

## Motorist Modernization

**Motorist Modernization Advisory Board Monthly Meeting**  
**June 27, 2017**  
**Neil Kirkman Building, Conference Room B-202**  
**2900 Apalachee Parkway, Tallahassee Florida 32399**  
**1 to 2 p.m., EST**

### Invitees

Deb Roby  
Ed Broyles  
Kelley Scott  
Pace Callaway  
April Edwards  
Beth Allman  
Linda Fugate

### Representing

DHSMV  
DHSMV  
DHSMV  
DHSMV  
DHSMV  
Florida Clerk Courts & Comptrollers  
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 A-339**  
**May 23, 2017**  
**1 p.m. to 2 p.m.**

### **WELCOME AND INTRODUCTIONS**

- The meeting was called to order at 1:05 p.m. Ms. Green began the meeting with the *Welcome and Introductions*. Ms. Green proceeded with the roll call of the Board Members.

Advisory Board Members present included:

- Pace Callaway
  - Kelley Scott
  - Deb Roby
  - April Edwards
  - Ed Broyles
  - Linda Fugate (not present)
  - Beth Allman (not present)
- Other DHSMV members present included - Terrence Samuel, Kristin Green, Koral Griggs, Judy Johnson, Aundrea Andrades, Jessica Espinoza, Cathy Thomas, Laura Freeman, Cheryl Dent, Sonia Nelson, Janis Timmons, Scott Tomaszewski and Kelly Shannon.
  - Visitors included - Alyene Calvo and Chris Wade from Ernst & Young and Joe Weldon from Accenture.
  - Ms. Green introduced and welcomed the newest member, Mr. Pace Callaway. He replaces Mr. Carl Forney from OFM and is the agency's economist.
  - Mr. Samuel reminded members that Advisory Board meetings are recorded and available to view via YouTube.

### **REVIEW AND APPROVAL OF THE LAST MEETING MINUTES FROM APRIL 11, 2017**

- Ms. Green reviewed the meeting minutes from April 11, 2017. There were no changes, revisions or corrections from members. A motion to approve the April 11, 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 April Monthly Assessment Report. The schedule performance index (SPI) is 1.00. The overall program risk state is green. No additional facets were evaluated. Ms. Calvo indicated that they had planned to review the Controls facet for the April report; however, it was not completed. They did review some of the Business Rules and the Technical Infrastructure facets. These findings will be reported in the May report. Ms. Calvo indicated they have added two new analyses for their reports going

forward. Ms. Calvo reviewed the “Forecast Milestone Completion” and the “Project Schedule Quality” reports. The Forecast Milestone Completion report is a chart that shows the projected completion dates for future milestones based on historical performance using the schedule performance index (SPI). The Project Schedule Quality Report shows the quality of the program schedule within each of the following areas:

- Overall quality with trending.
- Key Indicators.
- Schedule Parameters.

In summary, Motorist Modernization’s overall quality is 92.0 (out of 100). The overall schedule quality is consistent and excellent. The project is currently on schedule and is within established performance thresholds. No new deficiencies were identified since the last report.

### **STAKEHOLDER OUTREACH UPDATE**

- Mr. Samuel indicated since the last ESC meeting, Mr. Samuel and the team attended the IT Coalition meeting held in Lakeland, Florida. The team provided an update on the latest status of the Motorist Modernization Project and responded to questions from attendees.
- This week we have had three (3) members from Tax Collector agencies in our facility. This includes Mr. Kirk Sexton from Hillsborough County, Mr. Dan Andrews from Osceola County and Mr. Terry Skinner from Pinellas County. They spent the morning attending stand-ups, looking at the development effort. In the afternoon, they were provided an overview of Blueprint and a demo of DL Issuance, Motorist Maintenance and MyDMV Portal. They also attended the release plan overview meeting, which is like a recap of where the team is now on the project. Mr. Hutchinson wrapped up the day with a full review of all the technologies.
- There was discussion regarding future conferences and focus group meetings to have a room with computer equipment where Tax Collectors and their staff can come and preview the newly developed applications.
- Last week, Mr. Samuel and the team attended the Tax Collector Renewal Focus Group Meeting in Orlando. Ms. Johnson provided a live demo. That afternoon, Mr. Samuel and the team met with the Renewal Data Recipients which included vendors and counties that receive renewal data. We provided a project overview. Mr. Hutchinson provided them with the technological aspects and responded to questions. The team committed to providing them a “Specification Document” to help them get started on development and provides things they will need to know. That document was sent out to the participants yesterday as well as a copy of the PowerPoint presentation that was used during the meeting. Mr. Hutchinson has a test harness that they can use to start testing. Once they start testing, they will have many questions. The team anticipates needing several conference calls or meetings to discuss the questions and concerns they will have throughout the process.

### **POLICY AND DECISION REVIEW**

- CIT04 – Ms. Thomas stated that 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. Right now, on average, 30 to 40 records will fail daily because of new address validations in FTC’s Add Non - Licensed driver being used by dispositions and FTC’s. It’s not being used in Arrests (DUI’s). The team’s question to the board was, “Do we want to stay with the improved standards on addresses and lose new driver records with FTC’s that would currently be added to our database

or allow bad data?” Mr. Kynoch wanted to discuss this with Ms. Deborah Todd. After further discussions, the recommendation was if a driver does not have a current DL record, we will validate the address on the FTC record and when the address is not valid, we will run through Smarty Streets. If a valid address is found, then we will store the FTC address in the Residential Address, store Smarty Streets Address in the Mailing Address and send letters to both addresses, one from the FTC and the one found by Smarty Streets. For Drivers with a current DL Record (but still a Non- Licensed record), when second or subsequent FTC /Disposition validate address on FTC record and when the address is not valid, we will run through Smarty Streets. If a valid address is found, we will over write the address on record. This recommendation was presented to the ESC and they agreed. CIT04 can now be closed.

