

**Motorist Modernization Advisory Board – Phase II Meeting**  
**Tuesday, April 20, 2021**  
**2:30 to 4:00 PM**  
**VIA: GoToMeeting**

**Invitees**

Stephen Boley  
Lt. Jason Britt  
Diane Buck  
Jay Levenstein  
Steve Burch  
Lisa Cullen  
Sherri Smith  
Sgt. Derek Joseph  
TBD

**Representing**

FLHSMV  
FLHSMV  
FLHSMV  
FLHSMV  
FLHSMV  
Florida Tax Collectors  
Florida Tax Collectors  
Law Enforcement  
Law Enforcement

**Agenda**

- Roll Call
- Welcome
- Review and Approval of Last Meeting Minutes
- Stakeholder Outreach Update
- MM Phase II Program Update
  - Financial Review
  - Project Updates
- Communications Update
- Q&A
- Adjourn

**Motorist Modernization Advisory Board – Phase II Meeting**  
**Tuesday, March 9, 2021**  
**2:30 to 4:00 PM**  
**VIA: GoToMeeting**

**WELCOME AND INTRODUCTIONS**

- The meeting was called to order at 2:30 p.m. Chad Hutchinson began the meeting by welcoming members and visitors and proceeded with the roll call of board members.

Advisory Board Phase II members included

- Lt. Jason Britt
  - Diane Buck
  - Jay Levenstein
  - Lisa Cullen
  - Sherri Smith
  - Sgt. Derek Joseph (absent)
  - Steve Burch
  - Stephen Boley
- Additional FLHSMV members included – Chad Hutchinson, Rachel Graham, Judy Johnson, Janis Timmons, Scott Tomaszewski, Laura Freeman, Ian DesVignes, Felecia Ford, Craig Benner, Stacey Bayyari, Cathy Thomas, Aundrea Powell, Mike Anderson, and Jessica Espinoza.
  - Visitors included – Michelle McGinley and Nathan Johnson from Accenture attended. Scott Lunsford with the Florida Tax Collectors, Melissa Primm with Grant Street, Carl Ford with J Ford Consulting, Margie France with Ernst & Young, and Jessica Lanese with Department of Management Services also attended.

**REVIEW OF MEETING MINUTES**

- Rachel Graham reviewed the meeting minutes from February 9, 2021. No corrections were identified. A motion to approve the minutes was accepted by the board members and the February 9, 2021, meeting minutes were approved.

**STAKEHOLDER OUTREACH**

- On March 4, Chad Hutchinson and Terrence Samuel presented to the Infrastructure and Tourism Appropriation Subcommittee on Phase II and Florida Smart ID (FSID).

**FINANCIAL REVIEW**

- Janis Timmons presented a Phase I and II financial review. The total for all Legislative Budget Requests for Phase I was \$37.3 million. The Phase II budget for the 2020 – 2021 fiscal year is \$9.8 million with \$4.9 million expended as of February 28, 2021. There was a 2.20% variance with approximately \$5 million in remaining funds.

