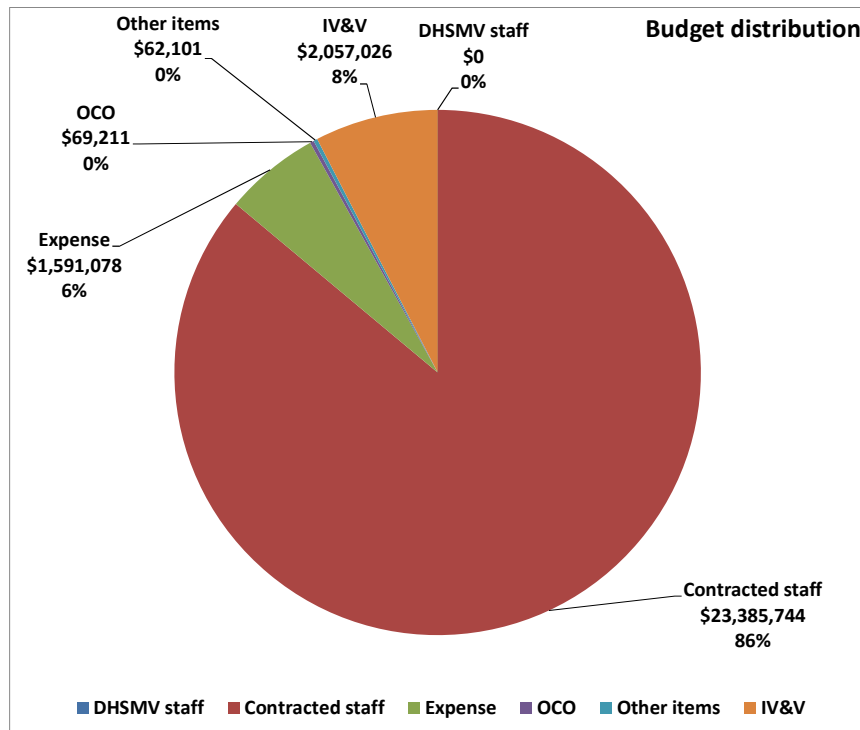
Supporting information



Project budget

Budget and actual distribution

Supporting information



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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		03/08/17 Update 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. 03/16/17 Update 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. 04/25/17 Update 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		4/27/17 Update 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. 05/17/17 Update As of the last update, the legislative bill did not pass. The team would like directions for the next steps.	Require additional information	

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POR31 Cont....	01/13/17	Express Shipping				Require additional information		05/18/17 Decision The department will continue with previous plan. 05/22/17 Update 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		07/01/17 Update 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. 07/27/17 Update The MYDMV Portal team will resume discussion with the Print Card Solution team after the UAT date for the new cards. 02/12/18 Update 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	
POR31 Cont....	01/13/17	Express Shipping				Require additional information		03/26/18 Update Portal team members met with developers to review the express shipping requirements. Team members created flow diagrams and another meeting will be scheduled to review with the business partners.	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</p>	<p>02/13/18 Update The following recommendations were provided:</p> <p>FCCC: Race - Required Ethnicity - Optional</p> <p>TC: Race - Required Ethnicity - Optional</p> <p>State: Race - Optional (Self selected) Ethnicity - Optional (Self selected)</p>		New Item		<p>04/09/18 Update Statistics: Of 18,775,685 customer records, 478,309 have “Other” listed as their race.</p> <p>AAMVA Surveys: Race/Ethnicity - December 2017 Of 31 responses, 20 do not collect race/ethnicity, 11 collect.</p> <p>Of the 11 that collect race/ethnicity</p> <ul style="list-style-type: none">o 1 - only collects for Motor Voter purposes. (GA)o 1 - both the clerk and customer take part in determination. (LA)o 9 - customer is asked or fills out application to indicate race/ethnicity.	New Item	
FR02	08/14/17	FR	<p>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.</p>	<p>After discussion with the team, we determined that there are 3 options available:</p> <p>Option 1: Big Bang Approach</p> <ul style="list-style-type: none">- This is the way the team groomed the requirements. <p>Option 2: Phased roll-out</p> <ul style="list-style-type: none">- 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 <p><i>CR Required</i></p>		Require additional information		<p>08/17/17 Update 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.</p> <p>09/21/17 Update 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.</p> <p>10/24/17 Update The team spoke to Pat Porter and we have 5 confirmations from insurance companies/vendors to start structural testing.</p>	Require additional information	
FR02 Cont....	08/14/17	FR		<p>Option 3: DHSMV Big Bang + Phased Vendor/Companies Roll-out</p> <ul style="list-style-type: none">- 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 <p><i>CR Required</i> High level Estimated hours - 2,100 (not including testing)</p>		Require additional information		<p>Progressive (Flat file) AIG (XML/Flat) Farmers (New to FL- XML) Verisk (vendor-XML/Flat) United Automobile (Flat file)</p> <p>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.</p> <p>11/13/17 Update 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.</p>	Require additional information	

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FR02 Cont....	08/14/17	FR				Require additional information		12/06/17 Update 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. 12/19/17 Update 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		12/19/17 Update Continued... 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. 01/04/2018 Update 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		01/04/2018 Update Continued... 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		01/12/2018 Update 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	

I tem 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		01/12/2018 Update Continued... 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. 01/25/2018 Update The team's continuing the weekly pilot company progression calls. This week all three companies participated. 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.	Require additional information	
FR02 Cont....	08/14/17	FR				Require additional information		01/25/2018 Update Continued... 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. 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. The final XML manual edits have been completed and posted to the Department's FR website. 02/12/2018 Update The business is moving forward to establish points of contact to coordinate final structural testing for all insurance companies by December 2018. Out of the Pilot Testing, it was discovered a production issue impacting RELOAD would impact OMM. Coordinating resolution with ISA Production staff.	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		03/02/2018 Update 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.		
FR02 Cont....	08/14/17	FR				Require additional information		03/23/2018 Update The Business is continuing to schedule the insurance companies strutural testing cycle period. Testing cycles 10-15 are no longer available. Total Insurance Companies - 336 (not including 4 vendors) Signed Up Companies - 117 (including 2 vendors) Not signed up Companies - 221 The OIR meeting was held on Thursday, March 22, 2018, to discuss the XML onboarding process. The team requested assistance with contacting the insurance companies that have not responded. OIR will look at communication methods (email blast/newsletter) to reach out to the companies and "CEOs." Interviews are completed for the OPS staff to assist with the XML conversion process. The plan is to hire five people.		