- POR31 – Ms. Johnson stated the ESC determined we would give the customer three (3) options for express shipping. The system will calculate the fee based on the shipping option and zone. The system will display the expected delivery date for each option. As of the last update, the legislative bill did not pass. The team would like direction for the next steps. The Department was advised to continue with the expedited shipping. Ms. Johnson received some information from Ms. Roby to make sure we are on the same page with the previous decisions to move forward with the expedited shipping process. The Department will continue with the previous plan at this time.
- DL26 – Ms. Espinoza indicated that DL26 is for check validation hardware and services with Bank of America. We have received some new quotes from Ms. Alyssa Hoban Bank of America. One of the main questions was - “Would the service provided be able to validate available funds and hold funds”? Mr. Burch informed the team that 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. The decision has been made that the Department will not purchase hardware and services for check validation and, therefore, this item will be closed.
- REN07 – Ms. Johnson indicated that a decision was made to have Novitex provide OCR reading for hand written email addresses for renewal notices. The team will request a new quote from Novitex to include this functionality. A new quote was received from Novitex so we will know what steps to take next.
- REN10 – Ms. Johnson indicated that during the refinement meeting, an issue 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. Question to the board members is - “Do we need to provide customers a way to unsubscribe from the renewal email reminders”? A legal opinion was requested pertaining to this and we were advised that this request is only for emails that are sent for commercial purposes and does not pertain to us. This item can be closed.

#### **COMMUNICATION UPDATE**

- Ms. Griggs stated there will be a Policy and Procedure meeting directly following the Advisory Board Meeting to discuss the roles and responsibilities of the proposed team members on each working group. They will be discussing upcoming assignments and objectives of the policies and procedures. Coming up in June, each team will begin drafting a User Guide.

- Two weeks ago, we sent out an ORION Quiz throughout the entire agency. Between the hours of 4 p.m. and 9 a.m. the next morning, we saw a 394% jump in responses. We are thinking of ways to alleviate the knowledge gap that we saw throughout the responses.
- We are also working on the Phase I Training Plan with LDO. We are working on finalizing the plan in the next week or two.
- We are also finalizing a public facing webpage, which will go live July 1, 2017, for the new fiscal year.

#### **FINANCIAL REVIEW**

- Ms. Timmons reviewed the figures for the May 2017 Spend Plan document. We are finalizing deliverables for May and June, 2017. Phase I is moving along and we will finish within budget.

#### **CHANGE REQUEST REVIEWS – LEVEL III**

- Ms. Green stated that on May 1, 2017, we implemented a new template for Level III (Critical, Medium) change requests. The ESC reviewed and approved this template in April and the team began using it in May, 2017. The main changes associated with this template are with the agile development changes, making sure the team understands the impact of the work and how it will impact development Milestones and Sprints, schedules, and program costs and budgets. Another change to the template was the addition of an attestation page on behalf of the Program Manager/Project Managers to complete and confirm that they have vetted this with the wider audiences before moving forward.
- Ms. Green indicated that there are seven (7) change requests that have been reviewed since the last meeting. Change Requests #50-54 are in the old template and Change Requests #55-56 are in the new template. The Change Requests are as follows:
- CR50 – The purpose of this Change Request is to align dates within the MM Phase I Integrated Master Schedule (IMS) associated with Enterprise Data Infrastructure (EDI) project dependencies.  
The justification for moving these items within the IMS is to reflect input from the EDI project team. There will be no direct impact to the Motorist Modernization Phase I budget. This Change Request was approved by the ESC Board Members on April 27, 2017, and the program schedule has been updated.
- CR51 – Ms. Nelson stated that the purpose of this change request is to address the CDLIS data tier requirements to integrate BizTalk 2013 with VLS, AAMVACORE, PDPS and Motorist Services. This change request will detail the necessary work effort to modify stores procedures and service endpoints. The team will create stories in blueprint to add the data tier work effort to the CDLIS backlog. This work effort will be performed by existing resources and there is no direct impact to the Motorist Modernization Phase I budget. This change request was approved by the ESC on April 27, 2017.
- CR52 – Ms. Green stated that the purpose of this change request is to align dates within the MM Phase I Integrated Master Schedule (IMS) and the 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 refinement of the training and development activities based on discussions with LDO leadership. This change request was approved by the ESC Members on April 27, 2017, and our schedule has been updated to that point.
- CR53 – Mr. Tomaszewski stated that this change request 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. To complete Sprint testing and receive final Product Owner sign off on this story, this data tier story needs to be completed in conjunction with related data tier Motor Maintenance story scheduled for Milestone E. This work effort will be performed by existing project resources and will not have a direct impact to the MM Phase I budget. This change request was approved by the ESC Members on April 26, 2017, and the schedule has been updated.

- CR54 – Ms. Andrades indicated that on January 19, 2017, the ESC discussed a recommendation by Mr. Kynoch to implement the Governor’s Emergency Declaration fee override within MyDMV Portal. This change request will need requirement updates and re-work for reading a new table to determine when to return the no fee reason code for ORION and MyDMV Portal. There will be no changes to the 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. This change request was approved by the ESC Members on April 27, 2017.
- CR55 – Ms. Green indicated this is the first change request on the new template incorporated on May 1, 2017, and is for DL Issuance. She asked Mr. Weldon to provide an update. Mr. Weldon stated that 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. 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. No changes to the schedule are required. Due to timing constraints, this change request was not reviewed by the CCB or Advisory Board. It was approved by the ESC on May 18, 2017.
- CR56 – Mr. Weldon stated that 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. The DL Issuance team would begin work on this change request during Milestone D and complete the work during Milestone E. This is a change in the way the Department interacts with AAMVA for verifications and will need to be incorporated into training and updates to Policy and Procedures. This change request was approved by the ESC Members on May 18, 2017.

#### **CHANGE REQUEST REVIEWS – LEVEL I AND II**

- PMCR-125 – Ms. Nelson indicated that this change request was cancelled and appeared on the Log by mistake. Please disregard this entry on the Project Manager Log of Agile Development-related Change Requests.
- PMCR – 127, PMCR 128 and PMCR 129 – Ms. Nelson stated that these three (3) change requests are missed requirements to create Renewal Notification Vendor Search screens and Vendor Tab stories.
- PMCR-130 and PMCR 131 – Ms. Andrades stated that due to changing the flow of the shopping cart, the team was able to remove some stories and archive them. They removed placeholders and AAMVA calls that were not necessary.

