Motorist Modernization Advisory Board Monthly Meeting
May 23, 2017
Neil Kirkman Building, Conference Room A-339
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
Beth Allman	Florida Clerk Courts & Comptrollers
Linda Fugate	Florida Tax Collectors

Agenda

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

MOTORIST MODERNIZATION ADVISORY BOARD

Monthly Meeting Minutes
Kirkman Building Conference Room B-203
April 11, 2017
1:00 p.m. to 3:00 p.m.

WELCOME AND INTRODUCTIONS

- The meeting was called to order at 1:00 pm. Mr. Samuel began the meeting with the *Welcome and Introductions*. He proceeded with the roll call of the Board Members.

  Advisory Board Members present included:

  - Beth Allman
  - Carl Forney
  - Kelley Scott
  - Deb Roby
  - April Edwards (via phone)
  - Ed Broyles (not present)
  - Linda Fugate (not present)

- Other DHSMV members present included: Terrence Samuel, Kristin Green, Koral Griggs, Judy Johnson, Aundrea Andrades, Jessica Espinoza, Cathy Thomas, Cheryln Dent, Sonia Nelson, Janis Timmons, Scott Tomaszewski and Kelly Shannon.
- Visitors included: Alyene Calvo from Ernst & Young, Joe Weldon from Accenture and Selma Sauls from Auto Data Direct, Inc.

REVIEW AND APPROVAL OF THE LAST MEETING MINUTES FROM MARCH 14, 2017

- Ms. Green reviewed the meeting minutes from March 14, 2017. There were no changes, corrections or revisions from members. A motion to approve the March 14, 2017 minutes was unanimously accepted by the Board Members.

IV&V UPDATE

- Ms. Calvo indicated that there are no new IV&V deficiencies, per the February Monthly Assessment Report. The schedule performance index is 1.00. The overall program risk state is green. No additional facets were evaluated. Ms. Calvo indicated that they will be reviewing the Controls facet for the April report and the Technical Infrastructure facet in the report that will come out in June. The Program is within established performance thresholds and control parameters.

STAKEHOLDER OUTREACH UPDATE

- Mr. Samuel and team members will be traveling throughout South and Central Florida to visit multiple Tax Collector offices in a couple weeks. They will be providing updates and providing a demonstration regarding the DL Issuance system and the Motorist Modernization project thus

far. They will be obtaining feedback and discussing ideas for efficiencies in the new motor vehicle system.

- Mr. Samuel attended the Tax Collector Quarterly Board Meeting held on March 30, 2017. Mr. Samuel provided an update on the program to attendees. The Tax Collectors had very few questions and indicated they are happy with the progress that has been made to date.
- There is some anticipated travel being planned to attend the IT Coalition Spring Meeting in Lakeland as well as the Tax Collector Spring Conference in the early weeks of May.

POLICY AND DECISION REVIEW

- POR31 – Ms. Espinoza indicated that there was not an update for this item at this time regarding the express shipping process. Ms. Andrades and her team along with Mr. Collins are trying to determine what express service options are available and the pricing for each and get back with their findings at the next Advisory Board Meeting.
- DL26 – Ms. Espinoza indicated that DL26 is for the check validation hardware and services that we have been working on with Bank of America for pricing information. We have received some new quotes from Alyssa Hoban and Steve Burch and will be presenting these at our next Advisory Board Meeting in a formal document.
- REN07 – Ms. Johnson indicated that they had another meeting with Novitex and will have an additional meeting to discuss the quotes received. Changes were made regarding some of the services so we will be sending them additional information and revisions for an updated quote.
- REN08 – Ms. Johnson stated that this is an agreement that was made to allow the Tax Collectors to provide their URL for their website so that it can be printed on the email reminders. It was decided that this field would be added to the TC Maintenance Screen for them to maintain. The renewal team raised concern with this decision because we would have no control over what was entered however, it would be listed on an email being sent by the department. The team thinks that this field should be maintained by the department. This decision is still being determined.

FINANCIAL REVIEW

- Ms. Timmons reviewed the figures for the March 2017 Spend Plan document. The program is currently on track with the deliverables. We have an outstanding contract amendment that is in process and hope to have executed this week. One additional deliverable will be added to the current fiscal year and will be completed by June 2017 - $50,000 will be added to our existing contract. We have a Budget Amendment being processed and are anticipating approval for this within the next few days. This will allow OMM to move dollars from contracted services to OCO to cover some training, travel and a few other expenses. Everything else remains on track.

CHANGE REQUEST REVIEWS

- Ms. Green indicated that there were two change requests. One that has been approved since the last meeting and one that has been sent to the Advisory Board for recommendation before we take it to ESC on April 27, 2017. The Change Requests are as follows:
- CR49 – The purpose of this change request is to realign the policy and procedure task in the Integrated Master Schedule (IMS). The task was originally added to the schedule as a placeholder with full understanding that it would be elaborated as the approach was solidified. At this time, it is requested that the current task be re-aligned to reflect the activity and schedule of the DL Issuance Policies and Procedures working group. Once the ESC has approved

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the schedule for remaining Phase I teams, a new, Critical-level change request will be submitted to add associated tasks in the IMS. This Change Request was approved on March 30, 2017 and fell within Mr. Samuel's authority and we have already made the schedule change.

- CR50 – The purpose of this Change Request is to align two separate sets of dates within the MM Phase I Integrated Master Schedule (IMS):
    - 1) EDI Dependencies
    - 2) LDO Training Plan construction and review dates for the main MM Phase I go-live effort.

  The justification for moving these items within the IMS is to reflect input from the EDI project team as well as refinement of the training and development activities based on discussions with LDO Leadership. No direct impact to Motorist Modernization Phase I budget. This work effort will be performed by resources that are currently engaged in the program. Ms. Green requested a motion for approval and Advisory Board members approved it and now we will present it to the ESC Board Members on April 27, 2017 for approval and execution.

PROJECT UPDATE

- Motorist Maintenance – Mr. Tomaszewski indicated that the team has completed work on 119 stories for Milestone B/C on March 30, 2017. The team is currently in Milestone D which ends on August 30, 2017. This milestone addresses the Disposition user stories that will be completed in this milestone to accommodate the Citation Processing testing needs. Many of the Motorist Maintenance Developers have moved on to support Financial Responsibility development. The team is currently in Sprint 1 of 6 in milestone D. This Sprint ends on April 19, 2017. For this Sprint, the team committed to 2 stories planned for completion by the end of this Sprint. Four additional stories were approved to allow for testers to work on the test case review/review and test data creation tasks.
- Financial Responsibility – Mr. Tomaszewski states that on March30, 2017, the team started Milestone D, which ends on August 30, 2017. Included in this Milestone is the Insurance Data Exchange stories and the Sanctions creation work to satisfy the approved Change Request 48. The team is currently in Sprint 1 of 6 in Milestone D. This Sprint ends on April 19, 2017.There are a total of 19 stories planned for completion by the end of this Sprint. The team's top priorities are to mitigate challenges faced by developers converting stores procedures to the ORION data model and make ready for test user stories.
- Renewal Notification - Ms. Nelson stated that the team is currently in Milestone B, which ends on April 18, 2017. Included in this Milestone are MH Vendor file and Parking Permit Vendor file attributes. There are no new risks, issues or change requests at this time.
- CDLIS/Citation Processing – Ms. Nelson's team has engaged in development tasks for Sprint 8 of Milestone B. The Sprint began on April 5, 2017 and ends on April 25, 2017. The team is working to complete Disposition, Create a Disqualification (Felony Possession) and generate the Disqualification Letter. There are no reported risks for the current period. The team is working to complete the Citation Data Tier stories for Change Request 46. There is a new Change Request for CDLIS Data Tier which will be presented to the ESC on April 27, 2017.
- MyDMVPortal – The team is currently in Milestone D which ends on August 28, 2017. The team is currently in the first of seven Sprints of Milestone D. At this time, development estimates are within capacity and testing estimates are not within capacity for this Sprint. The team's top priorities are Development and Updating Test cases. There are a total of 120 stories planned for

completion by the end of this Milestone. There are no newly reported risks or Change Requests for this current period.

- DL Issuance – Mr. Weldon indicated that the team is currently in Milestone C which ends on May 10, 2017. Included in this Milestone is the functionality to complete an Original ID Issuance as well as base cashiering functionality. Due to dependencies on the Card Print Project, we will not include stories/functionality related to print preview or printing. The team is working on Sprint 11, the last Sprint before the Hip Sprint for this Milestone which ends on April 26, 2017. This Sprint includes 40 stories.
- The Policy and Procedures Working Group is continuing their meetings on a weekly basis via conference calls. The team met last week during our Sprint 10 review. An onsite visit is scheduled for May 9 through May 11, 2017. The team is currently on schedule for their second assignment which is due May 5, 2017. There are no specific risks reported for the current period. Two issues remain open:
    - Issue 47 – Currently 6 Motor Voter stories in the current Sprint are on hold pending direction on how to handle impact of SB72. Need a decision/direction by the end of the Sprint.
    - The team is looking at pulling in additional stories.

  There are no Change Requests or action items to report for the current period.
- Mr. Samuel wanted to share with everyone that we are constantly looking for ways to improve our process and efficiency. We have several projects coming up that are going to impact some of the teams testing resources as there are only a limited amount of testers available. We have projects on the operational side, EDI and Test Data Management. Mr. Samuel has met with Mr. Hutchinson and Mr. Marsey to determine how we could become more efficient with software development. We remain open to various options that may come available to us to maintain efficiency.

Q&A

- There were no questions or concerns from members present.