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	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		06/15/17 Update Asked FDLE about the mailing address change for sexual offender/predator. 07/10/17 Update Address business rules will be discussed in the GHQ workshop. 07/25/17 Update 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. 08/17/17 Update Contacted Stephanie Duhart to schedule a discussion with FDLE. 10/23/17 Update Meeting scheduled for November 1, 2017, with FDLE. 11/01/17 Update 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. 12/08/17 Update FDLE approval document is being reviewed.	Require additional information	
ENTP01 Cont...	06/12/17	Enterprise				Require additional information		12/20/17 Update FDLE Document review is complete and ready for submission to FDLE. 01/08/18 Update Pending Business review. 02/12/18 Update Meeting scheduled with Diana and the business to discuss the FDLE document before submission to FDLE. 03/07/18 Update 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. 03/19/2018 Update Next FDLE meeting scheduled for April 13, 2018, at 1 p.m.	Require additional information	

Motorist Modernization Phase I
Legal Opinion / Statute Analysis

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"> 1. Class E Temporary Permit 2. CDL (Class A, B, or C) Temporary Permit <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			



A SAFER FLORIDA

HIGHWAY SAFETY AND MOTOR VEHICLES



Motorist Modernization Financials

April 10, 2018



Motorist Modernization Phase I Financial Review



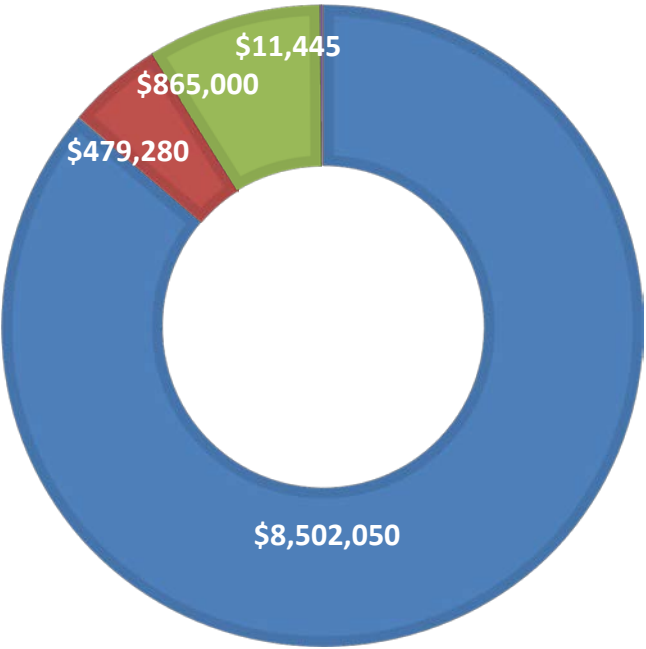
Phase I LBR Requests – Total Project

Fiscal Year	Total Request	Contracted Services	IV&V Services	Expense (Software, Travel, etc.)	OCO
2014-2015	\$ 2,500,000	\$ 1,514,762	\$ 619,186	\$ 61,478	\$ -
2015-2016	\$ 6,362,609	\$ 5,468,933	\$ 479,280	\$ 382,501	\$ 31,895
2016-2017	\$ 8,749,351	\$ 7,907,512	\$ 479,280	\$ 336,688	\$ 25,871
2017-2018	\$ 9,857,775	\$ 8,506,720	\$ 479,280	\$ 865,000	\$ 6,775
2018-2019	\$ 7,536,000	\$ 6,976,720	\$ 479,280	\$ 80,000	\$ -
2019-2020	\$ 1,823,620	\$ 1,803,620		\$ 20,000	\$ -
Total	\$ 36,829,355	\$ 32,178,267	\$ 2,536,306	\$ 1,745,667	\$ 64,541