## **PHASE II PROJECT UPDATE**

- Nathan Johnson stated Team A completed requirement refinement for all Milestone C user stories but continued to work on development and testing of the Original Registration Transaction. Team A also began working on refinement for Milestone D.
- Mr. Johnson stated Team B completed Milestone C functionality. Team B continued to focus primarily on requirements refinement for Milestone D functionality. This includes additional administrative features and inventory features.
- Aundrea Powell stated the MyDMV Portal/Fleet team continued to test the motor vehicle records request stories as well as development of bulk downloads and transcripts for Milestone C.
- Scott Tomaszewski stated for the IFTA/IRP project, 557 total user stories have been identified. This includes user stories for the ORION interface, IFTA, IRP, audit features and the third-party interface. Celtic approved the development environment setup last week. The team is trending late on the test Sandbox setup. The first non-production release of the IFTA code is scheduled for September 2021. Deliverable 6 (COTS System Technical Architecture Design) was approved on February 19. Deliverable 7 (System Design Document – ORION Integration) is due on April 27. Deliverable 9 (System Design Document – COTS Software Customization) is due on April 28. Deliverable 11 (COTS Software Configuration Design for IRP) is due on April 13. Deliverable 13 (Data Migration and Date Conversion Plan) is due on March 24.
  - Important upcoming activities for the team included:
    - Ready the Blueprint requirements for ORION/Interface related development
    - Finalize IFTA Interface Design Specs
    - IRP Design and JAD sessions continued
  - Key dependencies and assumptions included:
    - Infrastructure resources are available at key times in the project to alleviate delays in environment setup and code/configuration updates.
  - Risks and issues included:
    - Program Risk 13 – Lack of availability of key OMM resources – This risk has been accepted and will be monitored by the team.
    - Risk 82 – IFTA/IRP vendor development access to FLHSMV development endpoints – This was resolved on February 26.
    - Risk 86 – Delays in refinement of IFTA/IRP backlog impacting requirements or development – This was resolved on March 1.
- Ian DesVignes stated the Production Readiness Demonstration Deliverable is trending late for the FSID team. The iOS verifier is also trending late; however, the iOS application is due to be delivered this week. The team continued to make progress with UAT.
  - Risks and issues for the team included:
    - Risk 79 – 10 Day Testing window for UAT
    - Risk 83 – FSID Support
    - Issue 25 – FLHSMV Apple and Google Store for FSID
    - Issue 26 – FSID Communications Concerns
    - Issue 31 – iOS Verifier Late
- Mr. DesVignes stated Deliverables 2, 3 and 5 have been approved for the Enterprise Content Management (ECM) team. Deliverable 4 will be submitted this week for review. The team continued to work on development, which is expected to be completed by the end

of this week. UAT is tentatively scheduled to begin in April 2021, with the go-live targeted for mid-May 2021.

**COMMUNICATIONS UPDATE**

- There was no communications update at the meeting.

**Q&A**

- Carl Ford requested an update on the bulk transaction processing and the license plate agencies.
- Judy Johnson stated there is no update to report at this time. This functional area has yet to be addressed as the functionality is slated for the end of the milestones for the MyDMV Portal team.
- Mr. Ford asked if June 2021 would be a reasonable time to expect an update on this.
- Ms. Johnson confirmed.

**ADJOURNMENT**

- Mr. Hutchinson adjourned the meeting at approximately 2:55 p.m.
- The next Advisory Board Phase II Meeting is scheduled for April 13, 2021.

**Note: Handouts at this meeting included:**

Consolidated in a meeting packet and emailed to members:

MM Advisory Board Phase II Agenda	1 Page
MM Advisory Board Phase II Meeting Minutes (2/9/21)	3 Pages
Financial Review	7 Pages
Phase II Traffic Light Reports	2 Pages
Phase II State of the State	4 Pages



