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ORION
ONLINE REGISTRATION AND
IDENTITY OPERATING NETWORK

Motorist Modernization

Motorist Modernization Advisory Board – Phase I Monthly Meeting
May 8, 2018
Neil Kirkman Building, Conference Room B-203
2900 Apalachee Parkway, Tallahassee Florida 32399
1 to 2 p.m., EST

Invitees	Representing
Deb Roby	DHSMV
Ed Broyles	DHSMV
Kelley Scott	DHSMV
Pace Callaway	DHSMV
April Edwards	DHSMV
William Washington	Florida Court Clerks & Comptrollers
Lisa Cullen	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

    o Financial Review

    o Change Request Review

    o Project Updates

- Communications Update

- Q&A

- Adjourn

MOTORIST MODERNIZATION ADVISORY BOARD PHASE I

Monthly Meeting Minutes
Kirkman Building Conference Room B-202
April 10, 2018
1 to 2 p.m.

WELCOME AND INTRODUCTIONS

- The meeting was called to order at 1:00 p.m. Ms. Kristin Green began the meeting by welcoming the attendees, and proceeded with the roll call of board members.
  Advisory Board members present included:
    - Deb Roby
    - Ed Broyles
    - Pace Callaway
    - April Edwards
    - Lisa Cullen
    - Kelley Scott
    - William Washington

- Additional DHSMV members present included Terrence Samuel, Kristin Green, Koral Griggs, Laura Freeman, Sonia Nelson, Aundrea Andrades, Catherine Thomas, Chad Hutchinson, Janis Timmons, Cheryln Dent, Judy Johnson, Jessica Espinoza and Scott Tomaszewski.
- Visitors included Gary Didio, Alyene Calvo and Colin Stephens from Ernst & Young, Scott Morgan, Joseph Weldon from Accenture and Aaron Frisber from the Florida Tax Collectors.

REVIEW AND APPROVAL OF THE LAST MEETING MINUTES

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

IV&V UPDATE

- Alyene Calvo walked through the February 2018 report. The program is within the established performance thresholds and the overall risk state is green. As of March 14, 2018, the SPI was at .992. There were 22 out of 2,985. The CPI was at 1.003. The Forecast Milestone slippage was trending at 11 days late. The Schedule Quality Score was a 94.6 percent.

STAKEHOLDER OUTREACH

- Terrence Samuel informed the group that Sharon Watson and the tax collector team requested a demo on Thursday, April 12, 2018. A discussion regarding the Renewal Notification Project and demo of the DL Issuance System will occur.
- Mr. Samuel discussed reaching out to the Renewal Data Recipients to have one-on-one meetings. Overall, most of their questions have been answered and we are on track. A meeting with a vendor has already been conducted, and one is scheduled for April 11, 2018.

POLICY AND DECISION REVIEW

- POR31 – Express Shipping –Judy Johnson stated the Portal team members met with the developers to review express shipping requirements. Team members created flow diagrams and a follow-up meeting was scheduled for April 10, 2018, with the business partners.
- DL 44 – Driver License Issuance –Jessica Espinoza discussed whether the team should display an option to not disclose race or ethnicity. At the previous meeting there was consideration regarding requiring race and not ethnicity, but it will be discussed further at the upcoming ESC Meeting. There were no additional recommendations from the Advisory Board.
- FR02 – XML Structural Testing – Catherine Thomas stated the Business is continuing to schedule the insurance companies structural testing cycle period. Testing cycles 10-15 are full and no longer available. The team has reached out to 336 total insurance companies to date, which does not include four vendors. There are 117 signed-up companies, including two vendors. There are 221 companies currently not signed up. The OIR meeting was held on March 22, 2018, to discuss the XML onboarding process. The team requested assistance with contacting the insurance companies that have yet to respond. OIR will look at communication methods to reach out to the companies and CEOs. Interviews are complete for the OPS staff to assist with the XML conversion process. The plan is to hire four to five people.
  - o Mr. Samuel stated we are working with IICMVA, and members will be traveling to their conference next week to stress the importance of getting onboarded and completing the testing.
- ENTP01 – Enterprise – Ms. Johnson stated the next FDLE quarterly meeting is scheduled for April 13, 2018, at 1 p.m. to discuss the changes within Motorist Modernization, which will impact their system.

FINANCIAL REVIEW

- Ms. Janis Timmons stated the program received full funding for the 2017/18 and 2018/19 fiscal years. For 2017/18, the budget is $9.8 million and the actual expenditures are $6.7 million. The program is 72 percent expended for contracted services, 75 percent expended for IV&V, OCO is 100 percent expended and the remaining expenses are for software and travel. The program's fiscal year funding is $9.8 million. April expenses were $715,438, compared to the $683,120 originally budgeted. The budget to actual variance is .08 percent.

CHANGE REQUEST REVIEWS

- CR106 – Standard Field Form Number – Ms. Cherlyn Dent stated this change request is to modify the algorithm generating the standard form number and to generate form numbers to handle transaction volumes over 9,999. The teams that will be impacted by this change will be the DL Issuance and Motorist Maintenance teams. The estimated hours needed would be 100 hours for Motorist Maintenance (Milestone G targeted) and 19 hours for DL Issuance (Milestone J targeted) totaling 119 hours. There were no questions and the change request was motioned for approval by the committee.
- CR107 – CDLIS/Citation Processing – Ms. Sonia Nelson stated this request is to archive IVR FTC Clearance Reconciliation Report Process Stories. Due to the BOA Gateway Biller solution, this mainframe report process was rendered obsolete. 100 hours were backlogged, which was an overall gain. An hour was accounted for the BA support needed to archive the stories. There were no questions and the change request was motioned for approval by the committee.
- CR108 – DL Issuance/Motorist Maintenance – Add Designations – Mr. Joe Weldon stated this change request is driven by a legislative change to add new designations. The designation fees are part of the endorsement business rules and were not developed as part of the ID fee stories. These fees will need to be separated out. This will add the fees and associated questions/validations to the DL Issuance

module, as well as the list of new designations to the Motorist Maintenance module in ORION. Approximately 20 hours will be required from the Motorist Maintenance team (Milestone to be determined) and 48 hours from DL Issuance (Milestone J targeted).

  o Lisa Cullen questioned veterans' changes and Mr. Samuel stated that there was a meeting today to review these legislative changes. There were no additional questions and the change request was motioned for approval by the committee.

- CR109 – Modify Deliverable 52 in MyDMV Portal – Ms. Aundrea Andrades states this change request is to modify Deliverable 52, Section 5 5.1 Product Backlog Status Report. This request will swap incomplete functionality in Milestone F and Milestone G, due to external dependencies; thus, allowing the Portal team to continue making progress. No change will be made to the current schedule. There were no questions and the change request was motioned for approval by the committee.

- CR110 – MVRN Training Dates – Ms. Green stated the purpose of this change request is to deliver training closer to the August 2018 Go-Live for MVRN, with an amended schedule attached. There were no questions and the change request was motioned for approval by the committee.

- Ms. Green stated there were additional Level 1 and Level 2 change requests that have been executed since the previous meeting. The board did not review these change requests during the meeting.

PROJECT UPDATES

- Prior to discussing the project updates, Mr. Samuel discussed focusing on Organizational Change Management and stressed the importance of working to stay on schedule.

- Motorist Maintenance and Financial Responsibility – Mr. Scott Tomaszewski stated Motorist Maintenance is in the last sprint of Milestone F, scheduled to end on March 7, 2018. The team is behind due to delays in Milestone E. The workplan for Milestone F includes change stories related to exam screens, medical queue, crashes, out-of-state functionality and system bypass. Financial Responsibility is on hiatus due to developers and testers focusing on Motorist Maintenance work. Backend work is underway to support insurance company structural testing. In the Traffic Light Report, Business Actions are red due to requirements and questions raised late in the sprint. Technical Debt is green and Development is red. The team is addressing critical bugs reported against the Milestone F HIP Sprint, but have continued with development work for Sprint 24 to keep everyone working. Testing is red and behind schedule for Milestone F, with approximately 13 hours remaining to close out. Additional testers have been added and the team is looking to close Milestone F on April 12, 2018.

  o There were no active risks to report.
  o Issue 10 – Delays in Conducting Backlog Requirement Meetings Impacting Sprint Commitments – The requirement meetings did not improve the Milestone G, Sprint 24 planning outcomes. Additional pre-requirement meetings with additional subject matter experts are needed to improve the quality of the stories and associated requirements.
  o Change Request Level 3 – Supergroup User Guide Development Schedule – This request will involve Motorist Maintenance, Financial Responsibility, Citation Processing and CDLIS. The development of this schedule will be shifted one milestone behind development and testing, so the manual is not being completed during testing. There were no questions.

- Renewal Notifications – Ms. Sonia Nelson stated the team is still completing Milestone F and the HIP Sprint and they are also working to complete the driver license renewal notices, which are all ready for testing.

  o Two Level 2 Change Requests were added to the backlog and are currently being worked on.
  o Renewal Vendor Structural Testing has begun and will run through June 22, 2018. The counties in progress now are Palm Beach, Marion, Manatee and Martin and vendors are Grant Street and Southwest Direct. The next two on board will be Pasco County and Direct Mail.
  o There are no new risks or issues to report.

Motorist Modernization Phase I Advisory Board Meeting

- o There are 58 days until a go or no-go decision is made on the MVRN Go-Live. 82 days remain until the actual Go-Live date. Implementation and planning meetings are occurring every Thursday.
  - o Mr. Samuel noted that change requests were added to the backlog due to bugs discovered by the vendor.
- CDLIS/Citation Processing – Ms. Nelson stated four stories remain in Milestone D. Two stories are being left open due to a bug discovered by the product owner. The bug is now fixed and approved and they are waiting on testing to commence. The other two stories will close once the current milestone is completed. For Milestone E, Sprint 22 the team is currently working on interlock device, court ordered non-DUI and printing Florida citations for out-of-state drivers. There are 10 letters added from previous areas. According the Traffic Light Report for Milestone E, Business Actions are green, Development is red, Testing for both CDLIS and Citation Processing is red and Technical Debt is green. For Milestone D, Business Actions are green, Development and Testing are yellow and Technical Debt is green.
  - o There are no risks or issues to report.
  - o There are three Level 2 change request that were approved today.
  - o Ms. April Edwards inquired about the targeted completion of Milestone D. Ms. Nelson stated Milestone D should close by April 30, 2018, and Milestone E should close on June 20, 2018.
  - o Ms. Edwards asked when Milestone F for MVRN will be finished. Ms. Nelson stated that due to the pending Spanish translations and change requests, there is not a definite close date.
- Informatica – Ms. Dent stated according to the Traffic Light Report, Development is green and the team is in Sprint 4, which ended yesterday. The Business Actions and Technical Debt are green. The team is currently red for Testing because they are waiting on the CONV environment to be set up so that testing to be completed. Analytics Architect, Kevin Gray from the Performance Management Office, has been working to validate the data seed load process and find any bugs.
  - o The team is working on a change request with Accenture to restructure tasks and clarify tasks for the MVRN Go-Live. This will be brought to the next ESC Meeting.
  - o Mr. Samuel explained that the tool purchased will help keep the data in sync and replace push-pull.
- Driver License Issuance –Joe Weldon stated the team is finished with Milestone G. Cards are now being printed and Milestone H will end on May 30, 2018. Milestone H work is related to the sanction clearance through an issuance transaction or through a clearance-only transaction. Additionally, the team is currently working on two change requests related to the CIPS and Print Project
  - o According to the Traffic Light Report, Development, Testing and Technical Debt are all green. Business Actions is red due to outstanding change requests, as well as open requirement questions.
  - o The Policy and Procedure groups are meeting today. A demo will occur to walk them through the CLP transaction. They are currently on schedule.
  - o Risk 69 – ADLTS Replacement – The timing of this replacement is close to the Go-Live; therefore, minimizing any impacts is important.
  - o Risk 71 – Sanction Clearance Rules – A final review of the sanction clearance rules with the business owners will occur today or tomorrow and will be included in the next sprint.
  - o Risk 72 – IDEMIA – There have been changes to restrictions and endorsements since the product went live; therefore, changes will need to be made to the way IDEMIA consumes what the department sends for printing. There is also an outstanding request for them to update the card print.
  - o Issue 39 – The team is short two developers. There are currently two ASPIII candidates who were selected.
  - o Change request pending – VLS 3.0 Upgrade –There is a pending change request regarding an upgrade to VLS 3.0. Once operations have performed the upgrade, the DL Issuance team will draft its own change request to incorporate the same upgrade.

Motorist Modernization Phase I Advisory Board Meeting

- MyDMV Portal – Ms. Aundrea Andrades stated the team is currently in Milestone F, Sprint 26, which ends May 15, 2018. In this sprint the team is finishing up motor vehicle transaction updates, which have moved from several sprints due to the FRVIS testing system infrastructure. The team is working on bulk driver license records requests, as well as the downloads of the transcripts.
    - There are seven change requests related to GatherGoGet links and Tax Collector verbiage, motor voter changes, FDLE changes, batch job for subscriptions services for vendors, designations, common rules, boat transcriptions to received medical information, Commercial Driver License Transaction Update, Spanish stories for Milestone F, regression for verbiage changes and ADA compliance.
    - According to the Traffic Light Report, the Development is reported red due to external dependencies. Testing is also slightly behind. The project is green for the milestone.
    - Issue?? – Resource Availability for Table Creation and Maintenance – The changes have been implemented.
    - CR109 – Del 52 Modification – This request was previously discussed in this meeting.
    - Mr. Samuel added that a resource was missing for table and database work, but is back now.

COMMUNICATION UPDATE

- There was no communication update to present.

Q&A

- There were no questions or concerns from members present.

ADJOURNMENT

- Mr. Samuel reminded the group about the May 3, 2018, IT Coalition Meeting in Brevard County.
- Mr. Samuel adjourned the meeting at approximately 1:49 p.m.
- The next Advisory Board Meeting for Phase I is scheduled for May 8, 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 3/13/18	5 Pages
MM Phase I IV&V Status	32 Pages
MM Phase I Decision Document	8 Pages
MM Phase I Legal Document	1 Page
MM Phase I FY 17-18 Financial Review	6 Pages
MM Phase I Change Requests (106 - 110)	21 Pages
MM Phase I Change Request Log	1 Pages
MM Phase I Traffic Light Reports	2 Pages

Motorist Modernization Phase I Advisory Board Meeting

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
March 2018

20 April 2018
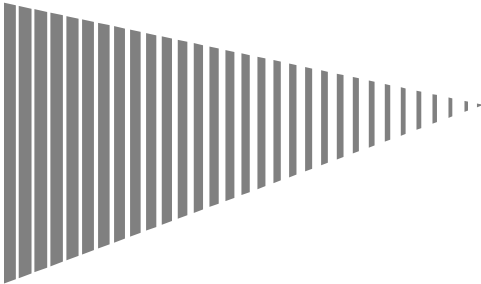
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Topics for discussion

- ► 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

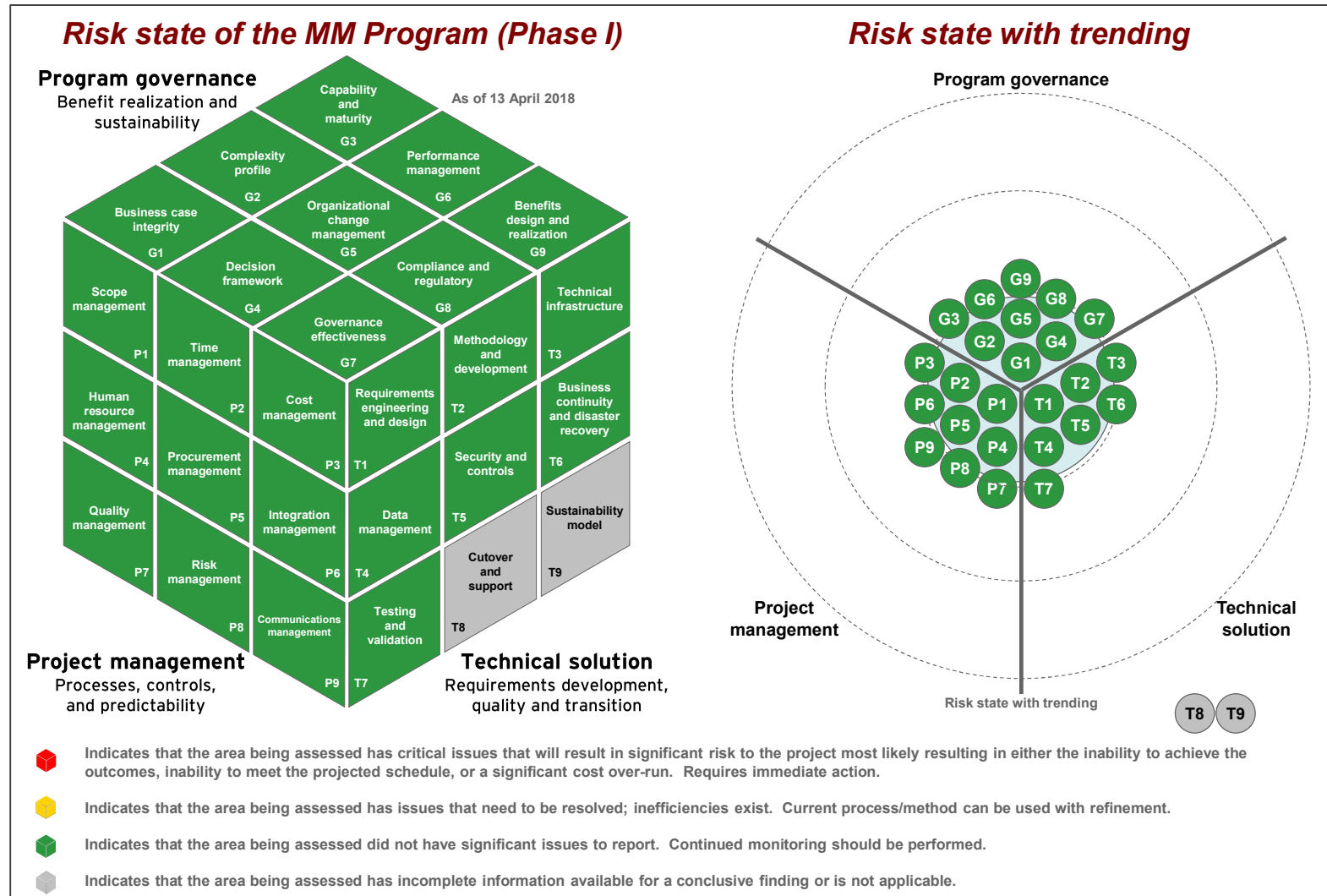Data contained in this MAR is as of 13 April 2018