Motorist Modernization Phase I Financial Review

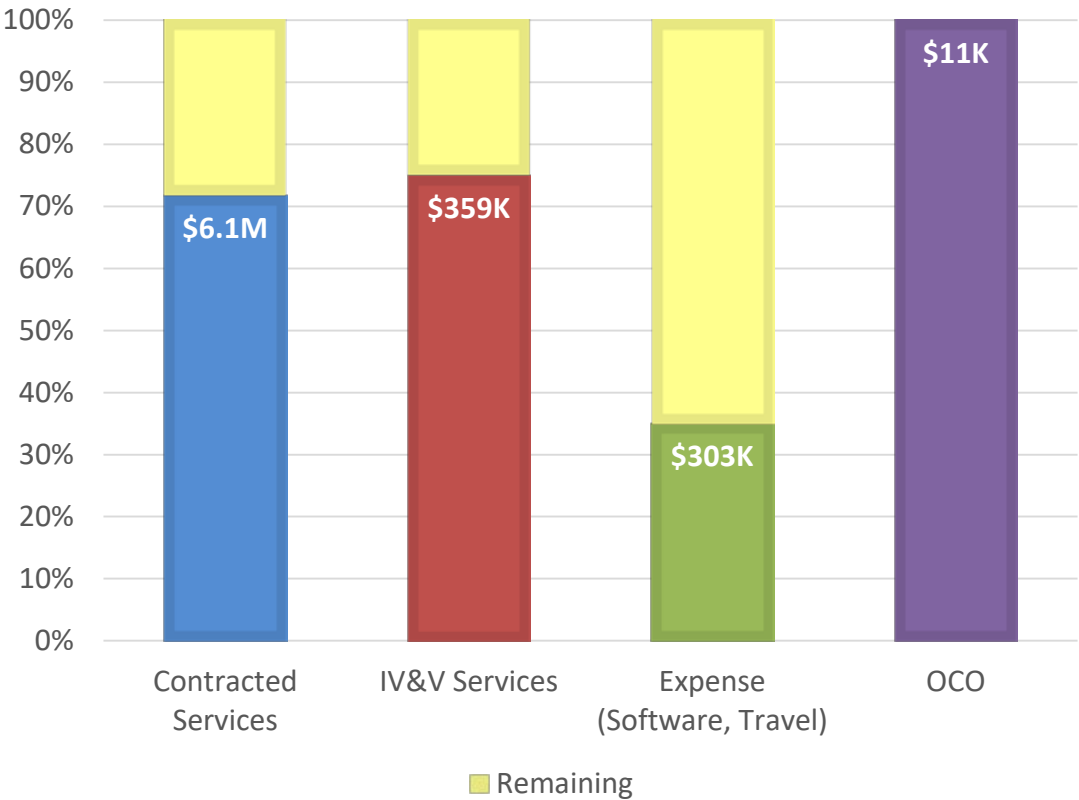
Budget and Actuals: Current Fiscal Year through March 31, 2018

BUDGET: \$9,857,775



■ Contracted Services ■ IV&V Services ■ Expense (Software, Travel) ■ OCO

ACTUALS: \$6,777,523



Motorist Modernization Phase I Financial Review

Budget and Actuals: Overview

Description	Budget Total	Actuals to Date	Variance (Budget to Actual)
Fiscal Year 2017-2018 Total Funding	\$9,857,775		
Fiscal Year to Date	\$6,783,258	\$6,777,523	(.08%)
Month to Date (March 2018)	\$693,120	\$715,438	3.22%
Remaining Funds	\$3,080,252		

Questions?



THANK
YOU



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

General Information	
Agile Project Name	Motorist Modernization Phase I – Enterprise Team
Change Request Title	Standard Field Form Number
Change Requested By	Cheryl Dent
Product Owner	Chad Hutchinson
Date Requested	03/16/2018

Change Request # <i>(To be assigned by CCB Chair)</i>	106
<input checked="" type="checkbox"/> New Request	<input type="checkbox"/> Resubmitted / Amended Request

Change Request Information <small>(completed by the requestor)</small>
Description of Change: The formula to calculate the form number used in DL Issuance was adjusted after it was developed. This is a request to change the current implementation to generate form numbers to handle transaction volumes over 9999.
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 >10 business days/81 hours), and/or budget (>\$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: <i>(This change is associated with the following.)</i>
<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 <small>(completed by the requestor)</small>
Description: Form numbers are not just sequence numbers. It is a way to detect fraud. For example, if the last 4 digits are 8898, then the office ID should be associated with Internet transactions. There's no way field offices should have 8898 as part of their form number since it would be highly unusual for a field office to generate that many transactions (that should cause questions). Using a random character generator, could allow fraudulent form numbers to be produced. The current algorithm only allows a maximum of 9999 in the last four positions. The proposed solution is a new algorithm to handle transaction volumes over 9999.

Impact Analysis
Requirements Change Description: This is an update to RQ22051 – Standard Field Form Number (http://blueprtvip01/?ArtifactId=22051) and the way it was implemented. The formula to calculate the form number used in DL Issuance was adjusted after it was developed. It was never the intent to allow all characters in the last 4 characters. However, in the unlikely case the last 4 characters are all alpha, vowels will not be used to prevent the spelling of inappropriate words.
DL Issuance Impact Estimate: 1 Hour refinement 12 Hours – Development 2 Hours – QA

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

<p>4 Hours – SEU Testing 19 Total Hours</p>
<p><u>Portal, Renewal, CDLIS/CP, Operations Impact</u> No impact. No changes required.</p>
<p><u>MM Impact</u> MM has this as planned work in their Milestone G (estimated 100 hours).</p>
<p>Technical Change Description: The system will generate the form number using the following:</p> <ul style="list-style-type: none"> The first 3 characters of the form number use one alpha and two numeric characters (e.g. Q02), representing the Issuance office number; e.g. RQ22820: Standard Field - Office ID The next 6 numeric characters will use - Date YYMMDD (is this the current date?) The last 4 characters is a sequence number generated which includes zero – 9 until value reached = 9999, then first number substitutes with alpha (A-Z) until the value reached (Alpha)999. Ex: Alpha character followed by 3 numeric characters; (e.g. Q011702280001, Q01170228A001)
<p>Associated Wrap Number? N/A</p>
<p>Impact on Backlog:</p>
<p>Impact on Schedule:</p> <div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> No Project / Program schedule change <input type="checkbox"/> Project / Program schedule change </div>
<p>Schedule Change Description: No schedule change.</p>
<p>Change may be addressed within:</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> New Milestone <input checked="" type="checkbox"/> Existing Milestone <input type="checkbox"/> New Sprint <input checked="" type="checkbox"/> Existing Sprint </div>
<p>Provide detail for when this change will be implemented: The DL issuance team will implement re-work during Milestone Group J (6/28/18-9/12/18) and Motorist Maintenance has this as planned work in their Milestone G (estimated 100 hours).</p>

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

Current Schedule:

DL Issuance

ID	Change Request	% Complete	High Duration/Fixed Finish	Task Name	Duration	Start	Finish
3245	CR28, CR91	10%		MILESTONE GROUP J	53 days	Thu 6/28/18	Wed 9/12/18
3246	CR28	0%		Sprint 27	14 days	Thu 6/28/18	Wed 7/18/18
3247	CR28	0%		Sprint 28	15 days	Thu 7/19/18	Wed 8/8/18
3248	CR91/CR28	0%		Sprint 29	15 days	Thu 8/9/18	Wed 8/29/18
3249	CR28	0%		DL HIP Sprint - Milestone Group J	8 days	Thu 8/30/18	Tue 9/11/18
3250	CR28	0%		DL Milestone Retrospective - Milestone J	1 day	Wed 9/12/18	Wed 9/12/18

Proposed Schedule: No change to planned IMS schedule requested.

