

**Motorist Modernization**

**Motorist Modernization Advisory Board Monthly Meeting  
April 11, 2017  
Neil Kirkman Building, Conference Room B-203  
2900 Apalachee Parkway, Tallahassee Florida 32399  
1 to 3 p.m., EST**

**Invitees**

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

**Representing**

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

**Agenda**

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

## **MOTORIST MODERNIZATION ADVISORY BOARD**

**Monthly Meeting Minutes**  
**Kirkman Building Conference Room B-202**  
**March 14, 2017**  
**1:00 p.m. to 3:00 p.m.**

### **WELCOME AND INTRODUCTIONS**

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

Advisory Board Members present included:

- Beth Allman
  - Carl Forney (not present)
  - Kelley Scott
  - Ed Broyles
  - Deb Roby (not present)
  - April Edwards
  - Linda Fugate (via phone)
- Other DHSMV members present included: Terrence Samuel, Kristin Green, Koral Griggs, Aundrea Andrades, Jessica Espinoza, Laura Freeman, Cathy Thomas, Cheryl Dent, Sonia Nelson, Janis Timmons, Scott Tomaszewski and Kelly Shannon.
  - Visitors included: Alyene Calvo from Ernst & Young, Joe Weldon and Michelle McGinley from Accenture.

### **REVIEW AND APPROVAL OF THE LAST MEETING MINUTES FROM FEBRUARY 20, 2017**

- Ms. Green reviewed the meeting minutes from February 20, 2017. There were no changes, corrections or revisions from members. A motion to approve the February 20, 2017 minutes was unanimously accepted by the Board Members.

### **IV&V UPDATE**

- Ms. Calvo indicated that there are no open IV&V deficiencies, per the January Monthly Assessment Report (MAR). The schedule performance index is 0.99. The overall program risk state is green. No additional facets were evaluated. An update was provided regarding the gray facets in the cube. They will be reviewing the Controls facet for the April report and the Technical Infrastructure facet in the report that will come out in June. The Program is within established performance thresholds and control parameters.

### **STAKEHOLDER OUTREACH UPDATE**

- Mr. Samuel provided an update on the recent SWFL Coalition meeting in Tampa in which he attended along with other team members. They also visited a few Tax Collector offices. On Monday, they visited the Levy County Tax Collector office (Linda Fugate's office) and on Tuesday, they presented an update at the SWFL Coalition Meeting. On Wednesday, four

members went on to visit Osceola County and Lake County Tax Collector offices. On Thursday they went to Baker County and returned home. These meetings were focused on preparing for requirement gathering for Phase II. Mr. Samuel indicated that the team cannot start requirement gathering, as approval has not been received from the Legislature. But, this is how the team prepares for gathering, by listening to stakeholder ideas, suggestions, comments and feedback. Mr. Samuel reminded Board Members that the budget request this year was 4.1 million for Phase II, and it was 9.8 million to continue with the second year of Phase I development. The team is making very good progress on Phase I. Motor Vehicles is anticipated to be a larger undertaking than Driver License, as there are several different components that will need to be evaluated and discussed.

- Ms. Thomas gave a brief overview of the meetings held with the Tax Collector offices. They received a lot of feedback and suggestions on registrations, titles, and enhancements for the FRVIS system. The ability to navigate back to previous screens via a sidebar, rather than clicking the “back” button repeatedly was a favorite request among the offices. The biggest concern was FRVIS timing out, and users discovering it after they’ve entered a customer’s information. There was a request for a quick link to access the Driver License Manuals. Suggestions to move screens and other enhancements, ideas and suggestions were shared. Mr. Broyles said that he received nothing but compliments from OMM’s presentation at the SWFL Coalition meeting. The Tax Collectors appreciate the visits and a chance for their voices to be heard.
- On March 30, 2017, the team will be participating in the Tax Collector Quarterly Board Meeting. Director Samuel will be speaking at this meeting.

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

- POR31 – Ms. Andrades indicated that currently the department allows customers to request express shipping of their driver license/ID card by furnishing their personal express shipping account number for various providers. 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 to provide an account number or should we set a fee amount and bill the department’s account for shipping? Ms. Andrades and her team along with Mr. Collins are to determine what express service options are available and the pricing for each and get back with their findings at the next Advisory Board Meeting.
- DL26 – Ms. Espinoza indicated that DL26 is for the check validation hardware and services that we have been working on with Bank of America for pricing information. Our Enterprise Architect, Mr. Hutchinson is communicating with BOA for changes and prices. Once changes are finalized, the team will re-discuss for final decision.
- REN07 – Ms. Nelson indicated that the meeting between Mr. Collins and Novitex occurred on March 8, 2017 and we received a quote for services that is now being evaluated.
- REN08 – Ms. Nelson stated that this is a new item. REN08 is an agreement that was made to allow the Tax Collectors to provide their URL for their website so that it can be printed on the email reminders. It was decided that this field would be added to the TC Maintenance Screen for them to maintain. The renewal team raised concern with this decision because we would have no control over what was entered however, it would be listed on an email being sent by the department. The team thinks that this field should be maintained by the department.

### FINANCIAL REVIEW

- Ms. Timmons reviewed the figures in the February 2017 Spend Plan document. The program is currently a few thousand dollars under budget. The final budget amendment is going to be submitted today and the team will be transferring some dollars from contracted services to OCO.

### CHANGE REQUEST REVIEWS

- Ms. Green stated that the team does not have any Level 3 Change Requests to review this month. Ms. Green referred to a spreadsheet titled, *“Motorist Modernization Phase I Project Manager Log of Agile Development Related Change Requests”*. This spreadsheet represents the Level I and Level II Change requests that have been approved since the last Advisory Board meeting. As stated before, the ESC has the authority to overturn any approved decision made by the Product Owners. The following are the low level change requests that were discussed:
  - PMCR-96 - Mr. Weldon stated that this is a request to make “Ethnicity” a required field for the “Create Customer” button to be enabled. This would eliminate the Examiner forgetting to put this information in when they create the customer and waiting for a validation error. This change request has been cancelled after discussing with Product Owners and team as not only would ethnicity be required, so would height. Another Change Request will have to be submitted.
  - PMCR-97 – Mr. Weldon stated that this is to make selected TLSAE Results “Read Only”. When an Examiner selects results from Check Driver School, make results “Read Only” on the Customer Summary Exam Tab and only allow the Examiner to change by selecting “Clear”. This Change Request was approved by the CCB.
  - PMCR-98 – Ms. Nelson stated that this change request refinement allows us to search for renewal records by renewal month and expiration year and view all renewal notices sent for the registration associated with that renewal month/expiration year combination. This Change Request was approved during our last CCB meeting.
  - PMCR-99 – Ms. Nelson stated that this CR regarding populating MH Registration Stop Details was archived and approved by the Product Owner.
  - PMCR-102 – Mr. Tomaszewski indicated this refinement would allow for the removal of the quick ads hyperlink on the application for the CDL Medical Information under development. This CR was approved by the Product Owner.
  - PMCR – 103 – Ms. Andrades stated that due to PMCR-91 Changing Flow for Shopping Cart, we archived place holder stories for ID Card (replacement, renewal and original) issuances. This CR was approved by the Product Owner.
  - PMCR-104 – Ms. Andrades stated that in refinement, we determined that we did not need to do NDR/PDPD and CDLIS checks for ID Card Issuance. This CR was archived at the approval of the Product Owner. 16 total hours were returned to Backlog.
  - PMCR -105 – Ms. Andrades stated that this CR was archived during refinement per the Product Owner. 20 total hours were returned to backlog.
  - PMCR-106 and PMCR-107 – Mr. Tomaszewski stated that on February 26, 2017, the Product Owner approved to follow the Blueprint Standards set forth for the documentation of User Stories. Correct Search/Display format for AAMVA – CDLIS screens will be followed in Blueprint. This is for both PMCR-106 and PMCR-107.

### PROJECT UPDATE

- Motorist Maintenance – Mr. Tomaszewski indicated that the team is currently in Milestone B/C which ends on March 29, 2017. Included in this Milestone are data tier stories to move existing applications to align with the new data model. The Developers will concentrate on getting the four outstanding User Stories and one technical debt story committed to get Dev Done by our deployment today. Some developers will then shift gears on tackling the remaining bugs in addition to any new bugs reported over the next three weeks. Also, the team will concentrate on FR technical analysis work tasks in preparation for the start of Milestone D FR Insurance Data Exchange. Financial Responsibility pre-planning tasks started on January 26, 2017 and will continue into April 2017, when they start their first Milestone.
- Renewal Notification - Ms. Nelson stated that the team is currently in Milestone B, which ends on April 18, 2017. Included in this Milestone are MH Vendor file and Parking Permit Vendor file attributes. The team is currently in Sprint 2 of 4 of this Milestone. This Sprint (Sprint 10) ends on March 14, 2017. There are a total of 13 stories planned for completion. We anticipate that the team will complete planned Sprint 10 development and testing by the end of the Sprint. For this Milestone, there are a total of 26 stories planned for completion. We anticipate that the team will complete planned Milestone B development and testing by the end of the Milestone.
- DL Issuance – Mr. Weldon indicated that the team has finished Milestone B which focused on continuing work on the Customer Summary Tabs and AAMVA calls to validate a customer's driving record on February 22, 2017. The team is currently in Milestone C, which ends on May 10, 2017. Included in this Milestone is the functionality to complete an Original ID Issuance as well as base cashing functionality. Due to dependencies on the Card Print Project, we will not include stories/functionality related to print preview or printing. The Policy and Procedures Working Group is continuing their meetings on a weekly basis via conference calls. There are no project specific risks reported for the current period. There are no Change Requests or Action Items to report at this time. There are two project issues that remain open at this time.
  - Issue 39 - Two vacant development positions for the DL Issuance Team. Two of the three candidates have been fingerprinted.
  - Issue 47 - Currently six Motor Voter stories in the current Sprint are on hold pending direction on how to handle impact of SB72. Need a decision/direction by the end of the Sprint.
- MyDMV Portal – Ms. Andrades stated that the team is currently in Milestone C which ends on April 4, 2017. They are currently in Sprint 10 which ends on March 14, 2017. The team is in the 3<sup>rd</sup> of 4 Sprints in Milestone C. At this time, development is not on schedule. For Milestone C, there are a total of 78 or 80 stories planned for completion. At this time, we anticipate that the team will complete planned Milestone C development and testing by the end of the Milestone. There are no new risks, Change Requests or action items to report during this time.

#### Q&A

- There were no questions or concerns from members present.

#### ADJOURNMENT

- Mr. Samuel requested a motion to adjourn the meeting and the meeting was adjourned at approximately 1:39 p.m.
- The next Advisory Board Meeting is scheduled for *Tuesday, April 11, 2017*.