ADJOURNMENT

- Mr. Samuel requested a motion to adjourn the meeting and the meeting was adjourned at approximately 1:35 p.m.
- The next Advisory Board Meeting is scheduled for *Tuesday, May 9, 2017*.

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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 3/14/17	5 Pages
MM Phase I Spend Plan for March 2017	1 Page
MM Phase I Decision Document	3 Pages
MM Change Request #49	3 Pages
MM Change Request #50	4 Pages

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Motorist Modernization Phase I
Decision Document

Item No.	Add Date	Function Area	Requested Functionality	Bureau Chief Suggestion/ Approval by Name(s)	Advisory Board Status	Recommendation Date	Comments	ESC Close Date	ESC Comments	ESC Status
CIT04	4/27/2017	Citation Processing	When the team reviewed errors on addresses that were added to newly created Driver License records (Non License) due to FTC adds, we discovered as part of Modernization improving our data that we have increased the validation checks – Q. Do we want to stay with the improved standards on address and lose new driver records with FTCs that would currently be added to our database or allow bad data?	Deborah Todd	Require additional information		Right now on an avg 30- 40 records will fail daily because of new address validations in FTC's Add Non Licensed driver is being used by dispositions (no stats yet) and FTC's. It's not being used in Arrests(DUIs). Examples of NEW validations being added to address validation process • No county to zip match in old system but in new system • State code not match zip code – Florida zip code to NY state This is not a valid zipcode for Miami but we are adding to the database while adding non licensed driver. 3500 NW 23 AVE MIAMI, FL 33000		**AI -** 04/27/2017 **-** Robert will discuss with DT. **04/28/16 Update -** Driver with No current DL record - Non License Record Would like to validate address on FTC record and when address is not valid, Run through Smarty Streets If valid address is found Store FTC address in the Residential Address Store Smarty Streets Address in the Mailing address Send letter to both addresses; one from the FTC and the one found by Smarty Streets Driver with current DL record – but still a Non Licensed record When 2nd or subsequent FTC/Disposition and address on record is different than address on FTC/Disposition Validate address on FTC record and when address is not valid, Run through Smarty Streets If valid address is found (Over write address(s) on record)	Require additional information
POR31 Cont...	1/13/2017	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 cards 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				4/27/17 Update - The ESC decided that we will give the customer 3 options for express shipping. The system will caculate the fee base on the shipping option and zone. The system will display the expected dilivery 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.	Open

Item No.	Add Date	Function Area	Requested Functionality	Bureau Chief Suggestion/ Approval by Name(s)	Advisory Board Status	Recommendation Date	Comments	ESC Close Date	ESC Comments	ESC Status
DL26 Cont...	3/21/2016	DL Issuance	Will the department purchase hardware to scan/read checks to validate the check during the cashiering process?		Require additional information		**03/31/16 Advisory Board Update -** Added value is still being analyzed.		We have submitted the total number of signature pads we currently have in the field and they will respond with a quote in the near future. 12/15/17 Update - AI - Diana would like to have the quotes from BOA. Also she would like to get with Steve Burch and discuss credit cards. Is it possible that BOA will take on both ccs and checks in the future? 1/19/2017 Update - Keep communicating with Chad on BOA changes. Once changes are finalized, the team will rediscuss for final decision. 04/27/2017 Update - Reviewed analysis provided by accounting. AI - Will the service provided check for available funds and hold funds? **05/09/17 Update -** Below is the response provided by Steve Burch: *"The Telecheck database tracks check-writing histories of 98% of US check writers and determines if the check should be accepted or not. They do not have the ability to verify funds in the account."*	Require additional information
REN07 Cont...	5/4/2016	Renewal Notice Processing	Renewal Team members met with Janie Westbury 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				**4/11/2017 Update -** A decision was made to have Novtix provide OCR reading for hand-written email addresss 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	Require additional information
REN10	4/12/2017	Email Reminders	During the refinement meeting, an isseue was raised concerning the CAN-SPAM Act: A Compliance Guide for Business The CAN-SPAM Act establishes requirements for commercial messages, gives recipients the right to have you stop emailing them, and spells out tough penalties for violations. Do we need to provide customers a way to unsubcribe from the renewal email reminders?		New Item				**04/27/17 Update -** Legal will review and provide a recommendation.	Require additional information

Motorist Modernization - Phase I
FY 2016-2017 Spend Plan
April 2017

Month / Project Cost		Total Budget	July Budget	July Actual	Aug Budget	Aug Actual	Sep Budget	Sep Actual	Oct Budget	Oct Actual	Nov Budget	Nov Actual	Dec Budget	Dec Actual	Jan Budget	Jan Actual	Feb Budget	Feb Actual	Mar Budget	Mar Actual	Apr Budget	Apr Actual	May Budget	May Actual	Jun Budget	Jun Actual	Budget to Date	Actual to Date	Variance to Date	Total Project Budget	Total Project Actual	Total Project Variance
																									Current Year, Current Month					Current Year, Total Year		
OPS Staff		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
OPS Staff (rate per hour includes 7.65% benefit costs)																																
DHSMV Staff - Salary & Benefits		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Deliverables																															
Contracted Staff/Services		**$ 8,379,280**	**$ 260,940**	**$ 260,940**	**$ 653,273**	**$ 647,503**	**$ 653,273**	**$ 658,975**	**$ 853,277**	**$ 850,775**	**$ 653,273**	**$ 653,498**	**$ 860,273**	**$ 856,280**	**$ 653,273**	**$ 648,377**	**$ 853,273**	**$ 854,045**	**$ 653,273**	**$ 651,188**	**$ 853,273**	**$ 849,470**	**$ 653,273**	**$ -**	**$ 778,606**	**$ -**	**$ 6,947,401**	**$ 6,931,051**	**$ 16,351**	**$ 8,379,280**	**$ 6,931,051**	**$ 1,448,230**
Accenture - Support Service RFQ 020-15 (FY16-17)		$ -																														
Monthly Legislative/Governance Status Report	4	$ 440,000			$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000		$ 40,000							
Lessons Learned	47	$ 14,000											$ 7,000	$ 7,000											$ 7,000							
Updated System Specification Documents	48	$ -																														
Updated Synchronization Process Design Documents	49	$ 200,000											$ 200,000	$ 200,000																		
Updated Modernization Development/Test Database Model	50	$ 200,000							$ 200,000	$ 200,000																						
Updated Migration Plan	51	$ 200,000															$ 200,000	$ 200,000														
Motorist Modernization Milestone Release Report	52	$ 5,775,000			$ 525,000	$ 525,000	$ 525,000	$ 525,000	$ 525,000	$ 525,000	$ 525,000	$ 525,000	$ 525,000	$ 525,000	$ 525,000	$ 525,000	$ 525,000	$ 525,000	$ 525,000	$ 525,000	$ 525,000	$ 525,000	$ 525,000		$ 525,000							
As-Built Solution Overview Report	53	$ 221,000	$ 221,000	$ 221,000																												
Initial Technical Architecture Documents	54	$ 200,000																			$ 200,000	$ 200,000										
Updated Technical Architecture Documents	55	$ -																														
Renewal Implementation Plan	56	$ -																														
Pilot Implementation Plan	57	$ -																														
Statewide Roll-Out Implementation Plan	58	$ -																														
Motor Vehicle Renewal - Structured Testing & Enterprise Plan	59	$ 50,000																							$ 50,000							
RFQ 033-16; RFQ 034-16 - Contracted Services - Staff		$ 580,000			$ 48,333	$ 42,563	$ 48,333	$ 54,035	$ 48,337	$ 45,835	$ 48,333	$ 48,558	$ 48,333	$ 44,340	$ 48,333	$ 43,437	$ 48,333	$ 49,105	$ 48,333	$ 46,248	$ 48,333	$ 44,530	$ 48,333		$ 96,666							
Contracted Services		$ 20,000																							$ 20,000							
Ernst & Young - IV&V Services RFQ 019-15 (FY16-17)		$ 479,280	$ 39,940	$ 39,940	$ 39,940	$ 39,940	$ 39,940	$ 39,940	$ 39,940	$ 39,940	$ 39,940	$ 39,940	$ 39,940	$ 39,940	$ 39,940	$ 39,940	$ 39,940	$ 39,940	$ 39,940	$ 39,940	$ 39,940	$ 39,940	$ 39,940	$ -	$ 39,940	$ -							
Expense		**$ 344,200**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		**$ -**		**$ -**		**$ -**	**$ 5,429**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 202,896**	**$ 196,874**	**$ -**	**$ -**	**$ 141,304**	**$ -**	**$ 202,896**	**$ 202,304**	**$ 593**	**$ 344,200**	**$ 202,304**	**$ 141,896**
OCO		**$ 25,871**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		**$ -**		**$ -**		**$ -**		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 25,871**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 25,871**	**$ -**	**$ 25,871**
Other Items		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		**$ -**		**$ -**		**$ -**		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Total Costs		**$ 8,749,351**	**$ 260,940**	**$ 260,940**	**$ 653,273**	**$ 647,503**	**$ 653,273**	**$ 658,975**	**$ 853,277**	**$ 850,775**	**$ 653,273**	**$ 653,498**	**$ 860,273**	**$ 861,709**	**$ 653,273**	**$ 648,377**	**$ 853,273**	**$ 854,045**	**$ 653,273**	**$ 651,188**	**$ 1,056,169**	**$ 1,046,344**	**$ 653,273**	**$ -**	**$ 945,781**	**$ -**	$ 7,150,297	$ 7,133,354	$ 16,943	$ 8,749,351	$ 7,133,354	$ 1,615,997
Progress Payments			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Total Project Budget	**$ 8,749,351**
Total Amount Spent To Date	**$ 7,133,354**
Total Amount Remaining	**$ 1,615,997**