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

Resources Needed to Support this Request	Program (P) or Operational (O)	Work Effort (Hours)	% Allocation to Program
DL Issuance Team	P	19	100%
Motorist Maintenance Team	P	100	
Total		119	

Work Effort: 119 hours of effort for DL issuance and Motorist Maintenance teams.

Alternatives to the Requested Change: None identified.

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

Impact on Training: None identified.	
Impact on Policies and/or Procedures: No impacts.	
The project/program manager attests that all impacts and alternatives have been vetted by the following members:	List Individual Name(s) & Review Notes
<input checked="" type="checkbox"/> Product Owner	Chad Hutchinson
<input checked="" type="checkbox"/> Scrum Master	Sabrina Mirville, Pavel Machado
<input checked="" type="checkbox"/> Program Manager	CherylIn Dent
<input checked="" type="checkbox"/> Sr. Business Analyst	Jessica Espinoza
<input checked="" type="checkbox"/> Lead Developer / Software Architect	Thomas Culbertson
<input checked="" type="checkbox"/> Enterprise Technical Team Representative	Thomas Culbertson
<input checked="" type="checkbox"/> Testing Manager	Barbara Peacock
<input checked="" type="checkbox"/> LDO Representative	Jennifer Ford/Sarah Pope
<input checked="" type="checkbox"/> Financial Representative (DAS/OFM)	Steve Burch
<input type="checkbox"/> Other Operational / Business Manager(s) OMM Communications Consultant	N/A

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

Change Control Board Recommendation
Decision: <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer <input type="checkbox"/> N/A
Comments: Recommended for approval by CCB members on 4/3/18.

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

Executive Steering Committee Decision
Decision: <input 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	Citation Processing – Archive IVR FTC Clearance Reconciliation Report Process Stories
Change Requested By	Sonia Nelson
Product Owner	Deborah Todd
Date Requested	March 20, 2018

Change Request # (To be assigned by CCB Chair)	107
<input checked="" type="checkbox"/> New Request	<input type="checkbox"/> Resubmitted / Amended Request

Change Request Information (completed by the requestor)
Description of Change: The purpose of this change request is to archive stories related to IVR FTC Clearance Reconciliation Report Process.
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 >10 business days/81 hours), and/or budget (>\$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)
The mainframe process for this report was rendered obsolete due to the BOA Gateway Biller solution that was implemented last year. The accounting team has a new process in place for reconciling IVR payments which is independent of the mainframe.

Impact Analysis	
Requirements Change Description: Archive stories.	
Technical Change Description: N/A	
Associated Wrap Number? N/A	
Impact on Backlog: 100 hours (estimated effort) will be removed from the backlog. The following stories will be archived by this Change Request –	
No.	Story ID - Description
1	FR17142 - IVR FTC Clearance Reconciliation Report Process - Generate/Load Reconciliation Report to SharePoint
2	FR17141 - IVR FTC Clearance Reconciliation Report Process – Retrieve BOA Remit Transaction File
3	FR17126 - IVR FTC Clearance Reconciliation Report Process – Retrieve IVR Transaction File

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

Impact on Schedule:			
<input checked="" type="checkbox"/> No Project / Program schedule change		<input type="checkbox"/> Project / Program schedule change	
Schedule Change Description: No change.			
Change may be addressed within:			
<input type="checkbox"/> New Milestone		<input checked="" type="checkbox"/> Existing Milestone	
<input type="checkbox"/> New Sprint		<input checked="" type="checkbox"/> Existing Sprint	
Provide detail for when this change will be implemented:			
Milestone D. Milestone began on October 4, 2017, ends March 12, 2018. These stories estimated 100 hours of work will be archived upon approval of this request.			
Current Schedule:			
Task Name	Duration	Start	Finish
Team C - CDLIS & Citation Processing	478 days	Wed 7/27/16	Fri 5/25/18
MILESTONE GROUP D	114 days	Wed 10/4/17	Mon 3/12/18
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
Sprint 21	15 days	Wed 2/7/18	Tue 2/27/18
CP HIP Sprint - Milestone Group D	14 days	Wed 2/28/18	Mon 3/19/18
CP Milestone Retrospective - Milestone D	1 day	Tue 3/20/18	Tue 3/20/18
MILESTONE GROUP E	64 days	Wed 3/21/18	Mon 6/18/18
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 - BA	P	1	100%
Total		1	

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

Alternatives to the Requested Change: None identified.	
Impact on Training: Citation Processing training is out of scope for Phase 1.	
Impact on Policies and/or Procedures: No known impact to policies or procedures.	
The project/program manager attests that all impacts and alternatives have been vetted by the following members:	List Individual Name(s) & Review Notes
<input checked="" type="checkbox"/> Product Owner	Deborah Todd
<input checked="" type="checkbox"/> Scrum Master	Paula Griner
<input checked="" type="checkbox"/> Program Manager	CherylN 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	Shari McDuffie
<input checked="" type="checkbox"/> LDO Representative	Jennifer Ford/Sarah Pope
<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**

Change Control Board Recommendation			
Decision: <input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer	<input type="checkbox"/> N/A
Comments: Recommended for approval by CCB members on 4/3/18.			