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 2/20/17	6 Pages
MM Phase I Spend Plan for February 2017	1 Page
MM Phase I Decision Document	2 Pages
MM Phase I Testing Issues	2 Pages
MM Phase I PM of Agile Development Related Change Requests	2 Pages

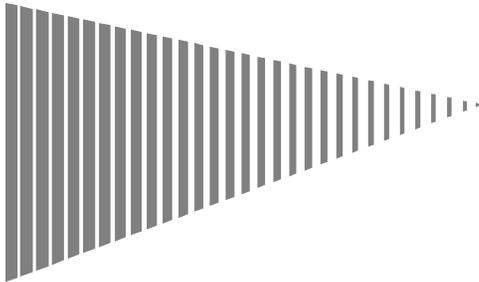
DRAFT

# 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 2016*

21 March 2017



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# Topics for discussion

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- ▶ 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 budget

Data contained in this MAR is as of 14 March 2017

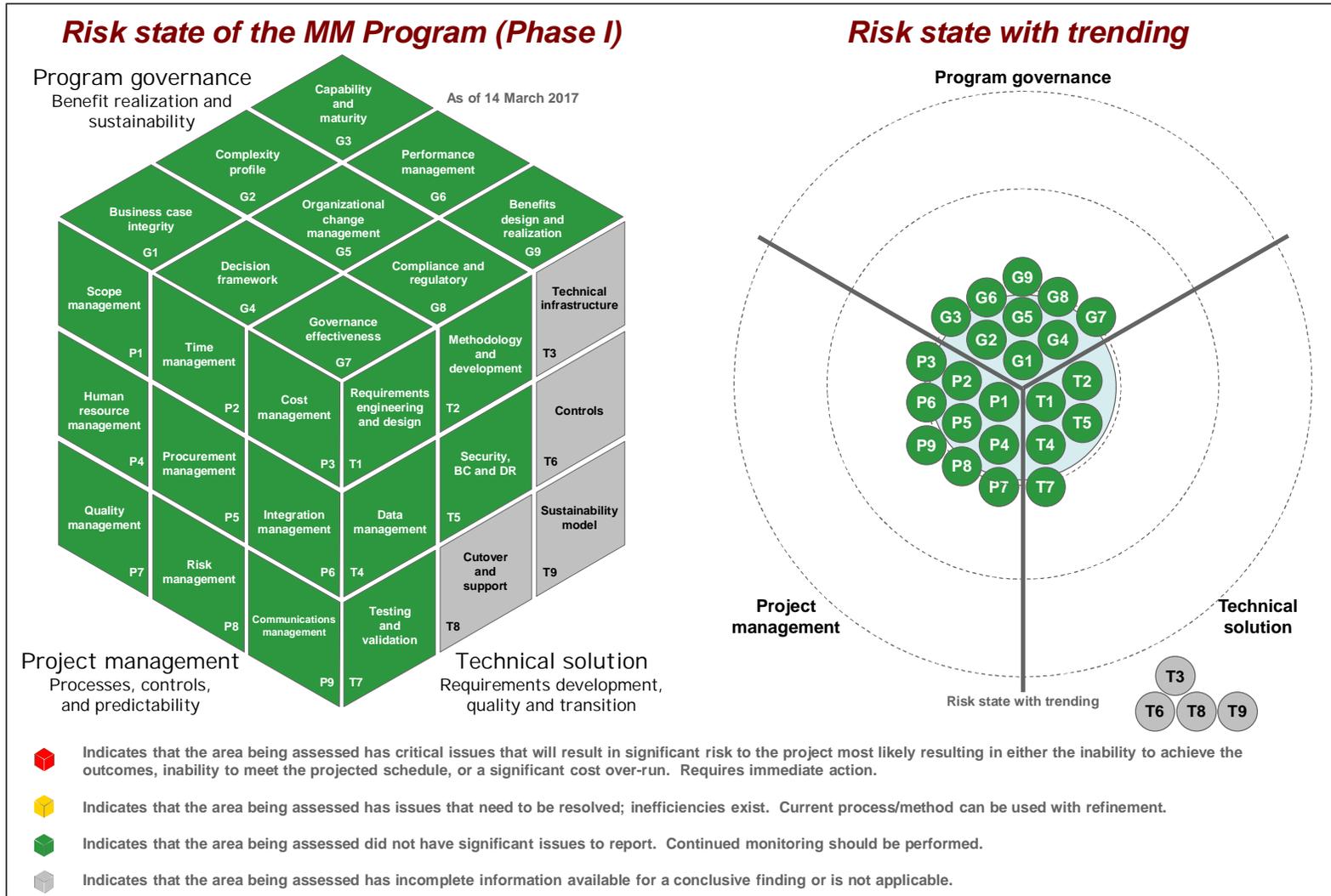
# General IV&V overview

Overall IV&V risk state:

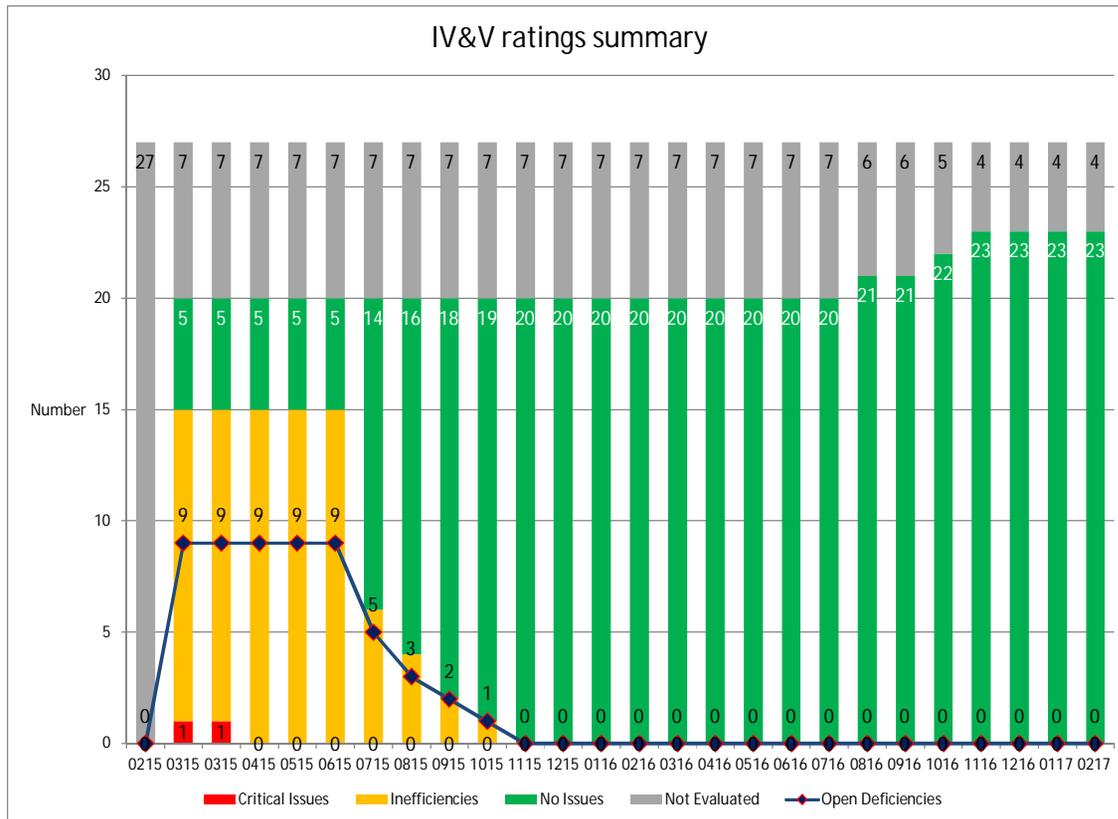
Green

- ▶ There are no open IV&V deficiencies.
- ▶ The Program is within established performance thresholds.
  - ▶ The schedule performance index (SPI) is 1.00.
  - ▶ 11 of 2,637 total tasks (0.4%) contained in the project schedule are late.
  - ▶ 4 of 1,125 tasks (0.4%) for the current period are late.
- ▶ No additional facets evaluated.
- ▶ No new deficiencies identified since the last report.

# 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): 23
- § Gray (not evaluated): 4

§ Open deficiencies: 0

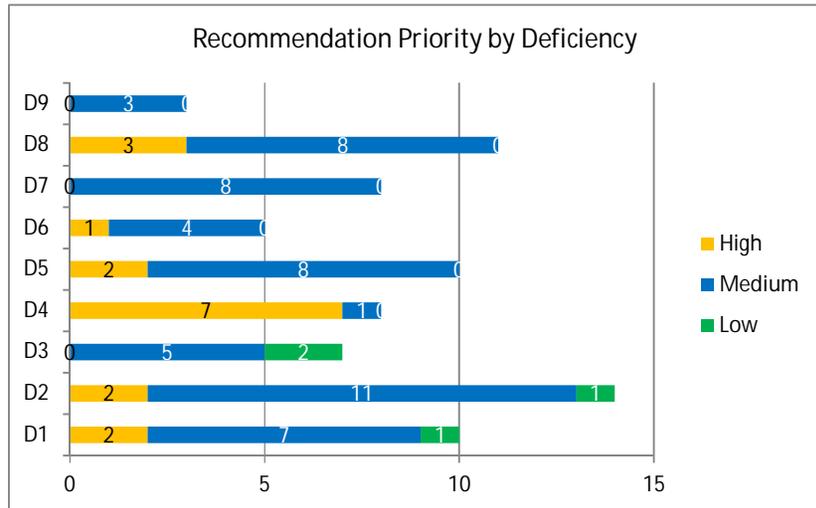
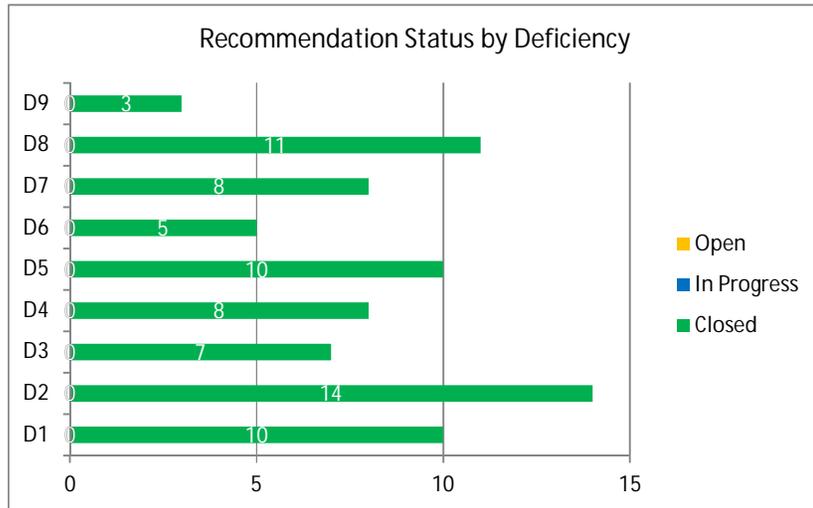
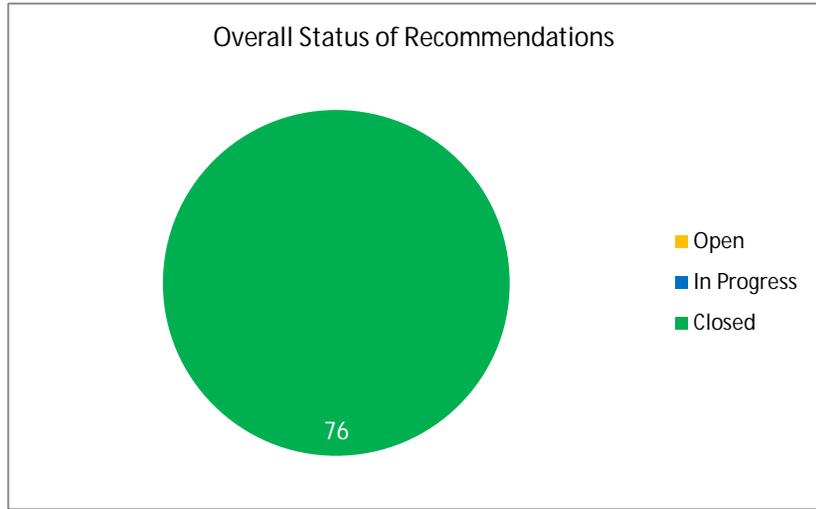
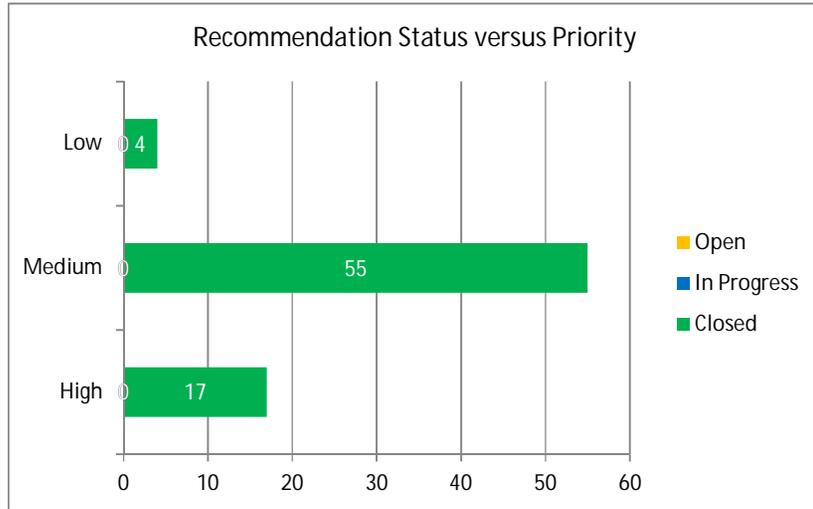
§ Conclusions:

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

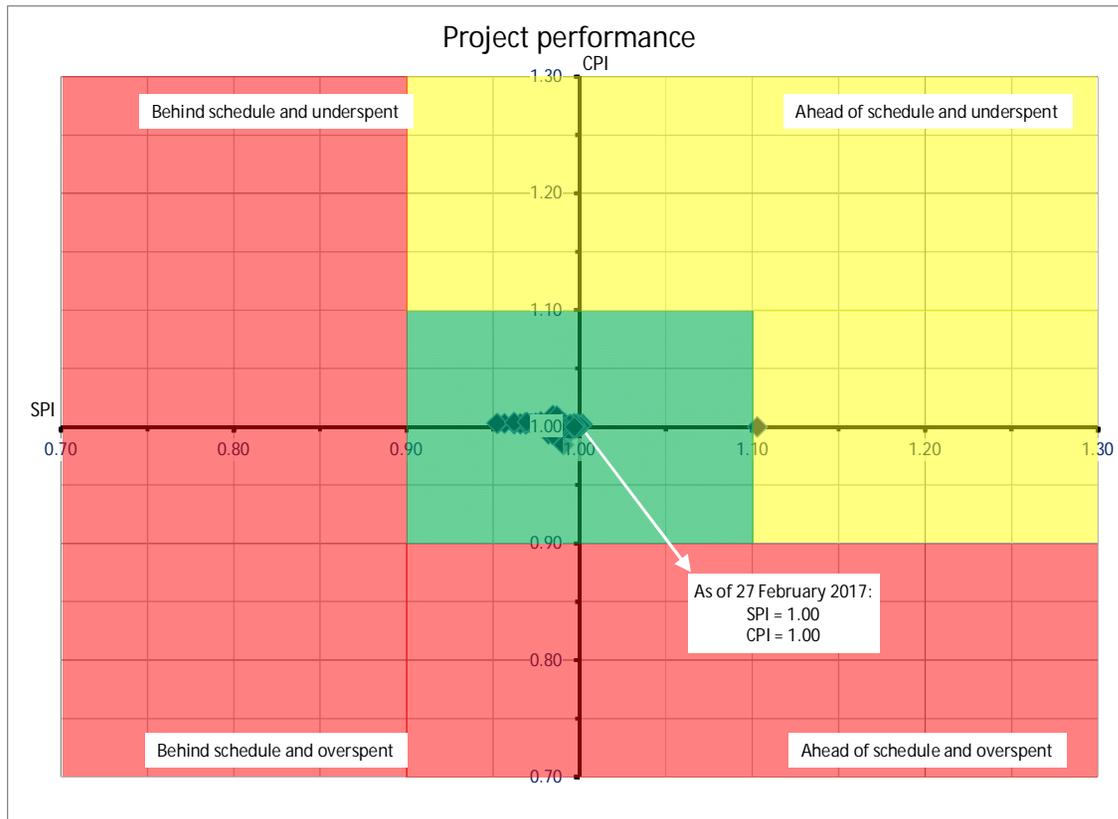
# Key indicators

Indicator	Value	Comment
Is the project approach sound?	Yes	<ul style="list-style-type: none"> <li>▶ The overall project approach is based on industry leading practices, methodologies and tools that have been used for other DHSMV projects.</li> </ul>
Is the project on time?	Within established parameters	<ul style="list-style-type: none"> <li>▶ The Program is within established performance thresholds.                             <ul style="list-style-type: none"> <li>▶ The schedule performance index (SPI) is 1.00.</li> <li>▶ 11 of 2,637 total tasks (0.4%) contained in the project schedule are late.</li> <li>▶ 4 of 1,125 tasks (0.4%) for the current period are late.</li> </ul> </li> </ul>
Is the project on budget?	Yes	<ul style="list-style-type: none"> <li>▶ The Program is currently on budget based on provided budget and spending information.</li> </ul>
Is scope being managed so there is no scope creep?	Yes	<ul style="list-style-type: none"> <li>▶ 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.</li> </ul>
What are the project's future risks?	Unknown	<ul style="list-style-type: none"> <li>▶ The MM Program Team has satisfactorily addressed all deficiencies identified by the IV&amp;V Team.</li> </ul>
Are the project's risks increasing or decreasing?	Steady	<ul style="list-style-type: none"> <li>▶ The MM Program Team has satisfactorily addressed all deficiencies identified by the IV&amp;V Team.</li> </ul>
Are there new or emerging technological solutions that will affect the project's technology assumptions?	No	<ul style="list-style-type: none"> <li>▶ New and emerging technologies were considered in the Feasibility Study.</li> <li>▶ None have an adverse effect on the project's technological assumptions.</li> </ul>

# 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:

§ None

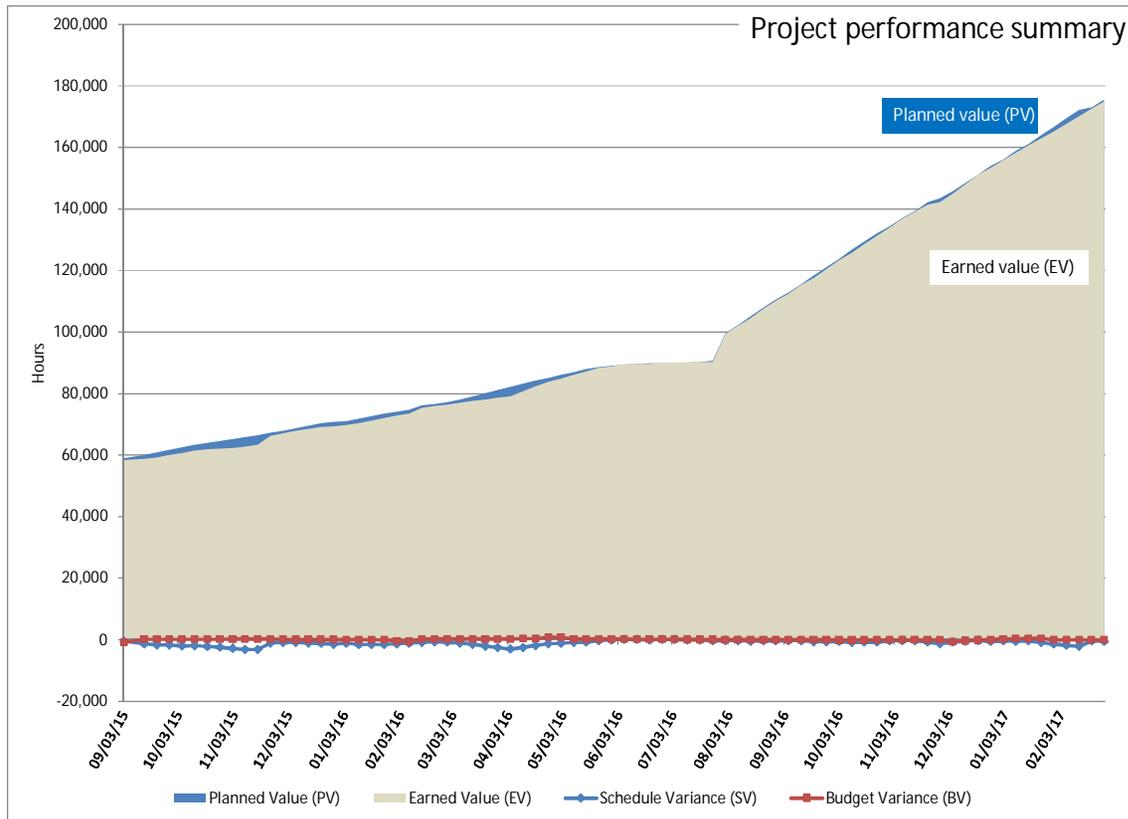
§ Conclusions:

§ The Program is currently on schedule and is within established performance thresholds.