Motorist Modernization Agile development-related Change Request Decision Matrix

	Low		Medium	Critical
	Level I ***Product Owner***	**Level II** ***Product Owner***	**Level III – Medium** ***Program Director***	**Level III – Critical** ***ESC***
Scope	☐ Single requirement (user story) or multiple requirement impact within the **same** development team. ☐ New/modified/archived requirement(s) with total work effort <48 hours **OR** equivalent to <6 business days.	☐ Single requirement (user story) or multiple requirement impact to **multiple** development teams. ☐ New/modified/archived requirement(s) with total work effort <48 hours **OR** equivalent to <6 business days.	☐ New/modified/archived requirement(s) with total work effort between 48 hours and 80 hours **OR** equivalent to 6 to 10 business days.	☐ New/modified/archived requirement(s) with total work effort >80 hours **OR** equivalent to >10 business days. ☐ Legislative and/or policy directives).
Schedule	☐ Work effort **not** on the critical path. ☐ Total work effort <6 business days. ☐ **No** milestone schedule impact (does not require addition/removal/ modification of milestones). ☐ **No** sprint schedule impact (may be absorbed). ☐ Does not generate need for additional development sprint or elimination of planned development sprint.	☐ Work effort **not** on the critical path. ☐ Total work effort <6 business days. ☐ **No** milestone schedule impact (does not require addition/removal/ modification of milestones). ☐ **No** sprint schedule impact (may be absorbed). ☐ Does not generate need for additional development sprint or elimination of planned development sprint.	☐ Work effort **not** on the critical path. ☐ Total work effort between 6 business days and 10 business days. ☐ **No** milestone schedule impact (does not require addition/removal/ modification of milestones). ☐ Sprint schedule impact (addition/removal/ modification of sprint).	☐ Work effort on the critical path. ☐ Total work effort >10 business days. ☐ Milestone schedule impact (requires addition/ removal/modification of milestones). ☐ Sprint schedule impact (addition/removal/ modification of sprint).
Cost	☐ No cost impact.	☐ No cost impact.	☐ Minimal cost impact (<$500 and no increase/ decrease to overall program budget).	☐ Cost impact >$500 and increases/decreases overall program budget.
Resources	☐ Work may be performed by existing project resources.	☐ Work may be performed by existing program (cross-project) resources.	☐ Work may be performed by existing program (cross-project) resources.	☐ Work effort also requires operational (non-project/ program) resources to complete.

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

Change Request #	**50**
Change Request Information (completed by the requestor)	
Description: The purpose of this change request is to align dates within the MM Phase I Integrated Master Schedule (IMS): (1) EDI Dependencies; and	
Classification Critical : ☒ Medium : ☐	
Due to the level of classification (Level III) and potential impact to the scope, schedule, and/or budget, this change request must be reviewed by the Change Control Board and approved by the Executive Steering Committee in accordance with the MM Phase I Program Management Plan.	

Business Need / Justification (completed by the requestor)
Description: The justification for moving these items within the IMS is to reflect input from the EDI project team.

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

Impact on Schedule:

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

Previous EDI Dependency

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

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

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

Completed by: Michelle McGinley

Impact on Cost: No direct impact to Motorist Modernization Phase I budget. This work effort will be performed by resources that are currently engaged in the program.		
Impact on Resources: See above. The following team members will be needed:		
Resource Requirements	Work Effort (Hours)	Cost
Existing Motorist Modernization database and technical staff.	See schedule duration	N/A
Total	N/A	N/A
Alternatives to the Requested Change: None identified. Completed by: Michelle McGinley		

Change Control Board Recommendation			
Decision: ☒ Approve	☐ Reject	☐ Defer	☐ N/A
Comments: Recommendation to approve CR50 unanimously accepted by CCB members on 4/13/17. This CR was split into CR52 by program leadership on 4/25/17 to extract the LDO schedule change and allow for additional vetting of the EDI schedule change (CR 50) by ISA leadership.			

Advisory Board Recommendation			
Decision: ☒ Approve	☐ Reject	☐ Defer	☐ N/A
Comments: Recommendation to approve CR50 unanimously accepted by Advisory Board members on 4/11/17 (prior to CR split).			

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

Executive Steering Committee Member	**Signature**	**Date**
Terry Rhodes Executive Director, DHSMV		4/27/17
Diana Vaughn Deputy Executive Director, DHSMV		4/27/17
Robert Kynoch Director of Motorist Services, DHSMV		4/27/17
Boyd Dickerson-Walden Chief Information Officer, DHSMV		4/27/17
Felecia Ford Chief, Bureau of Administrative Review DHSMV		4/27/17

General Information	
Project Name	Motorist Modernization Phase I – CDLIS
Change Requested By	Sonia Nelson – Project Manager
Product Owner	Tod Browning
Date Requested	April 4, 2017

Change Request #	**51**

Change Request Information (completed by the requestor)

Description:
The purpose of this Change Request is to address the CDLIS data tier requirements to integrate BizTalk 2013 with the following processes:

- VLS (Verification of Lawful Status)
- AAMVACORE
  - PDPS (Problem Driver Pointer System)
- Motorist Services

These are backend changes required to upgrade existing stored procedures connecting BizTalk to communicate with the Oracle database, AAMVACORE, CDLIS and Motorist Services. This CR will detail the necessary work effort to modify stored procedures and service endpoints. The team will create stories in blueprint to add the data tier work effort to the CDLIS backlog.

Classification Critical : ☒ Medium : ☐

Due to the level of classification (Level III) and potential impact to the scope, schedule, and/or budget, this change request must be reviewed by the Change Control Board and approved by the Executive Steering Committee in accordance with the MM Phase I Program Management Plan.

Business Need / Justification (completed by the requestor)

Description: (Please include # of systems impacted, frequency of occurrence in production, volume of customers/users impacted, ROI, benefits, etc.)

This change request is required to connect CDLIS, Motorist Services, VLS, and PDPS to the new database and to convert the existing code to .NET.
The following applications will be impacted:

- VLS
- AAMVACORE
  - PDPS
- Motorist Services

Impact Analysis (completed by ISA)

Specific Requirements Definition: (specify whether refactoring / re-work is required)

Application	Process	Hours
BizTalk	Regenerating Schemas & Validate Stored procs	60

	Orchestrations	40
	Maps	60
	Testing Maps	20
	Functional Testing	80
	Port changes	8
	Deployment	8
	Unit Testing	8
	DBA Analysis	100
	Stored Procedures - rewrite	164
	TOTAL	**548**
AAMVACORE	Validate Business Rule Engine Policy AAMVA Data Translations (7 versions)	18
	Validate Policy AAMVA H3 Outgoing Data Cross-Check Errors (2 Versions)	6
	Validate AAMVA H3 Outgoing Invalid Data Errors (2 versions)	6
	Validate AAMVA H3 Outgoing Required Data Errors (2 versions)	6
	Validate Policy AAMVA H5 Outgoing Data Cross-Check Errors (4 versions)	12
	Validate Policy AAMVA H5 Outgoing Invalid Data Errors (2 versions)	6
	Validate Policy AAMVA H5 Outgoing Required Data Errors (2 versions)	6
	Validate Policy AAMVA H7 Incoming Data Cross-Check Errors (4 versions)	12
	Validate Policy AAMVA HB Outgoing Invalid Data Errors (2 versions)	6
	Validate Policy AAMVA HB Outgoing Required Data Errors (2 versions)	6
	Validate VLS Initial Verification AAMVA Response (2 versions)	6
	Validate Policy SSA	6
	TOTAL	**96**
VLS	Regenerating Schemas & Validate Stored Procs	16
	Orchestrations	8
	Maps	8
	Testing Maps	4
	Functional Testing	8
	Port changes	1
	Deployment	4
	Unit Testing	4
	Stored Procedures - rewrite	32
	TOTAL	**85**
WebServices Contracts DriverLicenseGeneration CancellationService Customerinquiry CustomerService LicenseService	Generate & Validate Web Service Contact Schema	20
	Integrating with Maps	16
	Integrating with Orchestrations	16
	Unit Testing	16
	Deployment	8
	Testing CDLIS & PDPS	32
	TOTAL	**108**
	TOTAL	**837**

Completed by: Sonia Nelson

Impact on Schedule: *(specify whether modifications to the program's integrated master schedule (IMS) are required, which include addition/removal of sprints, addition/removal/modification of milestones, etc.)*

The following changes to the CDLIS/Citation Processing Development order are necessary to include the Data tier work which is required to implement and complete the remaining CDLIS stories:

1) Add CLIS Data Tier Stories to Milestone B & C
2) Moved Commercial Disqualification to Milestone C
3) Moved all CDLIS Updates to Milestone D
4) Moved the following Stories from Milestone D to Milestone C
    a. DUI Revocation Process
    b. HTO Revocation Process
    c. Point Suspension Process
    d. Mandatory Revocation Process

Citation Processing stories have been moved from Milestone D to Milestone C to mitigate the risk that the CDLIS data tier work may not be completed in a single Milestone, which would impact subsequent CDLIS development. (Changes are highlighted in **blue**)