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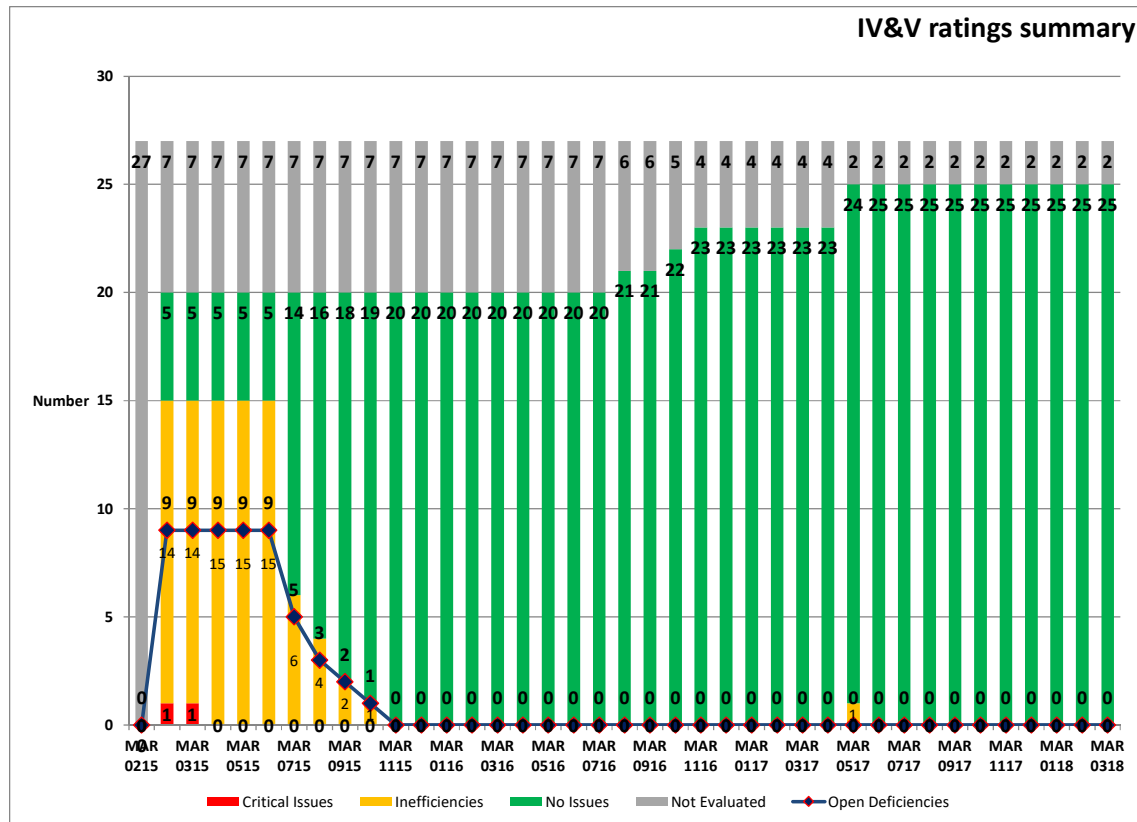# General IV&V overview

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 0.987
  - 29 of 3,036 total tasks (1.0%) contained in the project schedule are late
  - 2 of 917 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
  - The Program completion date is forecast to be 09/15/2019, 17.9 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 increasing

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Overall risk state and trending

Risk state of the MM Program (Phase I)

Program governance
Benefit realization and sustainability

As of 13 April 2018

Area	Code
Capability and maturity	G3
Complexity profile	G2
Performance management	G6
Business case integrity	G1
Organizational change management	G5
Benefits design and realization	G9
Scope management	P1
Decision framework	G4
Compliance and regulatory	G8
Technical infrastructure	T3
Time management	P2
Governance effectiveness	G7
Methodology and development	T2
Human resource management	P4
Cost management	P3
Requirements engineering and design	T1
Business continuity and disaster recovery	T6
Procurement management	P5
Security and controls	T5
Quality management	P7
Integration management	P6
Data management	T4
Sustainability model	T9
Risk management	P8
Cutover and support	T8
Communications management	P9
Testing and validation	T7

Project management
Processes, controls, and predictability

Technical solution
Requirements development, quality and transition

Risk state with trending

Program governance

Project management

Technical solution

Risk state with trending

🟥 Indicates that the area being assessed has critical issues that will result in significant risk to the project most likely resulting in either the inability to achieve the outcomes, inability to meet the projected schedule, or a significant cost over-run. Requires immediate action.

🟨 Indicates that the area being assessed has issues that need to be resolved; inefficiencies exist. Current process/method can be used with refinement.

🟩 Indicates that the area being assessed did not have significant issues to report. Continued monitoring should be performed.

⬜ Indicates that the area being assessed has incomplete information available for a conclusive finding or is not applicable.

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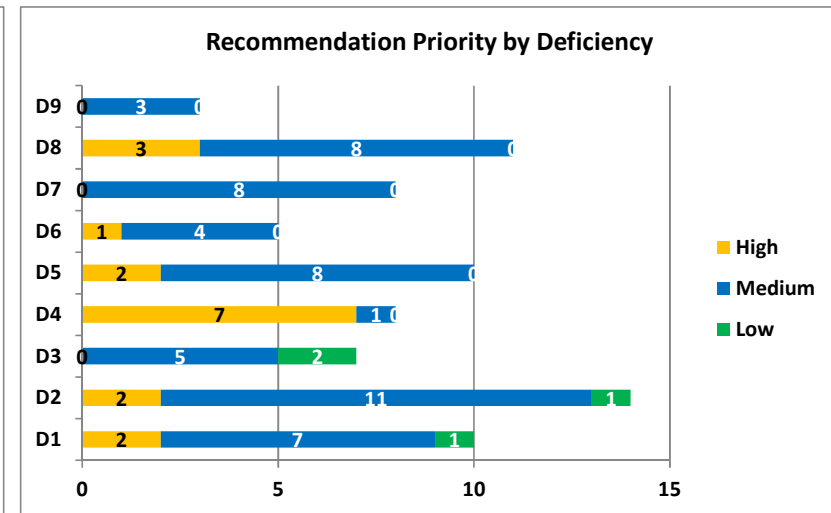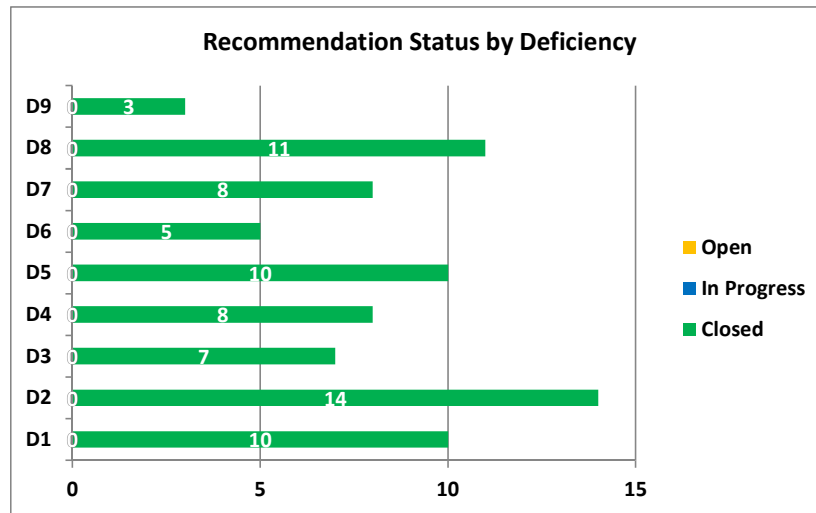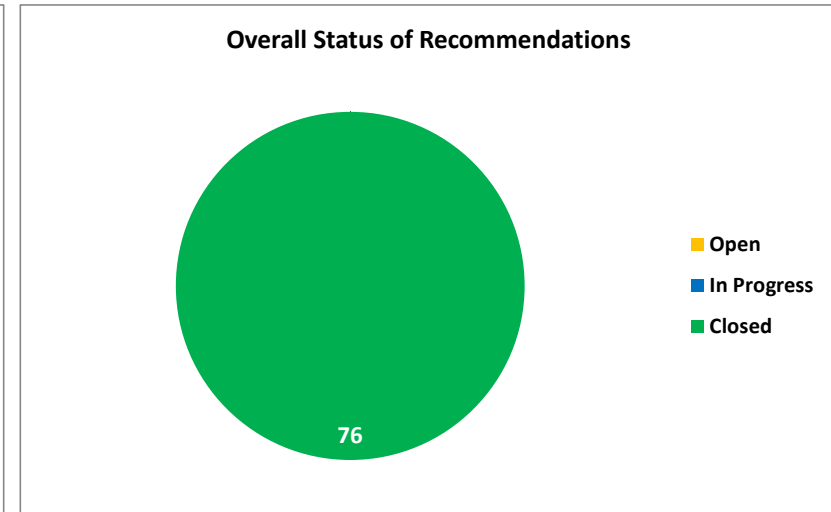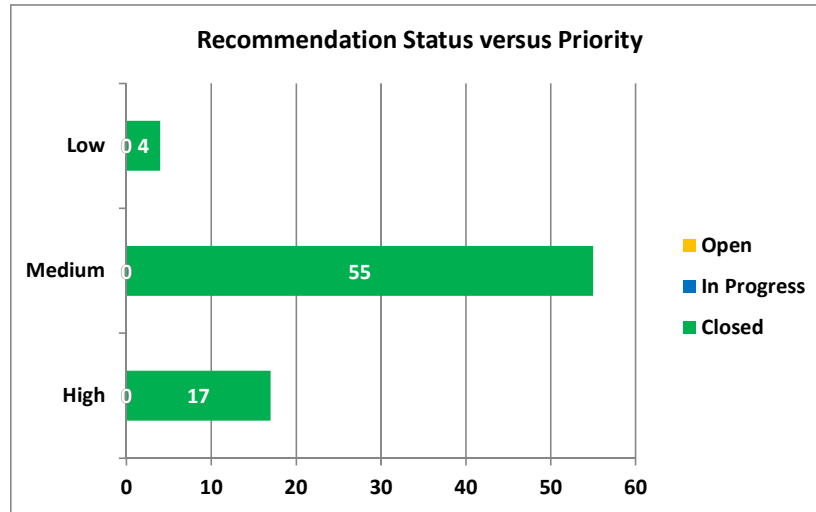# Overall IV&V ratings summary

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.
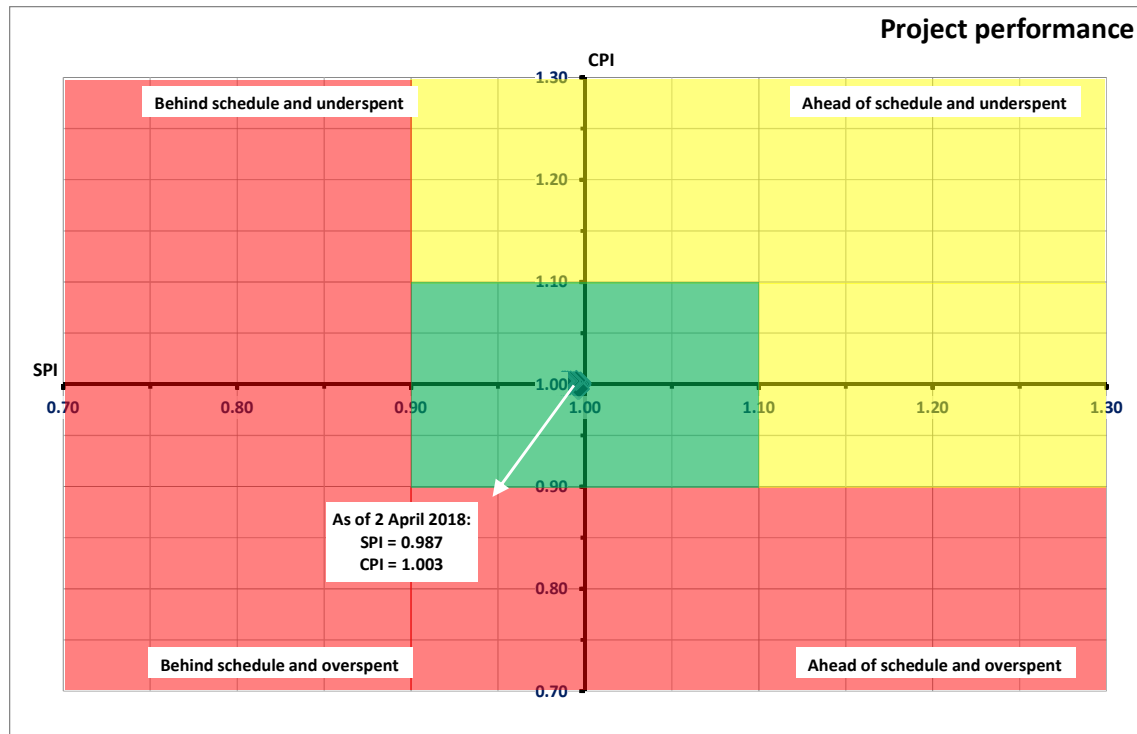
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Key indicators

Indicator	Value	Comment
Is the project approach sound?	Yes	► 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	► The Program is within established schedule performance thresholds.
		  ► The schedule performance index (SPI) is 0.987.
		  ► 29 of 3,036 total tasks (1.0%) contained in the project schedule are late.
		  ► 2 of 917 total tasks (0.2%) for the current period are late.

Is the project on budget?	Yes	► 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	► 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	► The MM Program Team has satisfactorily addressed all deficiencies identified by the IV&V Team.
Are the project's risks increasing or decreasing?	Steady	► 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	► New and emerging technologies were considered in the Feasibility Study. ► None have an adverse effect on the project's technological assumptions.

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Status of key deficiency recommendations

Recommendation Status versus Priority

Priority	Open	In Progress	Closed
Low	0		4
Medium	0		55
High	0		17

Overall Status of Recommendations

- Open
- In Progress
- Closed

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Recommendation Status by Deficiency

Deficiency	Closed
D9	3
D8	11
D7	8
D6	5
D5	10
D4	8
D3	7
D2	14
D1	10

(Open / In Progress / Closed)

Recommendation Priority by Deficiency

Deficiency	High	Medium	Low
D9	0	3	0
D8	3	8	0
D7	0	8	0
D6	1	4	0
D5	2	8	0
D4	7	1	0
D3	0	5	2
D2	2	11	1
D1	2	7	1

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Overall performance

Project performance

Behind schedule and underspent

Ahead of schedule and underspent

Schedule and cost performance

As of 2 April 2018:
SPI = 0.987
CPI = 1.003

Behind schedule and overspent

Ahead of schedule and overspent

CPI
1.30
1.20
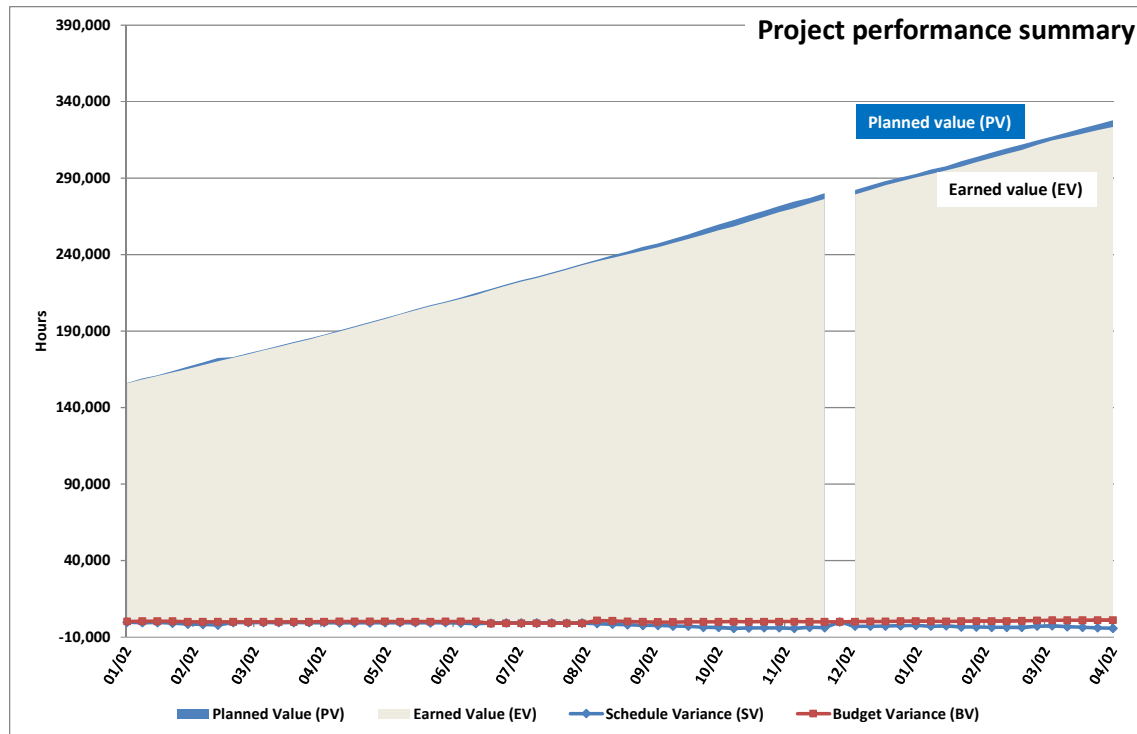1.10
1.00
0.90
0.80
0.70

SPI
0.70   0.80   0.90   1.00   1.10   1.20   1.30

- 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.

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Overall performance (continued)

Project performance summary

Legend: Planned Value (PV) | Earned Value (EV) | Schedule Variance (SV) | Budget Variance (BV)

- 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.

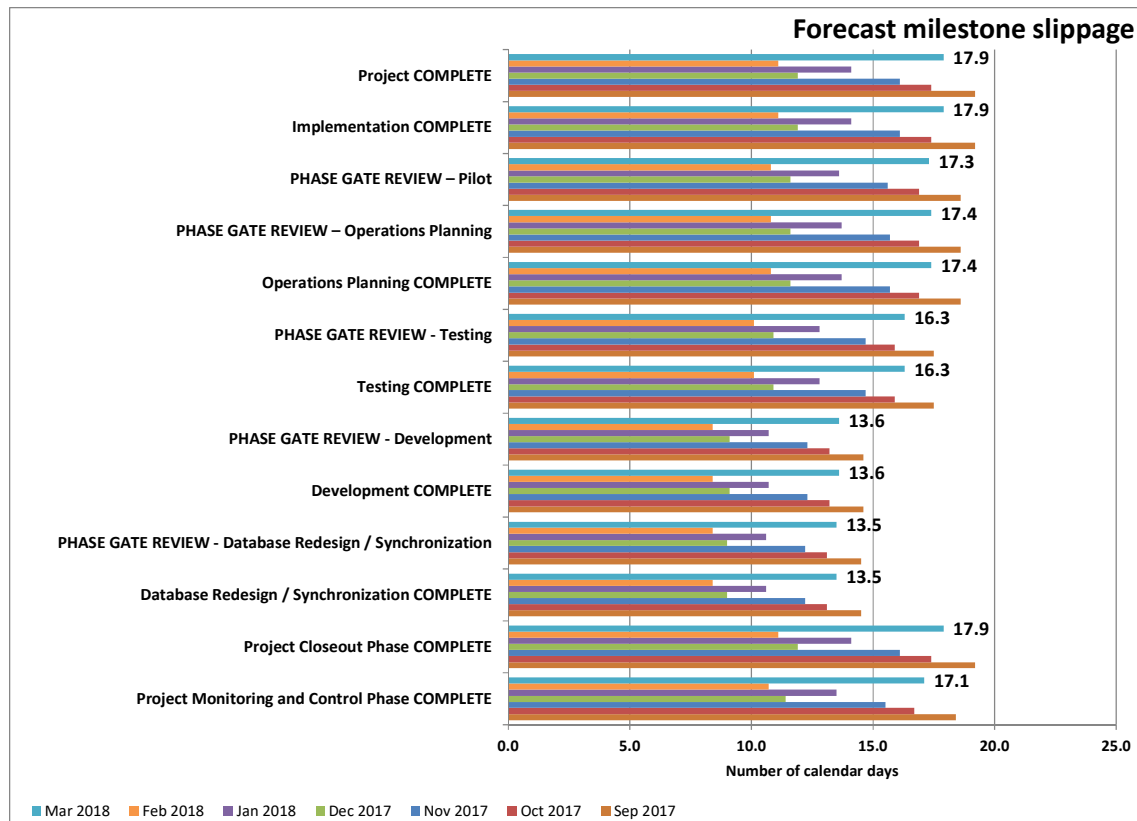MMP1-IVV-203BL Mar Status v2.0 Final - 20180420