- ▶ 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:

§ None

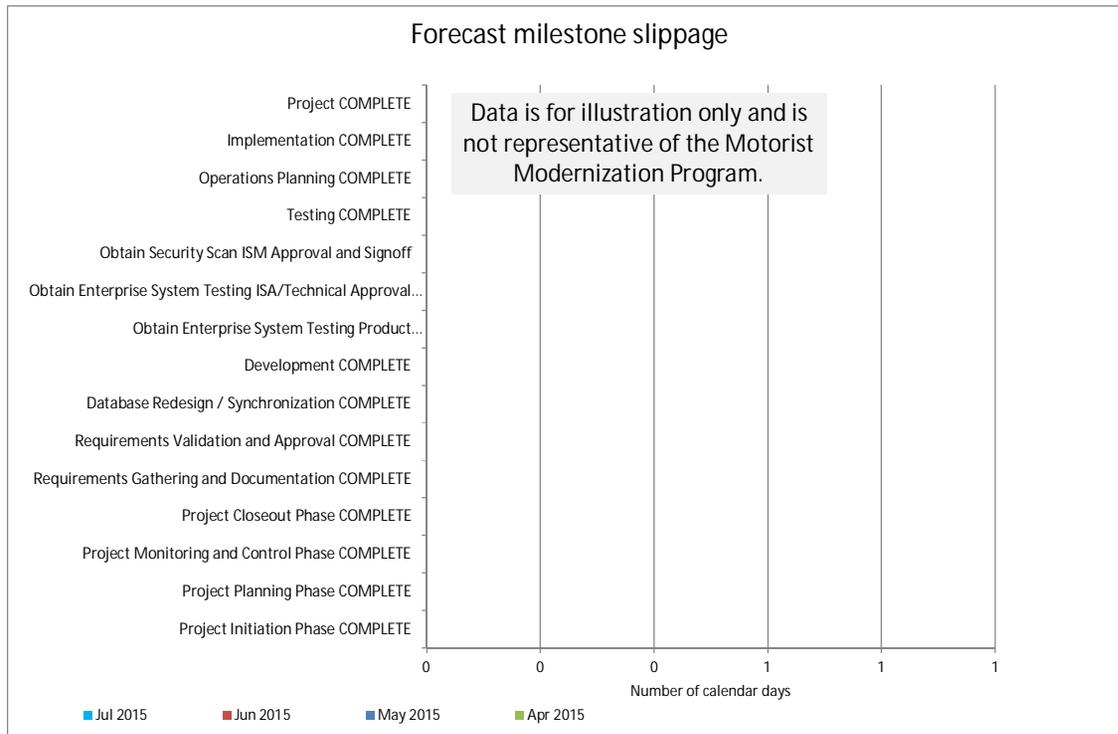
§ Conclusions:

§ The Program is currently on schedule and is within established performance thresholds.

- ▶ 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.

# 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 IV&V Team is refining calculations to determine future milestone completion based on reported EVM data.

§ Conclusions:

§ None

# Open deficiencies and actions

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Deficiency	Actions taken

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

# Performance improvement recommendations

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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 – Dec 2016 (IVV-302AW)	17 January 2017	31 January 2017	24 January 2017	▶ Complete
MAR – Jan 2017 (IVV-302AX)	14 February 2017	01 March 2017	21 February 2017	▶ Complete
MAR – Feb 2017 (IVV-302AY)	14 March 2017	29 March 2017		▶ Draft submitted
MAR – Mar 2017 (IVV-302AZ)	14 April 2017	01 May 2017		
MAR – Apr 2017 (IVV-302BA)	12 May 2017	30 May 2017		
MAR – May 2017 (IVV-302BB)	14 June 2017	29 June 2017		
MAR – Jun 2017 (IVV-302BC)	17 July 2017	01 August 2017		

# Supporting information

- ▶ Summary of changes
- ▶ IV&V ratings summary
- ▶ Open deficiencies
- ▶ Project milestones
- ▶ Late tasks
- ▶ 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	07/08/2019	07/09/2019	n/a	
1.4.8	Project Closeout Phase COMPLETE	06/28/2019	08/29/2019	08/29/2019	n/a	
7.5	Requirements Validation and Approval COMPLETE	03/02/2016	06/27/2016	06/27/2016	n/a	06/27/2016
7.6	PHASE GATE REVIEW - Requirements Validation	06/28/2016	06/27/2016	06/27/2016	n/a	06/27/2016
8.2	Database Redesign / Synchronization COMPLETE	05/01/2018	06/20/2018	10/17/2018	n/a	
8.4	PHASE GATE REVIEW - Database Redesign / Synchronization	06/20/2018	06/20/2018	10/17/2018	n/a	
8.5.10	Development COMPLETE	05/25/2018	09/13/2018	09/13/2018	n/a	
8.6	PHASE GATE REVIEW - Development	07/27/2018	09/13/2018	09/13/2018	n/a	
8.7.5	Testing COMPLETE	02/20/2019	04/22/2019	04/22/2019	n/a	
▶ Additional milestones will be added as the project progresses						

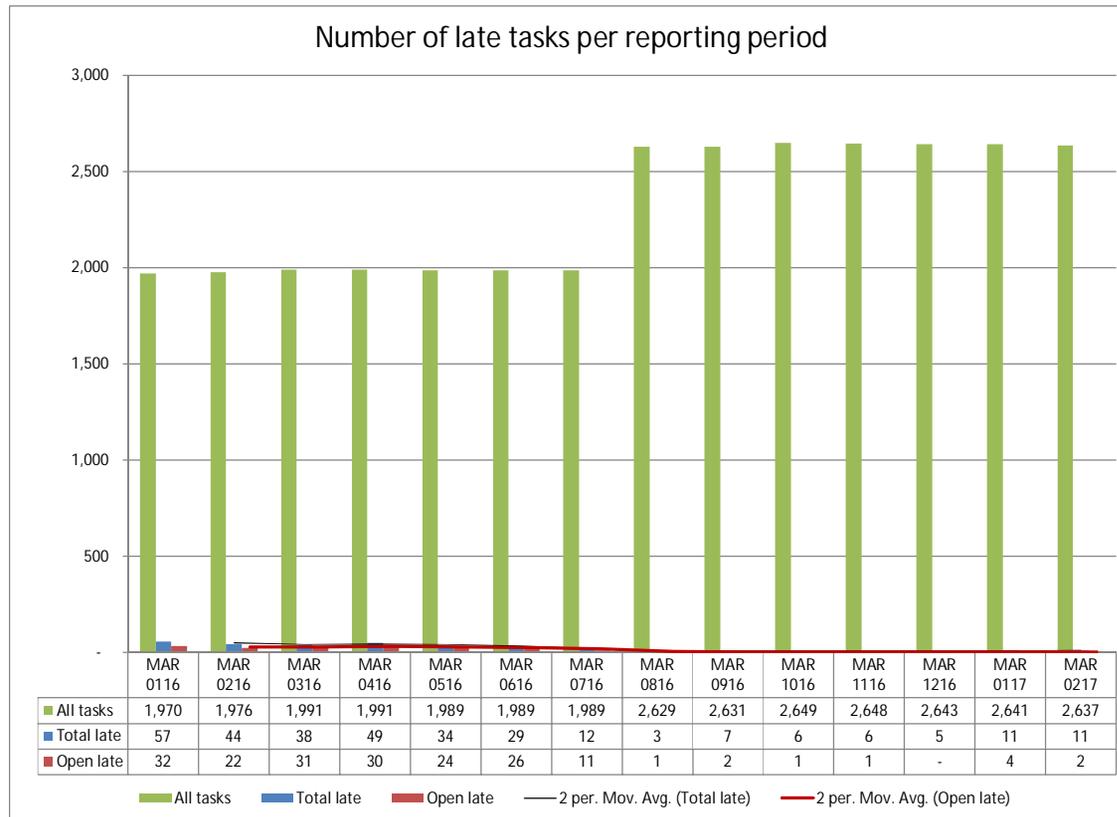
- ▶ Original – Original contract completion date.
- ▶ Scheduled – Scheduled completion date based on the latest schedule baseline.
- ▶ Planned – Planned completion date

- (should be the same as scheduled).
- ▶ Forecast – Based on the current schedule performance index.
- ▶ Actual – The actual completion date

Late 

# Late tasks

## Supporting information

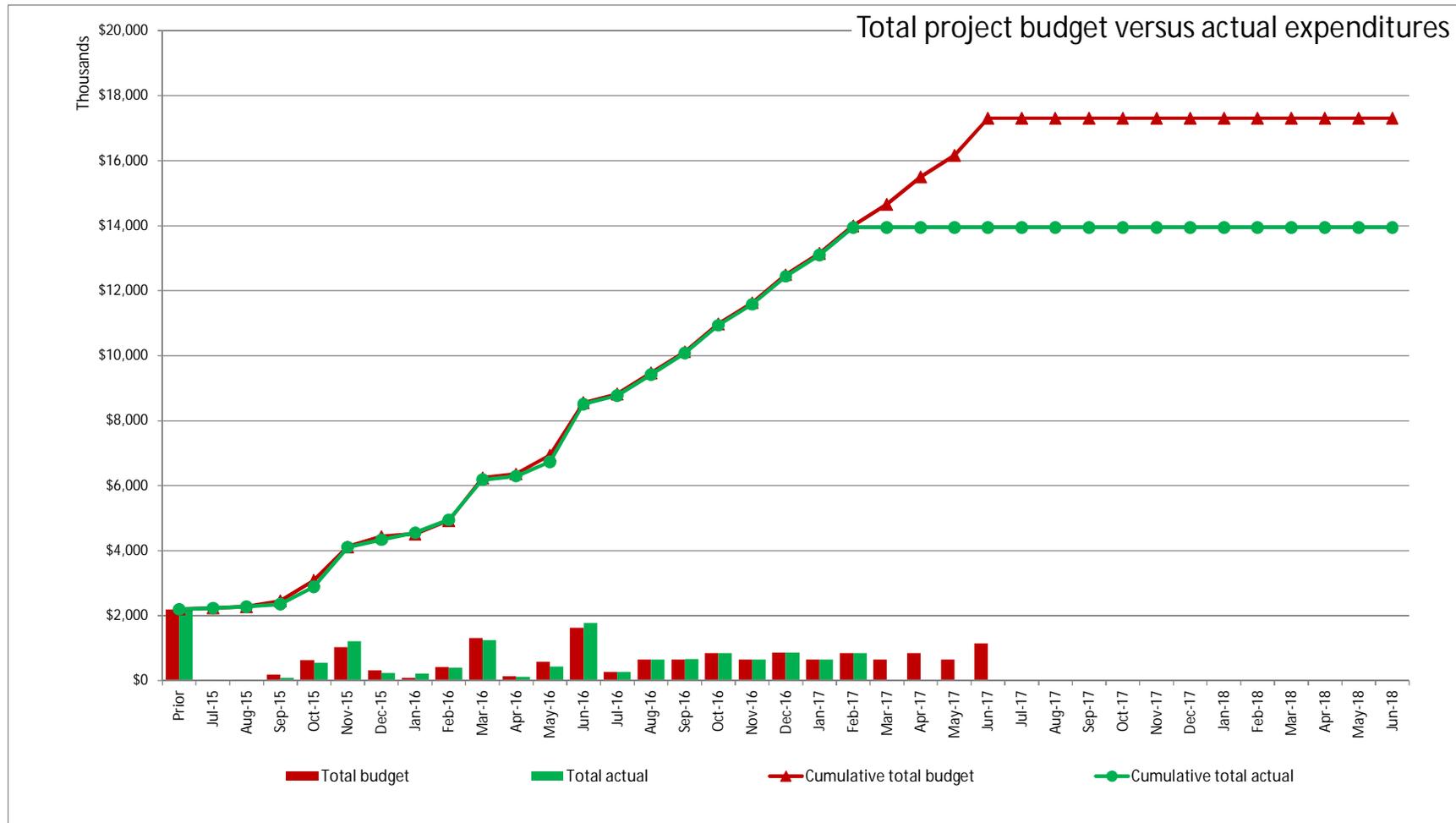


- § This chart shows the number of tasks that are late for each of the IV&V reports for the following:
  - § Total tasks late.
  - § Tasks that are open (task completion percentage is greater than 0% and less than 100%).
- § A task is automatically designated as “late” if it is not complete and the project status date is later than the baseline finish date for the task.
- § Summary:
  - § Total normal tasks: 2,637
  - § Total tasks late: 11
  - § Total open tasks late: 2
- § Conclusions:
  - § The total number of tasks designated as late is 0.4% of the total number of tasks.