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

Executive Steering Committee Decision			
Decision: <input 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 & Motorist Maintenance
Change Request Title	Add Designations
Change Requested By	Joe Weldon
Product Owner	Barbara Peacock
Date Requested	3/9/2018

Change Request # <i>(To be assigned by CCB Chair)</i>	108
<input checked="" type="checkbox"/> New Request	<input type="checkbox"/> Resubmitted / Amended Request

Change Request Information (completed by the requestor)
<p>Description of Change:</p> <p>Currently, designation fees (e.g. Military) are part of the endorsement fee business rules. They were not developed as part of the ID fee stories. These fees need to be separated (DHSMV added additional designation fees for new Lifetime designations). This CR would add the fees as well as the associated questions/validations to the DL Issuance module in Orion. New designations were added via a legislative change and are:</p> <ul style="list-style-type: none"> ▪ Lifetime freshwater fishing license ▪ Lifetime saltwater fishing license ▪ Lifetime hunting license ▪ Lifetime sportsman's license ▪ Lifetime boater safety identification card. ▪ Deaf or Hard of Hearing ▪ Insulin Dependent ▪ Developmental Disability <p>Additionally, this CR would add the above Designations to the Motorist Maintenance module in Orion.</p>
<p>Classification: Medium <input checked="" type="checkbox"/></p>
<p><i>Due to the level of classification (Level III) and isolated impact to the schedule/sprint (not on the critical path), total work effort between 6 business days (48 hours) and 10 business days (80 hours), no impact to the milestone schedule, minor scope change(s) and/or minimal impact to budget (<\$500, no increase to overall program budget), this change request may be approved by the Program Director in accordance with the MM Phase I Program Management Plan.</i></p>
<p>Change Request Type: <i>(This change is associated with the following.)</i></p> <p> <input checked="" type="checkbox"/> New (Unplanned/Missed) Work Effort <input type="checkbox"/> Re-work <input type="checkbox"/> New (Expanded) Work Effort <input type="checkbox"/> Removal/Archival </p>

Business Need / Justification (completed by the requestor)
<p>Description:</p> <p>This change request is to be in compliance with a legislative change that was implemented in FDLIS to add the new designations.</p>

Impact Analysis
<p>Requirements Change Description:</p> <ul style="list-style-type: none"> ▪ This change request impacts Personal Details (RQ20584) which is used by ID, DL, CDL and CLP Transactions.

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

<ul style="list-style-type: none"> ▪ The change request also impacts Designation Fees (RQ33460) which is used by ID, DL, CDL and CLP Transactions. In addition, this is a common rule for fees. ▪ The change request would also impact Motorist Maintenance and require the addition of designations with the ability add/remove to either a new screen or an existing screen (design TBD)
<p>Technical Change Description: Changes to the data tier were discussed on 1/12/2018 with the FDLIS and OMM team. OMM will update MSDEV & MSTEST to remove the insulin dependent designation since the indicator already implemented is the preferred approach.</p>
<p>Associated Wrap Number?</p>
<p>Impact on Backlog: This work would be done as part of Milestone J for DL Issuance and would be added to the Motorist Maintenance backlog with an unplanned implementation date.</p>
<p>Impact on Schedule: <input checked="" type="checkbox"/> No Project / Program schedule change <input type="checkbox"/> Project / Program schedule change </p>
<p>Schedule Change Description: None.</p>
<p>Change may be addressed within (<i>Check all that apply</i>): <input type="checkbox"/> New Milestone <input checked="" type="checkbox"/> Existing Milestone <input type="checkbox"/> New Sprint <input checked="" type="checkbox"/> Existing Sprint </p>
<p>Provide detail for when this change will be implemented Milestone J</p>

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

Current Schedule:

ID	% Complete	Task Name	Duration	Start	Finish
3191	78%	Team B - DL Issuance	541 days	Thu 7/21/16	Wed 9/12/18
3230	87%	MILESTONE GROUP G	55 days	Thu 1/18/18	Wed 4/4/18
3234	30%	DL HIP Sprint - Milestone Group G	9 days	Thu 3/22/18	Tue 4/3/18
3235	0%	DL Milestone Retrospective - Milestone G	1 day	Wed 4/4/18	Wed 4/4/18
3236	0%	MILESTONE GROUP H	39 days	Thu 4/5/18	Wed 5/30/18
3237	0%	Sprint 24	15 days	Thu 4/5/18	Wed 4/25/18
3238	0%	Sprint 25	15 days	Thu 4/26/18	Wed 5/16/18
3239	0%	DL HIP Sprint - Milestone Group H	8 days	Thu 5/17/18	Tue 5/29/18
3240	0%	DL Milestone Retrospective - Milestone H	1 day	Wed 5/30/18	Wed 5/30/18
3241	0%	MILESTONE GROUP I	20 days	Thu 5/31/18	Wed 6/27/18
3242	0%	Sprint 26	15 days	Thu 5/31/18	Wed 6/20/18
3243	0%	DL HIP Sprint - Milestone Group I	4 days	Thu 6/21/18	Tue 6/26/18
3244	0%	DL Milestone Retrospective - Milestone I	1 day	Wed 6/27/18	Wed 6/27/18
3245	0%	MILESTONE GROUP J	53 days	Thu 6/28/18	Wed 9/12/18
3246	0%	Sprint 27	14 days	Thu 6/28/18	Wed 7/18/18
3247	0%	Sprint 28	15 days	Thu 7/19/18	Wed 8/8/18
3248	0%	Sprint 29	15 days	Thu 8/9/18	Wed 8/29/18
3249	0%	DL HIP Sprint - Milestone Group J	8 days	Thu 8/30/18	Tue 9/11/18
3250	0%	DL Milestone Retrospective - Milestone J	1 day	Wed 9/12/18	Wed 9/12/18