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Overall performance (continued)
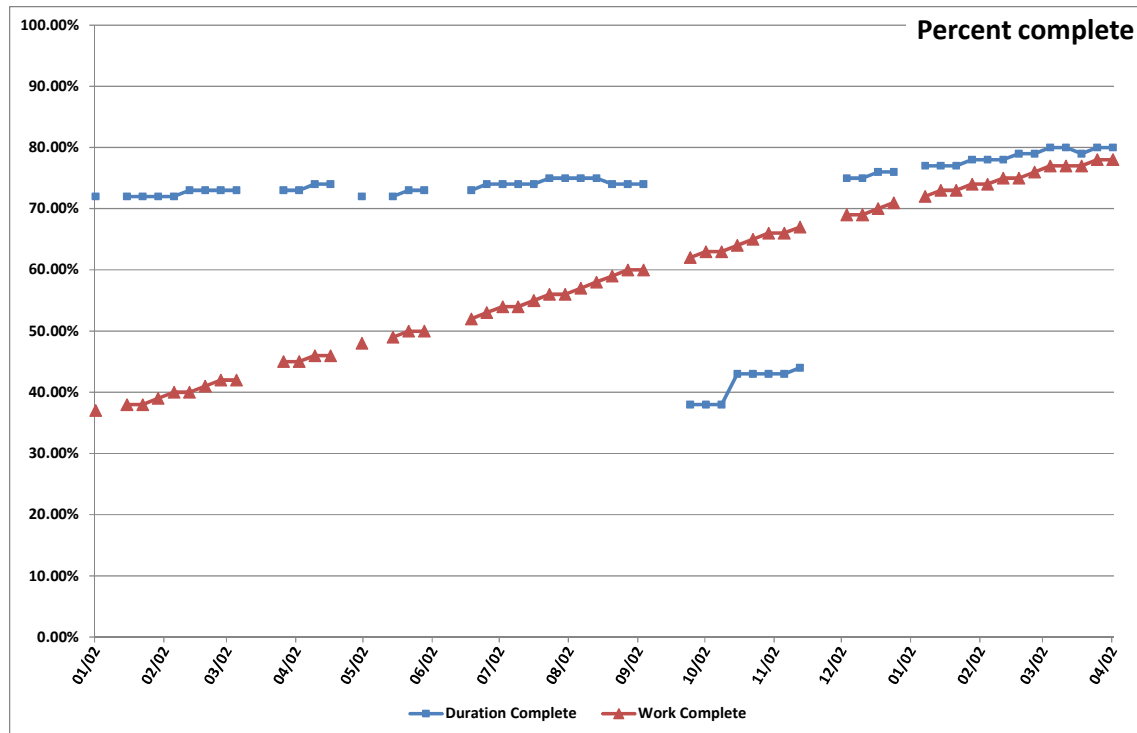
- This chart shows the percent complete for duration and work for the project.
- Summary:
  - Duration and work complete has been consistent since the beginning of the project
  - The modification of the schedule due to CR 68 (Informatica) introduced a large number of long duration activities with little 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

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Forecast milestone completion

Forecast milestone slippage

Number of calendar days

Legend: Mar 2018 ■ Feb 2018 ■ Jan 2018 ■ Dec 2017 ■ Nov 2017 ■ Oct 2017 ■ Sep 2017

Milestones (with Mar 2018 values):
- Project COMPLETE — 17.9
- Implementation COMPLETE — 17.9
- PHASE GATE REVIEW – Pilot — 17.3
- PHASE GATE REVIEW – Operations Planning — 17.4
- Operations Planning COMPLETE — 17.4
- PHASE GATE REVIEW - Testing — 16.3
- Testing COMPLETE — 16.3
- PHASE GATE REVIEW - Development — 13.6
- Development COMPLETE — 13.6
- PHASE GATE REVIEW - Database Redesign / Synchronization — 13.5
- Database Redesign / Synchronization COMPLETE — 13.5
- Project Closeout Phase COMPLETE — 17.9
- Project Monitoring and Control Phase COMPLETE — 17.1

- 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 increasing.
- Conclusions:
  - The project is behind schedule.

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Open deficiencies and actions

Deficiency	Actions taken

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

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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.

EY

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	04/20/2018	► Complete
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		

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EY

Supporting information

► Summary of changes

► Open deficiencies

► Project milestones

► Late tasks

► Project schedule quality

► Project budget

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EY

Summary of changes

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.

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EY

Open deficiencies

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

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	07/15/2019	
1.4.8	Project Closeout Phase COMPLETE	06/28/2019	08/29/2019	08/29/2019	09/15/2019	
8.2	Database Redesign / Synchronization COMPLETE	05/01/2018	09/07/2018	09/07/2018	09/20/2019	
8.4	PHASE GATE REVIEW - Database Redesign / Synchronization	06/20/2018	09/07/2018	09/07/2018	09/20/2019	
8.5.10	Development COMPLETE	05/25/2018	09/13/2018	09/13/2018	09/26/2018	
8.6	PHASE GATE REVIEW - Development	07/27/2018	09/13/2018	09/13/2018	09/26/2018	
8.7.5	Testing COMPLETE	02/20/2019	04/22/2019	04/22/2019	05/08/2019	
8.7.7	PHASE GATE REVIEW – Testing	04/22/2019	04/22/2019	04/22/2019	05/08/2019	
8.8.4	Operations Planning COMPLETE	03/02/2018	12/28/2018	07/19/2019	08/05/2019	
► Additional milestones will be added as the project progresses						

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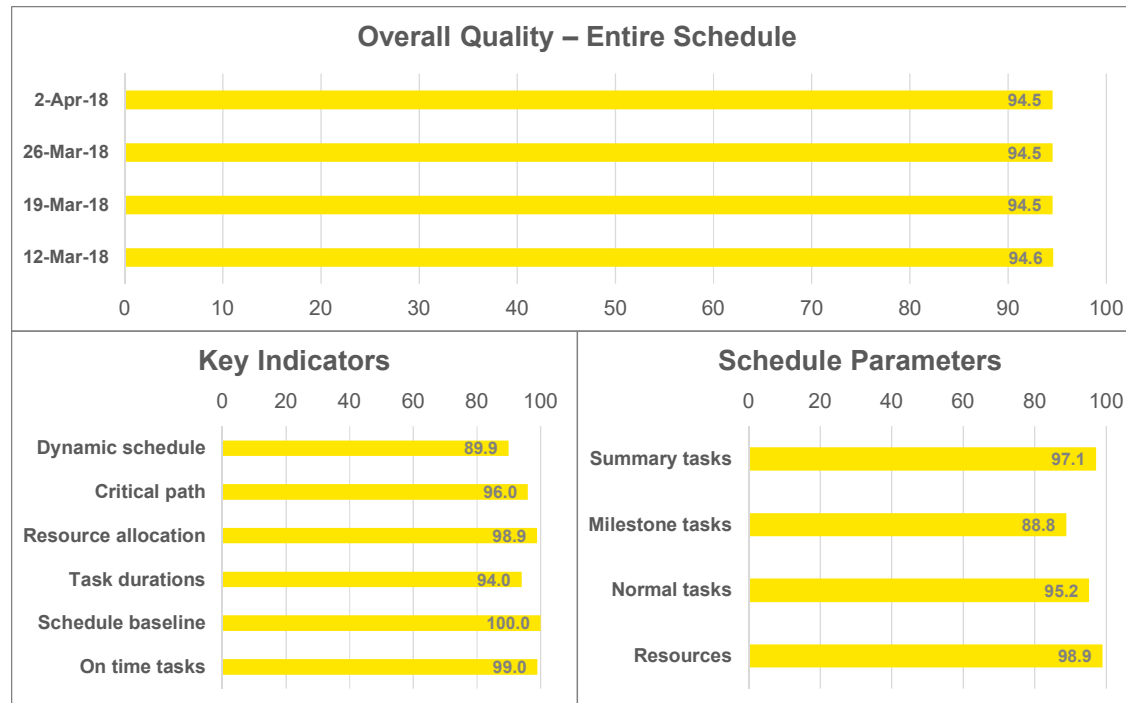6. Actual – The actual completion date

Late	

EY

Late tasks

Number of late tasks per reporting period

	MAR 0117	MAR 0217	MAR 0317	MAR 0417	MAR 0517	MAR 0617	MAR 0717	MAR 0817	MAR 0917	MAR 1017	MAR 1117	MAR 1217	MAR 0118	MAR 0218	MAR 0318
All tasks	2,641	2,637	2,646	2,647	2,653	2,651	2,650	2,668	2,854	2,854	2,961	2,961	2,963	2,985	3,036
Total late	11	11	9	5	4	8	7	9	190	150	35	47	126	22	29
Open late	4	2	2	2	3	4	2	5	3	8	19	26	41	12	15

Legend: All tasks — Total late — Open late — 2 per. Mov. Avg. (Total late) — 2 per. Mov. Avg. (Open late)
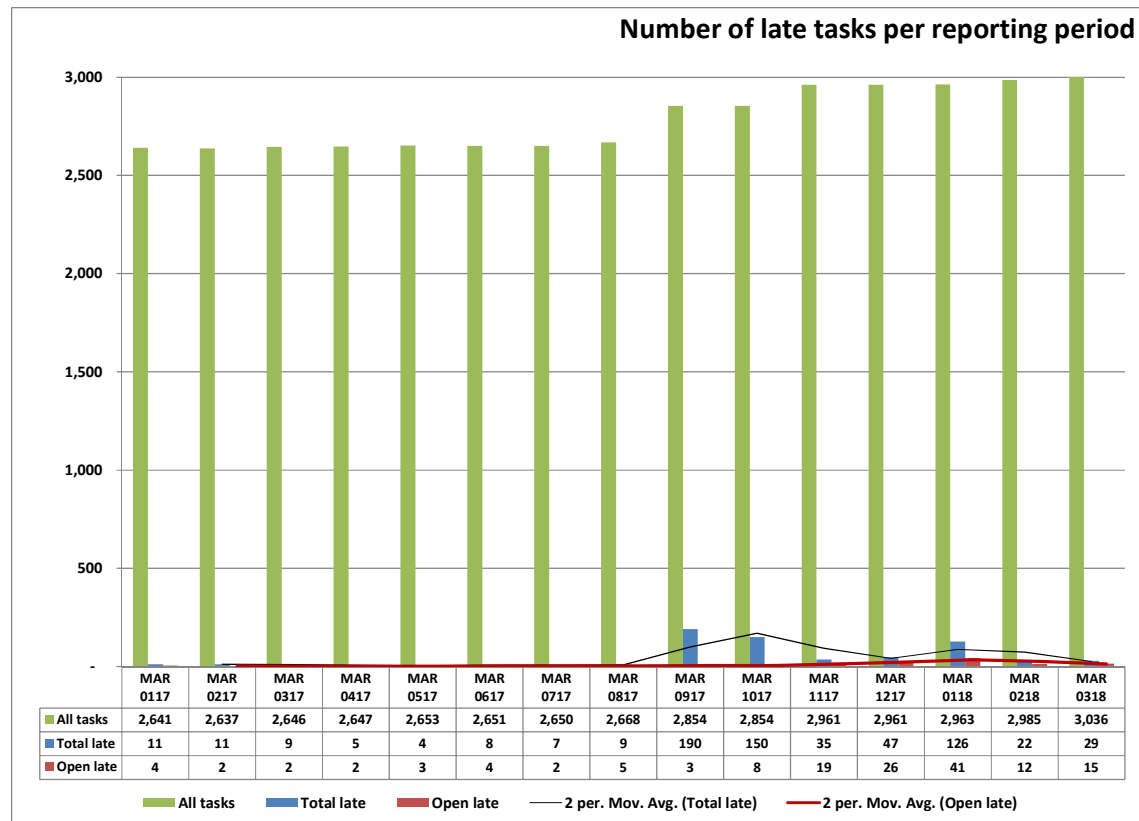
- This chart shows the number of tasks that are late for each of the IV&V reports for the following:
  - Total tasks late.
  - Tasks that are open (task completion percentage is greater than 0% and less than 100%).
- A task is automatically designated as "late" if it is not complete and the project status date is later than the baseline finish date for the task.
- Summary:
  - Total normal tasks: 3,036
  - Total tasks late: 29
  - Total open tasks late: 15
- Conclusions:
  - The total number of tasks designated as late is 1.0% of the total number of tasks.

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

Supporting information

Overall Quality – Entire Schedule

Date	Value
2-Apr-18	94.5
26-Mar-18	94.5
19-Mar-18	94.5
12-Mar-18	94.6

(scale: 0 10 20 30 40 50 60 70 80 90 100)

Key Indicators

(scale: 0 20 40 60 80 100)

Indicator	Value
Dynamic schedule	89.9
Critical path	96.0
Resource allocation	98.9
Task durations	94.0
Schedule baseline	100.0
On time tasks	99.0

Schedule Parameters

(scale: 0 20 40 60 80 100)

Parameter	Value
Summary tasks	97.1
Milestone tasks	88.8
Normal tasks	95.2
Resources	98.9

- 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: 94.5
- 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

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Project schedule quality
Period: 05/01/2018 to 07/31/2018
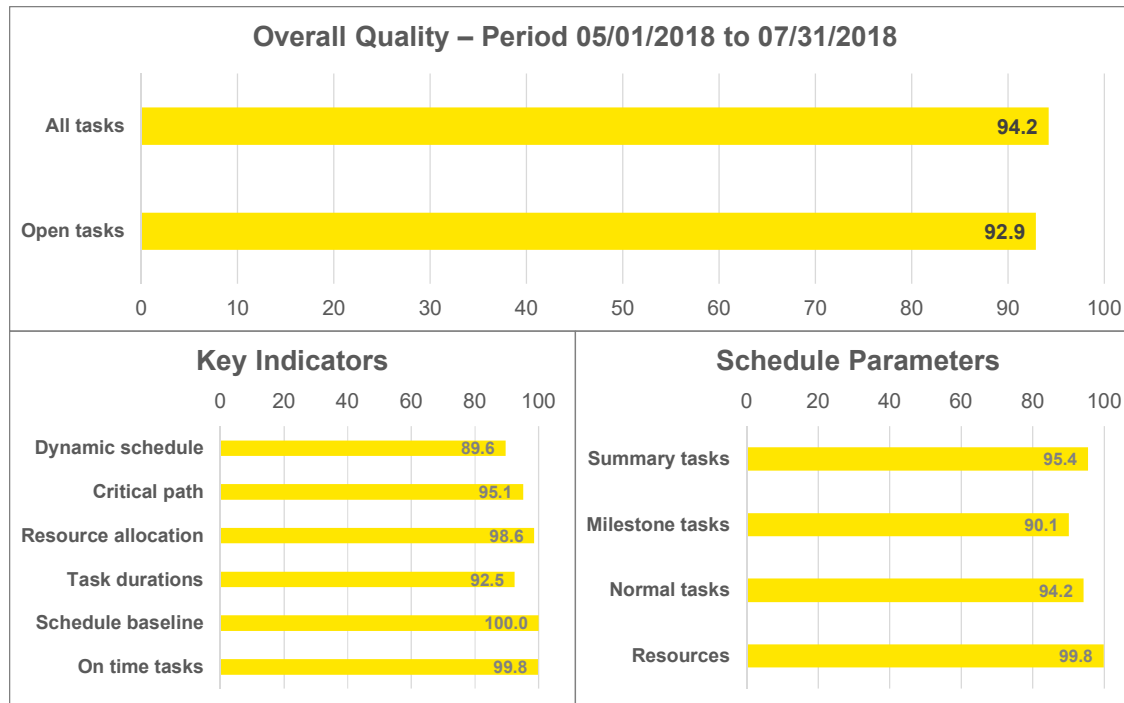
Overall Quality – Period 05/01/2018 to 07/31/2018

All tasks	94.2
Open tasks	92.9

0 10 20 30 40 50 60 70 80 90 100

Key Indicators

0 20 40 60 80 100

Dynamic schedule	89.6
Critical path	95.1
Resource allocation	98.6
Task durations	92.5
Schedule baseline	100.0
On time tasks	99.8

Schedule Parameters

0 20 40 60 80 100

Summary tasks	95.4
Milestone tasks	90.1
Normal tasks	94.2
Resources	99.8

- 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: 94.2
- 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

Total project budget versus actual expenditures

Legend: Total budget | Total actual | Cumulative total budget | Cumulative total actual

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EY
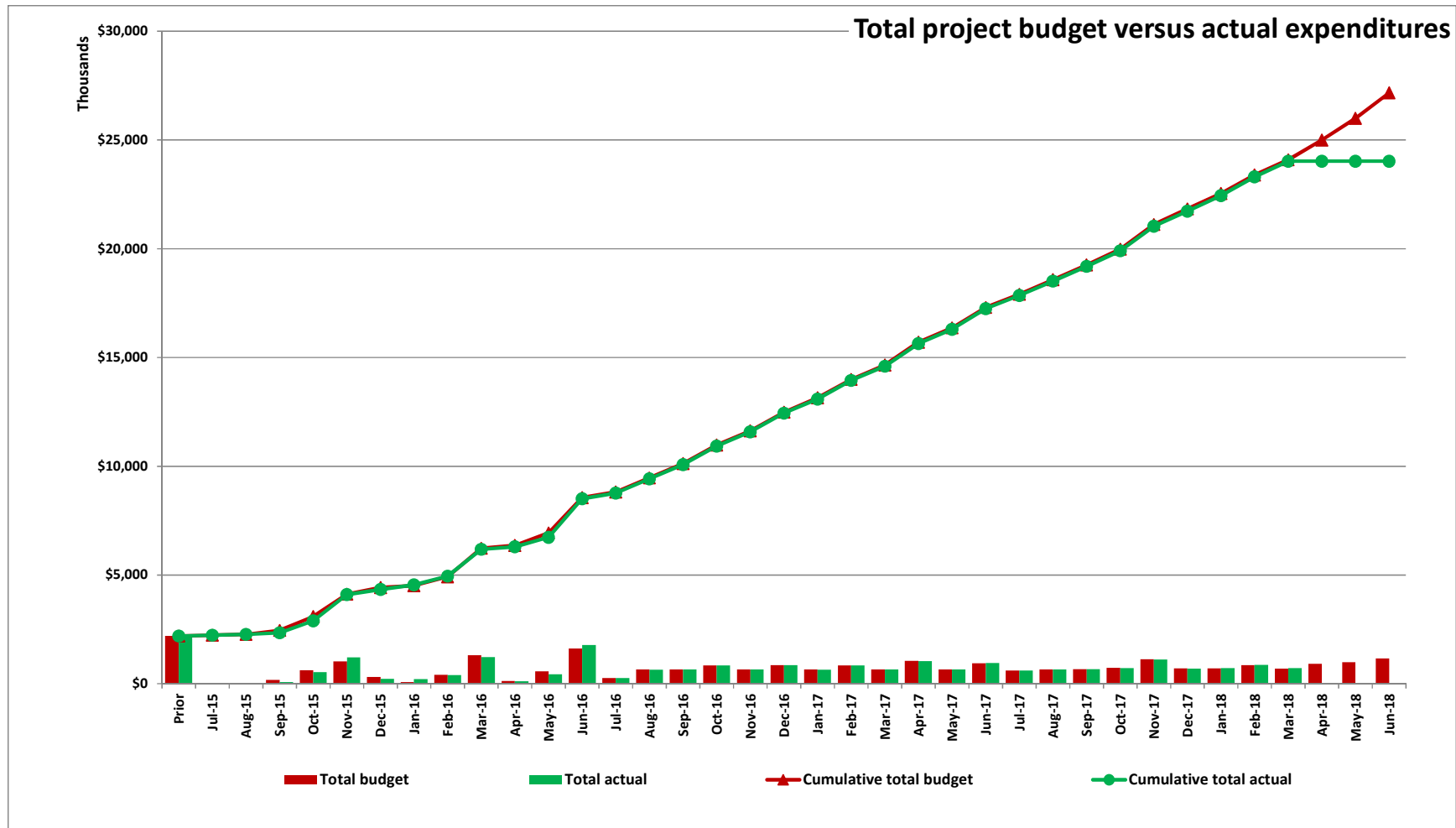
Project budget
DHSMV staff funding