# Project budget

## Total project funding

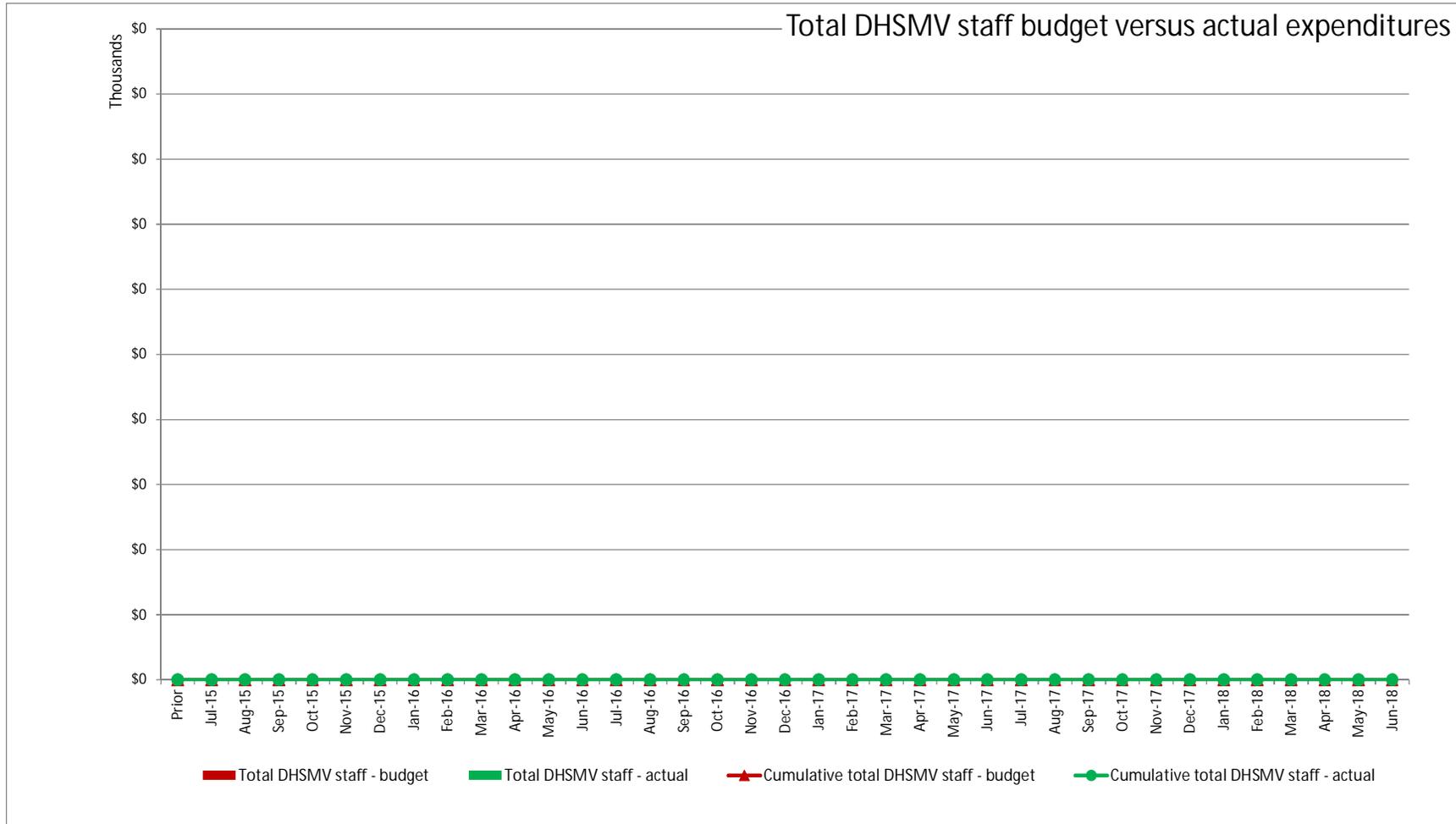
Supporting information



# Project budget

## DHSMV staff funding

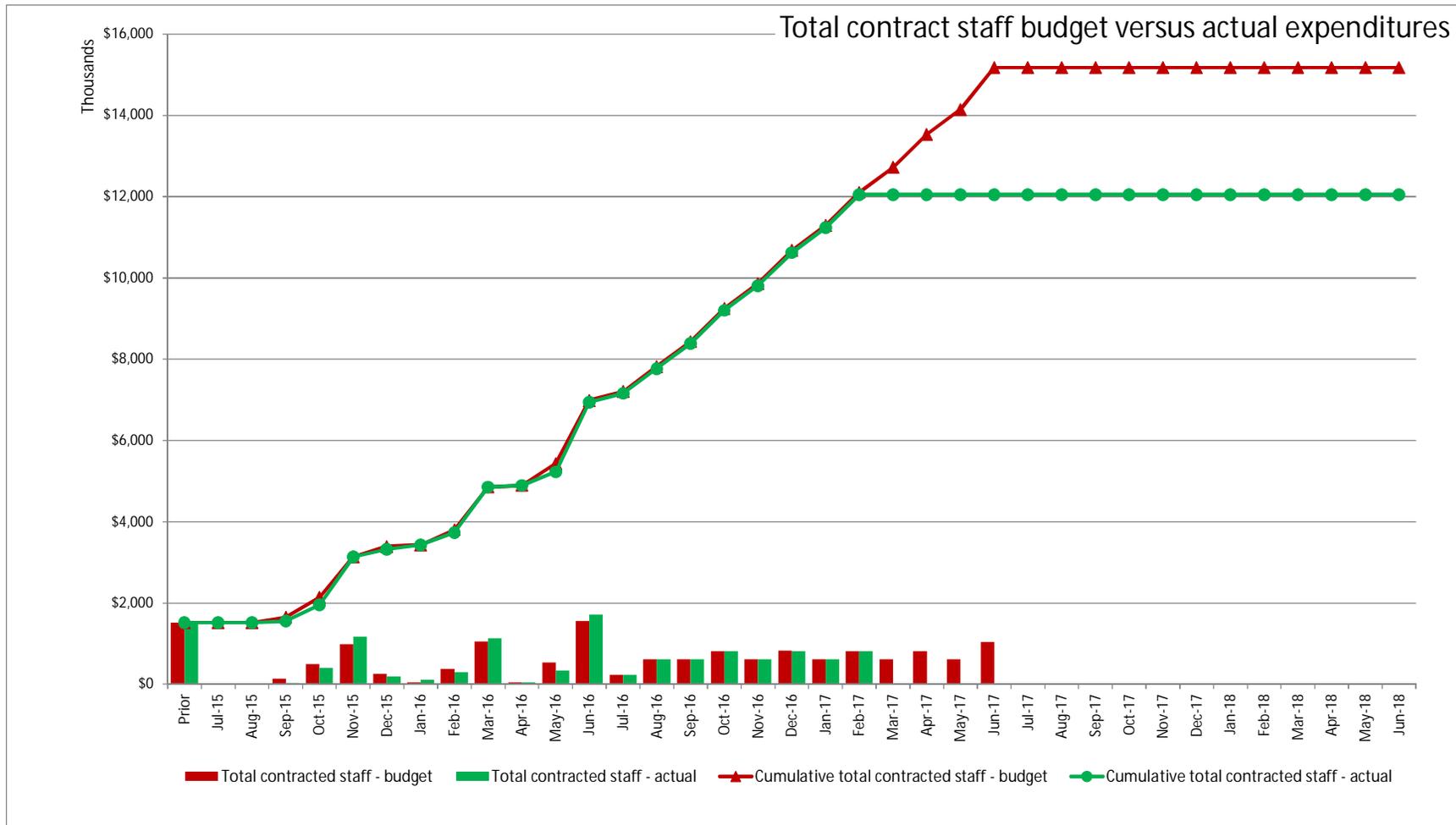
*Supporting information*



# Project budget

## Contract staff funding

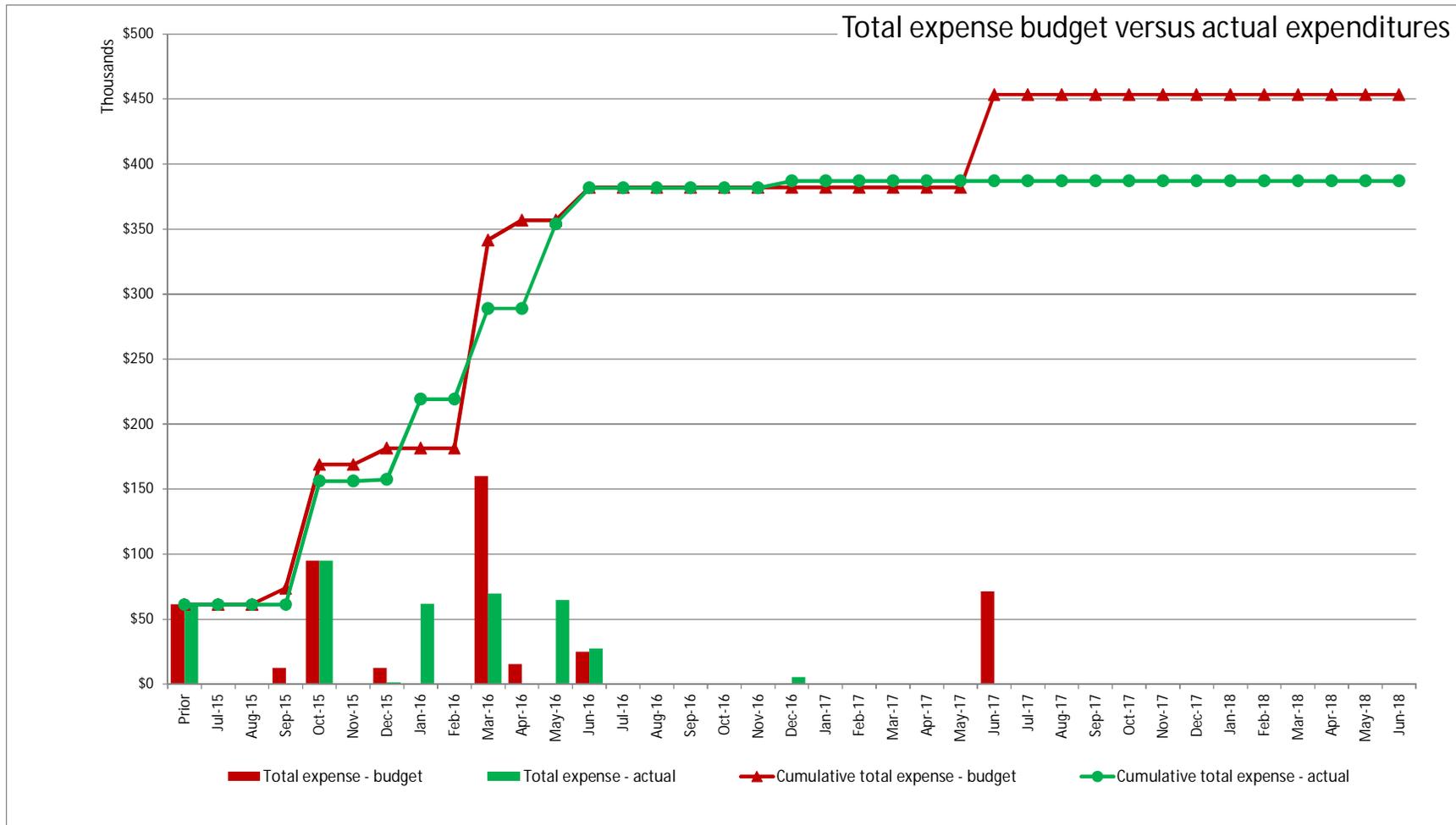
Supporting information



# Project budget

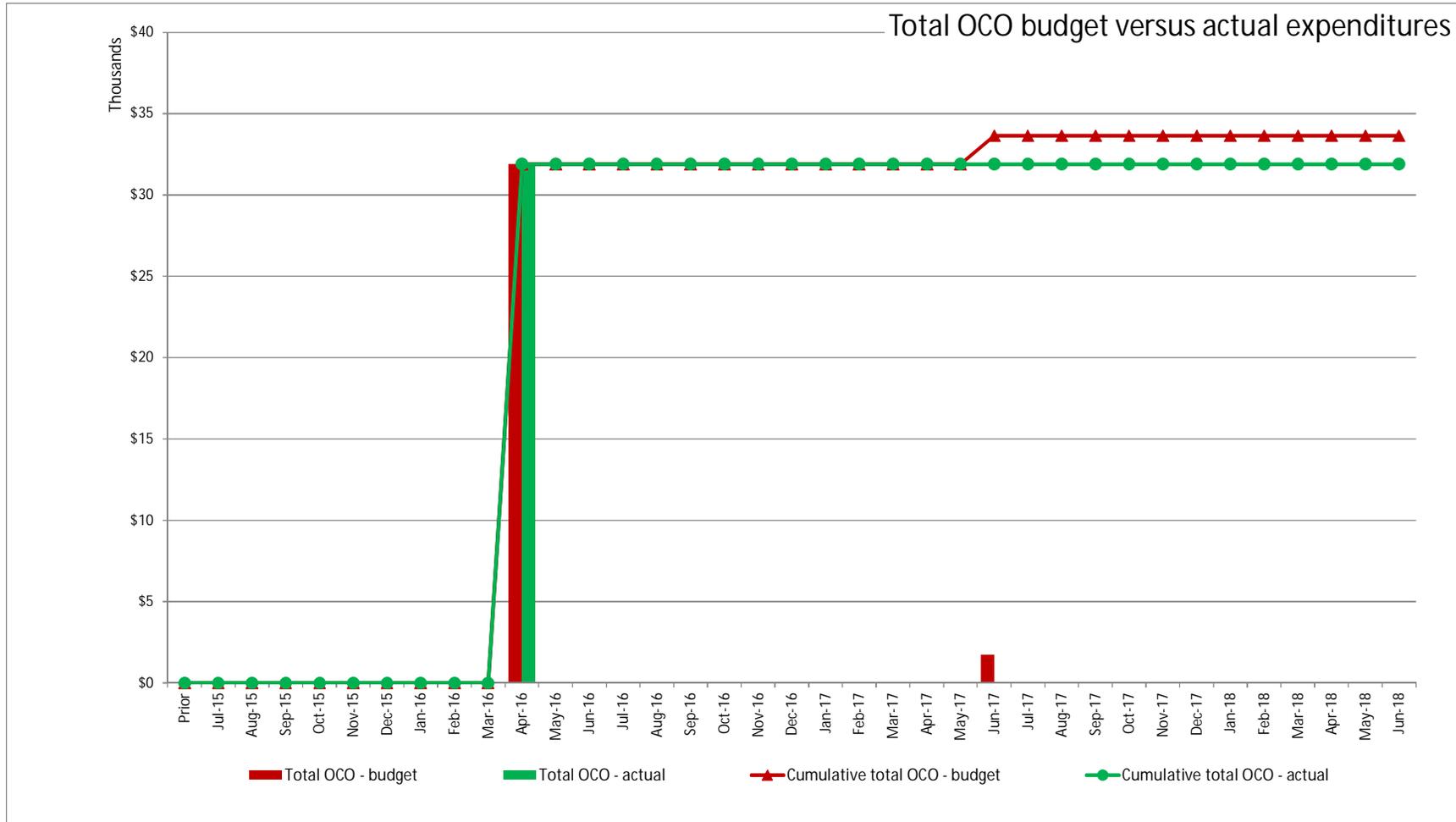
## Expense funding

Supporting information



# Project budget OCO funding

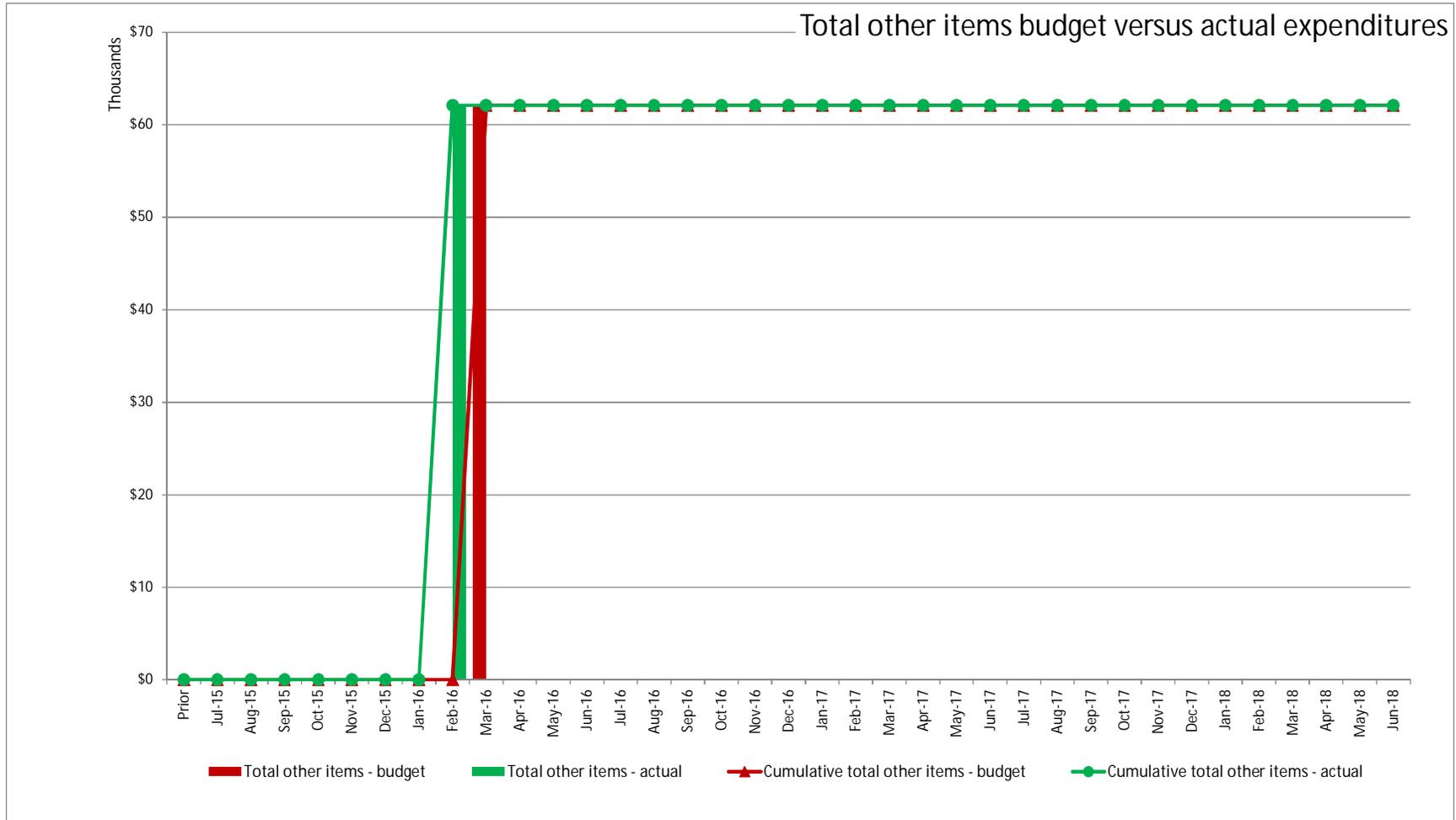
Supporting information



# Project budget

## Other items funding

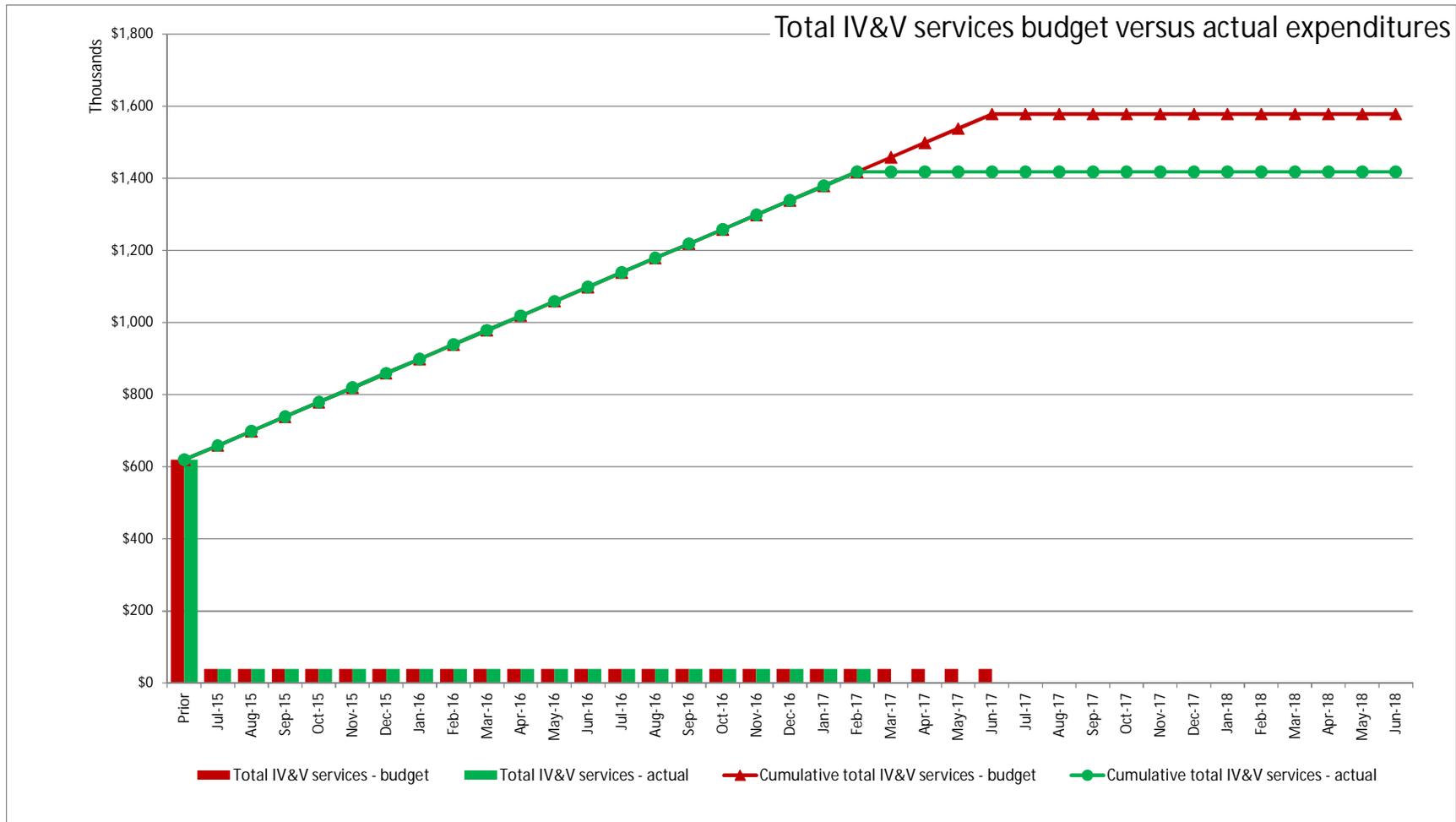
Supporting information



# Project budget

## IV&V services funding

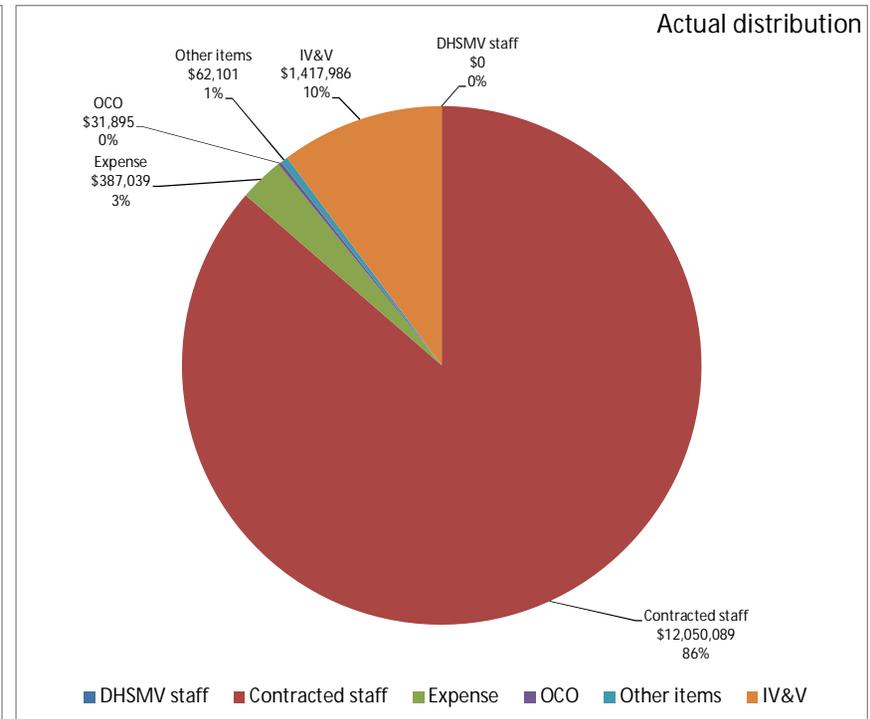
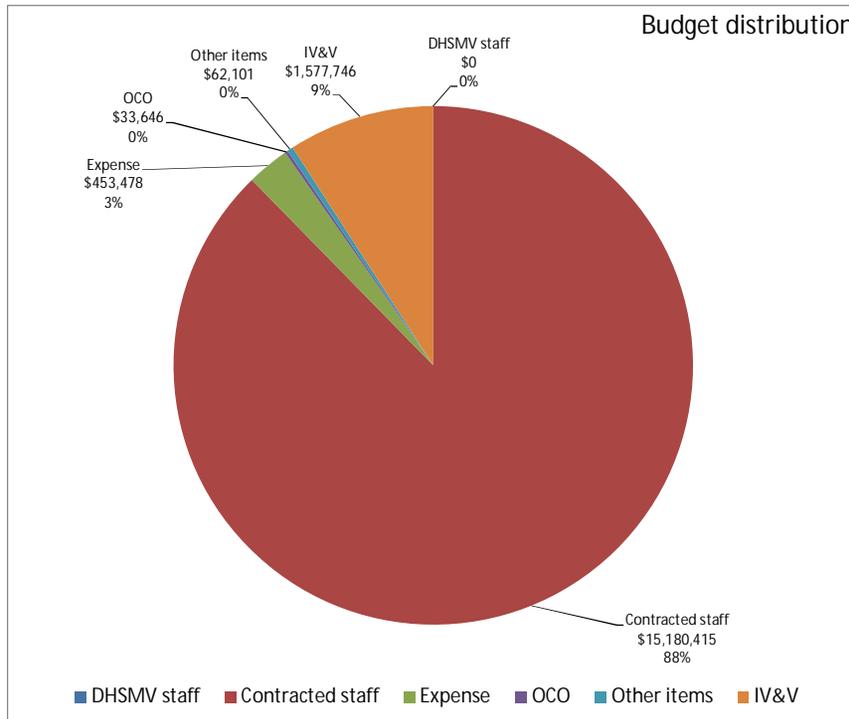
Supporting information



# Project budget

## Budget and actual distribution

Supporting information



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General Information	
Project Name	Motorist Modernization Phase I – Communications/OCM
Change Requested By	Koral Griggs / Kristin Green
Project Sponsor	Robert Kynoch
Date Requested	03/15/2017

Change Request #	49
<b>Change Request Information</b> (completed by the requestor)	
<p><b>Description:</b> The purpose of this change request is to realign the policy and procedures task in the Integrated Master Schedule (IMS). The task was originally added to the schedule as a placeholder, with full understanding that it would be elaborated as the approach was solidified.</p> <p>At this time, it is requested that the current task be re-aligned to reflect the activity and schedule of the DL Issuance Policies and Procedures working group. Once the ESC has approved the schedule for remaining Phase I teams, a new, Critical-level change request will be submitted to add associated tasks in the IMS.</p>	