Proposed Schedule: No change to current schedule

Impact on Cost:

N/A

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	4	100%
Developers Assigned to the DL Issuance Team	P	24	100%
Developers Assigned to the Motorist Maintenance Team	P	20	100%
SEU Team Members Assigned to the DL Issuance Team	P	16	100%
QA Team Members Assigned to the DL Issuance Team	P	4	100%
Total		68	

Work Effort:

The estimated effort to complete this work is:

- 4 Hours - Refinement
- 24 Hours – Build (DL)
- 20 Hours – Build (MM)
- 4 Hours - QA
- 16 Hours - Test
- **68 Hours Total**

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

Alternatives to the Requested Change: None	
Impact on Training: Per LDO, impact on content, and possibly schedule	
Impact on Policies and/or Procedures: The User Guide will need to be updated to reflect these changes since ID Transaction has been documented.	
The project/program manager attests that all impacts and alternatives have been vetted by the following members:	List Individual Name(s) & Review Notes
<input checked="" type="checkbox"/> Product Owner	Barbara Peacock
<input checked="" type="checkbox"/> Product Owner	Dorothy Hill
<input checked="" type="checkbox"/> Scrum Master	Pavel Machado
<input type="checkbox"/> Scrum Master	Hector Figueroa
<input checked="" type="checkbox"/> Program Manager	Cheryl Dent
<input checked="" type="checkbox"/> Project Manager	Joe Weldon
<input checked="" type="checkbox"/> Project Manager	Scott Tomaszewski
<input checked="" type="checkbox"/> Sr. Business Analyst	Jessica Espinoza
<input type="checkbox"/> Lead Developer / Software Architect	Brian Johnson
<input checked="" type="checkbox"/> Lead Developer / Software Architect	Thomas Culbertson
<input type="checkbox"/> Enterprise Technical Team Representative	Eric Brown
<input checked="" type="checkbox"/> Testing Manager	Lacey Lowers
<input checked="" type="checkbox"/> LDO Representative	Sarah Pope - Content, and possibly schedule
<input type="checkbox"/> Financial Representative (DAS/OFM)	Pace Callaway
<input type="checkbox"/> Other Operational / Business Manager(s)	

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

Change Control Board Recommendation
Decision: <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer <input type="checkbox"/> N/A
Comments: Recommended for approval by CCB members on 4/3/18.

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

Program Director Decision
Decision: <input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer
Comments:

Approver	Signature	Date
Terrence Samuel OMM Director, DHSMV		
Kristin Green OMM Deputy Director, DHSMV		
CherylIn Dent OMM Program Manager, DHSMV		
Chad Hutchinson Enterprise Architect, DHSMV		
Joseph Weldon OMM Project Manager, DHSMV		
Scott Tomaszewski OMM Project Manager, DHSMV		

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

General Information	
Agile Project Name	Motorist Modernization Phase I – MyDMV Portal
Change Request Title	Modify Deliverable 52
Change Requested By	Aundrea Andrades
Product Owner	Deepa Vasudevan
Date Requested	3/13/2018

Change Request # <i>(To be assigned by CCB Chair)</i>	109
<input checked="" type="checkbox"/> New Request	<input type="checkbox"/> Resubmitted / Amended Request

Change Request Information (completed by the requestor)				
<p>Description of Change: Requesting to modify Deliverable 52 Section 5 5.1 Product Backlog Status Report. The request will swap certain Milestone F and Milestone G functionality. This request is due to external dependencies from other projects' work efforts that will not be completed until later milestones and will allow the Portal team to continue making progress.</p> <p>Milestone F: 3/7/18 – 5/15/18 Milestone G: 5/16/18 – 7/3/18</p>				
<p>Classification: Medium <input checked="" type="checkbox"/></p> <p><i>Due to the level of classification (Level III) and isolated impact to the schedule/sprint (not on the critical path), total work effort between 6 business days (48 hours) and 10 business days (80 hours), no impact to the milestone schedule, minor scope change(s) and/or minimal impact to budget (<\$500, no increase to overall program budget), this change request may be approved by the Program Director in accordance with the MM Phase I Program Management Plan.</i></p>				
<p>Change Request Type: <i>(This change is associated with the following.)</i></p> <table border="0"> <tr> <td><input type="checkbox"/> New (Unplanned/Missed) Work Effort</td> <td><input type="checkbox"/> Re-work</td> </tr> <tr> <td><input type="checkbox"/> New (Expanded) Work Effort</td> <td><input type="checkbox"/> Removal/Archival</td> </tr> </table>	<input type="checkbox"/> New (Unplanned/Missed) Work Effort	<input type="checkbox"/> Re-work	<input type="checkbox"/> New (Expanded) Work Effort	<input type="checkbox"/> Removal/Archival
<input type="checkbox"/> New (Unplanned/Missed) Work Effort	<input type="checkbox"/> Re-work			
<input type="checkbox"/> New (Expanded) Work Effort	<input type="checkbox"/> Removal/Archival			

Business Need / Justification (completed by the requestor)
<p>Description: This will mitigate the development of Milestone F features for MyDMV Portal that are being reported late, due to other project dependencies. This will align the completion of those dependencies with MyDMV Portal needs and requires no schedule changes.</p>

Impact Analysis
<p>Requirements Change Description: There are no requirement changes for MyDMV Portal.</p>
<p>Technical Change Description: NA</p>