Total DHSMV staff budget versus actual expenditures

Legend: Total DHSMV staff - budget | Total DHSMV staff - actual | Cumulative total DHSMV staff - budget | Cumulative total DHSMV staff - actual

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EY
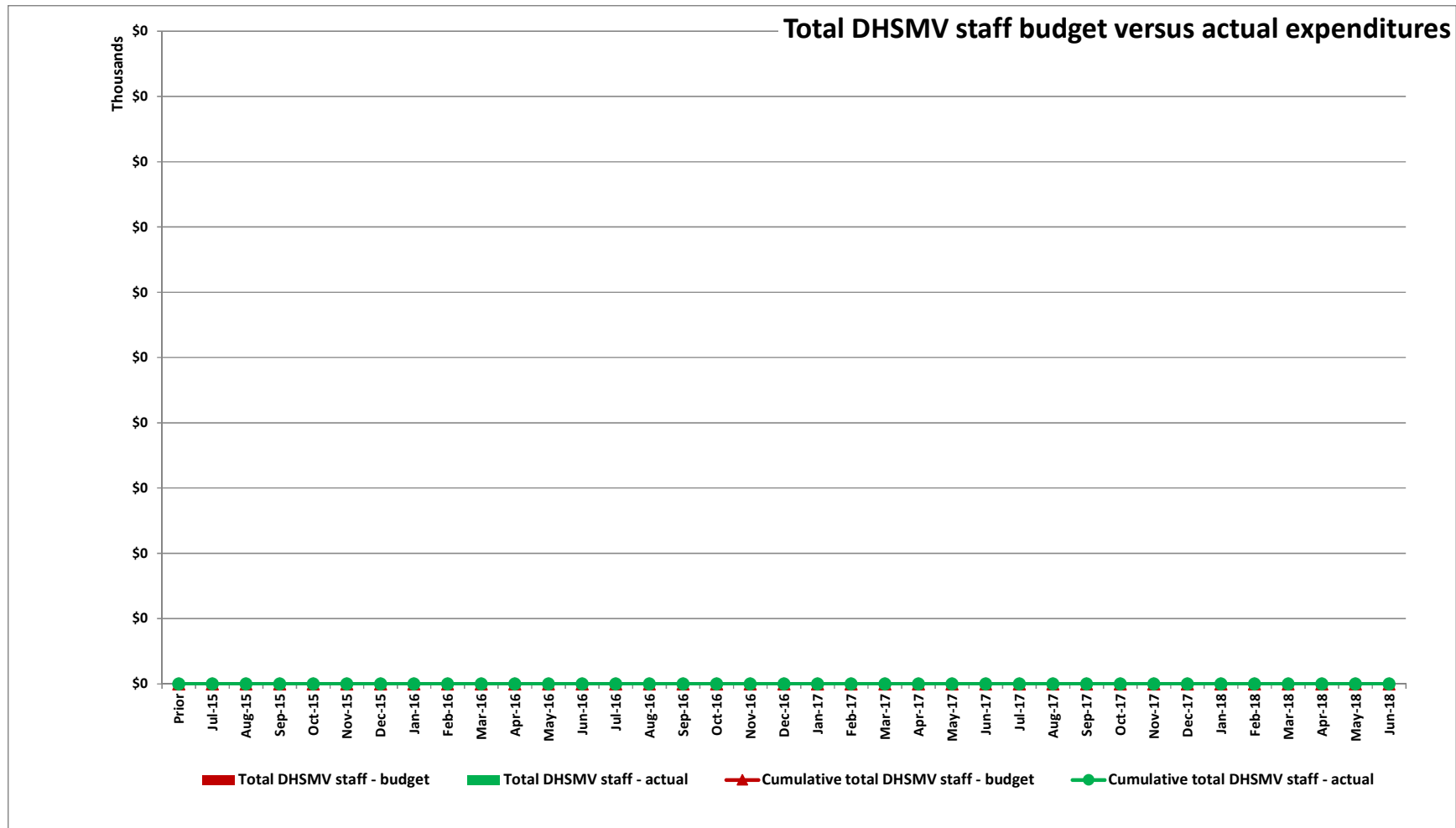
Project budget
Contract staff funding

Total contract staff budget versus actual expenditures

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EY
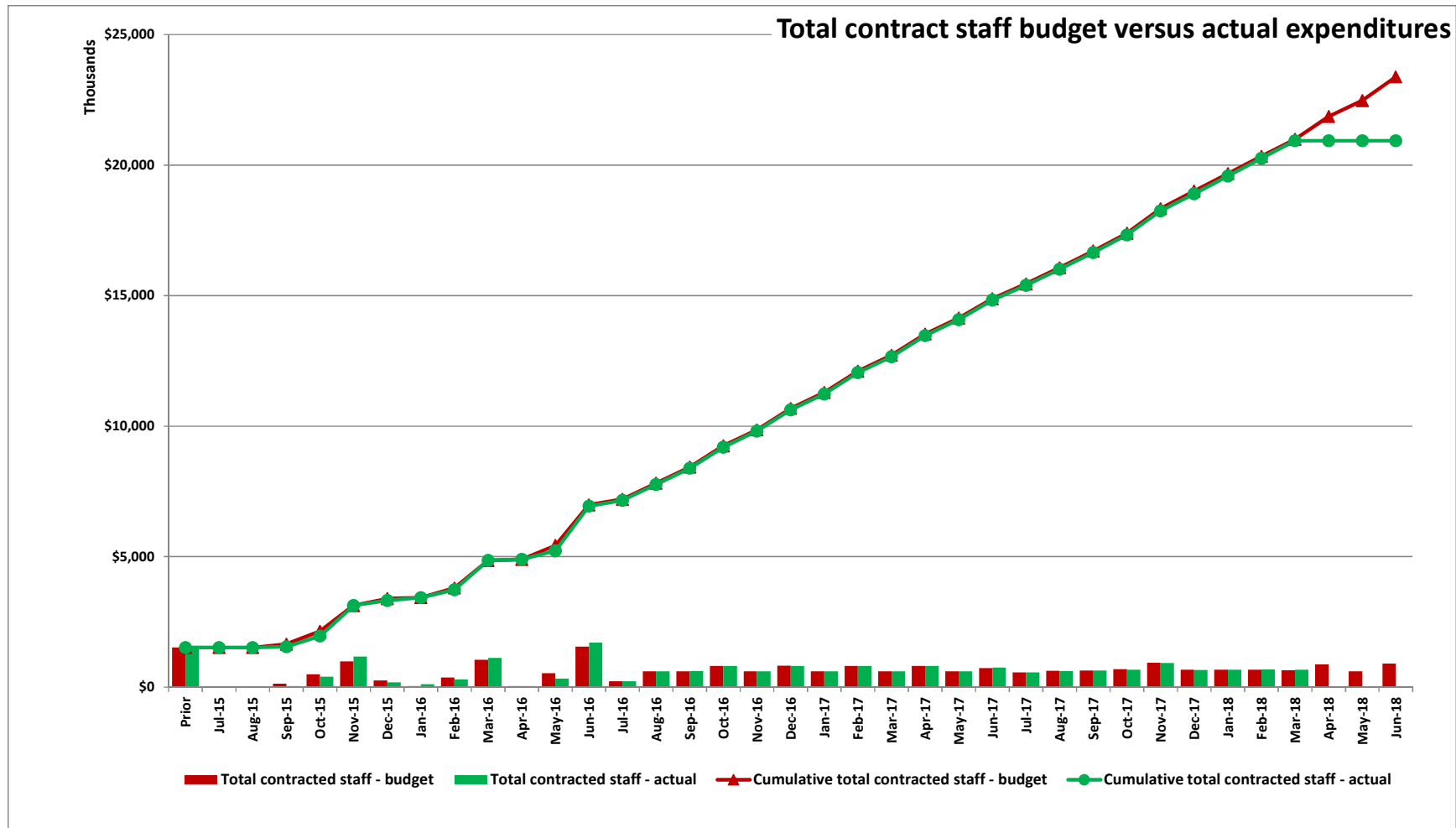
Project budget
Expense funding

Total expense budget versus actual expenditures

Legend:
- Total expense - budget
- Total expense - actual
- Cumulative total expense - budget
- Cumulative total expense - actual

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EY
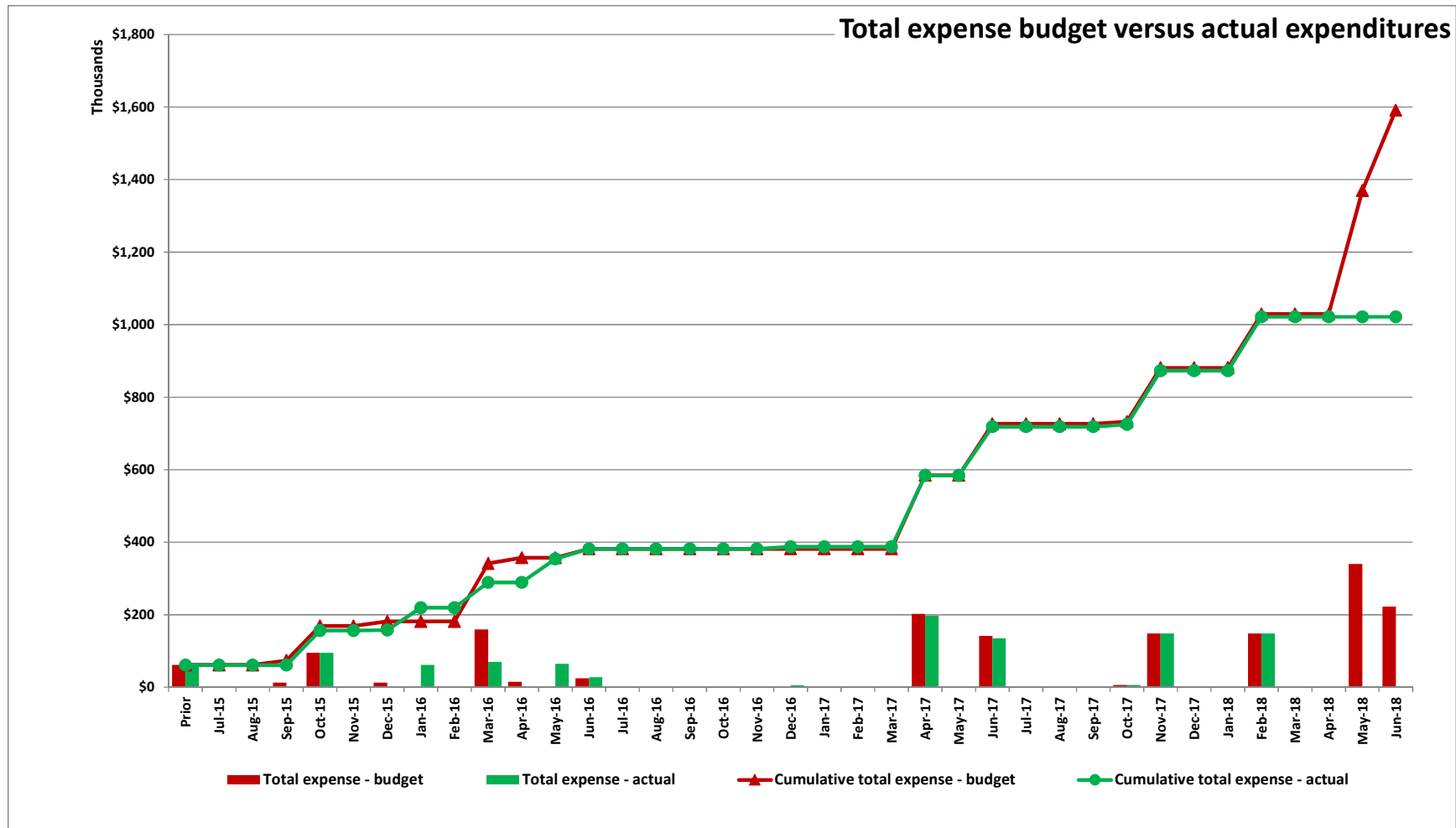
Project budget
OCO funding

Total OCO budget versus actual expenditures

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EY
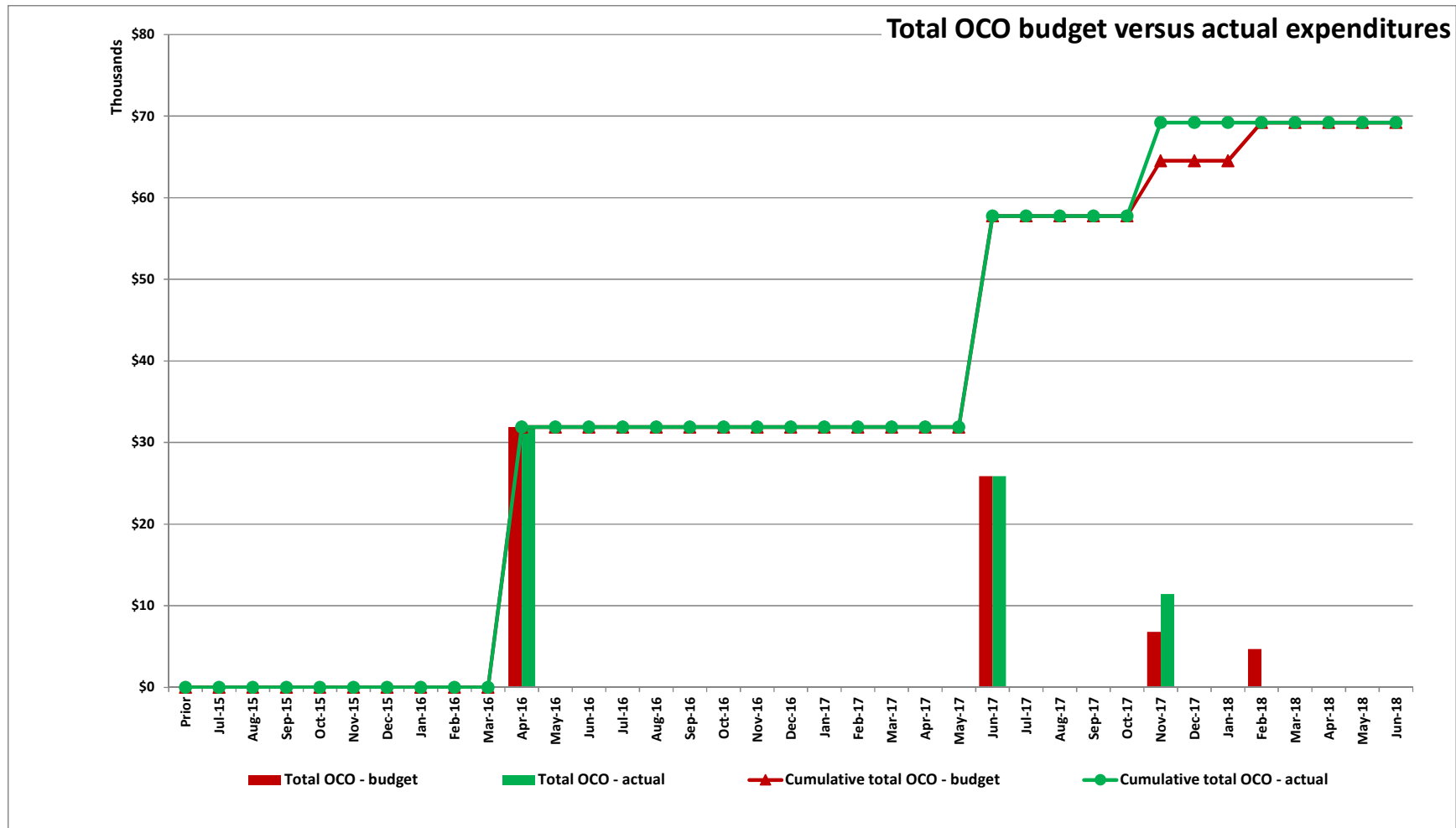
Project budget
Other items funding

Total other items budget versus actual expenditures

Legend:
- Total other items - budget
- Total other items - actual
- Cumulative total other items - budget
- Cumulative total other items - actual

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EY
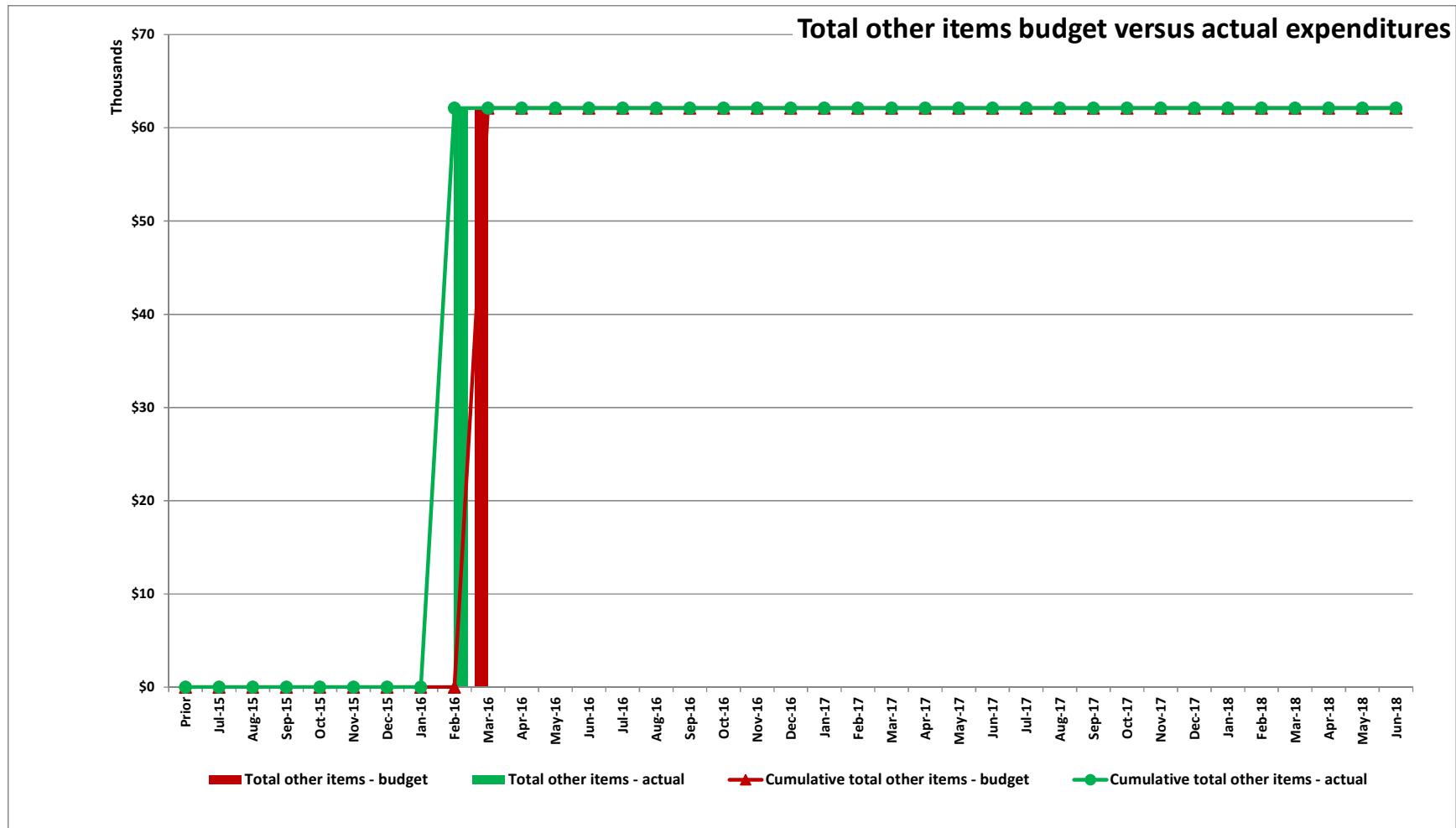
Project budget
IV&V services funding