Classification Critical : <input type="checkbox"/> Medium : <input checked="" type="checkbox"/> Low : <input type="checkbox"/>	
<i>Due to the level of classification and isolated impact to the schedule (not on the critical path), minor scope change(s), and/or minimal impact to budget, this change request may be approved by the Program Director in accordance with the MM Phase I Program Management Plan.</i>	

Business Need / Justification
(completed by the requestor)
<p><b>Description:</b> Policy and procedure documentation, which outlines the organizational and operational structure of the agency is essential. With new functionality emerging, there are areas within the Department that need to consider new (or changed) tasks for members. It is critical that the resources that support and/or use the modernized applications have adequate documentation available to them ahead of Go-Live.</p>

Impact Analysis
(completed by ISA)
<p><b>Specific Requirements Definition:</b> During the March 2017 Executive Steering Committee meeting, OMM members provided an overview of the approach used by the DL Issuance Team to update the Driver License Operations Manual and develop a Driver License Issuance Module User Guide (presentation attached). Also discussed were the timelines for conducting work group meetings and developing/updating the documentation.</p>
<div style="text-align: center;">  <p>Policy and Procedure Presentat</p> </div>
Completed by: Koral Griggs / Kristin Green

**Impact on Schedule:**

**Current IMS:**

ID	Change Request	% Complete	Task Name	Duration	Start	Finish
<b>3387</b>		<b>9%</b>	<b>Policies and Procedures</b>	<b>70 days</b>	<b>Tue 6/28/16</b>	<b>Wed 10/5/16</b>
3388		10%	Update Policies and Procedures	60 days	Tue 6/28/16	Wed 9/21/16