**FLHSMV**

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



**FLORIDA**  
**ARRIVE ALIVE**  
**BUCKLE UP**



# Financial Update Motorist Modernization

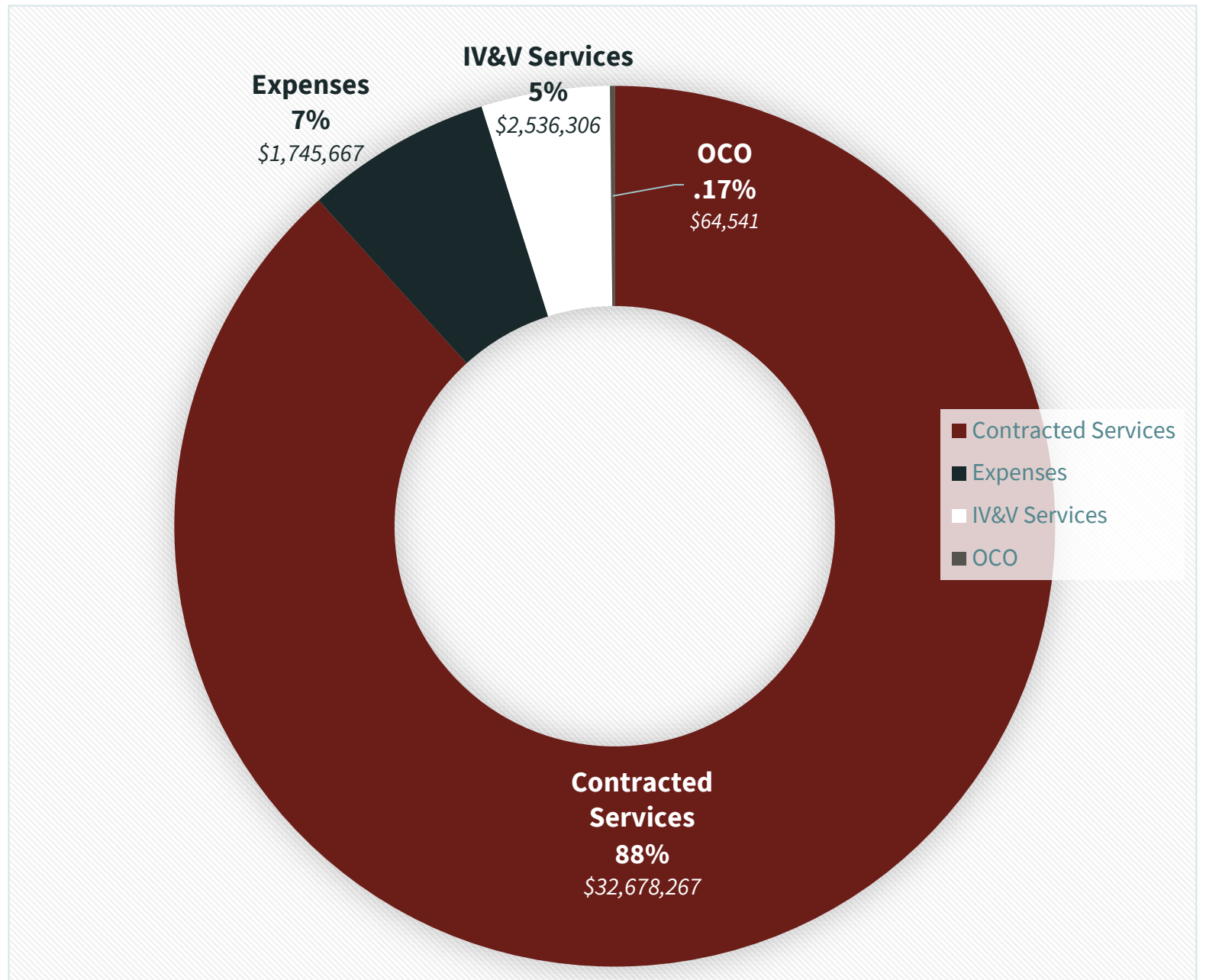
APRIL 20, 2021



# Phase I LBR Requests

<i>Fiscal Year</i>	<i>Total Request</i>	<i>Contracted Services</i>	<i>IV&amp;V Services</i>	<i>Expenses</i>	<b>OCO</b>
2014-2015	\$2,500,000	\$1,514,762	\$619,186	\$61,478	-
2015-2016	\$6,362,609	\$5,468,933	\$479,280	\$382,501	\$31,895
2016-2017	\$8,749,351	\$7,907,512	\$479,280	\$336,688	\$25,871
2017-2018	\$9,857,775	\$8,506,720	\$479,280	\$865,000	\$6,775
2018-2019	\$7,536,000	\$6,976,720	\$479,280	\$80,000	-
2019-2020	\$2,323,620	\$2,303,620	-	\$20,000	-
<b>TOTAL</b>	<b>\$37,329,355</b>	<b>\$32,678,267</b>	<b>\$2,536,306</b>	<b>\$1,745,667</b>	<b>\$64,541</b>