Total IV&V services budget versus actual expenditures

Legend:
- Total IV&V services - budget
- Total IV&V services - actual
- Cumulative total IV&V services - budget
- Cumulative total IV&V services - actual

MMP1-IVV-203BL Mar Status v2.0 Final - 20180420

EY
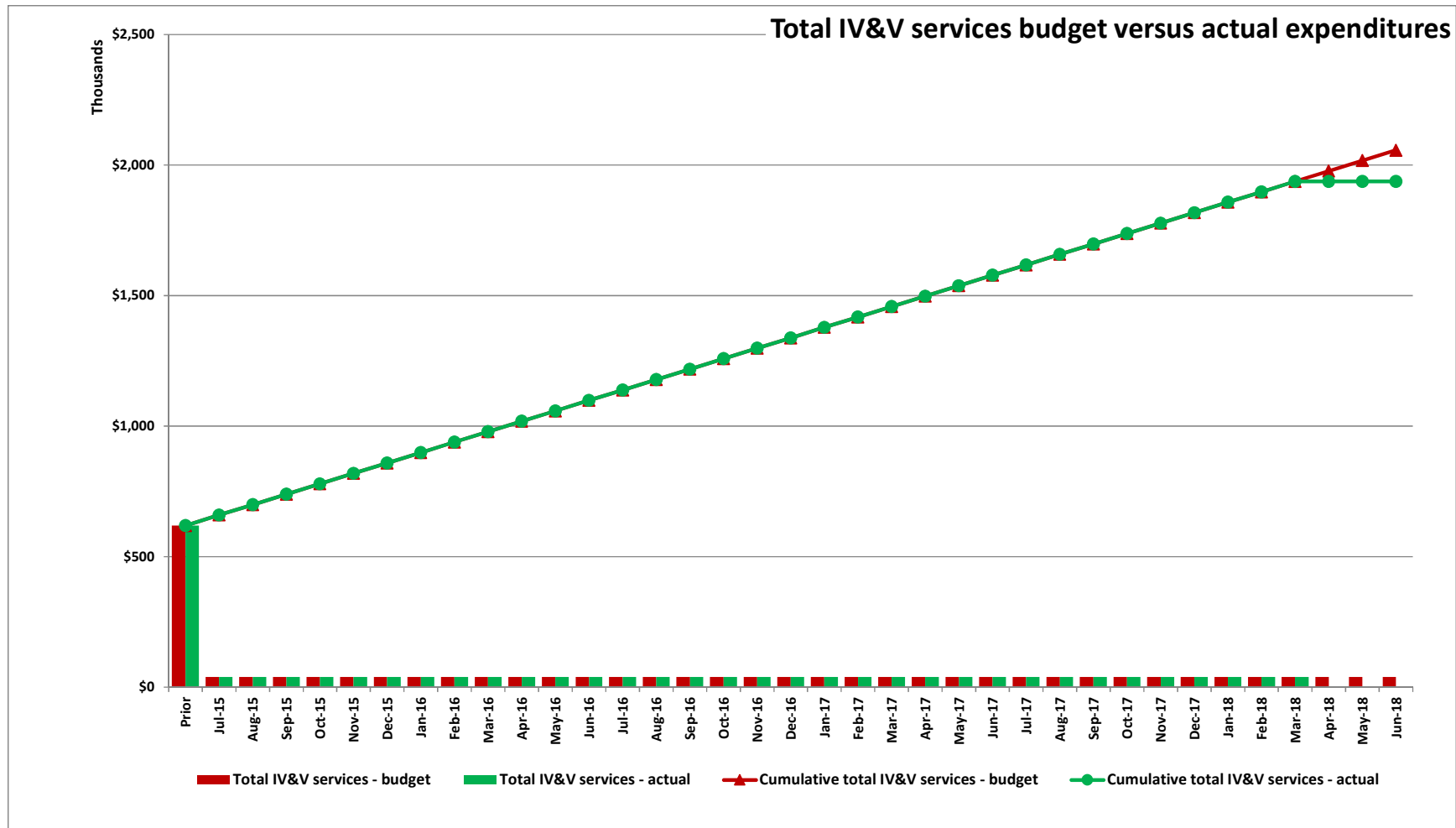
Project budget
Budget and actual distribution

Budget distribution

- Other items $62,101 0%
- IV&V $2,057,026 8%
- DHSMV staff $0 0%
- OCO $69,211 0%
- Expense $1,591,078 6%
- Contracted staff $23,385,744 86%

Legend: ■ DHSMV staff ■ Contracted staff ■ Expense ■ OCO ■ Other items ■ IV&V

Actual distribution

- Other items $62,101 0%
- IV&V $1,937,206 8%
- DHSMV staff $0 0%
- OCO $69,210 1%
- Expense $1,021,351 4%
- Contracted staff $20,935,614 87%

Legend: ■ DHSMV staff ■ Contracted staff ■ Expense ■ OCO ■ Other items ■ IV&V
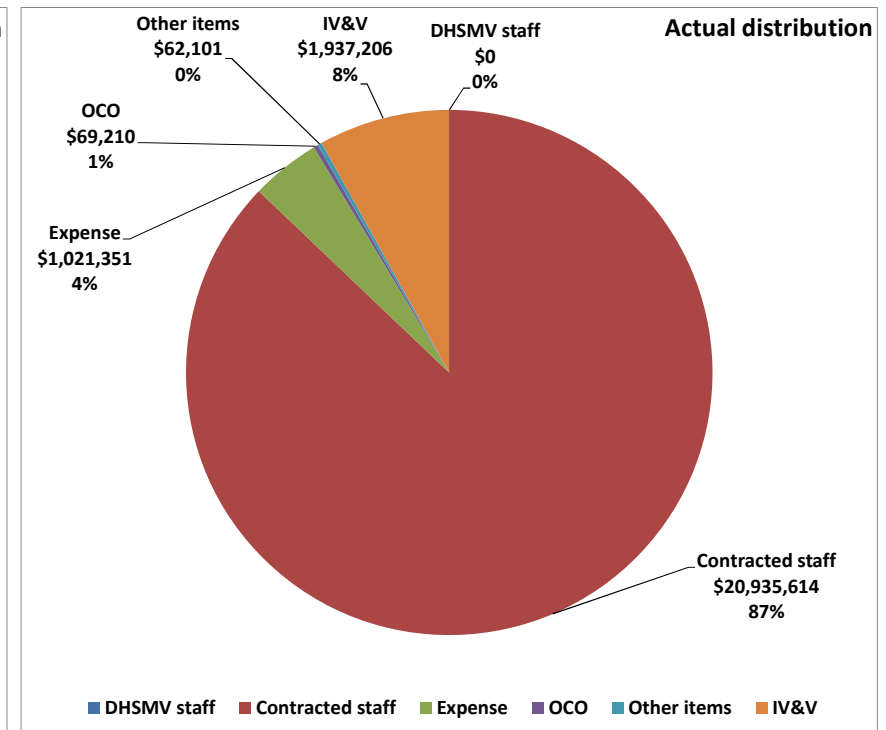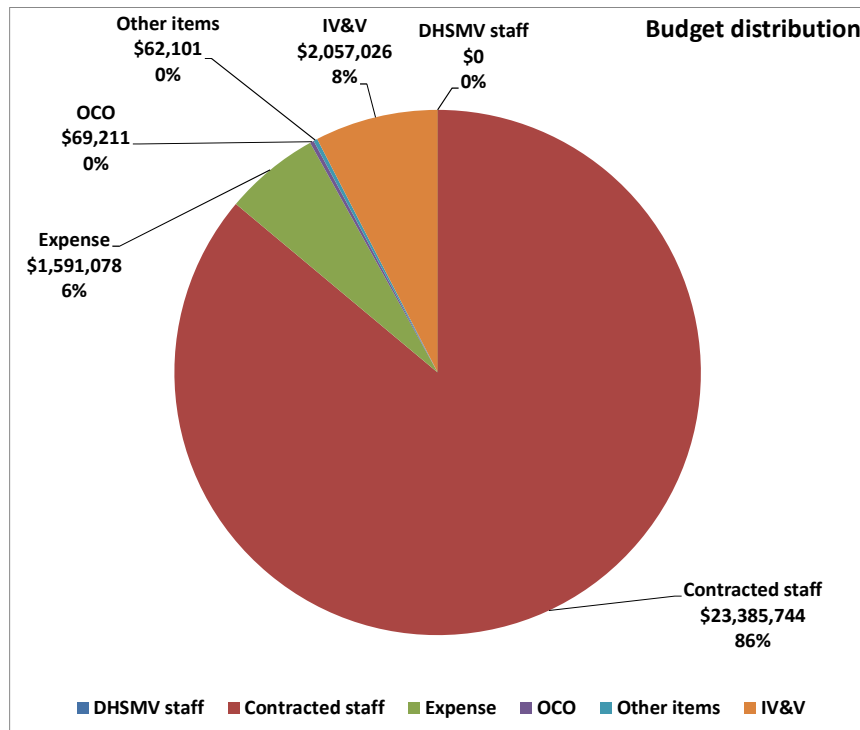
Ernst & Young

Assurance | Tax | Transactions | Advisory

About Ernst & Young

EY
Building a better working world

- ► 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
  - ► The Program completion date is forecast to be 15 September 2019, 17.9 days late
  - ► Future milestones are projected to be completed behind schedule
  - ► The amount of time the project is behind schedule is increasing

Current IV&V risk state

As of 13 April 2018

Program governance
Benefit realization and sustainability

Capability and maturity — G3
Complexity profile — G2
Performance management — G6
Business case integrity — G1
Organizational change management — G5
Benefits design and realization — G9
Scope management — P1
Decision framework — G4
Compliance and regulatory — G8
Technical infrastructure — T3
Time management — P2
Governance effectiveness — G7
Methodology and development — T2
Human resource management — P4
Cost management — P3
Requirements engineering and design — T1
Business continuity and disaster recovery — T6
Procurement management — P5
Integration management — P6
Security and controls — T5
Quality management — P7
Data management — T4
Sustainability model — T9
Risk management — P8
Cutover and support — T8
Communications management — P9
Testing and validation — T7

Project management
Processes, controls, and predictability

Technical solution
Requirements development, quality and transition

Forecast milestone slippage

Milestone	Calendar days
Project COMPLETE	17.9
Implementation COMPLETE	17.9
PHASE GATE REVIEW – Pilot	17.3
PHASE GATE REVIEW – Operations Planning	17.4
Operations Planning COMPLETE	17.4
PHASE GATE REVIEW - Testing	16.3
Testing COMPLETE	16.3
PHASE GATE REVIEW - Development	13.6
Development COMPLETE	13.6
PHASE GATE REVIEW - Database Redesign / Synchronization	13.5
Database Redesign / Synchronization COMPLETE	13.5
Project Closeout Phase COMPLETE	17.9
Project Monitoring and Control Phase COMPLETE	17.1

Number of calendar days

■ Feb 2018 ■ Jan 2018 ■ Dec 2017 ■ Nov 2017 ■ Oct 2017 ■ Sep 2017

Project perfor... [Project performance]

CPI

- Behind schedule and underspent (1.30)
- Ahead of schedule and underspent
- Behind schedule and overspent
- Ahead of schedule and overspent

SPI

0.70 0.80 0.90 1.00 1.10 1.20 1.30

As of 2 April 2018:
SPI = 0.987
CPI = 1.003

Total project budget versus actual expenditures

Thousands
$30,000
$25,000
$20,000
$15,000
$10,000
$5,000
$0

Prior, Jul-15, Aug-15, Sep-15, Oct-15, Nov-15, Dec-15, Jan-16, Feb-16, Mar-16, Apr-16, May-16, Jun-16, Jul-16, Aug-16, Sep-16, Oct-16, Nov-16, Dec-16, Jan-17, Feb-17, Mar-17, Apr-17, May-17, Jun-17, Jul-17, Aug-17, Sep-17, Oct-17, Nov-17, Dec-17, Jan-18, Feb-18, Mar-18, Apr-18, May-18, Jun-18

— Total budget — Total actual — Cumulative total budget — Cumulative total actual

Data contained in this placemat is as of 13 April 2018

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

IV&V ratings summary

Legend: Critical Issues, Inefficiencies, No Issues, Not Evaluated, Open Deficiencies

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	

Item No.	Add Date	Function Area	Requested Functionality	Recommendation/ Advisory Board (AB) Comments	Bureau Chief Recommendation/ Approval by Name(s)	AB Status	AB Date	Executive Steering Committee (ESC) Comments	ESC Status	ESC Close Date
POR31 Cont....	01/13/17	Express Shipping				Require additional information		**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	

Item No.	Add Date	Function Area	Requested Functionality	Recommendation/ Advisory Board (AB) Comments	Bureau Chief Recommendation/ Approval by Name(s)	AB Status	AB Date	Executive Steering Committee (ESC) Comments	ESC Status	ESC Close Date
POR31 Cont....	01/13/17	Express Shipping				Require additional information		**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. 04/10/2018 - Update Team members met with representatives from Motorist Services, Purchasing and Idemia. The team reviewed the proposed workflow and the following concerns were raised: Legislative Approval Currently, there is a three-day hold for CIPS transactions; however, the MyDMV Portal will be performing real-time AAMVA verifications. Who will be responsible for packaging the credentials and updating the tracking information? (P&I and the mailroom stated they currently do not have the resources to package the express mail envelopes). Idemia is going to research express shipping model they have with other clients and give us a demo.	Require additional information	
REN07	05/04/16	Renewal Notice Processing	Renewal Team members met with Janie Westberry and Ginny Gardner to discuss the current status and options for making changes to the Novitex contract. The agency would like to bring all DL Renewal Notifications processing in-house from Dept. of Revenue to Novitex and include all out of state MV Renewal Notifications print, mail and processing. Currently, 6 counties rotate the printing, mailing and processing of all the out of state MV Renewal Notifications, but do not recuperate all of the cost. Novitex currently prints all DL Renewal Notifications. DOR processes all DL mail-in renewals.			Require additional information		**05/05/16 Update** Boyd will meet with Janie Westberry to determine the cost for processing by Novitex. **05/27/16 Update** Janie was out of the office. Will follow up when she is back. **06/22/16 Update** April Edwards met with Janie Westberry on 6/21/2016. **10/26/16 Update** Janie Westberry is no longer with the agency. The team will reach out to Trey Collins to move forward with bringing the process in-house. **12/14/16 Update** Met with Trey Collins on 12/12/16 to give him an overview of the project. We will send him the project artifacts for review and additional meeting will be scheduled with Trey and Novitex. **12/20/16 Update** Project artifacts were sent to Trey Collins for review. **01/09/17 Update** Trey Collins emailed Novitex to schedule a meeting for the week of 1/16/17 -1/20/17. **02/16/17 Update** No update.	Require additional information	

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

Item No.	Add Date	Function Area	Requested Functionality	Recommendation/ Advisory Board (AB) Comments	Bureau Chief Recommendation/ Approval by Name(s)	AB Status	AB Date	Executive Steering Committee (ESC) Comments	ESC Status	ESC Close Date
REN07 Cont….	05/05/16	Renewal Notice Processing				Require additional information		**01/11/18 Update** Conference call was held with the Renewal Focus Group to review the latest mockups. New suggestions and corrections were noted and the team is currently working on updating the mockups. **02/02/18 Update** DL/ID Card Renewal Notices were approved by leadership. **03/07/18 Update** No further decisions are required from the ESC. This item is now closed.	Closed	3/7/2018

FR02	08/14/17	FR	The FR team is looking for a decision as to whether we should roll out the insurance companies XML onboarding as a "Big Bang" approach or a "Staggered" approach. We have more than 500 insurance companies that need to be moved to the new system. They will have more than a year for structured testing and preparing for the conversion, as FR development is complete in January 2018. We groomed our requirements to go with the "Big Bang" approach.	After discussion with the team, we determined that there are 3 options available:
				
				Option 1: Big Bang Approach
				  - This is the way the team groomed the requirements.
				
				Option 2: Phased roll-out
				  - Old and new FR systems run concurrently (2 different letters and rules are sent to customers)
				  - Vendors/companies roll out over X amount of time (Drop dead date TBD)
				  - When all vendors/companies have rolled out, the old FR system is retired
				
				CR Required
						Require additional information		**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.
								
								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.
								
								10/24/17 Update The team spoke to Pat Porter and we have 5 confirmations from insurance companies/vendors to start structural testing.
									Require additional information	

FR02 Cont….	08/14/17	FR		Option 3: DHSMV Big Bang + Phased Vendor/Companies Roll-out
				  - Change requirements to accept Flat Files and Old XML in New FR system
				  - Stage 1: New FR system will process all existing files (Big Bang for department. No changes to vendors/companies)
				  - Stage 2: Vendors/companies will roll out over X amount of time to the new XML (Drop dead date TBD)
				  - 2 Large Deployments
				
				CR Required High level Estimated hours - 2,100 (not including testing)
						Require additional information		Progressive (Flat file)
								AIG (XML/Flat)
								Farmers (New to FL- XML)
								Verisk (vendor-XML/Flat)
								United Automobile (Flat file)
								
								The team is reviewing the test scripts that SEU provided. The XML Deliverable 48 will be finalized by 10/25/17. The drafted manual has not been sent out yet, but have asked for feedback from some companies on items that they thought might be confusing. We are looking for a firm date from the business when we plan to provide the manual draft to all pilot insurance companies/vendors.
								
								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.
									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		**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	

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		**01/12/2018 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 structural 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."		

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		**04/16/2018 Update** The Business is continuing to schedule the insurance companies structural testing cycle period. Testing cycles 6-15 are no longer available. Total Insurance Companies - 337 (added one new company) Signed Up Companies - 169 Not Signed Up Companies - 168 Mechell Walker, Pat Porter and Kristin Green are traveling to Denver, CO this week to attend the IICMVA conference. Interviews are complete for the OPS staff to assist with the XML conversion process. The plan is to hire five people. The Florida Office of Insurance Regulation is sending out a memorandum to all property and casualty insurers authorized to do business in Florida, strongly encouraging the insurance companies who have not responded to the department's attempt to get everyone scheduled for their testing cycles to contact the department immediately.		
FR02 Cont....	08/14/17	FR				Require additional information		**04/26/2018 Update** The business is continuing to schedule the insurance companies structural testing cycle periods. Testing cycles 3 and 4 are still open. Total Insurance Companies - 337 Signed Up Companies - 179 Not Signed Up Companies - 158 The Florida Office of Insurance Regulation has decided NOT to send out a blast memorandum to all insurance companies, as I reported last meeting. Instead, they are going to send an email targeting the specific companies that have not responded. We have four OPS staff going through the onboarding process at this time. The team is looking forward to them starting.		

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	
ENTP01 Cont....	06/12/17	Enterprise				Require additional information		**04/13/18 Update** Desi's team will work with FDLE on replacing the existing CICS application with a web service. FDLE would like to receive the transient address collected by DHSMV. FDLE would like to receive the new file specification document for Motorist Modernization data exchange. Once FDLE provides us the name for sign-off, OMM will submit the FDLE requirements for approval.	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
FR03	4/27/2018	FR	The FR team is looking for a decision whether the insurance companies will need to do a full reload for go-live or just use their Book of Business to clean up their records. The team recommends doing a full reload prior to go-live. If we use their Book of Business, we will lose history and possibly FR cases, which will cause a loss in revenue.							