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

Associated Wrap Number? N/A			
Impact on Backlog: Swapping certain Milestone F and G features.			
Impact on Schedule: <input checked="" type="checkbox"/> No Project / Program schedule change <input type="checkbox"/> Project / Program schedule change			
Schedule Change Description: No change to current schedule dates, only swapping milestone features.			
Change may be addressed within (<i>Check all that apply</i>): <input type="checkbox"/> New Milestone <input checked="" type="checkbox"/> Existing Milestone <input type="checkbox"/> New Sprint <input checked="" type="checkbox"/> Existing Sprint			
Provide detail for when this change will be implemented: The following Milestone F features will now be completed in Milestone G: Sanctions – In progress Insurance – In progress Notices of Non-Ownership – In progress The following Milestone G features will now be completed in Milestone F: Bulk Transcripts – In progress Downloads – In progress			
Current Schedule:			
Task Name	Duration	Start	Finish
Team D - MyDMV Portal	512 days	Wed 7/27/16	Tue 8/7/18
MILESTONE GROUP F	50 days	Wed 3/7/18	Tue 5/15/18
Sprint 25	15 days	Wed 3/7/18	Tue 3/27/18
Sprint 26	15 days	Wed 3/28/18	Tue 4/17/18
Sprint 27	15 days	Wed 4/18/18	Tue 5/8/18
MyDMV HIP Sprint - Milestone Group F	4 days	Wed 5/9/18	Mon 5/14/18
MyDMV Milestone Retrospective - Milestone Group F	1 day	Tue 5/15/18	Tue 5/15/18
MILESTONE GROUP G	34 days	Wed 5/16/18	Tue 7/3/18
Sprint 28	14 days	Wed 5/16/18	Tue 6/5/18
Sprint 29	15 days	Wed 6/6/18	Tue 6/26/18
MyDMV HIP Sprint - Milestone Group G	4 days	Wed 6/27/18	Mon 7/2/18
MyDMV Milestone Retrospective - Milestone Group G	1 day	Tue 7/3/18	Tue 7/3/18
Proposed Schedule: No change to current schedule dates.			
Impact on Cost: NA			
Resources Needed to Support this Request	Program (P) or Operational (O)	Work Effort (Hours)	% Allocation to Program
Existing team scrum master, developers and testers	P		100
Total		0	
Work Effort: No additional work effort			

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

Alternatives to the Requested Change: Remain in current milestone but risk being late due to external dependencies.	
Impact on Training: NA	
Impact on Policies and/or Procedures: NA	
The project/program manager attests that all impacts and alternatives have been vetted by the following members:	List Individual Name(s) & Review Notes
<input checked="" type="checkbox"/> Product Owner	Deepa Vasudevan/Pilar Delp
<input checked="" type="checkbox"/> Scrum Master	Catherine Alvarez
<input checked="" type="checkbox"/> Program Manager	CherylN Dent
<input checked="" type="checkbox"/> Project Manager	Aundrea Andrades
<input checked="" type="checkbox"/> Sr. Business Analyst	Judy Johnson
<input checked="" type="checkbox"/> Lead Developer / Software Architect	Derek Valldejuli- Gardner
<input checked="" type="checkbox"/> Enterprise Technical Team Representative	Joe Weldon/Patrick Robbins
<input checked="" type="checkbox"/> Testing Manager	Barbara Peacock/Kelsey Parten(have requested but no answer)
<input checked="" type="checkbox"/> LDO Representative	Sarah Pope/Mallory Lastinger
<input checked="" type="checkbox"/> Financial Representative (DAS/OFM)	Nathaniel Seabrooks
<input type="checkbox"/> Other Operational / Business Manager(s)	

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

Change Control Board Recommendation
Decision: <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer <input type="checkbox"/> N/A
Comments: Recommended for approval by CCB members on 4/3/18.

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

Program Director Decision
Decision: <input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer
Comments:

Approver	Signature	Date
Terrence Samuel OMM Director, DHSMV		
Kristin Green OMM Deputy Director, DHSMV		
CherylIn Dent OMM Program Manager, DHSMV		
Chad Hutchinson Enterprise Architect, DHSMV		
Aundrea Andrades OMM Project Manager, DHSMV		

**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	3/29/2018

Change Request #	
Change Request Information (completed by the requestor)	
Description: The purpose of this change request is to align MVRN training delivery closer to the August 2018 Go-Live.	
Classification Critical: <input checked="" type="checkbox"/> Medium: <input type="checkbox"/> Low: <input type="checkbox"/>	
<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>	

Business Need / Justification (completed by the requestor)
Description: The justification/need for this change request is ensure users for the MVRN go-live are not trained too far in advance of the go-live effort. Given the smaller pool of users to train and the training approach through iLearn, LDO felt it would be more effective to move this closer to go-live timeline.