# Phase I Total Actuals 2014-2020

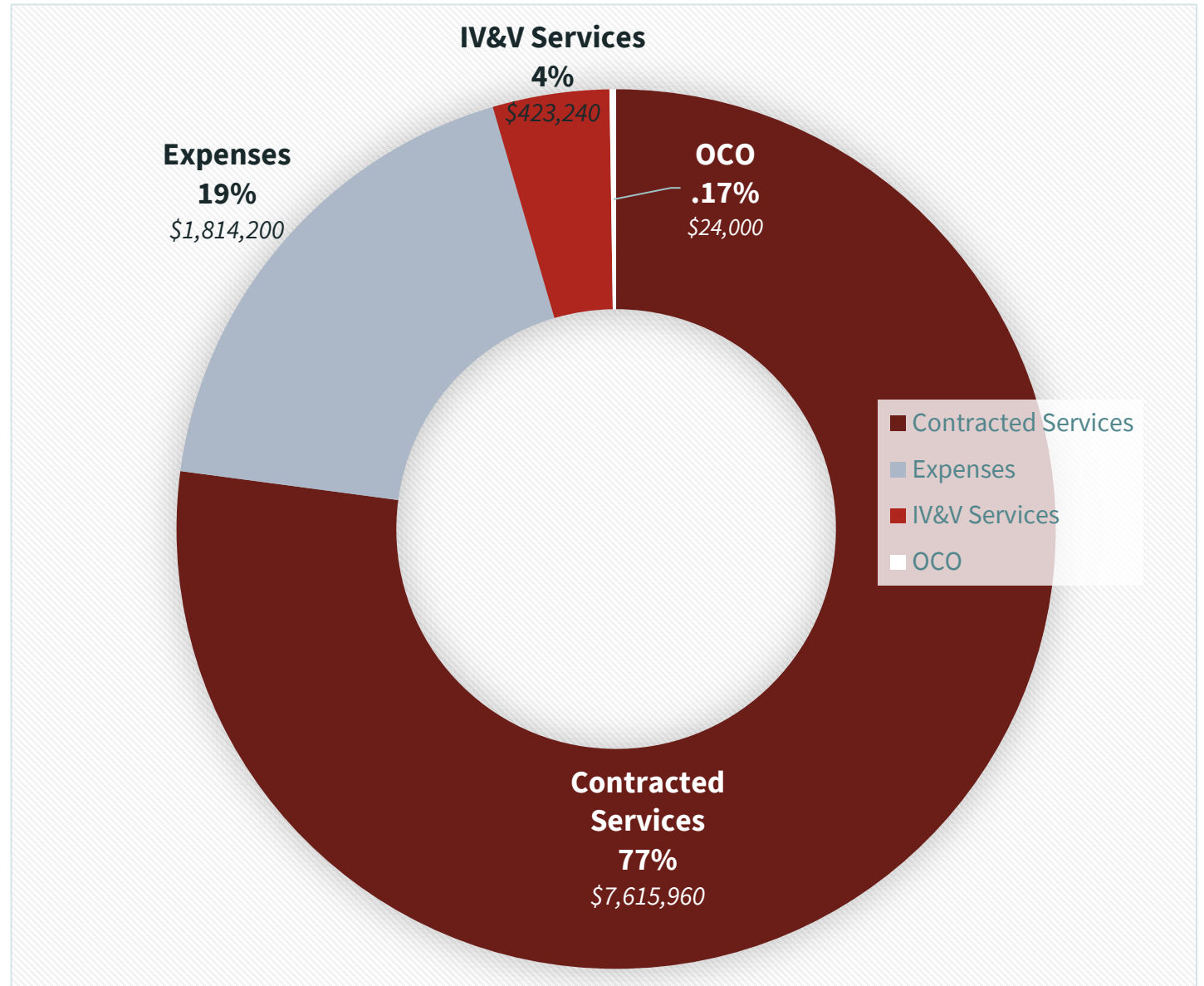


# Phase II LBR Requests

<i>Fiscal Year</i>	<i>Total Request</i>	<i>Contracted Services</i>	<i>IV&amp;V Services</i>	<i>Expenses</i>	<i>OCO</i>
2017-2018	\$4,132,180	\$3,575,240	\$357,190	\$179,850	\$19,900
2018-2019	\$5,037,000	\$4,455,960	\$423,240	\$150,000	\$7,800
2019-2020	\$13,742,200	\$9,715,960	\$423,240	\$3,570,000	\$33,000
2020-2021	\$9,877,400	\$7,615,960	\$423,240	\$1,814,200	\$24,000
2021-2022	\$10,639,010	\$9,278,070	\$423,240	\$904,700	\$33,000
2022-2023	\$10,400,830	\$9,065,890	\$423,240	\$887,700	\$24,000
2023-2024	\$7,467,560	\$6,132,620	\$423,240	\$887,700	\$24,000
<b>TOTAL</b>	<b>\$53,828,620</b>	<b>\$43,707,080</b>	<b>\$2,473,390</b>	<b>\$7,506,450</b>	<b>\$141,700</b>



# Phase II Total Budget 2020-2021



# Phase II Expenditures by Month



# Phase II Budget v. Actuals

Description	Budget Total	Budget to Date	Actuals to Date	Variance
Fiscal Year to Date	\$9,877,400			
Month to Date (March 2021)		\$5,528,376	\$5,528,374	0.00%
Remaining Funds	\$4,349,026			

## Phase II - Spotlight Report - as of 4/14/2021

### Team A - T&R Issuance

Current Sprint: Sprint 23



Milestone:	C (7/16/20)
Development:	Red
Testing:	Red
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Green

Milestone:	D (10/22/20)
Development:	Red
Testing:	Red
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Red

Milestone:	Full Backlog