#### **PROJECT UPDATES**

- Ms. Green stated that last month we introduced ESC members to a Stoplight Project Status Report. These were requested and designed to help understand where the teams are in their respective Milestones and Sprints. These will be presented each month along with a project update by each Project Manager speaking specifically to the colors on the sheet. The Legend indicates what each color represents. In addition to the Project Managers giving their updates, we have also included a “Glossary” so as they reference Sprints, Milestones, etc., the Glossary will help aid Advisory Board members’ understanding of the terms and tasks that they are talking about.
- DL Issuance – Mr. Weldon stated that the team completed Milestone C on May 10, 2017. Included in that milestone was the functionality to complete an Original ID Issuance as well as base cashiering functionality. Due to dependencies on the Print Card Project, we did not include stories/functionality related to print preview or printing. The team is currently in Milestone D which ends on July 26, 2017. Included in this milestone is the functionality to complete a Replace ID Issuance, Renew ID Issuance and FDLE Letter Transaction. Additionally, the team will complete Motor Voter functionality which was delayed due to dependency on DOS review. The team is in Sprint 12 which ends May 31, 2017. We will complete a Replace ID Issuance during this Sprint, begin work on the NCOA Batch programs, and continue to expand cashiering functionality.
- The Policy and Procedures Working Group is continuing their meetings on a weekly basis via conference calls. There are no project specific risks or action items to report for the current period. Project Issue 47 remains open. The Department is still waiting on the review of the proposal to DOS to meet Federal requirements. Because of the pending decision, the team moved the Motor Voter stories to Milestone D.
- MyDMV Portal – Ms. Andrades stated that the team is currently in Milestone D which ends on August 28, 2017. The team is currently in Sprint 13, the third of seven Sprints within Milestone D which began on May 17, 2017, and ends on June 6, 2017. In Sprint 13, the team is committed to developing and testing the Issuance of a Commercial Driver License Replacement, CDL Downgrade to Class E Renewal and Milestone A and C, ADA stories. The developers and testers are within capacity to complete all committed work for the new sprint. This Sprint is currently on schedule. However, the team didn’t get all the stories from the previous Sprint to testing completed. No risks or action items to report during this period.
- Renewal Notification – Ms. Nelson stated that the team is working to complete Sprint 13 for Milestone D. Sprint 13 started May 17, 2017, and will end on June 6, 2017. The Milestone ends August 29, 2017. We are working on the Renewal Notice, GHQ Renewal Validation and TC Renewal Reports. There are fourteen (14) stories in our first Sprint, there are four (4) Sprints and a HIP in this Milestone. There are no project specific risk, issues or change requests for the current period.
- CDLIS/Citation Processing – Ms. Nelson states that the team is working to complete Milestone B. There are three (3) Sprints in the Milestone and the team is working on Sprint 10. The Sprint began on May 17, 2017, and ends on June 6, 2017. The team is working to complete Add Disposition, Create a Disqualification (major Offense, Serious Violation Felony Possession, Railroad Highway Grade Crossing, Serious Violations and CLP/CDL Fraud, Out of Service Order and Generate Disqualification Letter. The team has committed eleven (11) stories to this Sprint. There are no project specific risks, issues or change requests reported for the current period.
- Motorist Maintenance – Mr. Tomaszewski indicated that the team is currently in Milestone D which ends on August 30, 2017. Included in this milestone are disposition stories dependent on

Citation Processing future testing requirements. The team is on hiatus for the current Sprint, but they continue to address any bugs reported that are impacting the test environment and have moved over to support FR development. There are a total of six (6) stories planned for completion by the end of this milestone.

- Financial Responsibility – Mr. Tomaszewski indicates that the team is working Milestone D which focuses on Sanction Creation Data tier work and the Insurance Data Exchange backend process. During this milestone, members of the team will break away to complete Motorist Maintenance Disposition user stories in support of Citation Processing testing needs. The team is in Sprint 2 of 6 ending on May 10, 2017. The developers have exceeded their planned capacity for the Sprint and are behind schedule. The delays experienced by the developers have also impacted the testers' ability to complete testing of the seven (7) committed stories that require System Evaluation Unit testing during this current Sprint. There are a total of 52 stories planned for completion by the end of this milestone. There are no project specific risks, issues or change requests reported for the current period.

#### **Q&A**

- There were no questions or concerns from members present.

#### **ADJOURNMENT**

- Ms. Green requested a motion to adjourn the meeting and the meeting was adjourned at approximately 1:57 p.m.
- The next Advisory Board meeting is scheduled for June 27, 2017.

*Note: Handouts at this meeting included:*

*Consolidated in a meeting packet and emailed to members:*

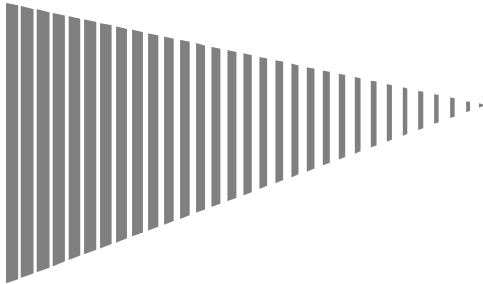
MM Advisory Board Agenda	1 Page
MM Advisory Board Monthly Meeting Minutes dated 4/11/17	5 Pages
MM Phase I Project Manager Log of Agile Development Change Requests	1 page
MM Phase I Decision Document	2 Pages
MM Change Request #50	4 Pages
MM Change Request #51	6 Pages
MM Change Request #52	3 Pages
MM Change Request #53	3 Pages
MM Change Request #54	3 Pages
MM Change Request #55	6 Pages
MM Change Request #56	6 Pages
Motorist Modernization Glossary	2 Pages
MM Stoplight Report for Sprint Updates	1 Page
MM Stoplight Report for Milestone Updates	1 Page

# Motorist Modernization Program (Phase I)

State of Florida Department of Highway Safety  
and Motor Vehicles (DHSMV)

Independent verification and validation (IV&V)  
Monthly Assessment Report Summary  
*May 2017*

21 June 2017



Building a better  
working world

# Topics for discussion

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- ▶ General IV&V overview
- ▶ Overall risk state and trending
- ▶ IV&V ratings summary
- ▶ Key indicators
- ▶ Status of key deficiency recommendations
- ▶ Overall performance
- ▶ Forecast milestone completion
- ▶ Open deficiencies and actions
- ▶ Performance improvement recommendations
- ▶ Upcoming IV&V activities
- ▶ Supporting information
  - ▶ Summary of changes
  - ▶ Open deficiencies
  - ▶ Project milestones
  - ▶ Late tasks
  - ▶ Project schedule quality
  - ▶ Project budget

