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
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
  o Financial Review
  o 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
Financial Update

Motorist Modernization

APRIL 20, 2021
## Phase I LBR Requests

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Total Request</th>
<th>Contracted Services</th>
<th>IV&amp;V Services</th>
<th>Expenses</th>
<th>OCO</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015</td>
<td>$2,500,000</td>
<td>$1,514,762</td>
<td>$619,186</td>
<td>$61,478</td>
<td>-</td>
</tr>
<tr>
<td>2015-2016</td>
<td>$6,362,609</td>
<td>$5,468,933</td>
<td>$479,280</td>
<td>$382,501</td>
<td>$31,895</td>
</tr>
<tr>
<td>2017-2018</td>
<td>$9,857,775</td>
<td>$8,506,720</td>
<td>$479,280</td>
<td>$865,000</td>
<td>$6,775</td>
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<tr>
<td>2018-2019</td>
<td>$7,536,000</td>
<td>$6,976,720</td>
<td>$479,280</td>
<td>$80,000</td>
<td>-</td>
</tr>
<tr>
<td>2019-2020</td>
<td>$2,323,620</td>
<td>$2,303,620</td>
<td>-</td>
<td>$20,000</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$37,329,355</strong></td>
<td><strong>$32,678,267</strong></td>
<td><strong>$2,536,306</strong></td>
<td><strong>$1,745,667</strong></td>
<td><strong>$64,541</strong></td>
</tr>
</tbody>
</table>
Phase I
Total Actuals
2014-2020

- **Contracted Services**: 88% of $32,678,267
- **Expenses**: 7% of $1,745,667
- **IV&V Services**: 5% of $2,536,306
- **OCO**: 0.17% of $64,541

**Total Actuals**: $32,678,267

Chart showing the distribution of expenses.
## Phase II LBR Requests

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

- **Contracted Services**: 77%, $7,615,960
- **Expenses**: 19%, $1,814,200
- **IV&V Services**: 4%, $423,240
- **OCO**: .17%, $24,000
Phase II Expenditures by Month
# Phase II Budget v. Actuals

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget Total</th>
<th>Budget to Date</th>
<th>Actuals to Date</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year to Date</td>
<td>$9,877,400</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Month to Date (March 2021)</td>
<td>$5,528,376</td>
<td>$5,528,374</td>
<td>$5,528,374</td>
<td>0.00%</td>
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<tr>
<td>Remaining Funds</td>
<td>$4,349,026</td>
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### Team A - T&R Issuance

**Current Sprint: Sprint 23**

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<tr>
<td>Total: 90 - 1,188</td>
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<tbody>
<tr>
<td>Total: 36 - 600</td>
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### Team B - MV Globals

**Current Sprint: Sprint 23**

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<tbody>
<tr>
<td>Total: 36 - 600</td>
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</table>

### Portal/Fleet Team

**Current Sprint: Sprint 18**

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</thead>
<tbody>
<tr>
<td>Total: 64 - 380</td>
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</table>

### IFTA/IRP

**Current Sprint: Sprint 4**

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<tbody>
<tr>
<td>Total: 10</td>
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</table>

### Enterprise Team

**Current Sprint: Sprint 23**

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</thead>
<tbody>
<tr>
<td>Total: 57 - n/a</td>
<td></td>
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</tbody>
</table>

### Florida Smart ID

**Current Sprint: Internal Pilot**

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<tbody>
<tr>
<td>Total: 32</td>
<td></td>
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</tbody>
</table>
# Phase II - Stoplight Report - Legend

<table>
<thead>
<tr>
<th>Development – Application Development (current sprint)</th>
<th>Technical Debt – Dependencies on infrastructure and associated processes (data model, enterprise code, legacy changes, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Green</strong>: Remaining sprint work can be completed within capacity</td>
<td><strong>Green</strong>: Tech dependencies not impacting schedule</td>
</tr>
<tr>
<td><strong>Red</strong>: Remaining sprint work cannot be completed within capacity</td>
<td><strong>Yellow</strong>: Some delays in tech dependencies, not impacting schedule</td>
</tr>
<tr>
<td><strong>Testing – Application Testing (current sprint)</strong></td>
<td><strong>Red</strong>: delays in tech dependencies have impacted schedule</td>
</tr>
<tr>
<td><strong>Green</strong>: Remaining sprint work can be completed within capacity</td>
<td><strong>Backlog Health – Refinement of user stories ahead of development sprints</strong></td>
</tr>
<tr>
<td><strong>Red</strong>: Remaining sprint work cannot be completed within capacity</td>
<td><strong>Green</strong>: &gt;2 sprints worth of user stories refined</td>
</tr>
<tr>
<td><strong>Business Actions – Dependencies on the business (requirements clarification, decisions, etc.)</strong></td>
<td><strong>Yellow</strong>: &lt;2 sprints worth of user stories refined (&gt;1)</td>
</tr>
<tr>
<td><strong>Green</strong>: Input from the business is not blocking team progress</td>
<td><strong>Red</strong>: &lt;1 sprint worth of user stories refined</td>
</tr>
<tr>
<td><strong>Yellow</strong>: Input from the business is taking longer than expected; no delays</td>
<td><strong>Percentages (%): by count of user stories for this Milestone</strong></td>
</tr>
<tr>
<td><strong>Red</strong>: delays in input from the business has caused work to be late</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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 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**