Development:	Red
Testing:	Red
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Red

	#stories	est dev hrs	
Not Started	-	-	0.0%
Refinement	4	60	4.4%
Development	20	216	22.2%
Testing	4	72	4.4%
Done	51	616	56.7%
Blocked	11	224	12.2%
<b>Total:</b>	<b>90</b>	<b>1,188</b>	

	#stories	est dev hrs	
Not Started	253	2,508	73.3%
Refinement	91	444	26.4%
Development	-	-	0.0%
Testing	-	-	0.0%
Done	1	-	0.3%
Blocked	-	-	0.0%
<b>Total:</b>	<b>345</b>	<b>2,952</b>	

	#stories	est dev hrs	
Not Started	2,121	20,872	86.9%
Refinement	101	592	4.1%
Development	21	216	0.9%
Testing	4	-	0.2%
Done	177	2,484	7.3%
Blocked	16	280	0.7%
<b>Total:</b>	<b>2,440</b>	<b>24,444</b>	

### Portal/Fleet Team

Current Sprint: Sprint 18



Milestone:	C (7/16/20)
Development:	Green
Testing:	Red
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Green

Milestone:	D (10/22/20)
Development:	Red
Testing:	Red
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Red

Milestone:	Full Backlog
Development:	Red
Testing:	Red
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Red

	#stories	est dev hrs	
Not Started	-	-	0.0%
Refinement	-	-	0.0%
Development	-	20	0.0%
Testing	48	376	52.2%
Done	44	340	47.8%
Blocked	-	-	0.0%
<b>Total:</b>	<b>92</b>	<b>736</b>	

	#stories	est dev hrs	
Not Started	64	380	80.0%
Refinement	8	32	10.0%
Development	6	80	7.5%
Testing	2	-	2.5%
Done	-	-	0.0%
Blocked	-	-	0.0%
<b>Total:</b>	<b>80</b>	<b>492</b>	