3389		0%	Review and Acceptance of Policies and Procedures	10 days	Thu 9/22/16	Wed 10/5/16

**Proposed IMS:**

ID	Change Request	% Complete	Task Name	Duration	Start	Finish
<b>3388</b>		<b>20%</b>	<b>Update DL Policies and Procedures</b>	<b>488 days</b>	<b>Tue 11/15/16</b>	<b>Mon 10/22/18</b>
3389		100%	DL - MILESTONE GROUP A	67 days	Tue 11/15/16	Wed 2/22/17
3390		60%	DL - MILESTONE GROUP B	55 days	Thu 2/23/17	Wed 5/10/17
3391		0%	DL - MILESTONE GROUP C	53 days	Thu 5/11/17	Wed 7/26/17
3392		0%	DL - MILESTONE GROUP D	59 days	Thu 7/27/17	Wed 10/18/17
3393		0%	DL - MILESTONE GROUP E	59 days	Thu 10/19/17	Wed 1/17/18
3394		0%	DL - MILESTONE GROUP F	55 days	Thu 1/18/18	Wed 4/4/18
3395		0%	DL - MILESTONE GROUP G	39 days	Thu 4/5/18	Wed 5/30/18
3396		0%	DL - MILESTONE GROUP H	20 days	Thu 5/31/18	Wed 6/27/18
3397		0%	DL - MILESTONE GROUP I	39 days	Thu 6/28/18	Wed 8/22/18
3398		0%	DL - MILESTONE GROUP J	42 days	Thu 8/23/18	Mon 10/22/18
3399		0%	Review and Acceptance of Policies and Procedures	10 days	Tue 10/23/18	Mon 11/5/18

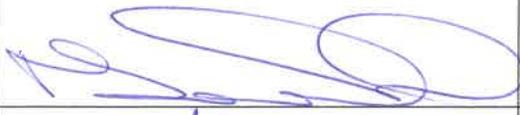
The program's Executive Steering Committee supports the team's recommendation to follow the DL Issuance model of establishing separate working groups to update/develop policy and procedure documentation. During preliminary meetings with proposed working group leadership, it was recommended that each working group develop a separate (modular) User Guide. Each working group would also provide adequate representation in the DL Issuance working group to ensure that relevant policies and procedures are incorporated in the DL Operations Manual. Once the plan and schedule have been approved for remaining Phase I teams, corresponding tasks will be added to the IMS. At that time, the Review and Acceptance task will be adjusted based on established dependencies.