Feature	Description	Milestone Group	Milestone Due Date
CP/Disposition Data Tier	Add Disposition to Customer Record ***CDLIS Data Tier- 400*** Commercial Disqualification (part 1) **Commercial Disqualification (part 2)**	B	June 2017
CP/ Disqualification Data Tier	CDLIS Data Tier - 400 Mandatory Revocation Process-212 ***DUI Revocation Process-336*** ***HTO Revocation Process-196*** Point Suspension Process-184 Youthful Offender Sanction Process- 248 Miscellaneous Revocation/Suspension Process -136 Verify ID Process-88 Violation of Restriction Sanction Process-84	C	October 2017
CDLIS Updates/CP Suspension	CDLIS- 660 H3 - Inbound Conviction History - Add Conviction History to Florida Record H5/H7 - Inbound Withdrawal History and Withdrawal Connector History - Connect Convictions to Withdrawal HX - Inbound Negate Conviction HV - Inbound Negate OOS Withdrawal HH - Outbound Negate OOS Conviction HW - Outbound Report OOS Withdrawal Transaction HF - Inbound OOS Conviction HY Negate Out-of-State Withdrawal HT - Inbound OOS Withdrawal HA - Outbound OOS Convictions ***Supplemental Disposition Process -212*** Support Delinquency Process-112 Financial Obligation Process-72	D	March 2018
CP/SBI CP/Suspension CP/Disposition	Vision Revocation Process -100 Fatality-SBI Suspension Process-128 Driver School Completion Process-456 Driver School Tracking Process - Initial Load-48 Reckless Driving Revocation Process-80 Court Directed Sanction Process-192 BDI School Requirement Process-208	D	March 2018

	Election Verdict Validation Process-44 Fail to Comply (FTC) Suspension Process-232 IVR/FCT Clearance Reconciliation Report-156 TCAC Cancellation Process-132		
	Print FL Citation for OOS Driver Process-268- Interlock Device Violations Process-384 Court Ordered Non-DUI Interlock Process-192 3N3 Crashes Cancellation Process-156 Interlock Device Installations Process-190 High Risk Driver Process-160 Court Directed Re-Exam Process-172	E	June 2018

Based on Blueprint estimates for the remaining CDLIS/CP stories, the team can maintain our current schedule and absorb the additional hours to implement the Data Tier stories because, CDLIS/CP started earlier than initially planned, completing 7 Sprints (844 hours).
NO additional scope can be added without adjusting the date or adding more resources to make the AAMVA testing schedule and project end date.

** Capacity is calculated using the following assumptions
5 Developers * 6 hours + 2 Developers * 3 hours * # of days -2 ceremony days (HIP sprint exclude)

Team C - CDLIS & Citation Processing	**478 days**	**Wed 7/27/16**	**Tue 6/19/18**
MILESTONE GROUP B (1368 hours of capacity)	**54 days**	**Wed 4/5/17**	**Tue 6/20/17**
Sprint 8	15 days	Wed 4/5/17	Tue 4/25/17
Sprint 9	15 days	Wed 4/26/17	Tue 5/16/17
Sprint 10	14 days	Wed 5/17/17	Tue 6/6/17
CP HIP Sprint - Milestone Group B	9 days	Wed 6/7/17	Mon 6/19/17
CP Milestone Retrospective - Milestone B	1 day	Tue 6/20/17	Tue 6/20/17
MILESTONE GROUP C (1800 hours of capacity)	**73 days**	**Wed 6/21/17**	**Tue 10/3/17**
Sprint 11	14 days	Wed 6/21/17	Tue 7/11/17
Sprint 12	15 days	Wed 7/12/17	Tue 8/1/17
Sprint 13	15 days	Wed 8/2/17	Tue 8/22/17
Sprint 14	14 days	Wed 8/23/17	Tue 9/12/17
CP HIP Sprint - Milestone Group C	14 days	Wed 9/13/17	Mon 10/2/17
CP Milestone Retrospective - Milestone C	1 day	Tue 10/3/17	Tue 10/3/17
MILESTONE GROUP D (3060 hours of capacity)	**114 days**	**Wed 10/4/17**	**Tue 3/20/18**
Sprint 15	15 days	Wed 10/4/17	Tue 10/24/17
Sprint 16	14 days	Wed 10/25/17	Tue 11/14/17
Sprint 17	13 days	Wed 11/15/17	Tue 12/5/17
Sprint 18	14 days	Wed 12/6/17	Tue 12/26/17
Sprint 19	13 days	Wed 12/27/17	Tue 1/16/18
Sprint 20	15 days	Wed 1/17/18	Tue 2/6/18
Sprint 21	15 days	Wed 2/7/18	Tue 2/27/18
CP HIP Sprint - Milestone Group D	14 days	Wed 2/28/18	Mon 3/19/18
CP Milestone Retrospective - Milestone D	1 day	Tue 3/20/18	Tue 3/20/18
MILESTONE GROUP E (1404 hours of capacity)	**64 days**	**Wed 3/21/18**	**Tue 6/19/18**
Sprint 22	15 days	Wed 3/21/18	Tue 4/10/18
Sprint 23	15 days	Wed 4/11/18	Tue 5/1/18
Sprint 24	15 days	Wed 5/2/18	Tue 5/22/18
Sprint 25	0 days	Tue 5/22/18	Tue 5/22/18
Sprint 26	0 days	Tue 5/22/18	Tue 5/22/18
Sprint 27	0 days	Tue 5/22/18	Tue 5/22/18

Sprint 28	0 days	Tue 5/22/18	Tue 5/22/18
CP HIP Sprint - Milestone Group E	18 days	Wed 5/23/18	Mon 6/18/18
CP Milestone Retrospective - Milestone E	1 day	Tue 6/19/18	Tue 6/19/18

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

Impact on Resources:
A minimum of five (5) OMM developers are needed to complete the CDLIS/CP backlog. In addition, at least two operational resources will be required to complete the Data Tier work.

Resource Requirements	Work Effort (Hours)	Cost
Shaivi N.	275.5	N/A
Sushil K.	275.5	N/A
CDLIS/CP Dev team (Remaining Backlog Stories and CDLIS Data Tier	7928	N/A
Operational DBAs	100	N/A
Total	8579	

Alternatives to the Requested Change: (Please also include recommendations for trade-offs and/or removal of planned requirements)

There are no alternatives to this request.

Completed by: Sonia E. Nelson

Change Control Board Recommendation

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

Comments: Due to timing constraints, this CR was not reviewed by the CCB. It was, however, vetted by ISA Operations Managers via email.

Advisory Board Recommendation

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

Comments: Due to timing constraints, this CR was not reviewed by the Advisory Board.

Executive Steering Committee Decision

Decision: ☑ Approve ☐ Reject ☐ Defer

Comments:

Executive Steering Committee Member	Signature	Date
Terry Rhodes Executive Director, DHSMV		4/27/17
Diana Vaughn Deputy Executive Director, DHSMV		4/27/17
Robert Kynoch Director of Motorist Services, DHSMV		4/27/17
Boyd Dickerson-Walden Chief Information Officer, DHSMV		4/27/17
Felecia Ford Chief, Bureau of Administrative Review DHSMV		4/27/17

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

Change Request #	**52**
Change Request Information (completed by the requestor)	
Description: The purpose of this change request is to align dates within the MM Phase I Integrated Master Schedule (IMS): (1) LDO Training Plan construction and review dates for the main MM Phase I go-live effort.	
Classification Critical : ☒ Medium : ☐	
Due to the level of classification (Level III) and potential impact to the scope, schedule, and/or budget, this change request must be reviewed by the Change Control Board and approved by the Executive Steering Committee in accordance with the MM Phase I Program Management Plan.	

Business Need / Justification (completed by the requestor)
Description: The justification for moving these items within the IMS is to reflect refinement of the training and development activities based on discussions with LDO leadership.

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

Impact on Schedule:

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

Previous Training Plan Tasks for primary Go-Live

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

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

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

Completed by: Michelle McGinley, Anat Michaeli-Ling

Impact on Cost: No direct impact to Motorist Modernization Phase I budget. This work effort will be performed by resources that are currently engaged in the program.		
Impact on Resources: See above. The following team members will be needed:		
Resource Requirements	Work Effort (Hours)	Cost
LDO staff.	See schedule duration	N/A
Total	N/A	N/A
Alternatives to the Requested Change: None identified. Completed by: Michelle McGinley		

Change Control Board Recommendation			
Decision: ☒ Approve	☐ Reject	☐ Defer	☐ N/A
Comments: Recommendation to approve CR50 unanimously accepted by CCB members on 4/13/17. This CR was split into CR52 by program leadership on 4/25/17 to extract the LDO schedule change and allow for additional vetting of the EDI schedule change (CR 50) by ISA leadership.			

Advisory Board Recommendation			
Decision: ☒ Approve	☐ Reject	☐ Defer	☐ N/A
Comments: Recommendation to approve CR50 unanimously accepted by Advisory Board members on 4/11/17 (prior to CR split).			

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

Executive Steering Committee Member	**Signature**	**Date**
Terry Rhodes Executive Director, DHSMV		4/27/17
Diana Vaughn Deputy Executive Director, DHSMV		4/27/17
Robert Kynoch Director of Motorist Services, DHSMV		4/27/17
Boyd Dickerson-Walden Chief Information Officer, DHSMV		4/27/17
Felecia Ford Chief, Bureau of Administrative Review DHSMV		4/27/17

General Information	
Project Name	Motorist Modernization Phase I, Financial Responsibility/Motorist Maintenance
Change Requested By	Scott Tomaszewski, Project Manager
Product Owner	Pat Porter / Dorothy Hill
Date Requested	4/13/17

Change Request #	**53**

Change Request Information (completed by the requestor)

Description: This CR is to move one Data Tier user story from Milestone D to Milestone E, to align with the Motorist Maintenance User Interface that will be updated for Financial Responsibility functionality.