	#stories	est dev hrs	
Not Started	810	7,104	87.1%
Refinement	8	56	0.9%
Development	12	100	1.3%
Testing	44	376	4.7%
Done	56	460	6.0%
Blocked	-	-	0.0%
<b>Total:</b>	<b>930</b>	<b>8,096</b>	

### Team B - MV Globals

Current Sprint: Sprint 23



Milestone:	D (10/22/20)
Development:	Green
Testing:	Green
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Green

Milestone:	E (1/21/21)
Development:	Red
Testing:	Red
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Red

Milestone:	Full Backlog
Development:	Red
Testing:	Red
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Red

	#stories	est dev hrs	
Not Started	-	-	0.0%
Refinement	-	-	0.0%
Development	-	-	0.0%
Testing	-	-	0.0%
Done	36	600	100.0%
Blocked	-	-	0.0%
<b>Total:</b>	<b>36</b>	<b>600</b>	

	#stories	est dev hrs	
Not Started	104	2,032	73.8%
Refinement	10	136	7.1%
Development	7	96	5.0%
Testing	1	16	0.7%
Done	16	232	11.3%
Blocked	3	40	2.1%
<b>Total:</b>	<b>141</b>	<b>2,552</b>	

	#stories	est dev hrs	
Not Started	933	12,756	79.4%
Refinement	13	168	1.1%
Development	7	-	0.6%
Testing	1	16	0.1%
Done	218	2,644	18.6%
Blocked	3	40	0.3%
<b>Total:</b>	<b>1,175</b>	<b>15,624</b>	

### IFTA/IRP

Current Sprint: Sprint 4



Milestone:	A (5/4/21)
Development:	Green
Testing:	Green
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Green

Milestone:	B (8/10/21)
Development:	Green
Testing:	Green
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Green

Milestone:	Full Backlog
Development:	Green
Testing:	Green
Business Actions:	Red
Technical Debt:	Yellow
Backlog Health:	Green

	#stories	est dev hrs	
Not Started	-	-	0.0%
Refinement	-	-	0.0%
Development	-	-	0.0%
Testing	-	-	0.0%
Done	9	-	100.0%
Blocked	-	-	0.0%
<b>Total:</b>	<b>10</b>	<b>-</b>	

	#stories	est dev hrs	
Not Started	3	-	37.5%
Refinement	-	-	0.0%
Development	2	-	25.0%
Testing	1	-	12.5%
Done	2	-	25.0%
Blocked	-	-	0.0%
<b>Total:</b>	<b>8</b>	<b>-</b>	

	#stories	est dev hrs	
Not Started	206	-	93.6%
Refinement	-	-	0.0%
Development	2	-	0.9%
Testing	1	-	0.5%
Done	11	-	5.0%
Blocked	-	-	0.0%
<b>Total:</b>	<b>220</b>	<b>-</b>	

### Enterprise Team

Current Sprint: Sprint 23



Milestone:	Milestone C
Development:	Green
Testing:	Green
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Green

Milestone:	Milestone D
Development:	Green
Testing:	Green
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Green

Milestone:	Full Backlog
Development:	Green
Testing:	Green
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Green

	#stories	est dev hrs	
Not Started	1	n/a	-
Refinement	-	n/a	-
Development	2	n/a	-
Testing	1	n/a	-
Done	-	n/a	-
Blocked	-	n/a	-
<b>Total:</b>	<b>4</b>	<b>-</b>	

	#stories	est dev hrs	
Not Started	-	n/a	-
Refinement	-	n/a	-
Development	1	n/a	-
Testing	-	n/a	-
Done	-	n/a	-
Blocked	-	n/a	-
<b>Total:</b>	<b>1</b>	<b>-</b>	

	#stories	est dev hrs	
Not Started	57	n/a	62.6%
Refinement	-	n/a	0.0%
Development	6	n/a	6.6%
Testing	1	n/a	1.1%
Done	26	n/a	28.6%
Blocked	1	n/a	1.1%
<b>Total:</b>	<b>91</b>	<b>-</b>	

