

Motorist Modernization Advisory Board – Phase II Meeting
Tuesday, June 14, 2022
2:30 to 4:00 PM
VIA: Microsoft Teams

Invitees

Stephen Boley
Capt. Jason Britt
Brett Saunders
Jay Levenstein
Steve Burch
Scott Lunsford
Sherri Smith
Sgt. Derek Joseph
TBD

Representing

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

Agenda

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

Motorist Modernization Advisory Board – Phase II Meeting
Tuesday, May 10, 2022
2:30 to 4:00 PM
VIA: Microsoft Teams

WELCOME AND INTRODUCTIONS

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

Advisory Board Phase II members included:

- Capt. Jason Britt
 - Brett Saunders
 - Jay Levenstein
 - Scott Lunsford
 - Sherri Smith
 - Sgt. Derek Joseph
 - Steve Burch
 - Stephen Boley
- Additional FLHSMV members included – Catherine Alvarez, Michael Anderson, Elise Batchelor, Stacey Bayyari, Jessica Espinoza, Felecia Ford, Laura Freeman, Rachel Graham, Kristin Green, Chad Hutchinson, Judy Johnson, Pavel Machado, Wendy Mechlin, Jennifer Miller, Judy Moats, Ann Naiman, Aundrea Powell, Terrence Samuel, Cathy Thomas, and Scott Tomaszewski.
 - Visitors included – Joseph Weldon and Michelle McGinley from Accenture, Margie France with Ernst & Young, Lisa Cullen with the Florida Tax Collectors, Andrea Tomasso with Grant Street, Carl Ford with J Ford Consulting, Peggy Ball with Civitek attended. Addison Gould also attended.

REVIEW OF MEETING MINUTES

- Rachel Graham reviewed the meeting minutes from April 12, 2022. No corrections were identified. A motion to approve the minutes was accepted by the board members and the April 12, 2022, meeting minutes were approved.

PHASE II IV&V UPDATE

- Margie France presented an overview of the IV&V report for Phase II. The current risk state was green. There were no open deficiencies to report. The open deficiency concerning the lack of an integrated resource pool was closed due to the new project baseline that was established on February 11, 2022, because of Change Request 19. The schedule performance index was 0.997. 5 of 1,736 total tasks contained in the project schedule were late. The program completion date was forecasted to be 11 days late.

FINANCIAL REVIEW

- Judy Moats presented a Phase II financial review. The Phase II budget for the 2021 – 2022 fiscal year is \$10.5 million. Approximately \$5.2 million has been expended as of April 2022 with a 0% variance and approximately \$3.8 million in remaining funds.

PHASE II PROJECT UPDATE

- Joseph Weldon stated Team A (Title and Registration) was trending behind on testing for Milestone I stories. The team was trending behind on development, testing, and refinement for Milestone J including NMVTIS stories and parking permit stories. The team is also working on refinement for renewal parking permits. The team continued to have additional refinement meetings to get back on track.
- Jennifer Miller stated Team B (MV Globals) continued to work on stories for Milestones I and J and will closeout Sprint 38 soon. The team is trending behind on development for Milestone I stories related to invoicing and auditing for return plates for the electronic filing system (EFS). For Milestone J, the team has been refining stories related to user and office management and correspondence. The team was also working ahead on Milestones K and L.
- Scott Tomaszewski stated for the IFTA/IRP team, Deliverable 17 (Final Legacy Data Mapping to COTS – Iteration 1) was completed on April 22. The team is currently working on Deliverable 16 (Configuration Completion Software Milestone – Iteration 1) and Deliverable 19 (Key Performance Measures Criteria Report – Iteration 1). The team is working in Milestone F, Sprint 19 and this is scheduled to be completed on May 17. This will address the 15 remaining IRP issuance stories. The team continued to triage interface bugs reported during Celtic’s development. Celtic has a planned deployment this week for the 7 bugs registered during the IFTA Sandbox Release Testing. SEU continued this IFTA Sandbox Release Testing.
 - Key dependencies for the team included:
 - Dependent enterprise core services being stable and available ahead of IFTA/IPR planned development.
 - Managing impacts to project development due to Blueprint upgrade and environment migration efforts.
 - Key risks and issues for the team included:
 - Risk 111 – Cross-team dependency
 - Important activities for the team included:
 - Developers continue Celtic support and IRP service endpoint development.
 - Complete VOID workflow and refinement.
 - Business/SEU continue testing of IFTA code in the COTS solution – FLMCS.
- Mr. Weldon stated the Florida Smart ID (FSID) team plans to have a demo with leadership this week to review current functionality and recommended enhancements.
 - Important activities for the team included:
 - Release 3 and 4 – August 2022:
 - Registration/Insurance
 - Online Authentication
 - Verifier Registration
 - Additional FSID Use Cases
 - Key dependencies for the team included:

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- Keep initial release meaningful but sized for “success” given short timeline.
 - Other vendors are dependent upon Thales Remote Enrollment updates.
 - Risks and issues for the team included:
 - Issue 42 – Risk 94 Realized – FSID Onboarding Trending Late
 - Issue 62 – FSID Phase 3 Delayed Start
- Catherine Alvarez presented an overview for the Enterprise Content Management (ECM) Day 1 team and Jennifer Miller presented for the ECM Day 2 team. Ms. Alvarez stated the team is working on establishing duties and responsibilities and knowledge transfer.
 - Day 1 Important activities for the team included:
 - Implementation and support planning in progress
 - Go-Live date after data center migration
 - Change Control submission by May 20
 - TRB NLT – May 23, CAB NLT – May 25
 - Data Center Stability April 15 – May 26
 - Pilot/SEU Verification May 25 – June 3
 - Statewide Implementation – June 3
 - Day 2 Important activities for the team included:
 - Preparing sample documents to support conversion build/implement conversion.
 - Conducting proof of concept to use Azure Cloud as long-term storage solution.
 - Key dependencies for the team included:
 - Keep initial release meaningful but sized for “success” given short timeline.
 - Ensure SEU production smoke testing does not exceed the planned 72 hours.
 - Risks and issues for the team included:
 - Risk 101 – If NPS cannot quickly configure new documents to be added to the ECM as they are identified and refined by the Phase II Team, then it could impact the schedule as the team waits for implementation of the new document in the ECM.
 - Risk 109 – If support for the OnBase COTS system is not identified for internal staff and training received prior to Go-Live, then any OnBase support will need to be leveraged against the current vendor, NPS, and could incur additional cost for FLHSMV.
- Aundrea Powell stated the MyDMV Portal/Fleet team was working in Milestone K, Sprint 33. The team had one story remaining to close Milestone I. The team continued to develop and test Milestones J (personalized plates and specialty plate vouchers) and K. They continued to test the MV renewal notifications. The team was also refining title transactions including print electronic titles, mark title sold, and duplicate titles.
 - Important activities for the team included:
 - Continue testing Renewal Notification Change Request changes – TBD
 - Brainstorm new features to add to MyDMV Portal Release and gathering status on the transactions
 - Wrap 5717 BAR Modification changes within Portal moved to Production
 - Key dependencies for the team included:

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- Depends on the approval and prioritization of new features and any features that can be deployed earlier than the approved release schedule.
- Risks and issues for the team included:
 - Issue 15 – One developer position currently open.

COMMUNICATIONS UPDATE

- Ann Naiman stated the team continued to ensure the frequently asked questions and instructions related to FSID are as concise and accurate as possible ahead of deployment.

Q&A

- There were no questions or concerns from members present.

ADJOURNMENT

- Mr. Samuel adjourned the meeting at approximately 2:50 p.m.
- The next Advisory Board Phase II Meeting is scheduled for June 14, 2022.

Note: Handouts at this meeting included:

Consolidated in a meeting packet and emailed to members:

MM Advisory Board Phase II Agenda	1 Page
MM Advisory Board Phase II Meeting Minutes (4/12/22)	4 Pages
Phase II IV&V Update	8 Pages
Financial Review	6 Pages
Phase II Traffic Light Report	1 Page
Phase II Project Updates – State of the State	5 Pages