Data contained in this MAR is as of 14 June 2017

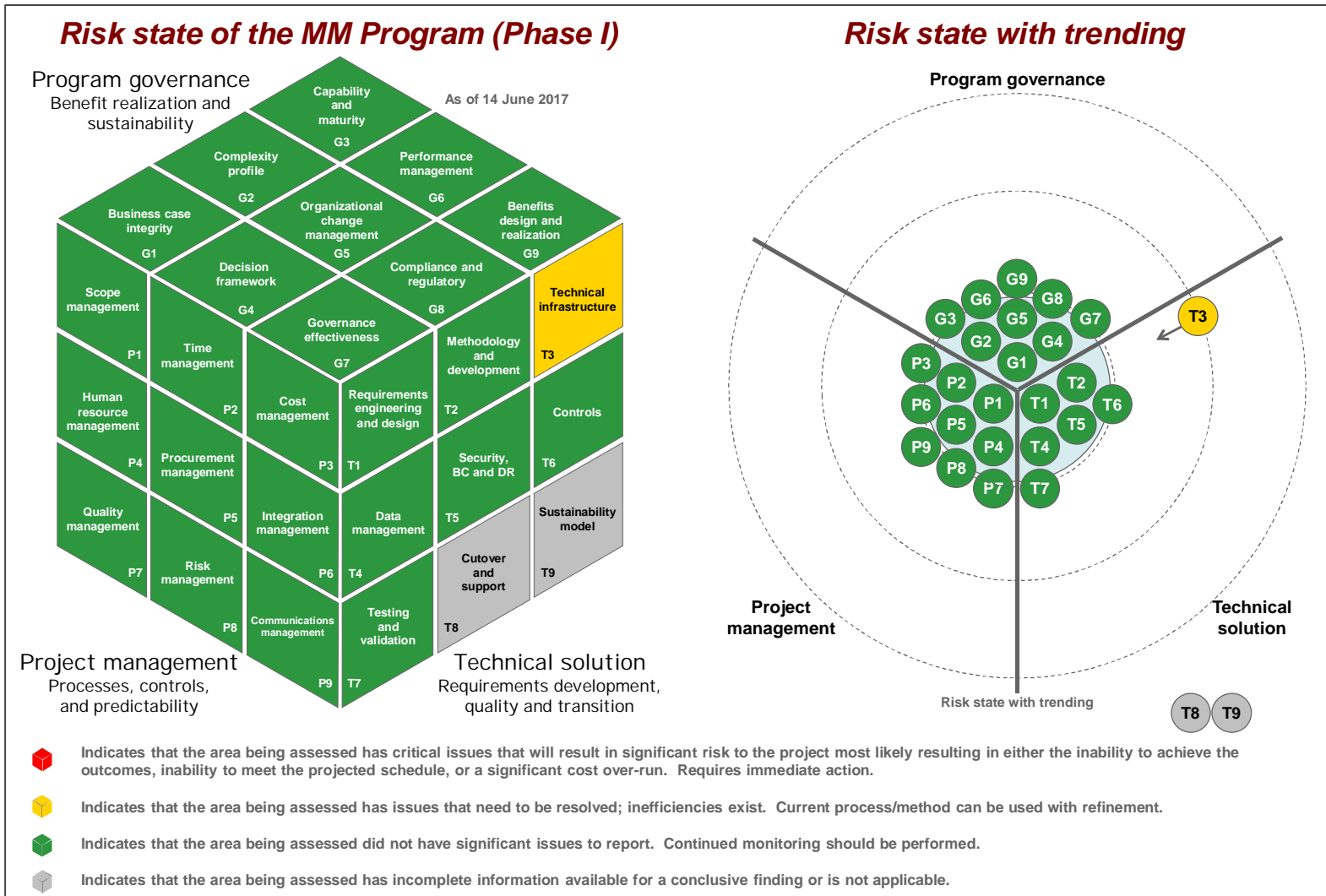
# General IV&V overview

**Overall IV&V risk state:**

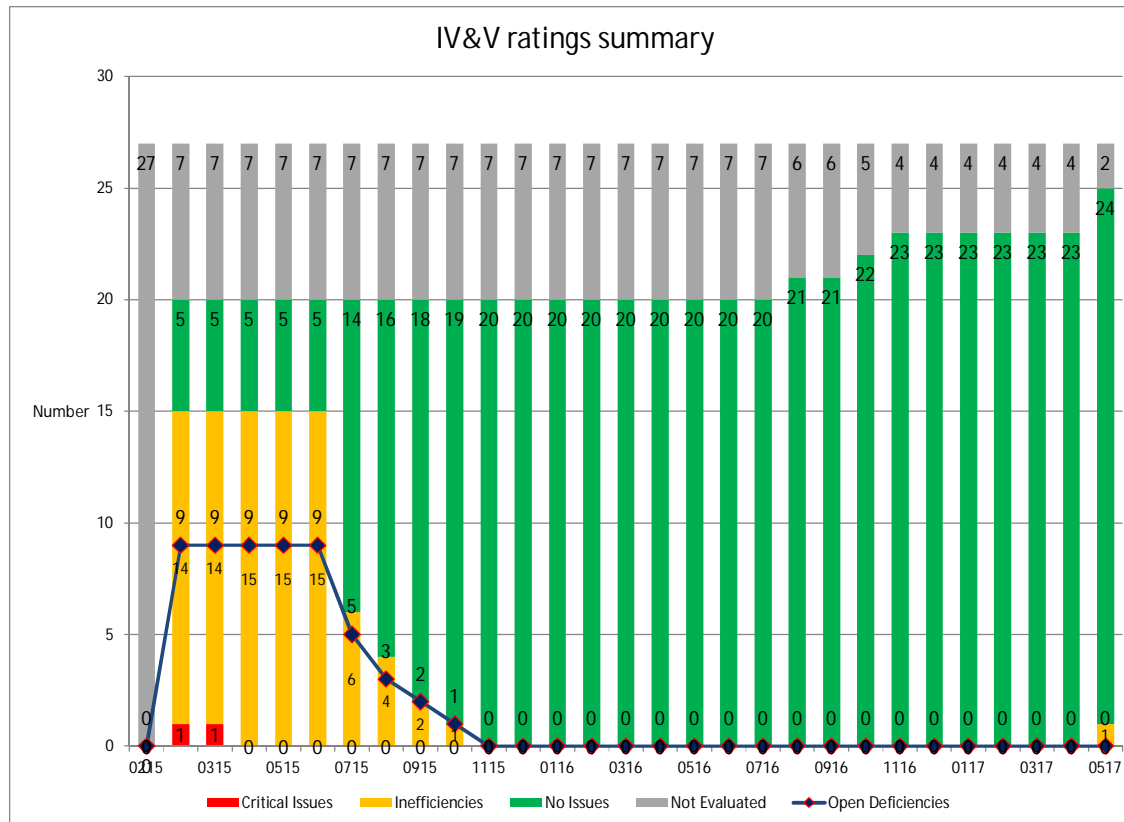
**Amber**

- ▶ There are no open IV&V deficiencies.
- ▶ The Program is within established performance thresholds.
  - ▶ The schedule performance index (SPI) is 1.00.
  - ▶ 4 of 2,653 total tasks (0.2%) contained in the project schedule are late.
  - ▶ 2 of 466 tasks (0.4%) for the current period are late.
- ▶ Additional facets evaluated:
  - ▶ T3 – Technical infrastructure
  - ▶ T6 – Controls
- ▶ No new deficiencies identified since the last report.