### Florida Smart ID

Current Sprint: Internal Pilot



Milestone:	A (April 2020)
Development:	Green
Testing:	Yellow
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Green

Milestone:	B (TBD)
Development:	Yellow
Testing:	Green
Business Actions:	Green
Technical Debt:	Yellow
Backlog Health:	Green

Milestone:	Full Backlog
Development:	Yellow
Testing:	Yellow
Business Actions:	Green
Technical Debt:	Yellow
Backlog Health:	Green

	#stories	est dev hrs	
Not Started	-	-	0.0%
Refinement	9	-	11.3%
Development	-	-	0.0%
Testing	15	-	18.8%
Done	49	-	61.3%
Blocked	7	-	8.8%
<b>Total:</b>	<b>80</b>	<b>-</b>	

	#stories	est dev hrs	
Not Started	-	-	0.0%
Refinement	32	-	#####
Development	-	-	0.0%
Testing	-	-	0.0%
Done	49	-	43.8%
Blocked	7	-	6.3%
<b>Total:</b>	<b>112</b>	<b>-</b>	

	#stories	est dev hrs	
Not Started	-	-	0.0%
Refinement	41	-	36.6%
Development	-	-	0.0%
Testing	15	-	13.4%
Done	49	-	43.8%
Blocked	7	-	6.3%
<b>Total:</b>	<b>112</b>	<b>-</b>	

## Phase II - Stoplight Report - Legend

### Development – Application Development (current sprint)

- Green:** Remaining sprint work can be completed within capacity
- Red:** Remaining sprint work cannot be completed within capacity

### Testing – Application Testing (current sprint)

- Green:** Remaining sprint work can be completed within capacity
- Red:** Remaining sprint work cannot be completed within capacity

### Business Actions – Dependencies on the business (requirements clarification, decisions, etc.)

- Green:** input from the business is not blocking team progress
- Yellow:** input from the business is taking longer than expected; no delays
- Red:** delays in input from the business has caused work to be late

### Technical Debt – Dependencies on infrastructure and associated processes (data model, enterprise code, legacy changes, etc.)

- Green:** Tech dependencies not impacting schedule
- Yellow:** Some delays in tech dependencies, not impacting schedule
- Red:** delays in tech dependencies have impacted schedule

### Backlog Health – Refinement of user stories ahead of development sprints

- Green:** > 2 sprints worth of user stories refined
- Yellow:** < 2 sprints worth of user stories refined (>1)
- Red:** < 1 sprint worth of user stories refined

**Percentages(%):** by count of user stories for this Milestone



**FLHSMV**  
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



**"FLORIDA"**  
**ARRIVE ALIVE**  
**"BUCKLE UP"**



# Motorist Modernization Phase II – April 20, 2021

STATE OF THE STATE



# IFTA / IRP Project Update

## Key Dates, Activities Milestones

Contract Signed – **06/2020 to Celtic**

### Deliverables in next 30-60 Days & Status

- D7 - System Design Documentation – ORION Integration (ICD –I), 4/27
- D9 - System Design Document – COTS Software Customization (PVD – Enterprise), 4/28
- D11 - COTS Software Configuration Design for IRP (PVD - IRP) - 4/13 - **Late**
- Deliverable #13: Data Migration and Data Conversion Plan - 3/24 - **Late**

### Important Activities – March/April

- Make ready Blueprint backlog for ORION/Interface related development.
- Finalize IRP Interface Design Specs.
- IRP Design and JAD sessions.

## Key Dependencies/Assumptions

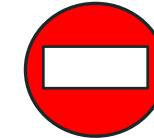
- Infrastructure resources available at key times in the project to alleviate delays in environment setup and code/configuration deployments.

## IFTA/IRP Specific Risks & Issues – Program Level

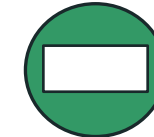
- Risk #90 – Program - Issuance design specs risk was opened and closed week of 4/14.