Item No.	Team	Issue	Recommendation	Add Date	ESC Status	Close Date	Comments
LGL11	DL Issuance	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. A recommendation is requested for the following eligibility options: 1. Class E Temporary Permit 2. CDL (Class A, B, or C) Temporary Permit Note: Temporary Permits for CLPs are not currently planned.	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. The Common Rule team is requesting legal review to ensure that this is not contradictory to current statute. See 322.07 (2). 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.	12/26/2017			

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
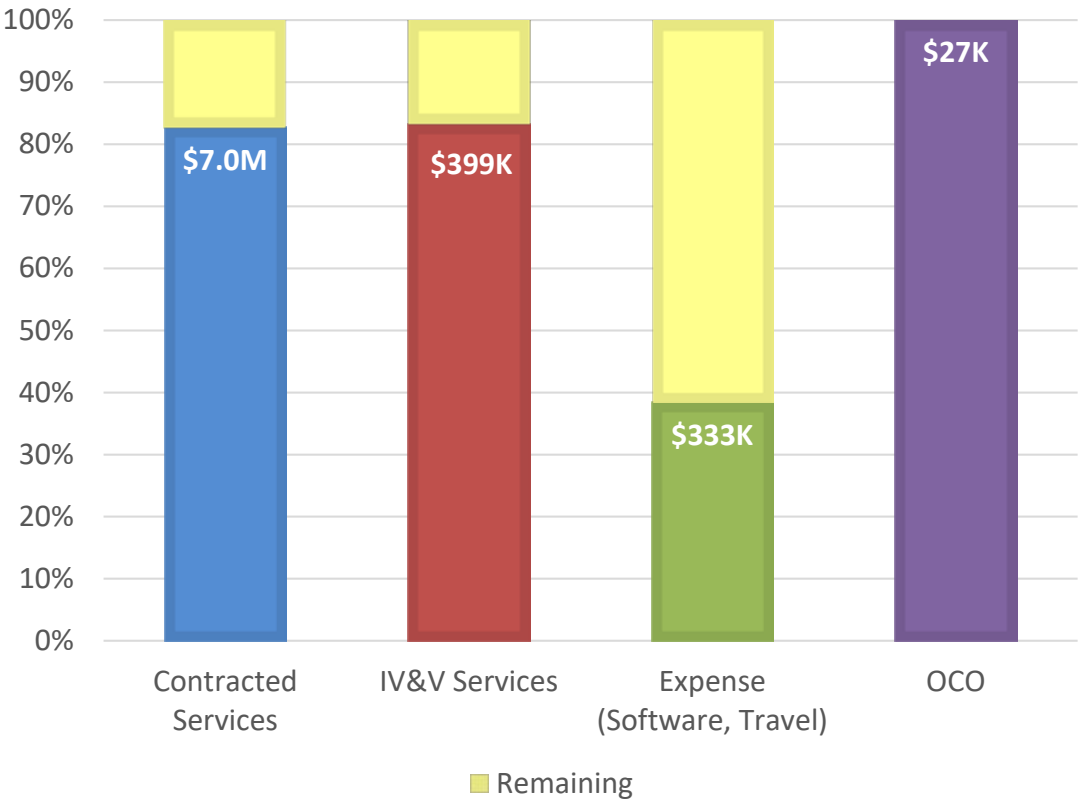
Motorist Modernization Phase I Financial Review

Budget and Actuals: Overview

Description	Budget Total	Actuals to Date	Variance (Budget to Actual)
Fiscal Year 2017-2018 Total Funding	$9,857,775		
Fiscal Year to Date	$7,438,666	$7,438,092	(.01%)
Month to Date (April 2018)	$969,940	$975,067	.53%
Remaining Funds	$2,105,186		

Questions?

#	Project Team	CR #	Title	Brief Description	Source	Type	Notes	Milestone/Sprint to Implement	Story Impact (Add, Modify, Remove, N/A)	Priority	Priority Notes	Internal Review Status	Internal Status Date	Estimated Effort by Work Type	Total Effort
441	DL	PMCR-442	ARCHIVE FR27031 Determine Non-Clearable Sanctions & FR30977 Check Clearance	During refinement, the team decided to merge FR27031 Determine Non-Clearable Sanctions and FR30977 Check Clearance into FR26341 Determine Clearable Sanctions. This CR ARCHIVES FR27031 Determine Non-Clearable Sanctions and FR30977 Check Clearance moves the estimated effort to FR26341 Determine Clearable Sanctions and renames that story: FR26341 Determine Sanction Clearance Eligibility.	Refinement	N/A	Approved as Emergency CR on 14/17/2018	Milestone H	Remove			Approved	4/17/2018	0	0

General Information

Agile Project Name	Motorist Modernization Phase I – Supergroup
Change Request Title	Super Group – User Guide Development Schedule Adjustment
Change Requested By	Scott Tomaszewski
Product Owner	Dorothy Hill
Date Requested	March 27, 2018

Change Request # *(To be assigned by CCB Chair)*		111
☒ New Request	☐ Resubmitted / Amended Request	

Change Request Information (completed by the requestor)

Description of Change:

The purpose of this change request is to align the Super Group User Guide development and content collection one milestone behind the Application development and testing.

Classification: Critical ☒

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.

Change Request Type:

☐ New (Unplanned/Missed) Work Effort   ☐ Re-work

☒ New (Expanded) Work Effort   ☐ Removal/Archival

Business Need / Justification (completed by the requestor)

The initial plan to capture the content needed for the user guide during the same milestone that the Application development and testing was occurring, has led to conflicts with content being made available. By delaying the user guide content collection one milestone behind feature development the teams will mitigate the conflicts.

Impact Analysis

Requirements Change Description:

The schedule update will allow for the timely collection of content for the Motorist Maintenance changes planned for through September 2018 in addition to capturing any required changes that arise out of the User Acceptance Testing period ending on October 1, 2018.

Technical Change Description: N/A

Associated Wrap Number? N/A

Impact on Backlog: N/A

Impact on Schedule:

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

Schedule Change Description:

Extend Super User guide development work tasks into November 2018.

Change may be addressed within:

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

Provide detail for when this change will be implemented:

Once approved, will adjust the remaining milestone completion dates.

Current Schedule:

ID	% Complete	Task Name	Duration	Start	Finish
3824	90%	Supergroup – Milestone F	44 days	Mon 1/8/18	Fri 3/9/18
3825	0%	Supergroup – Milestone G	40 days	Mon 3/12/18	Fri 5/4/18
3826	0%	Supergroup – Milestone H	39 days	Mon 5/7/18	Fri 6/29/18
3827	0%	Supergroup – Milestone I	34 days	Mon 7/2/18	Fri 8/17/18
3828	0%	Review and Acceptance of User Guide	20 days	Mon 8/20/18	Mon 9/17/18

Proposed Schedule:

ID	% Complete	Task Name	Duration	Start	Finish
3825	90%	Supergroup – Milestone F	15 days	Thu 4/12/18	Wed 5/9/18
3825	0%	Supergroup – Milestone G	34 days	Thu 5/10/18	Wed 6/27/18
3826	0%	Supergroup – Milestone H	49 days	Thu 6/28/18	Wed 8/15/18
3827	0%	Supergroup – Milestone I	28 days	Thu 8/16/18	Wed 9/12/18
3828	0%	Supergroup – Milestone J	35 days	Thu 9/13/18	Wed 10/17/18
3829	0%	Review and Acceptance of User Guide	31 days	Tue 10/16/18	Thu 11/15/18

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
Assigned Super Group User Guide Resources	O		50%
Total			

Alternatives to the Requested Change: None identified.	
Impact on Training:	
No known impact to the development of the training material, as the schedule for development and testing the features will remain as planned.	
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**
☒ Product Owner (PO)	Dorothy Hill/ Deborah Todd/ Todd Browning/Pat Porter – Sent for review by 3/30/18
☒ Scrum Master	Hector Figueroa - Sent for review by 3/30/18
☒ Program Manager	Cheryln Dent - Sent for review by 3/30/18
☒ Project Manager	Scott Tomaszewski
☒ Sr. Business Analyst	Laura Freeman - Sent for review by 3/30/18
☒ Lead Developer / Software Architect	Brian Johnson - Sent for review by 3/30/18
☐ Enterprise Technical Team Representative	Jeff Marsey - Sent for review by 4/4/18
☒ Testing Manager	Kelsey Parten
☒ LDO Representative	Jennifer Ford
☒ Financial Representative (DAS/OFM)	Steve Burch
☒ Operational / Business Manager(s) – OMM Communications	Scott Bean - Sent for review by 4/4/18

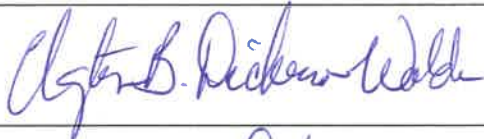| Change Control Board Recommendation			
Decision: ☐ Approve	☐ Reject	☐ Defer	☒ N/A
Comments: Due to timing constraints, this request was not reviewed by the CCB.			
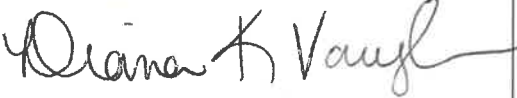
Advisory Board Recommendation			
Decision: ☐ Approve	☐ Reject	☐ Defer	☒ N/A
Comments: Due to timing constraints, this request was not reviewed by the Advisory Board.			

Executive Steering Committee Decision			
Decision: ☑ Approve	☐ Reject	☐ Defer	
Comments:			

Approver	Signature	Date
Terry Rhodes Executive Director, DHSMV		4/19/18
Diana Vaughn Deputy Executive Director, DHSMV		4-19-18
Robert Kynoch Director of Motorist Services, DHSMV		4-19-18
Boyd Dickerson-Walden Chief Information Officer, DHSMV		4/23/18
Deb Dobson Program Manager – FLOW, DHSMV		4-19-2018

General Information	
Project Name	Motorist Modernization Phase I
Change Requested By	Cheryln Dent / Tamil Dhanabalan / Michelle McGinley
Project Sponsor	Robert Kynoch
Date Requested	4/6/2018

Change Request #	**112**

Change Request Information (completed by the requestor)

Description:
The purpose of this change request is to clarify the Informatica portions deploying with MVRN and re-establish the planned November go-live for the remaining portions to allow additional testing for the Push-Pull Replacement.

Classification Critical: ☒   Medium: ☐   Low: ☐

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.

Business Need / Justification (completed by the requestor)

Description: The MM Phase I Release Plan (Deliverable 26) had planned for all Informatica components to deploy to production in November 2018. Throughout the agile development for MVRN, a dependency on **some** of the Informatica modules was identified and CR79 established the Informatica deployment to coincide with the MVRN go-live.

Various MM Phase I issues, delays in DB consolidation and additional testing for the Push-Pull portions being replaced have led to the need to re-evaluate the timing of the Push-Pull replacement.

As such, this Change Request is being submitted to provide clarity as to the Informatica portions that will deploy with MVRN go-live versus those Informatica portions deploying in November 2018. In addition, the November 2018 deployment tasks are established within the Integrated Master Schedule in order to track associated dependencies.

Impact Analysis (completed by ISA)
Specific Requirements Definition: No requirements changes.

Current Schedule:

<mark>Informatica Development / Sprint Testing: Current Schedule</mark>

Task Name	Duration	Start	Finish
▷ Project Closeout	31 days	Thu 7/18/19	Thu 8/29/19
▷ IV&V Deliverable #5 - Monthly Assessment Reports (Ernst & Young)	1095 days	Thu 3/5/15	Mon 7/15/19
◢ Design, Develop, Implement	1454 days	Tue 11/12/13	Wed 8/28/19
◢ Database Redesign	1205 days	Tue 11/12/13	Fri 8/31/18
◢ Data Seeding Task Implementation	629.5 days	Mon 3/7/16	Fri 8/31/18
▷ Informatica Project	138 days	Wed 10/11/17	Mon 4/30/18
▷ Auto-Restart Functionality Integrated Testing related effort and Bug fix cycle	78 days	Mon 4/30/18	Fri 8/17/18
▷ **Push-Pull Replacement for MV Renewal Go-Live related tasks**	87 days	Wed 2/28/18	Fri 6/29/18
▷ Validate Production Synchronization Processes (MV Renewal Go-Live)	84 days	Tue 2/20/18	Mon 6/18/18
◢ Validate Production Synchronization Process (ORION Prime Go-Live)	170 days	Wed 1/3/18	Fri 8/31/18
▷ Integration Testing	170 days	Wed 1/3/18	Fri 8/31/18
◢ System Testing with Systems Evaluation Unit(SEU)	102 days	Wed 3/21/18	Mon 8/13/18
◢ Seed load Validation testing by SEU	25 days	Wed 3/21/18	Tue 4/24/18
Perform seed load in the test environment for SEU testing	10 days	Wed 3/21/18	Tue 4/3/18
Validation seed load via apps by SEU	5 days	Wed 4/4/18	Tue 4/10/18
Bug fix cycle for seed load testing	10 days	Wed 4/11/18	Tue 4/24/18
▷ Database consolidation related retrofit changes	30 days	Mon 7/2/18	Mon 8/13/18
▷ Data Preparation Tasks for non-production environments	95 days	Tue 2/20/18	Tue 7/3/18
Database Redesign / Synchronization COMPLETE	0 days	Fri 9/7/18	Fri 9/7/18
PHASE GATE REVIEW - Database Redesign / Synchronization	0 days	Fri 9/7/18	Fri 9/7/18

Informatica Enterprise Testing: Current Schedule

Task Name	Duration	Start	Finish
⊿ Testing	903 days	Mon 9/21/15	Mon 4/29/19
▷ End-to-End User Acceptance Testing	619 days	Thu 10/20/16	Mon 4/8/19
⊿ Enterprise System Testing	472 days	Wed 5/24/17	Tue 4/9/19
Confirm Production Environment Readiness with Enterprise Architecture Refresh Project (Oracle Upgrade)	0 days	Tue 5/1/18	Tue 5/1/18
Conduct End-to-End System Testing	30 days	Tue 10/2/18	Tue 11/13/18
Conduct End-to-End Regression Testing	30 days	Wed 11/14/18	Fri 12/28/18
⊿ Power exchange CDC Data Load testing by SEU	137 days	Thu 3/8/18	Wed 9/19/18
Deploy Customer Data Domain CDC components to Integrated UAT/Stage Environment	5 days	Thu 3/8/18	Wed 3/14/18
Validate Data synchronization via UAT Apps for customer data domain	5 days	Thu 3/15/18	Wed 3/21/18
UAT/Stage Bug fix cycle - Customer Data Domain workflows	5 days	Thu 3/22/18	Wed 3/28/18
Deploy Credentials Data Domain CDC components to Integrated UAT/Stage Environment	2 days	Thu 6/21/18	Fri 6/22/18
Validate Data synchronization via UAT Apps for Credentials data domain	5 days	Mon 6/25/18	Fri 6/29/18
Bug fix cycle for Credentials Data Synchronization testing via UAT Apps	1 day	Fri 7/27/18	Fri 7/27/18
Deploy Sanction Data Domain CDC components to Integrated UAT/Stage Environment	2 days	Fri 7/27/18	Mon 7/30/18
Validate Data synchronization via UAT Apps for Sanction data domain	5 days	Tue 7/31/18	Mon 8/6/18
Bug fix cycle for Sanction Data Synchronization testing via UAT Apps	5 days	Tue 7/31/18	Mon 8/6/18
Deploy FR Data Domain CDC components to Integrated UAT/Stage Environment	2 days	Tue 7/24/18	Wed 7/25/18
Validate Data synchronization via UAT Apps for FR data domain	5 days	Thu 7/26/18	Wed 8/1/18
Bug fix cycle for FR Data Synchronization testing via UAT Apps	5 days	Fri 7/27/18	Thu 8/2/18
Deploy HAZMAT Data Domain CDC components to Integrated UAT/Stage Environment	2 days	Wed 8/1/18	Thu 8/2/18
Validate Data synchronization via UAT Apps for Hazmat data domain	5 days	Fri 8/3/18	Thu 8/9/18
Bug fix cycle for Hazmat Data Synchronization testing via UAT Apps	5 days	Fri 8/10/18	Thu 8/16/18
Deploy Interlock Data Domain CDC components to Integrated UAT/Stage Environment	2 days	Fri 8/10/18	Mon 8/13/18

Task Name	Duration	Start	Finish
Validate Data synchronization via UAT Apps for Hazmat data domain	5 days	Fri 8/3/18	Thu 8/9/18
Bug fix cycle for Hazmat Data Synchronization testing via UAT Apps	5 days	Fri 8/10/18	Thu 8/16/18
Deploy Interlock Data Domain CDC components to Integrated UAT/Stage Environment	2 days	Fri 8/10/18	Mon 8/13/18
Validate Data synchronization via UAT Apps for Interlock data domain	5 days	Tue 8/14/18	Mon 8/20/18
Bug fix cycle for Interlock Data Synchronization testing via UAT Apps	5 days	Tue 8/21/18	Mon 8/27/18
Deploy VLS Data Domain CDC components to Integrated UAT/Stage Environment	2 days	Mon 8/20/18	Tue 8/21/18
Validate Data synchronization via UAT Apps for VLS data domain	5 days	Wed 8/22/18	Tue 8/28/18
Bug fix cycle for VLS Data Synchronization testing via UAT Apps	5 days	Wed 8/29/18	Wed 9/5/18
Deploy TRHM Data Domain CDC components to Integrated UAT/Stage Environment	2 days	Tue 9/4/18	Wed 9/5/18
Validate TRHM Data synchronization via UAT Apps	5 days	Thu 9/6/18	Wed 9/12/18
Bug fix cycle for TRHM Data Synchronization testing via UAT Apps	5 days	Thu 9/13/18	Wed 9/19/18
Conduct Stress Testing	30 days	Mon 12/31/18	Tue 2/12/19
Bulk Volume Performance testing	60 days	Tue 10/2/18	Fri 12/28/18
Conduct Performance Testing	5 days	Wed 2/13/19	Tue 2/19/19
Conduct Disaster Recovery Testing	5 days	Wed 2/20/19	Tue 2/26/19
Conduct Integration Testing	30 days	Wed 2/27/19	Tue 4/9/19
Obtain Enterprise System Testing Product Owner/Business Approval and Signoff	0 days	Tue 4/9/19	Tue 4/9/19
Obtain Enterprise System Testing ISA/Technical Approval and Signoff	0 days	Tue 4/9/19	Tue 4/9/19
Security	898 days	Mon 9/21/15	Mon 4/22/19
Testing COMPLETE	0 days	Mon 4/22/19	Mon 4/22/19