(1) FR 26907 FR#3 Create Judgement Sanctions – Data tier story planned to be completed in Milestone D needs to be moved into Milestone E to be developed in conjunction with FR24519 FR/Judgements Screen – Data tier: Add Judgement. The creation of a Judgement Sanction is initiated through the Motorist Maintenance Application.

Classification Critical : ☐ Medium : ☒

Due to the level of classification (Level III) and isolated impact to the schedule (not on the critical path), minor scope change(s), and/or minimal impact to budget, this change request may be approved by the Program Director in accordance with the MM Phase I Program Management Plan.

Business Need / Justification (completed by the requestor)

Description: To complete sprint testing and receive final Product Owner sign off of this story, this data tier story needs to be completed in conjunction with related data tier Motor Maintenance story scheduled for Milestone E.

Impact Analysis (completed by ISA)

Specific Requirements Definition:

This change would require that the FR3 Create Judgement Sanctions – Data Tier work be developed and tested when the FR/ Judgements Screen – Data Tier Add Judgement story is completed in Milestone E.

Completed by: Scott Tomaszewski

Move stories to reflect the proper milestone in which development should be completed and will not impact milestone dates. All other Phase I project teams have confirmed that there are no negative impacts to their projects.

Name	Refinement	QA	Infrastructure /DB	Development	Test	Total
FR 26907 FR#3 Create Judgement Sanctions – Data tier	0	3	0	16	13	32
Total Effort	**0**	**3**	**0**	**16**	**13**	**32**

Milestone E: Due 1/3/18 – 5 Sprints + 12-day HIP

FR 26907	FR#3 Create Judgement Sanctions – Data tier	Move to Milestone D	32 hrs

Additional stories previously moved to Milestone E (via approved CR 48):

FR24508	FR / Search Company Screen - Data Tier: Search Company	Move to Milestone E	8 hrs.
FR24512	FR / Search Company Screen - Data Tier: **Update/Add**	Move to Milestone E	8 hrs.
FR24519	FR / Judgments Screen - Data Tier: Add Judgment	Move to Milestone E	24 hrs.
FR24525	FR / FR Reports Screen - Data Tier: Display Logs and Files	Move to Milestone E	8 hrs.
FR24527	FR / FR Reports Screen - Data Tier: Display Sanction Error Queue	Move to Milestone E	8 hrs.
FR24522	FR / FR Crash Screen - Data Tier: Add Crash Report	Move to Milestone E	8 hrs.
FR24515	FR / Add Insurance Policy - Data Tier: Add/Update	Move to Milestone E	24 hrs.
FR28432	FR / FR Reports Screen - Data Tier: Update Sanction Error Queue	Move to Milestone E	8 hrs.
FR24523	FR / FR Crash Screen - Data Tier: Edit/Delete Crash Report	Move to Milestone E	24 hrs.
FR24516	FR / Insurance Policy Details - Data Tier: Display	Move to Milestone E	8 hrs.

There are 5 development Sprints included in milestone E, which with 9 assigned developers equals a projected capacity of **2,894** hours for the milestone (3294 developer hours for the milestone minus 400 hours of capacity for the fall holidays). For Milestone E, the:

- Planned work of 569 hours +
- Stories approved to be completed in Milestone E from CR 48 (120 hours) +
- Proposed hours within this CR (32 hrs. total) =
- A total of **761** work hours.

The team has also considered, as a contingency, estimates that may be modified from original or epics needing further refinement. The outcome of this analysis provided an estimate that was still within the team's projected capacity for the milestone.

Completed by: Scott Tomaszewski

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

Impact on Resources:

Resource Requirements	Work Effort (Hours)	Cost
Refer to CR #48.		N/A
Total		N/A

Alternatives to the Requested Change: No alternative to complete this story prior to getting the UI work done as this is the only way the FR3 judgement is created.

Completed by: Brian Johnson

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.

Program Director Decision

Decision: ☑ Approve ☐ Reject ☐ Defer

Comments:

Approver	Signature	Date
Terrence Samuel OMM Director, DHSMV		4-26-17
Kristin Green OMM Deputy Director, DHSMV		4-26-17
Cheryln Dent OMM Program Manager, DHSMV		4/26/17
Scott Tomaszewski OMM Project Manager, DHSMV		4.26.17

General Information	
Project Name	Motorist Modernization Phase I – MYDMV Portal
Change Requested By	Robert Kynoch, Andrea Andrades
Product Owner	Deepa Vasudevan
Date Requested	January 19, 2017

Change Request #	54

Change Request Information (completed by the requestor)

Description:
Currently, DHSMV has the ability to waive fees for duplicate registrations (Vessel, Vehicle), printing electronic titles (Vessel, Vehicle), and replacement of DLs, CDLs, CLPs and IDs transactions in the field offices. On January 19, 2017, the ESC discussed a recommendation by Robert Kynoch to implement the Governor's Emergency Declaration fee override within MyDMV Portal for the previously mentioned transactions.

Classification Critical : ☒ Medium : ☐

Due to the level of classification (Level III) and potential impact to the scope, schedule, and/or budget, this change request must be reviewed by the Change Control Board and approved by the Executive Steering Committee in accordance with the MM Phase I Program Management Plan.

Business Need / Justification (completed by the requestor)

Description:
Counties approved for Governor's Emergency Declaration will be set in a table within Orion. Both Orion and MyDMV will read the table to determine which residents are eligible for no fee replacements by setting the no fee reason code.
MyDMV will allow no fee issuances for certain transactions when the county the customer lives in is in a state of disaster. MyDMV will check the indicators on a table and pass a flag to the fee calculator, which will determine and set a no fee reason for that transaction and no convenience fee.

Impact Analysis (completed by ISA)

Specific Requirements Definition:
This Change Request will require requirement updates and re-work for reading a new table to determine when to return no fee reason code for Orion and MyDMV Portal.

MyDMV requirements for upcoming DL, CDL, CLP transactions will be modified to determine when to pass the new no fee reason and to calculate fees accordingly. Requirements for the Motor Vehicle transactions will be modified to determine when to pass the new no fee reason and to calculate fees accordingly.

New functionality in Orion to maintain the table that will hold the counties set by the Governor, which will state the event - TA, beginning and end date for the disaster period.

Completed by: Aundrea Andrades

Impact on Schedule: No changes to schedule. These changes will be incorporated in the team's backlog for work in upcoming Milestone stories. Work is required from both the MyDMV Portal and DL Issuance development teams in Milestone D. Both teams have verified having adequate capacity (estimated) during Milestone D to complete this request.

MyDMV Portal - Milestone D: Due 8/29/17 – 6 Sprints + 14-day HIP

Proposed Stories - MyDMV	Functional Area	Development	Grooming	Test Case Creation	Total Hours
New story for Create and Display Modal off Address Page	Address Verification	16	4	6	26
Modify FR10454- Calculate Service Fees- ID Card Replacement and RQ20219 (re-work)	ID Card Replacement	2	2	1	5
Modify FR10373- Calculate Service Fees- Driver License Replacement and RQ18998	Driver License Replacement	0	0	1	1
Modify FR10510- Calculate Service Fees- CDL Replacement and RQ19373	CDL Replacement	0	0	1	1
Modify FR20852 - Calculate Service Fees- Commercial Learner Permit Replacement and RQ20758	Commercial Learner Permit	0	0	1	1
Modify FR11861 - Calculate Service Fees- Downgrade from CDL to Class E Replacement and RQ20304	Downgrade from CDL to Class E Replacement	0	0	1	1
New Calculate Story for Title (Oracle Package will return)	Motor Vehicle Services	8	2	6	16
New Calculate Story for Registration RQ29165 (Oracle Package will return)	Motor Vehicle Services	16	2	6	24
New Stories for Orion Maintenance Screen (Create, Display and Update)	Motorist Maintenance	24	2	6	32
New Table Creation		8			8
Total					**115**

DL Issuance - Milestone D: Due 7/26/17 – 3 Sprints + 9-day HIP

Proposed Stories - Orion		Development	Grooming	Test Case Creation	Total Hours
Rework - FR25269 Display No Fee Replacement Reasons		20	4	4	**28**
	Plumbing - Update	8			
	UI - Update	8			
	Code Review	2			
	Functional Test	2			

Completed by: Aundrea Andrades

Impact on Cost: There is no direct impact to the Motorist Modernization Phase I Budget. This work effort will be performed by existing resources.		
Impact on Resources: See above. Team members will need to be committed to added refinement sessions to complete these modifications to existing stories.		
Resource Requirements	Work Effort (Hours)	Cost
Existing DL and MyDMV Portal Project Team Members	143	N/A
Total	**143**	**N/A**
Alternatives to the Requested Change: DL currently offers the no fee option, but would not implement the table-driven county eligibility. MyDMV would not offer the no fee replacements online and direct them to the office. Completed by: Aundrea Andrades		

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: Specify override of late fees.		

Executive Steering Committee Member	**Signature**	**Date**
Terry Rhodes Executive Director, DHSMV		4/27/17
Diana Vaughn Deputy Executive Director, DHSMV		4/27/17
Robert Kynoch Director of Motorist Services, DHSMV		4/27/17
Boyd Dickerson-Walden Chief Information Officer, DHSMV		4/27/17
Felecia Ford Chief, Bureau of Admin Review DHSMV		4/27/17

General Information	
Agile Project Name	Motorist Modernization Phase I – DL Issuance
Change Request Title	Add DL Milestone D Placeholder Stories
Change Requested By	Joe Weldon
Product Owner	Dana Olvera
Date Requested	05/09/2017

Change Request #	55
☒ New Request	☐ Resubmitted / Amended Request

Change Request Information (completed by the requestor)

Description of Change: The purpose of this change request is to create stories to allow developers to functional test in Alpha and testers to test screens developed for Original ID for Renewal and Replacement ID transactions as well as the FDLE Letter transaction in MS Test. This will allow developers to confirm that the screens function correctly for these additional transactions and testers regression test that the screen performs as well.