## Team Profile

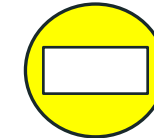
# User Stories: 559  
# Developers: 2.5  
# Testers: 3\*



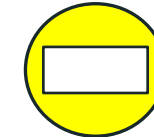
Business Actions



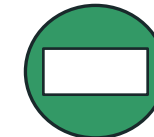
COTS Configuration



ORION Integration



Data Conversion



Scope / Schedule

# Florida Smart ID Project Update

## Key Dates, Activities Milestones

Contract Signed – **06/2020 to Thales**

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Deliverables in next 30-60 Days & Status

- Production Readiness Demonstration, **03/05/2021 04/09/2021**
- Del 36 – Florida Smart ID Day 2 Implementation Plan (Increment 1) – **Submitted 4/5/2021**

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Important Activities – April

- UAT – **12/14/2020 – 02/26/2021 04/09/2021**
- Load & Performance Test – **02/26/2021 – 03/05/2021 04/05/2021 – 04/09/2021**
- Internal Pilot Kick-off – **04/05/2021**
- Internal Pilot Begins – **04/13/2021**

## Key Dependencies/Assumptions

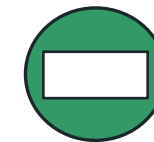
- Do NOT rely on OMM Phase I Data Model changes being in production prior to release of mDL
- Keep initial release meaningful, but sized for “success” given short timeline

## mDL Specific Risks & Issues – Program Level

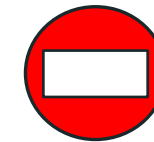
- Risk 83 – FSID Support
- Risk – FSID Pilot – Google app approval
- Issue 26 – FSID Comms Concern
- Issue 29 - FSID – Data Issues in Stage
- Issue 34 - Risk 79 Realized - UAT Late

## Team Profile

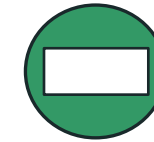
# User Stories: 74  
# Developers: .5  
# Testers: 3+



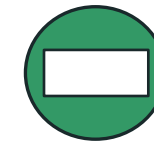
Business Actions



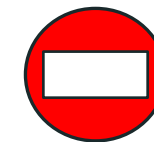
Florida SMART ID Configuration



FLHSMV Integration



Security / Technology



Scope / Schedule



# Enterprise Content Management (ECM) Project Update

## Key Dates, Activities Milestones

Contract Signed – **OnBase Software;**  
**06/2020 to Next Phase Solutions**

### Deliverables in next 30-60 Days & Status

- Deliverables 2: Discovery & Design  
(Approved) - 1/13/21
- Deliverable 3: Implementation Plan  
(Approved) – 2/2/21
- Deliverable 4: Security, Installation, &  
Testing Design - 3/24/21
- Deliverable 5: Custom Solutions Config  
(Approved) – 2/23/21

### Important Activities – April

- System Testing and Evaluation
- ECM Content Conversion & Integration  
Processing

## Key Dependencies/Assumptions

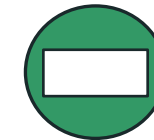
- Keep initial release meaningful, but sized for “success” given short timeline

## ECM Specific Risks & Issues – Program Level

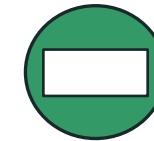
- Issue #36: ECM UAT - UAT for the ECM effort will have a late start because of the delay in completion of the integration and migration codebase.

## Team Profile

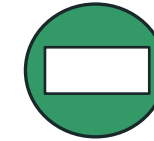
# User Stories: N/A  
# Developers: 2  
# Testers: 3



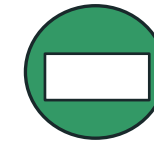
Business Actions



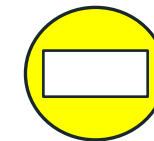
ECM Configuration



ORION Integration



Security / Technology



Scope / Schedule