Informatica Deployment: Current Schedule

Task Name	Duration	Start	Finish
PHASE GATE REVIEW - Development	0 days	Thu 9/13/18	Thu 9/13/18
▷ Testing	903 days	Mon 9/21/15	Mon 4/29/19
▷ Operations Planning	963 days	Wed 9/16/15	Fri 7/19/19
◢ Implementation	502 days	Thu 8/31/17	Wed 8/28/19
▷ Implementation Planning	404 days	Thu 8/31/17	Wed 4/10/19
◢ Production Deployment - MV Renewal Notification	44 days	Mon 7/2/18	Fri 8/31/18
Decision Point - GoNoGo Move to Production	4 days	Mon 7/2/18	Fri 7/6/18
Obtain Change Control Approval to move Statewide	10 days	Mon 7/9/18	Fri 7/20/18
Release Statewide	1 day	Mon 8/6/18	Mon 8/6/18
Statewide Stabilization Period	19 days	Tue 8/7/18	Fri 8/31/18
◢ Pilot Deployment	304 days	Tue 5/1/18	Mon 7/15/19
◢ Go-Live Preparation	116 days	Tue 5/1/18	Fri 10/12/18
▷ Business continuity plan and Operational readiness	11 days	Tue 5/1/18	Tue 5/15/18
▷ Operational support and Training	100 days	Tue 5/1/18	Thu 9/20/18
▷ New INFA Production Environment build	34 days	Tue 5/1/18	Mon 6/18/18
▷ Data Seeding Planning and Implementation	18 days	Tue 6/19/18	Fri 7/13/18
▷ Data synch support and verification tools	20 days	Mon 9/17/18	Fri 10/12/18
▷ Initiating ETL CDC Data Flow in production	11 days	Mon 7/16/18	Mon 7/30/18
Decision Point - GoNoGo Move to Pilot	1 day	Tue 4/23/19	Tue 4/23/19
Obtain Change Control Approval to move to Pilot Sites	1 day	Wed 5/1/19	Wed 5/1/19
Release to Pilot Sites	1 day	Thu 5/9/19	Thu 5/9/19
Pilot Stabilization Period	45 days	Fri 5/10/19	Mon 7/15/19
PHASE GATE REVIEW - Pilot	0 days	Mon 7/15/19	Mon 7/15/19
◢ Production Deployment	37 days	Tue 7/9/19	Wed 8/28/19
Decision Point - GoNoGo Move to Production	1 day	Tue 7/9/19	Tue 7/9/19
Obtain Change Control Approval to move Statewide	1 day	Wed 7/10/19	Wed 7/10/19
Release Statewide	1 day	Wed 7/17/19	Wed 7/17/19
Statewide Stabilization Period	30 days	Thu 7/18/19	Wed 8/28/19
Implementation COMPLETE	0 days	Wed 8/28/19	Wed 8/28/19
Project COMPLETE	0 days	Thu 8/29/19	Thu 8/29/19

Proposed Schedule:

Informatica Development / Sprint Testing:

Task Name	Duration	Start	Finish
▲ Design, Develop, Implement	1454 days	Tue 11/12/13	Wed 8/28/19
▲ Database Redesign	1205 days	Tue 11/12/13	Fri 8/31/18
▲ Data Seeding Task Implementation	629.5 days	Mon 3/7/16	Fri 8/31/18
▷ Informatica Project	138 days	Wed 10/11/17	Mon 4/30/18
▷ Auto-Restart Functionality Integrated Testing related effort and Bug fix cycle	78 days	Mon 4/30/18	Fri 8/17/18
▲ MVRN Go-Live related tasks (CDC)	22 days	Wed 2/28/18	Fri 3/30/18
Identify potential issues, bottle-necks and any WRAP development requirements	0 days	Fri 3/30/18	Fri 3/30/18
Identify all related CDC mappings, CDC workflows, Notification requirements and monitoring requirements	0 days	Fri 3/30/18	Fri 3/30/18
Develop replacement process for notification process and pr	10 days	Fri 6/8/18	Thu 6/21/18
Develop status monitoring Dashboard pages for Push/Pull pr	10 days	Mon 6/18/18	Fri 6/29/18
Write-up test plan and test cases for push/pull replacement	10 days	Tue 5/1/18	Mon 5/14/18
Prepare/Provision testing environment for DL Issuance, CIPS, Mainframe or Over night Batch Processes, etc.,	5 days	Tue 5/15/18	Mon 5/21/18
Unit testing for Push/Pull replacement process for DL Issuance, CIPS, Mainframe or Over night Batch Processes,	10 days	Tue 5/22/18	Tue 6/5/18
SEU testing for Push/Pull replacement process for DL Issuance, CIPS, Mainframe or Over night Batch Processes,	18 days	Wed 6/6/18	Fri 6/29/18
▷ Validate Production Synchronization Processes (MV Renewal Go-Live)	84 days	Tue 2/20/18	Mon 6/18/18
▲ Push-Pull Replacement (CDC)	65 days	Fri 3/30/18	Fri 6/29/18
Identify potential issues, bottle-necks and any WRAP development requirements	0 days	Fri 3/30/18	Fri 3/30/18
Identify all related CDC mappings, CDC workflows, Notification requirements and monitoring requirements	0 days	Fri 3/30/18	Fri 3/30/18
Develop replacement process for notification process and pr	10 days	Fri 6/8/18	Thu 6/21/18
Develop status monitoring Dashboard pages for Push/Pull pr	10 days	Mon 6/18/18	Fri 6/29/18
Write up test plan and test cases for push/pull replacement	10 days	Tue 5/1/18	Mon 5/14/18
Prepare/Provision testing environment for DL Issuance, CIPS, Mainframe or Over night Batch Processes, etc.,	5 days	Tue 5/15/18	Mon 5/21/18
Unit testing for Push/Pull replacement process for DL Issuance, CIPS, Mainframe or Over night Batch Processes,	10 days	Tue 5/22/18	Tue 6/5/18
SEU testing for Push/Pull replacement process for DL Issuance, CIPS, Mainframe or Over night Batch Processes,	18 days	Wed 6/6/18	Fri 6/29/18

Informatica Enterprise Testing & Deployment: Proposed Schedule
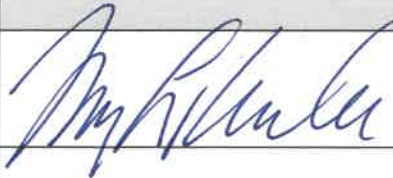
Task Name	Duration	Start	Finish
⊿ Testing	903 days	Mon 9/21/15	Mon 4/29/19
⊿ End-to-End User Acceptance Testing	619 days	Thu 10/20/16	Mon 4/8/19
⊿ Renewal Notification End User Testing (MV Release)	327 days	Fri 3/17/17	Mon 7/2/18
Conduct Vendor Testing for MV Release	116 days	Thu 1/11/18	Mon 6/25/18
UAT COMPLETE - Product Owner Approval and Signature (MV Release)	5 days	Tue 6/26/18	Mon 7/2/18
⊿ Push-Pull Replacement Stakeholder Testing	20 days	Mon 7/9/18	Fri 8/3/18
FHP Validation Activities Executed	20 days	Mon 7/9/18	Fri 8/3/18
ISA Operations Validation Activities Executed	20 days	Mon 7/9/18	Fri 8/3/18
Motorist Services Regression Testing Executed	20 days	Mon 7/9/18	Fri 8/3/18
Office of Performance Management Regression Testing Executed	20 days	Mon 7/9/18	Fri 8/3/18
Support Push-Pull Replacement Stakeholder Testing	20 days	Mon 7/9/18	Fri 8/3/18
⊿ Statewide User Acceptance Testing	263 days	Fri 9/15/17	Mon 10/1/18
Update Test Cases - Initial	30 days	Thu 4/12/18	Wed 5/23/18
Update Test Cases - Final	60 days	Wed 6/20/18	Thu 9/13/18
⊿ UAT Environment Readiness	227 days	Mon 11/6/17	Mon 10/1/18
Confirm Database Consolidation Complete - Database Layer (DEV)	99 days	Mon 11/6/17	Fri 3/30/18
Confirm Database Consolidation Complete - Application Tier (DEV)	99 days	Mon 11/6/17	Fri 3/30/18
Confirm Database Consolidation Complete - DB & APP (TST)	99 days	Mon 11/6/17	Fri 3/30/18
Confirm Database Consolidation Complete - DB & APP (STG)	99 days	Mon 11/6/17	Fri 3/30/18
Perform Data seed load and validation for one cycle	5 days	Thu 5/17/18	Wed 5/23/18
Validate data seed process via the UAT apps	90 days	Thu 5/24/18	Mon 10/1/18
Conduct User Acceptance Testing (Integration Test - Final UAT All Sprints)	90 days	Thu 5/24/18	Mon 10/1/18
Support state-wide UAT testing cycles for bi-directional synch project	90 days	Thu 5/24/18	Mon 10/1/18
Bug fix cycle to support state-wide testing cycle	90 days	Thu 5/24/18	Mon 10/1/18
UAT COMPLETE - Product Owners Approval and Signature (Statewide)	0 days	Mon 10/1/18	Mon 10/1/18

Task Name	Duration	Start	Finish
⁴ Enterprise System Testing	445 days	Wed 5/24/17	Fri 3/1/19
Confirm Production Environment Readiness with Enterprise Architecture Refresh Project (Oracle Upgrade)	0 days	Tue 5/1/18	Tue 5/1/18
▷ MVRN Enterprise Testing	64 days	Mon 3/26/18	Fri 6/22/18
⁴ Push-Pull Replacement Enterprise Testing	49 days	Mon 8/6/18	Fri 10/12/18
▷ Data Seeding Planning and Testing	18 days	Mon 8/6/18	Wed 8/29/18
▷ PWX CDC testing For push/Pull replacement and main go-live	32 days	Mon 8/6/18	Wed 9/19/18
▷ Data synch support and verification tools Testing	20 days	Mon 9/17/18	Fri 10/12/18
▷ ORION Main Enterprise Testing	197 days	Fri 5/18/18	Fri 3/1/19
⁴ Security	889 days	Mon 9/21/15	Tue 4/9/19
▷ MVRN Security Testing	25 days	Mon 4/23/18	Fri 5/25/18
▷ Push-Pull Replacement Security Testing	20 days	Mon 9/24/18	Fri 10/19/18
▷ Security Testing (Formal Scans)	24 days	Mon 3/4/19	Thu 4/4/19
Obtain Security Scan ISM Approval and Signoff	0 days	Tue 4/9/19	Tue 4/9/19
Testing COMPLETE	0 days	Mon 4/22/19	Mon 4/22/19
▷ Internal & External OCM Readiness Assessment 3	5 days	Tue 4/23/19	Mon 4/29/19
PHASE GATE REVIEW - Testing	0 days	Mon 4/22/19	Mon 4/22/19
▷ Operations Planning	963 days	Wed 9/16/15	Fri 7/19/19
⁴ Implementation	502 days	Thu 8/31/17	Wed 8/28/19
▷ Implementation Planning	391 days	Thu 8/31/17	Fri 3/22/19
▷ Production Deployment - MV Renewal Notification	44 days	Mon 7/2/18	Fri 8/31/18
⁴ Production Deployment - Push-Pull Replacement	27 days	Mon 10/29/18	Fri 12/7/18
Decision Point - GoNoGo Move to Production (Push-Pull)	5 days	Mon 10/29/18	Fri 11/2/18
Obtain Change Control Approval to move Statewide (Push-Pull)	4 days	Mon 11/5/18	Thu 11/8/18
Release Statewide (Push-Pull Replacement)	2 days	Fri 11/9/18	Tue 11/13/18
Auditing period	16 days	Wed 11/14/18	Fri 12/7/18
▷ Pilot Deployment	255 days	Tue 5/1/18	Fri 5/3/19
▷ Production Deployment	37 days	Tue 7/9/19	Wed 8/28/19
Implementation COMPLETE	0 days	Wed 8/28/19	Wed 8/28/19
Project COMPLETE	0 days	Thu 8/29/19	Thu 8/29/19

Impact on Resources: No impact for program resources.

Resource Requirements	Work Effort (Hours)	Cost
None – schedule elaboration		
Total		

Alternatives to the Requested Change: No alternatives identified.

Outcome			
Decision: ☑ Approve	☐ Reject	☐ Defer	
Comments:			

Executive Steering Committee Member	Signature	Date
Terry Rhodes Executive Director, DHSMV		4/19/18
Diana Vaughn Deputy Executive Director, DHSMV		4-19-18
Robert Kynoch Director of Motorist Services, DHSMV		4-19-18
Boyd Dickerson-Walden Chief Information Officer, DHSMV		4/23/18
Deb Dobson Program Manager – FLOW, DHSMV		04-19-2018

General Information

Project Name	Motorist Modernization Phase I
Change Requested By	Michelle McGinley
Project Sponsor	Robert Kynoch
Date Requested	4/6/2018

Change Request # | 113

Change Request Information (completed by the requestor)

Description:

The purpose of this change request is to further detail out the activities for various enterprise testing activities for the various MM Phase I go-live efforts.

Classification Critical: ☒   Medium: ☐   Low: ☐

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.

Business Need / Justification (completed by the requestor)

Description: The justification/need for this change request is provide greater clarity in the IMS as to the timing and dependencies for enterprise testing activities related to the various MM Phase I go-lives. This will provide all groups with greater visibility into items currently tracked by the MM Phase I enterprise team and ISA project teams.

Impact Analysis (completed by ISA)

Specific Requirements Definition: No requirements changes.

Current Schedule:

Task Name	Duration	Start	Finish
▷ **Development**	**878 days**	**Mon 8/17/15**	**Tue 2/19/19**
PHASE GATE REVIEW - Development	**0 days**	**Thu 9/13/18**	**Thu 9/13/18**
◢ **Testing**	**903 days**	**Mon 9/21/15**	**Mon 4/29/19**
▷ **End-to-End User Acceptance Testing**	**619 days**	**Thu 10/20/16**	**Mon 4/8/19**
◢ **Enterprise System Testing**	**472 days**	**Wed 5/24/17**	**Tue 4/9/19**
Confirm Production Environment Readiness with Enterprise Architecture Refresh Project (Oracle Upgrade)	0 days	Tue 5/1/18	Tue 5/1/18
Conduct End-to-End System Testing	30 days	Tue 10/2/18	Tue 11/13/18
Conduct End-to-End Regression Testing	30 days	Wed 11/14/18	Fri 12/28/18
▷ **Power exchange CDC Data Load testing by SEU**	**137 days**	**Thu 3/8/18**	**Wed 9/19/18**
Conduct Stress Testing	30 days	Mon 12/31/18	Tue 2/12/19
▷ **Bulk Volume Performance testing**	**60 days**	**Tue 10/2/18**	**Fri 12/28/18**
Conduct Performance Testing	5 days	Wed 2/13/19	Tue 2/19/19
Conduct Disaster Recovery Testing	5 days	Wed 2/20/19	Tue 2/26/19
Conduct Integration Testing	30 days	Wed 2/27/19	Tue 4/9/19
Obtain Enterprise System Testing Product Owner/Business Approval and Signoff	0 days	Tue 4/9/19	Tue 4/9/19
Obtain Enterprise System Testing ISA/Technical Approval and Signoff	0 days	Tue 4/9/19	Tue 4/9/19
◢ **Security**	**898 days**	**Mon 9/21/15**	**Mon 4/22/19**
◢ **Security Testing**	**9 days**	**Wed 4/10/19**	**Mon 4/22/19**
Perform ISA Security Scan	3 days	Wed 4/10/19	Fri 4/12/19
Receive ISA Security Scan results	1 day	Mon 4/15/19	Mon 4/15/19
Implement Security Scan Audit Findings	5 days	Tue 4/16/19	Mon 4/22/19
Obtain Security Scan ISM Approval and Signoff	0 days	Mon 4/22/19	Mon 4/22/19
Testing COMPLETE	**0 days**	**Mon 4/22/19**	**Mon 4/22/19**
▷ **Internal & External OCM Readiness Assessment 3**	**5 days**	**Tue 4/23/19**	**Mon 4/29/19**
PHASE GATE REVIEW - Testing	**0 days**	**Mon 4/22/19**	**Mon 4/22/19**
▷ **Operations Planning**	**963 days**	**Wed 9/16/15**	**Fri 7/19/19**
▷ **Implementation**	**502 days**	**Thu 8/31/17**	**Wed 8/28/19**
Project COMPLETE	**0 days**	**Thu 8/29/19**	**Thu 8/29/19**

Proposed Schedule:

Task Name	Duration	Start	Finish
⊿ **Testing**	903 days	**Mon 9/21/15**	**Mon 4/29/19**
▷ **End-to-End User Acceptance Testing**	619 days	**Thu 10/20/16**	**Mon 4/8/19**
⊿ **Enterprise System Testing**	445 days	**Wed 5/24/17**	**Fri 3/1/19**
Confirm Production Environment Readiness with Enterprise Architecture Refresh Project (Oracle Upgrade)	0 days	Tue 5/1/18	Tue 5/1/18
⊿ **MVRN Enterprise Testing**	64 days	**Mon 3/26/18**	**Fri 6/22/18**
⊿ **MVRN Go-Live Performance Testing**	**64 days**	**Mon 3/26/18**	**Fri 6/22/18**
Tool Readiness	15 days	Mon 3/26/18	Fri 4/13/18
Verify Informatica CDC in STAGE for MVRN	0 days	Fri 4/13/18	Fri 4/13/18
Perform Seed/Load for MVRN tables in STAGE	1 day	Mon 4/16/18	Mon 4/16/18
Execution in STAGE for MVRN Batch applications & Informa	25 days	Tue 4/17/18	Mon 5/21/18
Verify Informatica CDC in PRODUCTION for MVRN	0 days	Mon 5/21/18	Mon 5/21/18
Perform Seed/Load for MVRN tables in PRODUCTION	1 day	Tue 5/22/18	Tue 5/22/18
Execution in PRODUCTION for MVRN Batch applications &	15 days	Mon 6/4/18	Fri 6/22/18
⊿ **MVRN Disaster Recovery Testing**	**13 days**	**Wed 6/6/18**	**Fri 6/22/18**
Confirm Production Environment Readiness for DR Test	3 days	Wed 6/6/18	Fri 6/8/18
Conduct Disaster Recovery Testing (MVRN Go-Live)	10 days	Mon 6/11/18	Fri 6/22/18
▷ **Push-Pull Replacement Enterprise Testing**	**49 days**	**Mon 8/6/18**	**Fri 10/12/18**
⊿ **ORION Main Enterprise Testing**	197 days	Fri 5/18/18	Fri 3/1/19
Conduct End-to-End System Testing	30 days	Tue 10/2/18	Tue 11/13/18
Conduct Stress Testing	30 days	Fri 4/5/19	Thu 5/16/19
⊿ **Stress, Load, Performance Testing**	**163 days**	**Fri 5/18/18**	**Fri 1/11/19**
Identify ORION Performance Test Scenarios	64 days	Fri 5/18/18	Fri 8/17/18
Develop ORION Performance Test Scripts	88 days	Fri 5/18/18	Fri 9/21/18
Identify ORION Stress & Load Tests	24 days	Mon 8/20/18	Fri 9/21/18
Formulate plan for bulk informatica volume testing	20 days	Tue 10/2/18	Mon 10/29/18
Confirm Stage Readiness for Perf/Stress/Load Testing	4 days	Tue 10/2/18	Fri 10/5/18
Conduct ORION Performance Tests	65 days	Mon 10/8/18	Fri 1/11/19
Complete ORION Stress & Load Tests	30 days	Mon 10/8/18	Mon 11/19/18
Bug fix support for ORION Main Enterprise Testing Efforts	65 days	Mon 10/8/18	Fri 1/11/19
Conduct Performance Testing	137 days	Fri 5/17/19	Tue 12/3/19
Conduct Regression Testing (Post Enterprise Testing)	34 days	Mon 1/14/19	Fri 3/1/19
Conduct Disaster Recovery Testing	34 days	Mon 1/14/19	Fri 3/1/19
Conduct Integration Testing	30 days	Mon 3/4/19	Fri 4/12/19

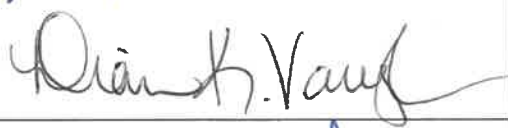| Task Name	Duration	Start	Finish
Conduct Regression Testing (Post Enterprise Testing)	34 days	Mon 1/14/19	Fri 3/1/19
Conduct Disaster Recovery Testing	34 days	Mon 1/14/19	Fri 3/1/19
Conduct Integration Testing	30 days	Mon 3/4/19	Fri 4/12/19
Obtain Enterprise System Testing Product Owner/Business Approval and Signoff	0 days	Fri 3/1/19	Fri 3/1/19
Obtain Enterprise System Testing ISA/Technical Approval and Signoff	0 days	Fri 3/1/19	Fri 3/1/19
◢ Security	889 days	Mon 9/21/15	Tue 4/9/19
◢ MVRN Security Testing	25 days	Mon 4/23/18	Fri 5/25/18
Tool Readiness	10 days	Mon 4/23/18	Fri 5/4/18
Conduct Security Scans	15 days	Mon 5/7/18	Fri 5/25/18
▷ Push-Pull Replacement Security Testing	20 days	Mon 9/24/18	Fri 10/19/18
◢ Security Testing (Formal Scans)	24 days	Mon 3/4/19	Thu 4/4/19
Perform ISA Security Scan	3 days	Mon 3/4/19	Wed 3/6/19
Receive ISA Security Scan results	1 day	Thu 3/7/19	Thu 3/7/19
Implement Security Scan Audit Findings	5 days	Fri 3/8/19	Thu 3/14/19
Conduct Regression Testing (Post Security Testing)	15 days	Fri 3/15/19	Thu 4/4/19
Obtain Security Scan ISM Approval and Signoff	0 days	Tue 4/9/19	Tue 4/9/19
Testing COMPLETE	0 days	Mon 4/22/19	Mon 4/22/19
▷ Internal & External OCM Readiness Assessment 3	5 days	Tue 4/23/19	Mon 4/29/19
PHASE GATE REVIEW - Testing	0 days	Mon 4/22/19	Mon 4/22/19
▷ Operations Planning	963 days	Wed 9/16/15	Fri 7/19/19
▷ Implementation	502 days	Thu 8/31/17	Wed 8/28/19
Project COMPLETE	0 days	Thu 8/29/19	Thu 8/29/19

Impact on Resources: No impact for program resources.