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

Business Need / Justification (completed by the requestor)

Description: This change is necessary because during requirement refinement, the DL Issuance team removed the existing placeholder stories. The team needs a story/product back item to validate existing screens function as expected for transactions that are being implemented as part of Milestone D.

Impact Analysis

Requirements Change Description: The following stories will be added to the Product Backlog for Milestone D.

BluePrint ID	Story	Sprint
FR33517	Display & Save "Capture Summary" screen for Replace ID	Sprint 12
FR33529	Display & Save "Capture Summary" screen for Renew ID	Sprint 13
FR33523	Display & Save "Capture Summary" screen for FDLE	Sprint 14
FR33516	Display & Save "Portrait" screen for Replace ID	Sprint 12
FR33528	Display & Save "Portrait" screen for Renew ID	Sprint 13
FR33522	Display & Save "Portrait" screen for FDLE	Sprint 14
FR33526	Display & Save "Signature" screen for Replace ID	Sprint 12
FR33527	Display & Save "Signature" screen for Renew ID	Sprint 13
FR33533	Display & Save "Signature" screen for FDLE	Sprint 14

FR33536	Display & Save Selective Services Oath for Replace ID	Sprint 12
FR33550	Display & Save Selective Services Oath for Renew ID	Sprint 13
FR33521	Display & Save Identification Documents screen for Non-Immigrant for Replace ID	Sprint 12
FR33520	Display & Save Identification Documents screen for Immigrant for Replace ID	Sprint 12
FR33519	Display & Save Identification Documents screen for Citizen for Replace ID	Sprint 12
FR33514	Display & Save Identification Documents screen for Non-Immigrant for Renew ID	Sprint 13
FR33515	Display & Save Identification Documents screen for Immigrant for Renew ID	Sprint 13
FR33513	Display & Save Identification Documents screen for Citizen for Renew ID	Sprint 13
FR33518	Display & Save VLS Results Screen for Replace ID	Sprint 12
FR33512	Display & Save VLS Results Screen for Renew ID	Sprint 13
FR33525	Display & Save "Scan Documents" screen for Replace ID	Sprint 12
FR33531	Display & Save "Scan Documents" screen for Renew ID	Sprint 13
FR33532	Display & Save "Scan Documents" screen for FDLE	Sprint 14
FR33530	Display & Save "Save Documents" screen for Replace ID	Sprint 12
FR33524	Display & Save "Save Documents" screen for Renew ID	Sprint 13
FR33534	Display & Save "Save Documents" screen for FDLE	Sprint 14
FR33543	Display & Save Temporary Address for Replace ID	Sprint 12
FR33547	Display & Save Temporary Address for Renew ID	Sprint 13
FR33558	Display & Save Temporary Address for FDLE	Sprint 14
FR33535	Display & Save Emergency Contact Information for Replace ID	Sprint 12
FR33544	Display & Save Emergency Contact Information for Renew ID	Sprint 13
FR33555	Display & Save Emergency Contact Information for FDLE	Sprint 14
FR33541	Display & Save No Fee Replacement Reasons for Replace ID	Sprint 12
FR33546	Display & Save No Fee Replacement Reasons for Renew ID	Sprint 13
FR33540	Display & Save Batch Details Screen for Replace ID	Sprint 12
FR33551	Display & Save Batch Details Screen for Renew ID	Sprint 13
FR33557	Display & Save Batch Details Screen for FDLE	Sprint 14
FR33590	Create Financial Transaction for Replacement Issuance	Sprint 12
FR33592	Create Financial Transaction for Renewal Issuance	Sprint 13
FR33539	Add Transcript/Voluntary Contribution Transaction to Batch for Replace ID	Sprint 12
FR33548	Add Transcript/Voluntary Contribution Transaction to Batch for Renew ID	Sprint 13
FR33554	Add Transcript/Voluntary Contribution Transaction to Batch for FDLE	Sprint 14
FR33553	Print Batch/Transaction Receipt for Replace ID	Sprint 12
FR33545	Print Batch/Transaction Receipt for Renew ID	Sprint 13
FR33537	Print Batch/Transaction Receipt for FDLE	Sprint 14

Technical Change Description: No impacts to data tier as these stories are validation of existing screens.

Associated Wrap Number? N/A

Impact on Backlog: These stories will be incorporated into Milestone D as they are part of the transactions that were planned for completion for that Milestone. The hours added are within the capacity of the team to complete during Milestone D.

Below is the estimate for each story:

BluePrint	Story	Dev	Test Case	Test Execution	Total
FR33517	Display & Save "Capture Summary" screen for Replace ID	0.5	2	4	6.5
FR33529	Display & Save "Capture Summary" screen for Renew ID	0.5	2	4	6.5
FR33523	Display & Save "Capture Summary" screen for FDLE	0.5	3	3	6.5
FR33516	Display & Save "Portrait" screen for Replace ID	0.5	2	3	5.5
FR33528	Display & Save "Portrait" screen for Renew ID	0.5	2	3	5.5
FR33522	Display & Save "Portrait" screen for FDLE	0.5	3	3	6.5
FR33526	Display & Save "Signature" screen for Replace ID	0.5	2	4	6.5
FR33527	Display & Save "Signature" screen for Renew ID	0.5	2	4	6.5
FR33533	Display & Save "Signature" screen for FDLE	0.5	3	3	6.5
FR33536	Display & Save Selective Services Oath for Replace ID	0.5	2	3	5.5
FR33550	Display & Save Selective Services Oath for Renew ID	0.5	2	3	5.5
FR33521	Display & Save Identification Documents screen for Non-Immigrant for Replace ID	8	3	6	17
FR33520	Display & Save Identification Documents screen for Immigrant for Replace ID	2	3	6	11
FR33519	Display & Save Identification Documents screen for Citizen for Replace ID	2	3	6	11
FR33514	Display & Save Identification Documents screen for Non-Immigrant for Renew ID	2	3	6	11
FR33515	Display & Save Identification Documents screen for Immigrant for Renew ID	2	3	6	11
FR33513	Display & Save Identification Documents screen for Citizen for Renew ID	2	3	6	11
FR33518	Display & Save VLS Results Screen for Replace ID	2	2	4	8
FR33512	Display & Save VLS Results Screen for Renew ID	2	2	4	8
FR33525	Display & Save "Scan Documents" screen for Replace ID	0.5	2	4	6.5
FR33531	Display & Save "Scan Documents" screen for Renew ID	0.5	2	4	6.5
FR33532	Display & Save "Scan Documents" screen for FDLE	0.5	2	4	6.5
FR33530	Display & Save "Save Documents" screen for Replace ID	3	2	6	11
FR33524	Display & Save "Save Documents" screen for Renew ID	3	2	6	11
FR33534	Display & Save "Save Documents" screen for FDLE	3	3	6	12
FR33543	Display & Save Temporary Address for Replace ID	1	2	5	8
FR33547	Display & Save Temporary Address for Renew ID	1	2	5	8
FR33558	Display & Save Temporary Address for FDLE	1	2	5	8
FR33535	Display & Save Emergency Contact Information for Replace ID	1	2	5	8
FR33544	Display & Save Emergency Contact Information for Renew ID	1	2	5	8
FR33555	Display & Save Emergency Contact Information for FDLE	1	2	5	8
FR33541	Display & Save No Fee Replacement Reasons for Replace ID	1	1	3	5

FR33546	Display & Save No Fee Replacement Reasons for Renew ID	3	1	3	7
FR33540	Display & Save Batch Details Screen for Replace ID	11	2	6	19
FR33551	Display & Save Batch Details Screen for Renew ID	9	2	6	17
FR33557	Display & Save Batch Details Screen for FDLE	9	2	6	17
FR33590	Create Financial Transaction for Replacement Issuance	2	1	3	6
FR33592	Create Financial Transaction for Renewal Issuance	2	1	3	6
FR33539	Add Transcript/Voluntary Contribution Transaction to Batch for Replace ID	2	1	2	5
FR33548	Add Transcript/Voluntary Contribution Transaction to Batch for Renew ID	2	1	2	5
FR33554	Add Transcript/Voluntary Contribution Transaction to Batch for FDLE	2	1	2	5
FR33553	Print Batch/Transaction Receipt for Replace ID	7	1	2	10
FR33545	Print Batch/Transaction Receipt for Renew ID	7	1	2	10
FR33537	Print Batch/Transaction Receipt for FDLE	7	1	2	10

Below is the analysis of the total hours added to each sprint:

Sprint	Hours Added	Current Total Hours (Incl CR)
Sprint 12	149.5	505.5
Sprint 13	143.5	509.5
Sprint 14	86	138
Grand Total	**379**	**1153**

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

Schedule Change Description: No changes to schedule are required.

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

Provide detail for when this change will be implemented: See Impact Analysis section for planned sprint to complete the work.

Current Schedule: N/A

Proposed Schedule: N/A

Impact on Cost: None

Resources Needed to Support this Request	Program (P) or Operational (O)	Work Effort (Hours)	% Allocation to Program
Existing DL Issuance Project Staff (Developers, Testers, etc.)	P	379	100
Total		**379**	

Work Effort: Work effort includes grooming/refinement of requirements, development and testing.