Completed by: Kristin Green

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

<b>Impact on Cost:</b> No impact.		
<b>Impact on Resources:</b>		
Resource Requirements	Work Effort (Hours)	Cost
Reference attached presentation for time commitments.		\$0
<b>Alternatives to the Requested Change:</b> None identified.		
Completed by: Koral Griggs / Kristin Green		

<b>Outcome</b>
Decision: <input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer
Comments:

Approver	Signature	Date
Terrence Samuel OMM Director, DHSMV		3-30-17
Kristin Green OMM Deputy Director, DHSMV		3-30-17
Cheryl Dent OMM Program Manager, DHSMV		3-30-17
Joe Weldon OMM Project Manager, DHSMV		3-30-17

**Office of Motorist Modernization  
Change Request Form**

<b>General Information</b>	
Project Name	Motorist Modernization Phase I
Change Requested By	Michelle McGinley
Project Sponsor	Robert Kynoch
Date Requested	03/21/2017

<b>Change Request #</b>	<b>50</b>
<b>Change Request Information</b> (completed by the requestor)	
Description: The purpose of this change request is to align two separate sets of dates within the MM Phase I Integrated Master Schedule (IMS): (1) EDI Dependencies; and (2) LDO Training Plan construction and review dates for the main MM Phase I go-live effort.	
Classification Critical : <input checked="" type="checkbox"/> Medium : <input type="checkbox"/>	
<i>Due to the level of classification (Level III) and potential impact to the scope, schedule, and/or budget, this change request must be reviewed by the Change Control Board and approved by the Executive Steering Committee in accordance with the MM Phase I Program Management Plan.</i>	

<b>Business Need / Justification</b> (completed by the requestor)
Description: The justification for moving these items within the IMS is to reflect input from the EDI project team as well as refinement of the training and development activities based on discussions with LDO leadership.

<b>Impact Analysis</b> (completed by ISA)
<b>Specific Requirements Definition:</b> Not Applicable Completed by: Michelle McGinley

**Impact on Schedule:**

The following changes are requested to the Phase I Integrated Master Schedule (IMS).

**Previous EDI Dependency**

Complete	Task Name	Duration	Start	Finish
0%	DEPENDENCY - EDI PROJECT for STAGE DB	1 day	Mon 1/9/17	Mon 1/9/17
0%	Seed MM Phase I Conversion Database	33 days	Tue 1/10/17	Fri 2/24/17
0%	Seed MM Phase I Training Database	34 days	Mon 4/24/17	Fri 6/9/17
<b>44%</b>	<b>▸ Synchronization Process Implementation</b>	<b>684 days</b>	<b>Thu 2/4/16</b>	<b>Wed 10/17/18</b>
100%	Analyze Systems to determine Impact with To-Be Synch - FDLIS	2 wks	Thu 2/4/16	Wed 2/17/16
100%	Analyze Systems to determine Impact with To-Be Synch - FRVIS	2 wks	Thu 2/4/16	Wed 2/17/16
100%	Analyze Systems to determine Impact with To-Be Synch - Motorist Maintenance	2 wks	Thu 2/18/16	Wed 3/2/16
100%	Analyze Systems to determine Impact with To-Be Synch - Virtual Office (MyDMV)	2 wks	Thu 2/18/16	Wed 3/2/16
100%	Analyze Systems to determine Impact with To-Be Synch - CIPS (Central Issuance)	2 wks	Thu 2/18/16	Wed 3/2/16
100%	Install and Configure Informatica Toolset (Data Seeding)	30 days	Mon 7/18/16	Fri 8/26/16
100%	Install and Configure Informatica Toolset (PowerExchange, CDC) for Synch	39 days	Mon 8/29/16	Fri 10/21/16
100%	Validate CDC Functionality (DLDev2 and MSDev)	5 days	Mon 10/24/16	Fri 10/28/16
100%	Create initial CDC Mapping (one Customer table)	5 days	Mon 10/31/16	Fri 11/4/16
50%	Confirm CDC installation configuration	200 days	Mon 10/24/16	Wed 8/9/17
<b>26%</b>	<b>▸ Create CDC workspace (InfoDevRepository)</b>	<b>309 days</b>	<b>Mon 11/7/16</b>	<b>Thu 2/1/18</b>
0%	DEPENDENCY - EDI PROJECT for PRODUCTION DB	1 day	Fri 10/5/18	Fri 10/5/18
0%	Configure Production Synchronization Processes	130 days	Mon 2/5/18	Tue 8/7/18
0%	Validate Production Synchronization Processes	50 days	Wed 8/8/18	Wed 10/17/18

**Adjusted EDI Dependency (if CR approved), based on EDI Project Schedule version dated 2/10/17.**

Complete	Task Name	Duration	Start	Finish
0%	DEPENDENCY - EDI PROJECT for STAGE DB	1 day	Mon 7/3/17	Mon 7/3/17
0%	Seed MM Phase I Conversion Database	33 days	Wed 7/5/17	Fri 8/18/17
0%	Seed MM Phase I Training Database	34 days	Tue 10/17/17	Wed 12/6/17
<b>45%</b>	<b>▸ Synchronization Process Implementation</b>	<b>564 days</b>	<b>Thu 2/4/16</b>	<b>Fri 4/27/18</b>
100%	Analyze Systems to determine Impact with To-Be Synch - FDLIS	2 wks	Thu 2/4/16	Wed 2/17/16
100%	Analyze Systems to determine Impact with To-Be Synch - FRVIS	2 wks	Thu 2/4/16	Wed 2/17/16
100%	Analyze Systems to determine Impact with To-Be Synch - Motorist Maintenance	2 wks	Thu 2/18/16	Wed 3/2/16
100%	Analyze Systems to determine Impact with To-Be Synch - Virtual Office (MyDMV)	2 wks	Thu 2/18/16	Wed 3/2/16
100%	Analyze Systems to determine Impact with To-Be Synch - CIPS (Central Issuance)	2 wks	Thu 2/18/16	Wed 3/2/16
100%	Install and Configure Informatica Toolset (Data Seeding)	30 days	Mon 7/18/16	Fri 8/26/16
100%	Install and Configure Informatica Toolset (PowerExchange, CDC) for Synch	39 days	Mon 8/29/16	Fri 10/21/16
100%	Validate CDC Functionality (DLDev2 and MSDev)	5 days	Mon 10/24/16	Fri 10/28/16
100%	Create initial CDC Mapping (one Customer table)	5 days	Mon 10/31/16	Fri 11/4/16
50%	Confirm CDC installation configuration	200 days	Mon 10/24/16	Wed 8/9/17
<b>26%</b>	<b>▸ Create CDC workspace (InfoDevRepository)</b>	<b>309 days</b>	<b>Mon 11/7/16</b>	<b>Thu 2/1/18</b>
0%	DEPENDENCY - EDI PROJECT for PRODUCTION DB	1 day	Fri 9/1/17	Fri 9/1/17
0%	Configure Production Synchronization Processes	110 days	Tue 9/5/17	Tue 2/13/18
0%	Validate Production Synchronization Processes	53 days	Wed 2/14/18	Fri 4/27/18

**Previous Training Plan Tasks for primary Go-Live**

% Complete	Task Name	Duration	Start	Finish
0%	Review and Acceptance of Policies and Procedures	10 days	Thu 9/22/16	Wed 10/5/16
7%	▸ Training	563 days	Mon 10/3/16	Fri 12/28/18
15%	▸ Motor Vehicle Renewal Notification (GHQ & TC) Training	445 days	Mon 10/3/16	Tue 7/10/18
3%	▸ Remaining Phase I Rollout Training	498 days	Mon 1/9/17	Fri 12/28/18
30%	Design - Phase I Training Plan	60 days	Mon 1/9/17	Mon 4/3/17
0%	Develop - Course Development (DHSMV Users)	90 days	Tue 2/14/17	Tue 6/20/17
0%	Develop - Course Development (Tax Collectors)	90 days	Tue 2/14/17	Tue 6/20/17
0%	Develop - Quality Assurance (GHQ Courses)	120 days	Mon 7/9/18	Fri 12/28/18
0%	Develop - Quality Assurance (Tax Collector Course)	120 days	Mon 7/9/18	Fri 12/28/18
0%	▸ Deployment & Evaluation - Phase I Training	143 days	Tue 4/11/17	Tue 10/31/17

**Adjusted Training Plan Tasks for primary Go-Live (if CR approved)**

% Complete	Task Name	Duration	Start	Finish
4%	▸ Training	652 days	Mon 10/3/16	Mon 5/6/19
15%	▸ Motor Vehicle Renewal Notification (GHQ & TC) Training	445 days	Mon 10/3/16	Tue 7/10/18
1%	▸ Remaining Phase I Rollout Training	587 days	Mon 1/9/17	Mon 5/6/19
26%	Design/Plan - Phase I Training Plan	69 days	Mon 1/9/17	Fri 4/14/17
0%	Design/Plan - Review Phase I Training Plan	33 days	Mon 4/17/17	Thu 6/1/17
0%	Develop - Phase I Course Development - (GHQ Users)	352 days	Mon 7/31/17	Fri 12/21/18
0%	Develop - Phase I Course Development -(Tax Collectors)	352 days	Mon 7/31/17	Fri 12/21/18
0%	Develop - GHQ Course - Quality Assurance	304 days	Mon 12/11/17	Mon 2/25/19
0%	Develop - Tax Collector Course - Quality Assurance	304 days	Mon 12/11/17	Mon 2/25/19

Completed by: Michelle McGinley

**Office of Motorist Modernization  
Change Request Form**

**Impact on Cost:** No direct impact to Motorist Modernization Phase I budget. This work effort will be performed by resources that are currently engaged in the program.

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

Resource Requirements	Work Effort (Hours)	Cost
Existing Motorist Maintenance database and technical staff.	See schedule duration	N/A
LDO staff.	See schedule duration	N/A
Total	N/A	N/A

**Alternatives to the Requested Change:** None identified.  
Completed by: Michelle McGinley

**Change Control Board Recommendation**

Decision:  Approve       Reject       Defer       N/A

Comments: Recommendation to approve CR50 unanimously accepted by CCB members on 4/13/17.

**Advisory Board Recommendation**

Decision:  Approve       Reject       Defer       N/A

Comments:

**Executive Steering Committee Decision**

Decision:  Approve       Reject       Defer

Comments:

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		
Felecia Ford Chief, Bureau of Administrative Review DHSMV		