# Overall risk state and trending



# Overall IV&V ratings summary



§ This chart shows a summary of the IV&V cube facet ratings (red, amber, green and gray), and open deficiencies.

§ Facet risk rating totals are as follows:

§ Red (critical issues): 0

§ Amber (issues): 1

§ Green (no issues): 24

§ Gray (not evaluated): 2

§ Open deficiencies: 0

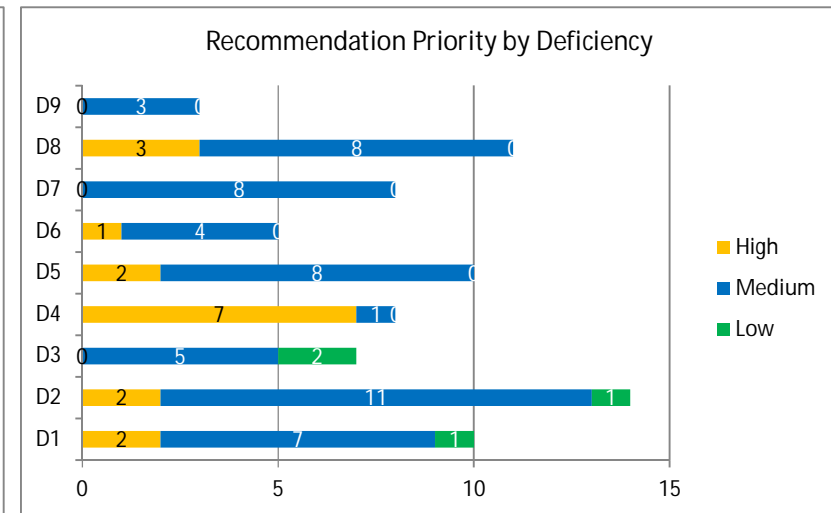
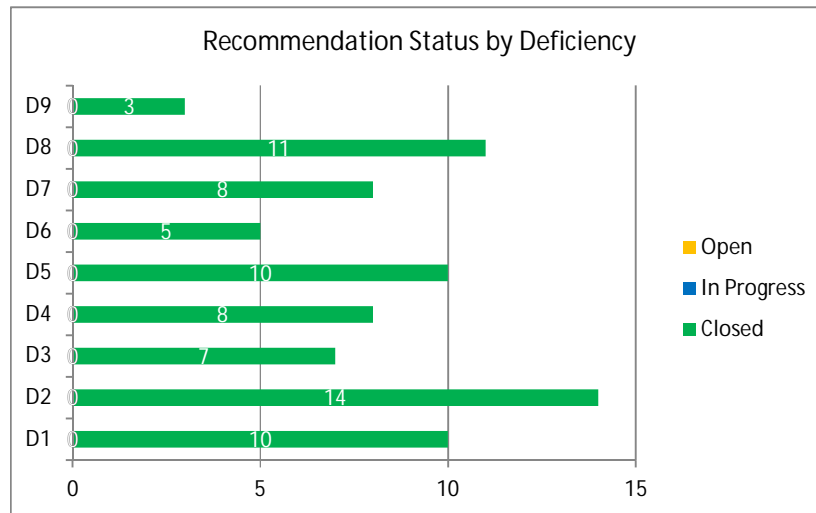
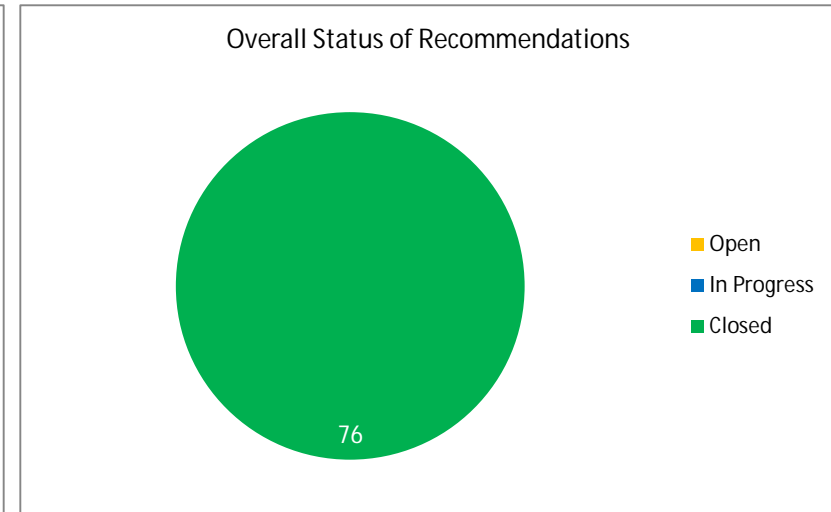
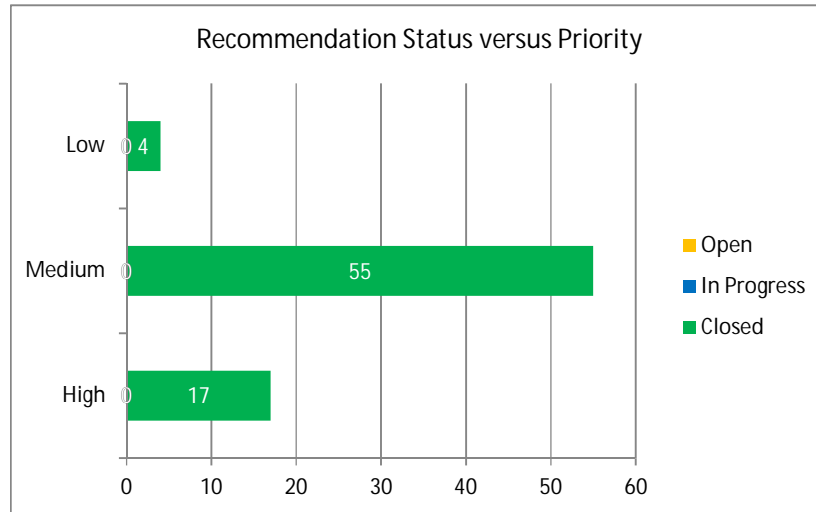
§ Conclusions:

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

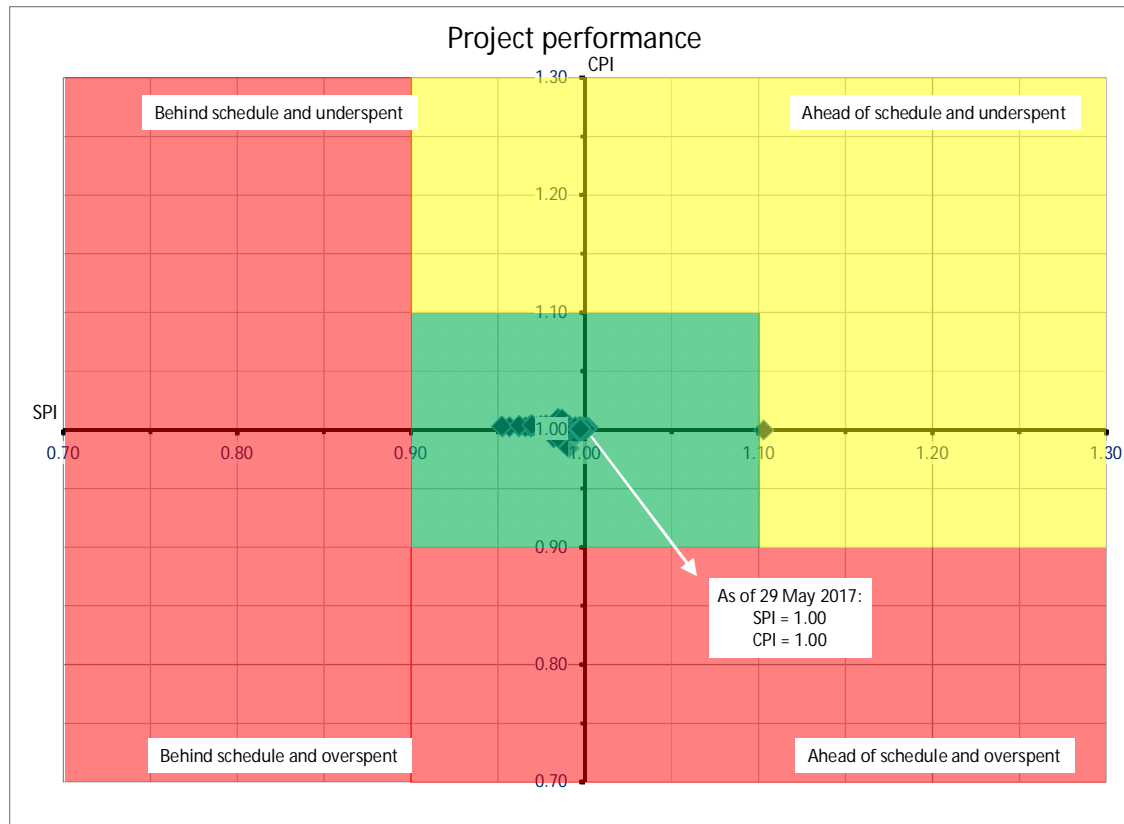
# Key indicators

Indicator	Value	Comment
Is the project approach sound?	Yes	<ul style="list-style-type: none"> <li>▶ The overall project approach is based on industry leading practices, methodologies and tools that have been used for other DHSMV projects.</li> </ul>
Is the project on time?	Within established parameters	<ul style="list-style-type: none"> <li>▶ The Program is within established performance thresholds.                             <ul style="list-style-type: none"> <li>▶ The schedule performance index (SPI) is 1.00.</li> <li>▶ 4 of 2,653 total tasks (0.2%) contained in the project schedule are late.</li> <li>▶ 2 of 466 tasks (0.4%) for the current period are late.</li> </ul> </li> </ul>
Is the project on budget?	Yes	<ul style="list-style-type: none"> <li>▶ The Program is currently on budget based on provided budget and spending information.</li> </ul>
Is scope being managed so there is no scope creep?	Yes	<ul style="list-style-type: none"> <li>▶ The work being completed as part of the MM Program (Phase I) is within the scope of the project as defined in the Schedule IV-B Feasibility Study.</li> </ul>
What are the project's future risks?	Unknown	<ul style="list-style-type: none"> <li>▶ The MM Program Team has satisfactorily addressed all deficiencies identified by the IV&amp;V Team.</li> </ul>
Are the project's risks increasing or decreasing?	Steady	<ul style="list-style-type: none"> <li>▶ The MM Program Team has satisfactorily addressed all deficiencies identified by the IV&amp;V Team.</li> </ul>
Are there new or emerging technological solutions that will affect the project's technology assumptions?	No	<ul style="list-style-type: none"> <li>▶ New and emerging technologies were considered in the Feasibility Study.</li> <li>▶ None have an adverse effect on the project's technological assumptions.</li> </ul>

# Status of key deficiency recommendations



# Overall performance



§ This chart shows the SPI and CPI plotted as points against the tolerance ranges set up for the project.

§ Summary:

§ None

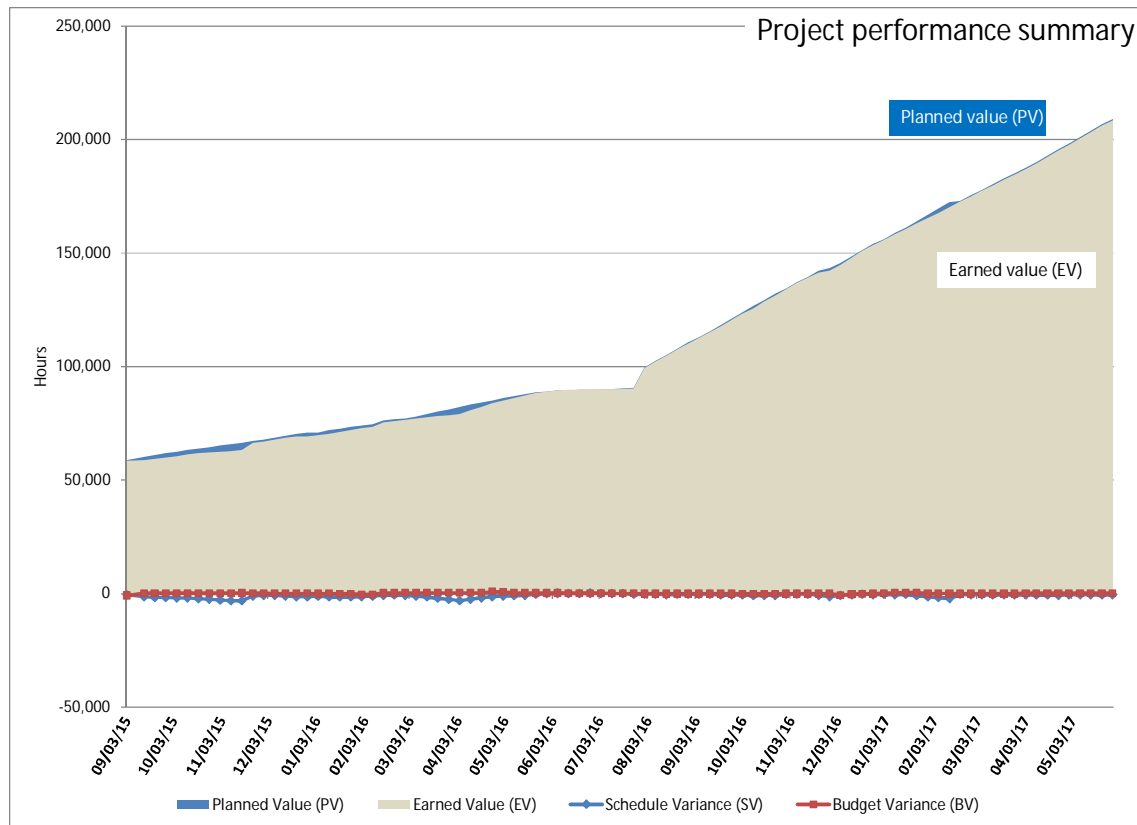
§ Conclusions:

§ The Program is currently on schedule and is within established performance thresholds.

- ▶ Green area indicates within tolerance of +/- 10% for both SPI and CPI.
- ▶ Amber area indicates review is required and corrective actions may be necessary.

- ▶ Red area indicates out-of-tolerance and corrective actions are necessary.

# Overall performance (continued)



§ This chart shows the cumulative planned value (PV) and earned value (EV) for the project.

§ Summary:

§ None

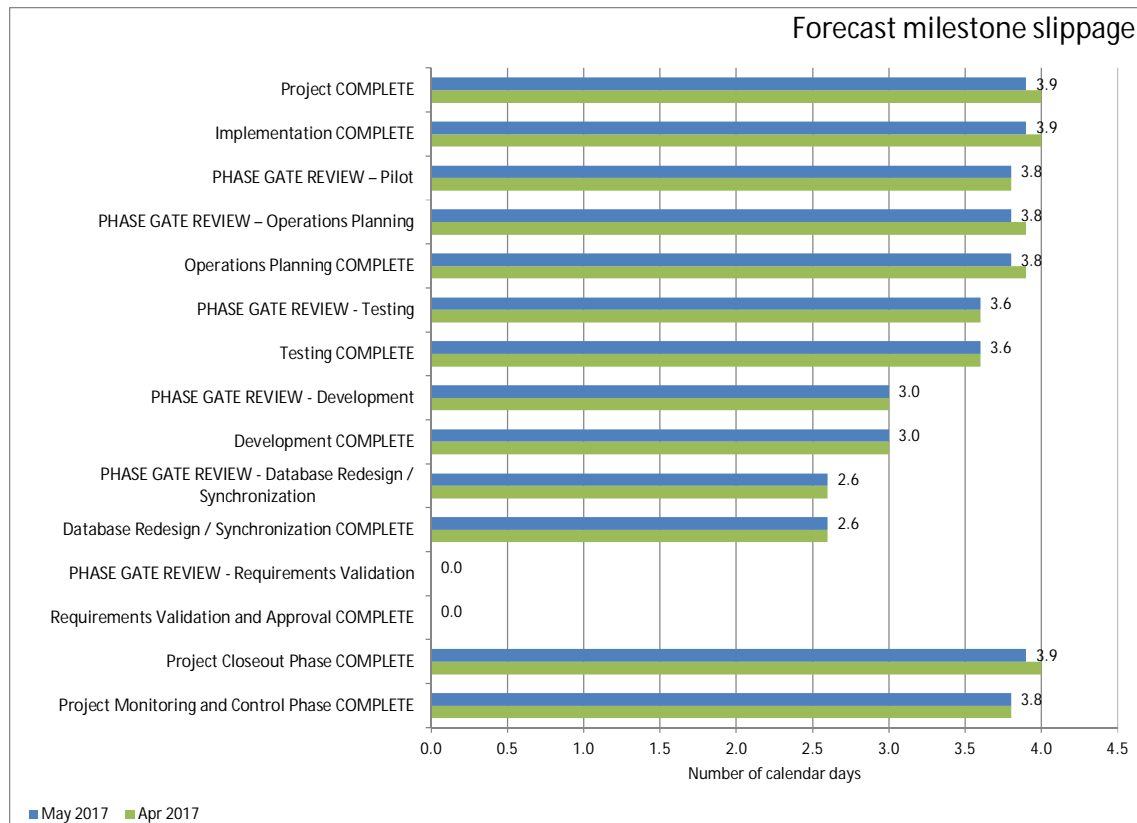
§ Conclusions:

§ The Program is currently on schedule and is within established performance thresholds.

- ▶ Blue area indicates the cumulative PV as of the current reporting period.
- ▶ Grey area indicates the cumulative EV as of the current reporting period.

- ▶ PV is the work scheduled to be accomplished.
- ▶ EV is the value of the work actually performed.

# Forecast milestone completion



§ This chart shows the projected completion dates for future milestones based on historical performance using the schedule performance index (SPI).

§ Summary:

§ None

§ Conclusions:

§ The project is projected to complete future milestones slightly behind schedule, but within established performance parameters.

# Open deficiencies and actions

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Deficiency	Actions taken

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

# Performance improvement recommendations

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Recommendation	Progress update / resolution	Status

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

# Upcoming IV&V activities

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- ▶ Participate in IV&V and Program meetings
- ▶ Review draft and final MM Program materials provided to the IV&V Team
- ▶ Conduct interviews as required
- ▶ Schedule of immediate IV&V deliverables is as follows:

Deliverable	Planned draft	Planned final	Actual final	Comment
MAR – Dec 2016 (IVV-302AW)	17 January 2017	31 January 2017	24 January 2017	▶ Complete
MAR – Jan 2017 (IVV-302AX)	14 February 2017	01 March 2017	21 February 2017	▶ Complete
MAR – Feb 2017 (IVV-302AY)	14 March 2017	29 March 2017	21 March 2017	▶ Complete
MAR – Mar 2017 (IVV-302AZ)	14 April 2017	01 May 2017	21 April 2017	▶ Complete
MAR – Apr 2017 (IVV-302BA)	12 May 2017	30 May 2017	19 May 2017	▶ Complete
MAR – May 2017 (IVV-302BB)	14 June 2017	29 June 2017	21 June 2017	▶ Complete
MAR – Jun 2017 (IVV-302BC)	17 July 2017	01 August 2017		