Alternatives to the Requested Change: No alternatives; work is required.	
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	Dana Olvera – approved via email 5/8/2017
☒ Scrum Master	Pavel Machado
☒ Program Manager	Cheryln Dent
☒ Project Manager	Joe Weldon
☒ Sr. Business Analyst	Jessica Espinoza
☒ Lead Developer / Software Architect	Thomas Culbertson – assigned tasks for Developers to estimate.
☐ Enterprise Technical Team Representative	
☐ Testing Manager	Sent via email to Barbara Peacock on 5/9/17. No response received.
☒ LDO Representative	Anat Michaeli-Ling – approved via email 5/10/2017
☒ Financial Representative (DAS/OFM)	Steve Burch – approved via email 5/10/2017
☐ Other Operational / Business Manager(s)	Sent to Eric Brown via email on 5/9/17. No response received.

Change Control Board Recommendation			
Decision: ☐ Approve	☐ Reject	☐ Defer	☒ N/A
Comments: Due to timing constraints, this change was not reviewed by the CCB. It was, however, discussed during internal change management meetings.			

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

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

Approver	**Signature**	**Date**
Terry Rhodes Executive Director, DHSMV		5-18-17
Diana Vaughn Deputy Executive Director, DHSMV		5/18/17
Robert Kynoch Director of Motorist Services, DHSMV		5/18/17
Boyd Dickerson-Walden Chief Information Officer, DHSMV		5/18/17
Felecia Ford Chief, Bureau of Administrative Review DHSMV		5/18/17

General Information	
Agile Project Name	Motorist Modernization Phase I – DL Issuance
Change Request Title	AAMVA Offline Verification
Change Requested By	Joe Weldon, DL Issuance Project Manager
Product Owner	Dana Olvera
Date Requested	4/27/17

Change Request #	56
☒ New Request	☐ Resubmitted / Amended Request

Change Request Information (completed by the requestor)

Description of Change: Currently, the only AAMVA Offline Verification being performed is for SSA. The purpose of this change request is to add additional offline verifications for CDLIS and PDPS.

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.

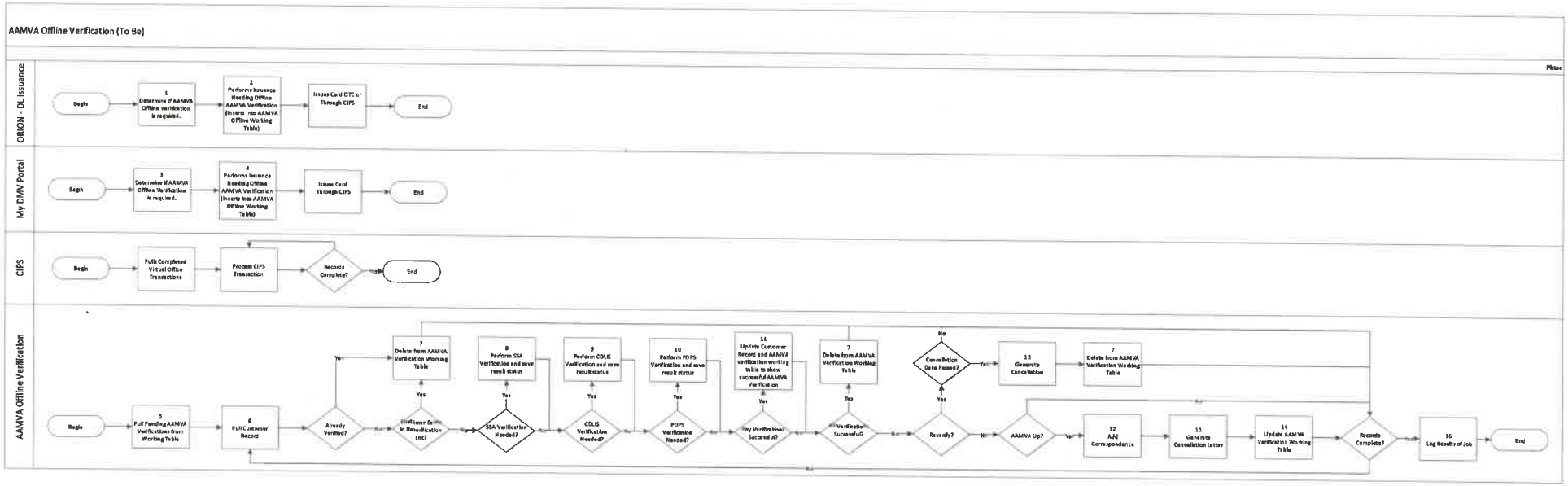
Change Request Type:

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

Business Need / Justification (completed by the requestor)

Description: Currently, CDLIS and PDPS offline verification is performed manually by field personnel and there's no way for DHSMV to ensure that this verification is actually taking place. By automating this process, we can ensure that the verification is being performed.

The work flow below shows the updated flow for AAMVA offline verifications. The numbers in the flow steps below correspond to the Workflow column in the list of user stories under Specific Requirements Definition.



AAMVA Offline Verification Workflow

Impact Analysis

Requirements Change Description: This change would add/change the following user stories:

Name	System	User Story	Workflow
Calculate AAMVA Offline Verification Required Flags	MyDMV Portal	As a MyDMV Portal User, I need to determine when AAMVA offline verifications are required so that they can be completed offline by the AOV System.	3
Insert into AAMVA Offline Working Table	MyDMV Portal	As a MyDMV Portal User, I need a record inserted into the AAMVA Offline Working table during an issuance whenever a required AAMVA check is unable to be performed so that it can be performed offline.	4
Calculate AAMVA Offline Verification Required Flags	DL Issuance	As an Examiner, I need to determine when AAMVA offline verifications are required so that they can be completed offline by the AOV System.	1
Insert into AAMVA Offline Working Table	DL Issuance	As an Examiner, I need a record inserted into the AAMVA Offline Working table during an issuance whenever a required AAMVA check is unable to be performed so that it can be performed offline.	2
Pull Pending AAMVA Verifications from Working Table	AAMVA Offline Verification (AOV)	As the AOV System, I need to retrieve transactions needing offline AAMVA verification so that the required verifications can be completed.	5
Pull Customer Record	AAMVA Offline Verification (AOV)	As the AOV System, I need to retrieve the customer record to see if they still need pending offline verification.	6
Delete from AAMVA Verification Working Table	AAMVA Offline Verification (AOV)	As the AOV System, I need to delete the SSA offline verification record after successful verification so that no additional attempts are made.	7
Perform SSA Inquiry	AAMVA Offline Verification (AOV)	As the AOV System, I need to perform SSA inquiries on transactions needing offline verification so that the required AAMVA checks can be performed.	8
Perform CDLIS Inquiry	AAMVA Offline Verification (AOV)	As the AOV System, I need to perform CDLIS inquiries on transactions needing offline verification so that the required AAMVA checks can be performed.	9
Perform PDPS Inquiry	AAMVA Offline Verification (AOV)	As the AOV System, I need to perform PDPS inquiries on transactions needing offline verification so that the required AAMVA checks can be performed.	10
Update Customer Record to Show Successful AAMVA Verification	AAMVA Offline Verification (AOV)	As the AOV System, I need to update the customer record after successful AAMVA verification to reflect the verification.	11
Add Correspondence	AAMVA Offline Verification (AOV)	As the AOV System, I need to add a cancellation correspondence if AAMVA verification fails to document that a cancellation warning letter was sent to the customer.	12
Generate Cancellation Letter	AAMVA Offline Verification (AOV)	As the AOV System, I need to generate a cancellation letter if AAMVA offline verification fails to give them a chance to fix it prior to the cancellation.	13
Update AAVA Verification Working Table	AAMVA Offline Verification (AOV)	As the AOV System, I need to update the AAMVA Verification Working table to "Reverify" after initial verification fails so that I can reattempt verification during subsequent days.	14
Generate Cancellation	AAMVA Offline Verification (AOV)	As the AOV System, I need to generate a cancellation if AAMVA verification fails after the cancellation date, so that the customer can no longer drive legally.	15
Log AAMVA Offline Verification Job Results	AAMVA Offline Verification (AOV)	As the AOV System, I need to log the results of each job run so that the business side knows whether the job was successful and what the results were.	16

Technical Change Description: No impacts.

Associated Wrap Number? N/A

Impact on Backlog: Here are estimates for completing refinement of requirements, as well as preliminary estimates for development and testing.

Name	System	Refinement	Infrastructure /DB	Development	Test	Total
Calculate AAMVA Offline Verification Required Flags	MyDMV Portal	2	0	24	0	26
Insert into AAMVA Offline Working Table	MyDMV Portal	2	0	8	0	10
Calculate AAMVA Offline Verification Required Flags	DL Issuance	2	6	40	12	60
Insert into AAMVA Offline Working Table	DL Issuance	2	0	8	7	17
Pull Pending AAMVA Verifications from Working Table	AAMVA Offline Verification (AOV)	2	0	40	7	49
Pull Customer Record	AAMVA Offline Verification (AOV)	2	0	24	7	33
Delete from AAMVA Verification Working Table	AAMVA Offline Verification (AOV)	2	0	8	6	16
Perform SSA Inquiry	AAMVA Offline Verification (AOV)	2	0	24	9	35
Perform CDLIS Inquiry	AAMVA Offline Verification (AOV)	2	0	40	12	54
Perform PDPS Inquiry	AAMVA Offline Verification (AOV)	2	0	40	6	48
Update Customer Record to Show Successful AAMVA Verification	AAMVA Offline Verification (AOV)	2	0	8	5	15
Add Correspondence	AAMVA Offline Verification (AOV)	2	0	8	7	17
Generate Cancellation Letter	AAMVA Offline Verification (AOV)	2	0	40	10	52
Update AAVA Verification Working Table	AAMVA Offline Verification (AOV)	2	0	8	7	17
Generate Cancellation	AAMVA Offline Verification (AOV)	2	0	8	6	16
Log AAMVA Offline Verification Job Results	AAMVA Offline Verification (AOV)	2	0	8	6	16
Total Effort		**32**	**6**	**336**	**107**	**481**

The DL Issuance team would begin work on this Change Request during Milestone D and complete the work during Milestone E. The MyDMV Portal Team will complete its portion of the work (1st 2 rows of the table above) as part of Milestone D.