Resource Requirements	Work Effort (Hours)	Cost
None		
Total		

Alternatives to the Requested Change: No alternatives identified.

Outcome

Decision: ☑ Approve   ☐ Reject   ☐ Defer

Comments:

Executive Steering Committee Member	Signature	Date
Terry Rhodes Executive Director, DHSMV	*[signature]*	4/19/18
Diana Vaughn Deputy Executive Director, DHSMV	*[signature]*	4-19-18
Robert Kynoch Director of Motorist Services, DHSMV	*[signature]*	4-19-18
Boyd Dickerson-Walden Chief Information Officer, DHSMV	*[signature]*	4/23/18
Deb Dobson Program Manager – FLOW, DHSMV	*[signature]*	04-19-2018

General Information	
Agile Project Name	Motorist Modernization Phase I – DL Issuance & Motorist Maintenance
Change Request Title	Archive DL Batch Transcripts
Change Requested By	Joe Weldon
Product Owner	Mike Sarvis
Date Requested	4/9/2018

Change Request # *(To be assigned by CCB Chair)*		**114**
☒ New Request	☐ Resubmitted / Amended Request	

Change Request Information (completed by the requestor)

Description of Change:

As part of the DL Batch Transcript refinement, the process flows and user stories were reworked and new stories and business rules were created. The effort associated with the original stories were spread across the new stories. This change request is to ARCHIVE the original stories.

Classification: Critical ☒

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.

Change Request Type:

☐ New (Unplanned/Missed) Work Effort   ☐ Re-work

☐ New (Expanded) Work Effort   ☒ Removal/Archival

Business Need / Justification (completed by the requestor)

This change request is to recognize the switch of stories for DL Batch Transcripts.

Impact Analysis

Requirements Change Description:

Below is the original list of stories that will be ARCHIVED:

ID	Name	Effort	System
FR23839	Conviction Search Formula Transcript Process - Receive and Evaluate	64	Batch Transcript - Convictions
FR23841	Conviction Search Formula Transcript Process - Evaluate Transcript	96	Batch Transcript - Convictions
FR23842	Conviction Search Formula Transcript Process - Evaluate Driver History	72	Batch Transcript - Convictions
FR23862	Conviction Search Formula Transcript Process - Generate Transcript	96	Batch Transcript - Convictions
FR23864	Conviction Search Formula Transcript Process - Generate Billing Report	32	Batch Transcript - Convictions
FR24999	Conviction Search Formula Transcript Process - Batch Processing Framework	4	Batch Transcript - Convictions
FR25786	Sanction Processing for Transcripts - Receive	64	Batch Transcript - Sanctions
FR25788	Sanction Processing for Transcripts - Evaluate Transcript Requests	68	Batch Transcript - Sanctions
FR25789	Sanction Processing for Transcripts - Evaluate Driver History	48	Batch Transcript - Sanctions
FR25790	Sanction Processing for Transcripts - Generate Transcript	96	Batch Transcript - Sanctions
FR25792	Sanction Processing for Transcripts - Generate Billing Report	32	Batch Transcript - Sanctions
FR25793	Sanction Processing for Transcripts - Batch Processing Framework	4	Batch Transcript - Sanctions

ID	Name		System
FR28505	DL Batch Driver Transcript - Receive and Validate Requests	100	Batch Transcript
FR28506	DL Batch Driver Transcript - Generate Transcript	72	Batch Transcript
FR28508	DL Batch Driver Transcript - Generate Billing Report	32	Batch Transcript
FR28509	DL Batch Driver Transcript - Batch Processing Framework	4	Batch Transcript
Total		**884**	

Below is the list of stories that were added to replace the original stories:

ID	Name	Effort	System
FR35207	Generate Transcript	96	Batch Transcript
FR35208	Calculate Fees	52	Batch Transcript
FR35209	Update Customer Transcript Request	40	Batch Transcript
FR35210	Retrieve Pending Batch Transcript Requests	24	Batch Transcript
FR35211	Retrieve Customer Transcript Requests	24	Batch Transcript
FR35212	Store Transcript Data	40	Batch Transcript
FR35213	Update Batch Transcript Request	40	Batch Transcript
FR35214	Log Batch Results	12	Batch Transcript
FR37244	API: Batch Transcript Request - Authenticate User	8	Batch Transcript
FR37259	API: Batch Transcript Request - Authorize Contract	8	Batch Transcript
FR37260	API: Batch Transcript Request - Receive and Validate Request	16	Batch Transcript
FR37261	API: Batch Transcript Request - Generate Batch Transcript Request	96	Batch Transcript
FR37262	API: Batch Transcript Request - Return Response	48	Batch Transcript
FR37420	API: Batch Transcript Request Inquiry - Query Batch Transcript Requests	16	Batch Transcript
FR37421	API: Batch Transcript Request Inquiry - Authorize Contract	8	Batch Transcript
FR37422	API: Batch Transcript Request Inquiry - Authenticate User	8	Batch Transcript
FR37423	API: Batch Transcript Request Inquiry - Return Response	16	Batch Transcript
FR37424	API: Batch Transcript Request Inquiry - Receive and Validate Request	16	Batch Transcript
FR37427	Query Record and Apply Look Back Criteria - Convictions	72	Batch Transcript - Convictions
FR37490	API: Batch Transcript Request Download - Authorize Contract	8	Batch Transcript
FR37491	API: Batch Transcript Request Download - Authenticate User	8	Batch Transcript
FR37494	API: Batch Transcript Request Download- Receive and Validate Request	32	Batch Transcript
FR37495	API: Batch Transcript Request Download - Query Batch Transcript Request	16	Batch Transcript
FR37496	API: Batch Transcript Request Download - Return Response	48	Batch Transcript
FR37499	Create MIX Transaction	84	Batch Transcript
FR37506	Query Record and Apply Look Back Criteria - Sanctions	48	Batch Transcript - Sanctions
Total		**884**	

Technical Change Description: N/A
Associated Wrap Number? N/A
Impact on Backlog: This work was done as part of Milestone G.

Impact on Schedule:	
☒ No Project / Program schedule change	☐ Project / Program schedule change

Schedule Change Description: The project schedule will not be changed.

Change may be addressed within:

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

Provide detail for when this change will be implemented:
Milestone J

Current Schedule: N/A

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
Minimal BA hours to archive stories.	P		
Total		**0**	

Work Effort:
- This work was completed.

Alternatives to the Requested Change: None identified.

Impact on Training: None

Impact on Policies and/or Procedures: None

The project/program manager attests that all impacts and alternatives have been vetted by the following members:	List Individual Name(s) & Review Notes
☒ Product Owner	Mike Sarvis
☒ Scrum Master	Pavel Machado
☐ Program Manager	Cheryln Dent
☒ Project Manager	Joe Weldon
☒ Sr. Business Analyst	Felecia Ford
☒ Lead Developer / Software Architect	Thomas Culbertson
☐ Enterprise Technical Team Representative	Scott Bean
☐ Testing Manager	Lacey Lowers
☒ LDO Representative	Sarah Pope
☐ Financial Representative (DAS/OFM)	Steve Burch
☐ Other Operational / Business Manager(s)	

Change Control Board Recommendation

Decision: ☐ Approve	☐ Reject	☐ Defer	☒ N/A

Comments: Due to timing constraints, this request was not reviewed by the CCB.

Advisory Board Recommendation

Decision: ☐ Approve	☐ Reject	☐ Defer	☐ N/A

Comments:

Executive Steering Committee Decision

Decision: ☐ Approve	☐ Reject	☐ 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		

General Information

Agile Project Name	Motorist Modernization Phase I – Financial Responsibility
Change Request Title	Financial Responsibility - Clearance and Action Code cleanup
Change Requested By	Scott Tomaszewski
Product Owner	Pat Porter
Date Requested	March 27, 2018

Change Request # *(To be assigned by CCB Chair)*	**115**
☒ New Request	☐ Resubmitted / Amended Request

Change Request Information (completed by the requestor)

Description of Change:

The FR clearance changes performed earlier this year did not address all administrative clearances needs and action codes to maintain sanctions associated with records.

Classification: Critical ☒

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.

Change Request Type:

☐ New (Unplanned/Missed) Work Effort   ☐ Re-work
☒ New (Expanded) Work Effort   ☐ Removal/Archival

Business Need / Justification (completed by the requestor)

The business confirmed that these changes are instrumental in Phase 1 go live needed to be completed as part of development ending in September 2018.

FR CR features missing.docx

Impact Analysis

Requirements Change Description:

See appendix "**FR CR PIP fee not required details**" for more information, but this CR will correctly address the following:

- FR 7,8 and 9 sanctions -Update Fee Requirements to include providing due notice on resuspensions.
- FR 9 – Add FR action code 411, Expired Registration to Non-Insurance Clearance/Fee Req
- Reopen Judgement, Releasor Satisfied due to Consent Letter, Bankruptcy or Satisfaction of Judgment cleared in error – needed for clearances done in error and corresponding letters to be automated
- Action Codes 432, 358, 450, 438, 493,506,643, 491,492, and 497 updates
- Negate actions required for judgment sanctions
- CRS validations on security deposits
- 90-day verification – letter requirement

- Certificate Required (SR22 /FR44) Until Date -will also be used in MYDMVPortal and DL Issuance
- Releasor Panels – hierarchy for posting, unique transaction ID required, validation
- Comment Field -Over 50 characters will wrap to display all text.

Technical Change Description: N/A

Associated Wrap Number? N/A

Impact on Backlog: Additional rework effort not accounted for under the original plan.

Impact on Schedule:
☒ No Project / Program schedule change   ☐ Project / Program schedule change

Schedule Change Description: The project schedule will not be changed. No additional stories were identified to swap out as low in priority to complete this work.

Change may be addressed within:
☐ New Milestone   ☒ Existing Milestone   ☐ New Sprint   ☒ Existing Sprint

Provide detail for when this change will be implemented:
Once approved, the team will adjust the work over the last remaining milestones and sprints concluding in time for Milestone J Sprint 29.

Current Schedule:

ID	Change Request	Task Name	Duration	Start	Finish
3389	**CR28, CR41, CR48**	**MILESTONE GROUP H**	**39 days**	**Thu 5/3/18**	**Wed 6/27/18**
3390	CR28, CR41, CR48	Sprint 25	15 days	Thu 5/3/18	Wed 5/23/18
3391	CR28, CR41, CR48	Sprint 26	14 days	Thu 5/24/18	Wed 6/13/18
3392	CR28, CR41, CR48	MM/FR Sprint - Milestone Group H	9 days	Thu 6/14/18	Tue 6/26/18
3393	CR28, CR41, CR48	MM/FR Retrospective - Milestone H	1 day	Wed 6/27/18	Wed 6/27/18
3394	**CR28, CR41, CR48**	**MILESTONE GROUP I**	**34 days**	**Thu 6/28/18**	**Wed 8/15/18**
3395	CR28, CR41, CR48	Sprint 27	14 days	Thu 6/28/18	Wed 7/18/18
3396	CR28, CR41, CR48	Sprint 28	15 days	Thu 7/19/18	Wed 8/8/18
3397	CR28, CR41, CR48	MM/FR HIP Sprint - Milestone Group I	4 days	Thu 8/9/18	Tue 8/14/18
3398	CR28, CR41, CR48	MM/FR Retrospective - Milestone I	1 day	Wed 8/15/18	Wed 8/15/18
3399	**CR28, CR41, CR48**	**MILESTONE GROUP J**	**19 days**	**Thu 8/16/18**	**Wed 9/12/18**
3400	CR28, CR41, CR48	Sprint 29	14 days	Thu 8/16/18	Wed 9/5/18
3401	CR28, CR41, CR48	MM/FR HIP Sprint - Milestone Group J	4 days	Thu 9/6/18	Tue 9/11/18
3402	CR28, CR41, CR48	MM/FR Retrospective - Milestone J	1 day	Wed 9/12/18	Wed 9/12/18

Proposed Schedule: No change to the current schedule.
Work is planned to straddle Milestone H,I and J to assure that pieces are completed without impacting current commitments in any of the remaining milestones. Work will be tracked as technical debt.

Impact on Cost:
No impact to current costs.

Office of Motorist Modernization
Change Request Form – Agile Project

Resources Needed to Support this Request	Program (P) or Operational (O)	Work Effort (Hours)	% Allocation to Program
Senior BA/Scrum Master	P	8.75	100
Developers (30% Dev, 70% Functional Testing)	P	448	100
Testers	P	84	100
Total		**540.75**	

Alternatives to the Requested Change: None identified.	
Impact on Training: Need to make LDO aware of the changes planned for clearance as it would impact recordings made during May through September 2018.	
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**
☐ Product Owner (PO)	Dorothy Hill/ Pat Porter
☐ Scrum Master	Hector Figueroa
☐ Program Manager	Cheryln Dent
☐ Project Manager	Scott Tomaszewski
☐ Sr. Business Analyst	Laura Freeman
☐ Lead Developer / Software Architect	Brian Johnson
☐ Enterprise Technical Team Representative	Jeff Marsey
☐ Testing Manager	Kelsey Parten
☐ LDO Representative	Jennifer Ford
☐ Financial Representative (DAS/OFM)	Steve Burch
☐ Operational / Business Manager(s) – OMM Communications	Scott Bean

Change Control Board Recommendation			
Decision: ☐ Approve	☐ Reject	☐ Defer	☒ N/A
Comments: Due to timing constraints, this request was not reviewed by the CCB.			

Advisory Board Recommendation			
Decision: ☐ Approve	☐ Reject	☐ Defer	☐ N/A
Comments:			

Executive Steering Committee Decision		
Decision: ☐ Approve	☐ Reject	☐ 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		

Motorist Modernization Traffic Light Report
Sprint Update
As of Thursday, May 3, 2018 at 12 p.m.

	Sprint 25	Sprint 5	Sprint 27	Hip Sprint	Hip Sprint	Hiatus	Sprint 23	Sprint 23	KEY
	4/26/18 - 5/16/18	4/10/18 - 4/30/18	4/18/18 - 5/8/18	1/31/18 - 2/5/18	4/19/18 - 5/2/18	N/A	4/11/18 - 5/1/18	4/11/18 - 5/1/18	
	DL Issuance	Informatica	MyDMV Portal	Renewal Notifications	Motorist Maintenance	Financial Responsibility	CDLIS	Citation Processing	

Light	DL Issuance	Informatica	MyDMV Portal	Renewal Notifications	Motorist Maintenance	Financial Responsibility	CDLIS	Citation Processing	KEY
Green	Business Actions	Business Actions (green)	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions (green)	Business Actions (green)	**Green** means the team is within capacity for the Sprint and there are no outstanding issues. The team is on schedule for completing Sprint by the target date (based on % complete).
	Development	Development (green)	Development	Development	Development	Development	Development	Development (green)	
	Testing	Testing	Testing (green)	Testing	Testing	Testing	Testing	Testing (green)	
	Technical Debt (green)	Technical Debt (green)	Technical Debt	Technical Debt	Technical Debt (green)	Technical Debt	Technical Debt (green)	Technical Debt (green)	
Yellow	Business Actions	Business Actions	Business Actions (yellow)	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	**Yellow** means the team is slightly over capacity for the Sprint (within 5%). The team is trending behind schedule for completing the Sprint by the target date and has established a plan to catch up (based on % complete).
	Development	Development	Development	Development	Development	Development	Development	Development	
	Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing	
	Technical Debt	Technical Debt	Technical Debt (yellow)	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	
Red	Business Actions (red)	Business Actions	Business Actions	Business Actions (red)	Business Actions (red)	Business Actions	Business Actions	Business Actions	**Red** means the team is significantly over capacity for the Sprint (greater than 5%). The team is blocked by a major issue or impediment. Team is behind schedule (or late) for completing the Sprint by the target date (based on % complete).
	Development (red)	Development	Development (red)	Development (red)	Development (red)	Development	Development (red)	Development	
	Testing (red)	Testing (red)	Testing	Testing (red)	Testing (red)	Testing	Testing (red)	Testing	
	Technical Debt	Technical Debt	Technical Debt	Technical Debt (red)	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.)

Motorist Modernization Traffic Light Report
Milestone Update
As of Thursday, May 3, 2018 at 12 p.m.

	Milestone H	Milestone	Milestone F	Milestone F	Milestone G	Hiatus	Milestone E	Milestone E
	4/5/18 - 5/30/18	N/A	3/7/18 - 5/15/18	12/20/17 - 2/6/18	3/8/18 - 5/2/18	N/A	3/21/18 - 6/19/18	3/21/18 - 6/19/18
	DL Issuance	Informatica	MyDMV Portal	Renewal Notifications	Motorist Maintenance	Financial Responsibility	CDLIS	Citation Processing

Light	DL Issuance	Informatica	MyDMV Portal	Renewal Notifications	Motorist Maintenance	Financial Responsibility	CDLIS	Citation Processing
Green	Business Actions	Business Actions	Business Actions (green)	Business Actions	Business Actions	Business Actions	Business Actions (green)	Business Actions (green)
	Development	Development	Development (green)	Development	Development	Development	Development (green)	Development
	Testing	Testing	Testing (green)	Testing	Testing	Testing	Testing (green)	Testing
	Technical Debt (green)	Technical Debt	Technical Debt (green)	Technical Debt	Technical Debt	Technical Debt	Technical Debt (green)	Technical Debt (green)
Yellow	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions
	Development (yellow)	Development	Development	Development	Development	Development	Development	Development (yellow)
	Testing (yellow)	Testing	Testing	Testing	Testing	Testing	Testing	Testing (yellow)
	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt
Red	Business Actions (red)	Business Actions	Business Actions	Business Actions (red)	Business Actions (red)	Business Actions	Business Actions	Business Actions
	Development	Development	Development	Development (red)	Development (red)	Development	Development	Development
	Testing	Testing	Testing	Testing (red)	Testing (red)	Testing	Testing	Testing
	Technical Debt	Technical Debt	Technical Debt	Technical Debt (red)	Technical Debt (red)	Technical Debt	Technical Debt	Technical Debt

KEY

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

-

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

-

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

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