Impact Analysis (completed by ISA)																																												
Specific Requirements Definition: No requirements changes.																																												
Current Schedule: <table border="1"> <thead> <tr> <th>Task Name</th> <th>Duration</th> <th>Start</th> <th>Finish</th> </tr> </thead> <tbody> <tr> <td>Motor Vehicle Renewal Notification (GHQ & TC) Training</td> <td>445 days</td> <td>Mon 10/3/16</td> <td>Tue 7/10/18</td> </tr> <tr> <td>Develop - REN Quality Assurance Review (Tax Collector Course)</td> <td>30 days</td> <td>Mon 3/19/18</td> <td>Fri 4/27/18</td> </tr> <tr> <td>Deployment & Evaluation - Motor Vehicle Renewal Notification Trainin</td> <td>90 days</td> <td>Mon 3/5/18</td> <td>Tue 7/10/18</td> </tr> <tr> <td>OLT Course Launch Prep - REN GHQ Course</td> <td>6 days</td> <td>Mon 3/5/18</td> <td>Mon 3/12/18</td> </tr> <tr> <td>OLT Course Launch Prep - REN Tax Collector Course</td> <td>6 days</td> <td>Mon 4/30/18</td> <td>Mon 5/7/18</td> </tr> <tr> <td>Conduct REN GHQ Training</td> <td>30 days</td> <td>Tue 3/13/18</td> <td>Mon 4/23/18</td> </tr> <tr> <td>Conduct REN Tax Collector Training</td> <td>30 days</td> <td>Tue 5/8/18</td> <td>Tue 6/19/18</td> </tr> <tr> <td>Complete REN Training Evaluation - GHQ</td> <td>11 days</td> <td>Tue 4/24/18</td> <td>Tue 5/8/18</td> </tr> <tr> <td>Complete REN Training Evaluation - Tax Collectors</td> <td>11 days</td> <td>Wed 6/20/18</td> <td>Thu 7/5/18</td> </tr> <tr> <td>Update and Finalize REN Course(s)</td> <td>43 days</td> <td>Wed 5/9/18</td> <td>Tue 7/10/18</td> </tr> </tbody> </table>	Task Name	Duration	Start	Finish	Motor Vehicle Renewal Notification (GHQ & TC) Training	445 days	Mon 10/3/16	Tue 7/10/18	Develop - REN Quality Assurance Review (Tax Collector Course)	30 days	Mon 3/19/18	Fri 4/27/18	Deployment & Evaluation - Motor Vehicle Renewal Notification Trainin	90 days	Mon 3/5/18	Tue 7/10/18	OLT Course Launch Prep - REN GHQ Course	6 days	Mon 3/5/18	Mon 3/12/18	OLT Course Launch Prep - REN Tax Collector Course	6 days	Mon 4/30/18	Mon 5/7/18	Conduct REN GHQ Training	30 days	Tue 3/13/18	Mon 4/23/18	Conduct REN Tax Collector Training	30 days	Tue 5/8/18	Tue 6/19/18	Complete REN Training Evaluation - GHQ	11 days	Tue 4/24/18	Tue 5/8/18	Complete REN Training Evaluation - Tax Collectors	11 days	Wed 6/20/18	Thu 7/5/18	Update and Finalize REN Course(s)	43 days	Wed 5/9/18	Tue 7/10/18
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**ISA/Project Management Office
Change Request Form**

Proposed Schedule:

Task Name	Duration	Start	Finish
Motor Vehicle Renewal Notification (GHQ & TC) Training	445 days	Mon 10/3/16	Tue 7/10/18
Develop - REN Quality Assurance Review (Tax Collector Course)	31 days	Mon 3/19/18	Mon 4/30/18
Deployment & Evaluation - Motor Vehicle Renewal Notification Training	90 days	Mon 3/5/18	Tue 7/10/18
OLT Course Launch Prep - REN GHQ Course	40 days	Mon 3/5/18	Fri 4/27/18
OLT Course Launch Prep - REN Tax Collector Course	14 days	Tue 5/1/18	Fri 5/18/18
Conduct REN GHQ Training	29 days	Mon 4/30/18	Fri 6/8/18
Conduct REN Tax Collector Training	29 days	Mon 5/21/18	Fri 6/29/18
Complete REN Training Evaluation - GHQ	29 days	Mon 4/30/18	Fri 6/8/18
Complete REN Training Evaluation - Tax Collectors	29 days	Mon 5/21/18	Fri 6/29/18
Complete REN Training Evaluation Report - GHQ & Tax Collector Courses	21 days	Mon 6/11/18	Tue 7/10/18

Impact on Resources: No impact for program resources.

Resource Requirements	Work Effort (Hours)	Cost
LDO training staff		N/A
Total		

Alternatives to the Requested Change: No alternatives identified. Requiring delivery during the currently scheduled dates poses a risk of ensuring high efficacy.

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

Outcome
Decision: <input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer
Comments: Recommended for approval by CCB members on 4/3/18.

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		

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	Priority Notes	Internal Review Status	Internal Status Date	Estimated Effort by Work Type	Total Effort
423	MM	PMCR-424	Move FR23307 View Letter Button to future milestone when content service development is completed.	Content service is being completed by end of March 2018 to allow for our application to call for all letters associated with a sanction and allow end user to select one for viewing. This work was originally planned for as part of the schedule.	Development		FR23307	Milestone H	N/A	High		Approved	3/20/2018	N/A Hours - Refinement 8 Hours - Build 12 Hours - Test 20 Hours Total	20
424	Renewal	PMCR-425	Update Convenience Renewal Template	Remove the Vision Report Indicator from the convenience eligibility rule.	SEU Testing	Rework	Update to RQ13265	Milestone F	Modify			Approved	3/20/2018	1 Hour - Refinement 3 Hours - Development 4 Hours - Test 8 Hours Total	8

Motorist Modernization Traffic Light Report

Sprint Update

As of Wednesday, April 4, 2018 at 3 p.m.

		Sprint 24 Apr 5 - April 25		Sprint 4 Mar 20 - Apr 9		Sprint 26 Mar 28 - April 17		HIP Sprint Jan 31 - Feb 6		HIP Sprint Feb 15 - Mar 7		On Hiatus		HIP Sprint Feb 28 - Mar 20		HIP Sprint 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		<div>KEY</div> <div><div>Green</div> 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>Yellow</div> 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>Red</div> 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		
	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		
	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		
	Testing	Testing		Testing		Testing		Testing		Testing		Testing		Testing		Testing		
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	Development	Development		Development		Development		Development		Development		Development		Development		Development		
	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		

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.)

As of Wednesday, April 4, 2018 at 3 p.m.

As of Wednesday, April 4, 2018 at 3 p.m.

Milestone H		TBD		Milestone F		Milestone F		On Hiatus		Milestone D		Milestone D			
Apr 5 - May 30				Mar 7 - May 15		Dec 20 - Feb 6('18)		Jan 4 - Mar 7		Oct 4 - Mar 20('18)		Oct 4 - Mar 20('18)			
DL Issuance		Informatica		MyDMV Portal		Renewal Notifications		Motorist Maintenance		Financial Responsibility		CDLIS		Citation Processing	
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