Impact on Schedule:

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

Schedule Change Description: No changes to schedule are required.

Change may be addressed within:

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

Provide detail for when this change will be implemented

See Impact Analysis section for planned sprint to complete the work.

Current Schedule: N/A
Proposed Schedule: N/A, current schedule dates for DL Issuance and MyDMV portal milestones will remain intact.
Impact on Cost: None

Resources Needed to Support this Request	Program (P) or Operational (O)	Work Effort (Hours)	% Allocation to Program
Existing DL Issuance Project Staff (Developers, Testers, etc.)	P	439	100
Existing MyDMV Portal Project Staff (Developers, Testers, etc.)	P	36	100
DBA member for standard activities (i.e. deployments)	P	6	50
Total		**481**	

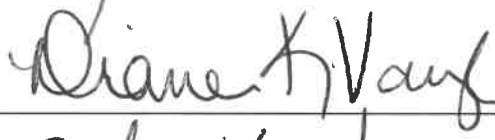
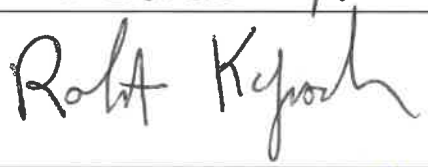
Work Effort: Work effort includes grooming/refinement of requirements, Infrastructure /DB task, development and testing.
Alternatives to the Requested Change: No alternatives; work is required.
Impact on Training: This is a change in the way the Department interacts with AAMVA for verifications and will need to be incorporated into training.
Impact on Policies and/or Procedures: This is a change in the way the Department interacts with AAMVA for verifications and will need to be incorporated into updates to Policy and Procedure.

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	Dana Olvera, Deepa Pilar
☐ Scrum Master	
☒ Program Manager	Cheryln Dent
☒ Project Manager	Joe Weldon, Aundrea Andrades
☒ Sr. Business Analyst	Jessica Espinoza
☐ Lead Developer / Software Architect	
☐ Enterprise Technical Team Representative	
☒ Testing Manager	Lacey Lowers & John Steele provided estimates to PM.
☐ LDO Representative	
☐ Financial Representative (DAS/OFM)	
☒ Other Operational / Business Manager(s)	Eric Brown confirmed estimates via email on 3/14/17 Mark Miller provided estimates on 3/14/17.

Change Control Board Recommendation			
Decision: ☐ Approve	☐ Reject	☐ Defer	☒ N/A
Comments: Due to timing constraints, this change was not reviewed by the CCB. It was, however, discussed during internal change management meetings.			

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

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

Approver	**Signature**	**Date**
Terry Rhodes Executive Director, DHSMV		5-18-17
Diana Vaughn Deputy Executive Director, DHSMV		5/18/17
Robert Kynoch Director of Motorist Services, DHSMV		5/18/17
Boyd Dickerson-Walden Chief Information Officer, DHSMV		5/18/17
Felecia Ford Chief, Bureau of Administrative Review DHSMV		5/18/17

Motorist Modernization Phase I
Project Manager log of Agile Development-related Change Requests

#	Title	Brief Description	Source	Notes	Internal Review Status	Internal Status Date	Estimated Effort by Work Type	Total Effort	Project Team	Level	Approver per Governance	Decision	Date Approved/ Deferred/ Rejected
PMCR-125	Re-work Tasks for FR25387-Motor Vehicle Renewal Inquiry Screen - Audit Tab FR25389-Permit Renewal Inquiry Screen - Populate Audit tab	If the Save button is invoked on a screen, Display a successful save message to the user	Development	Recommended by Developer and approved by the Product Owner for all screens - Approved via email on 4/21/2017 Added rework task to an existing story and cancelled CR	Canceled	5/9/2017	1. 5 Hour - Dev **1.5 Hours Total**	These stories are not yet testing complete, Effort estimates are	Renewal	I/II	Product Owner/Project Manager	Canceled	5/9/2017
PMCR-127	Create Renewal Notification Vendor Search Screen Story	This is a missed requirement:	Development	Approved by PO on 4/26/17 Reviewed by Internal Group 5/9/17 - Approved	Approved	5/9/2017	8 Hours - Dev 6 Hours - SEU **14 Hours Total**	14	Renewal	I/II	Product Owner/Project Manager	Approved	5/9/2017
PMCR-128	Create renewal Notification Vendor Display Screen Story	Missed requirement	Development	Approved by PO on 4/26/17 Reviewed by Internal Group 5/9/17 - Approved	Approved	5/9/2017	12 Hours - Dev 10 Hours - SEU **22 Hours Total**	22	Renewal	I/II	Product Owner/Project Manager	Approved	5/9/2017
PMCR-129	Create renewal Notification Vendor Tab Display Story	Missed requirement	Development	Approved by PO on 4/26/17 Reviewed by Internal Group 5/9/17 - Approved	Approved	5/9/2017	12 Hours - Dev 10 Hours - SEU **22 Hours Total**	22	Renewal	I/II	Product Owner/Project Manager	Approved	5/9/2017
PMCR-130	**Archive** stories for Milestone C: FR16706 FR16673 FR16681 FR16674 FR16670 FR11774 FR21753 FR21752 FR11766 FR21751 FR21750 FR18545	Archive stories	Development	Removed placeholder and AAMVA calls that were not necessary	Approved	5/9/2017	8 HRS 8 HRS 16 HRS 12 HRS 8 HRS 4 HRS 4 HRS 4 HRS 4 HRS 4 HRS 4 HRS 4 HRS **80 Hours Total**	-80	MyDMV	III	Product Owner/Project Manager	Approved	5/9/2017
PMCR-131	**Archive** stories for Milestone D: FR17269 FR21732 FR11756 FR10464 FR22702 FR11786 FR22641 FR19481 FR16726 FR11848	Archive stories	Development	Removed placeholder and AAMVA calls that were not necessary	Approved	5/9/2017	4 HRS 4 HRS 4 HRS 12 HRS 4 HRS 4 HRS 20 HRS 4 HRS 4 HRS 4 HRS **64 Total Hours**	-64	MyDMV	III	Product Owner/Project Manager	Approved	5/9/2017

Motorist Modernization Glossary

- Approved
  - Development and/or testing are approved to work on the story and plans to complete the tasks added in the sprint.
- Burndown
  - Sprint tracking tool that shows the total original estimated hours verses the remaining hours measured against the sprint timeline to graphically depict the progress of the team during the current sprint.
- Capacity
  - Calculation of the hours of available work by task type for a sprint. Typically calculated at 80% of the day or 6-hour work days per person.
- Committed
  - Development and testing can both be completed in the sprint based on the capacity each group commits and the level of effort for the associated stories.
  - Development stories completed in a previous sprint, which only require testing and the testers agree to testing the stories during the sprint.
- Completed Work
  - The hours of work completed on the task.
- Dev Status
  - Possible statuses –
    - Not Started
      - Development has not yet started.
    - Dev Started
      - Development has begun.
    - Dev Done
      - QA can start testing. The developers have already completed deployment to Alpha and the functional testing tasks are complete.
      - QA testing should not start before a story is marked Dev Done and SEU testing (excluding building test cases) should not start before a story is marked Ready to Test.
      - The developer who completed the functional testing is responsible for marking the story Dev Done.
    - Ready to Test
      - SEU can start testing. QA has already completed testing and the application has been deployed to Beta and verified.
    - Testing in Progress
    - Testing Blocked
    - Testing Complete

- Blocked Task
    - Task that is not yet assigned due to dependencies, or an assigned task that cannot be worked to completion due to dependencies, whether in development or testing. A blocked task is not necessarily an impediment.
        - Bug
            - Error in program code that causes it to produce an incorrect or unexpected result based on the requirement.
        - Impediment
            - An obstacle to development or testing task completion that cannot be resolved within a workgroup (Developers, Testers or Business Analysts) within a project task.
- Done
    - The story or functionality has been developed and tested and received product owner sign off.

- Functionality/Stories
    - A high-level definition of a requirement, capturing the who, what and why in a simple, concise way. Business rules are linked to stories and a group of stories make up a functional area.
- Issues
    - A defined barrier or obstacle to project work, which is currently happening and may impact forward progress immediately or in the future. An issue can also be a risk, which cannot be managed through risk mitigation approach.
- Milestone
    - Defined period to complete a defined set of features or functionalities.
- Original Estimate
    - The original estimate in hours of work to complete the task.
- Remaining Work
    - The estimate in hours for the work remaining to complete the task.
- Risks
    - An uncertain future event, which may have a negative impact on the project should it occur.
- Sprint
    - Three-week Agile development cycle as defined by Motorist Modernization.
- Task
    - Unit of work.