# Supporting information

- ▶ Summary of changes
- ▶ IV&V ratings summary
- ▶ Open deficiencies
- ▶ Project milestones
- ▶ Late tasks
- ▶ Project budget

# Summary of changes

## *Supporting information*

Item	Description
Deficiencies addressed	▶ There are no open IV&V deficiencies.
New deficiencies	▶ No new deficiencies identified since the last report.
Risk ratings	▶ T3 – Technical infrastructure changed from Gray (not evaluated) to Amber (issues and inefficiencies). ▶ T6 – Controls changed from Gray (not evaluated) to Green (no issues).
Maturity ratings	▶ T3 – Technical infrastructure changed from Level 0 (not evaluated) to Level 3 (defined). ▶ T6 – Controls changed from Level 0 (not evaluated) to Level 3 (defined).
Interviews conducted	▶ No interviews conducted since last report
Artifacts received	▶ Numerous artifacts received.

# Open deficiencies

## *Supporting information*

Areas and implications	Recommendations	Actions taken
None		

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

# Project milestones

## Supporting information

WBS	Title	Completion date				
		Original	Scheduled	Planned	Forecast	Actual
1.3.12	Project Monitoring and Control Phase COMPLETE	06/28/2019	07/08/2019	07/09/2019	07/11/2019	
1.4.8	Project Closeout Phase COMPLETE	06/28/2019	08/29/2019	08/29/2019	09/01/2019	
7.5	Requirements Validation and Approval COMPLETE	03/02/2016	06/27/2016	06/27/2016	06/27/2016	06/27/2016
7.6	PHASE GATE REVIEW - Requirements Validation	06/28/2016	06/27/2016	06/27/2016	06/27/2016	06/27/2016
8.2	Database Redesign / Synchronization COMPLETE	05/01/2018	06/20/2018	04/27/2018 See note 1	04/29/2018	
8.4	PHASE GATE REVIEW - Database Redesign / Synchronization	06/20/2018	06/20/2018	04/27/2018 See note 1	04/29/2018	
8.5.10	Development COMPLETE	05/25/2018	09/13/2018	09/13/2018	09/15/2018	
8.6	PHASE GATE REVIEW - Development	07/27/2018	09/13/2018	09/13/2018	09/15/2018	
8.7.5	Testing COMPLETE	02/20/2019	04/22/2019	04/22/2019	04/25/2019	
▶ Additional milestones will be added as the project progresses						

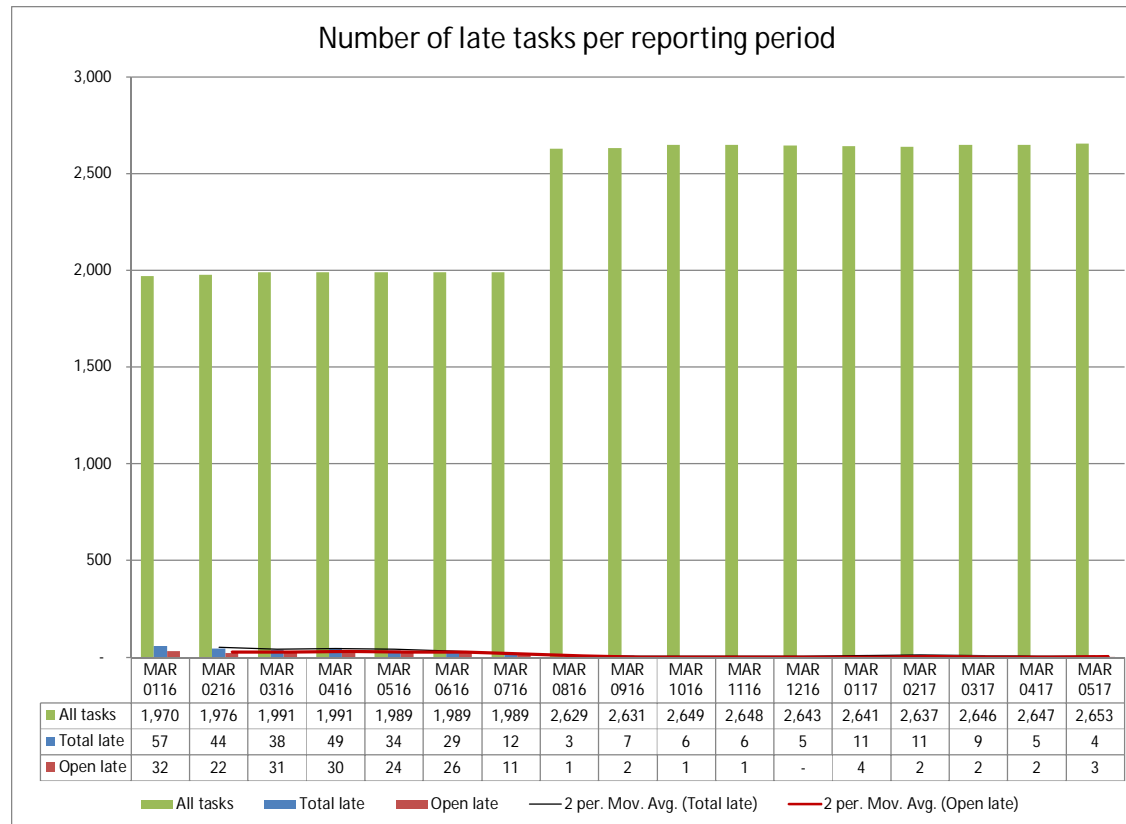
- ▶ Modified based on CR050 – EDI date adjustment
- ▶ Original – Original contract completion date.
- ▶ Scheduled – Scheduled completion date based on the latest schedule baseline.

- ▶ Planned – Planned completion date (should be the same as scheduled).
- ▶ Forecast – Based on the current schedule performance index.
- ▶ Actual – The actual completion date

Late

# Late tasks

## Supporting information



§ This chart shows the number of tasks that are late for each of the IV&V reports for the following:

§ Total tasks late.

§ Tasks that are open (task completion percentage is greater than 0% and less than 100%).

§ A task is automatically designated as “late” if it is not complete and the project status date is later than the baseline finish date for the task.

§ Summary:

§ Total normal tasks: 2,653

§ Total tasks late: 4

§ Total open tasks late: 3

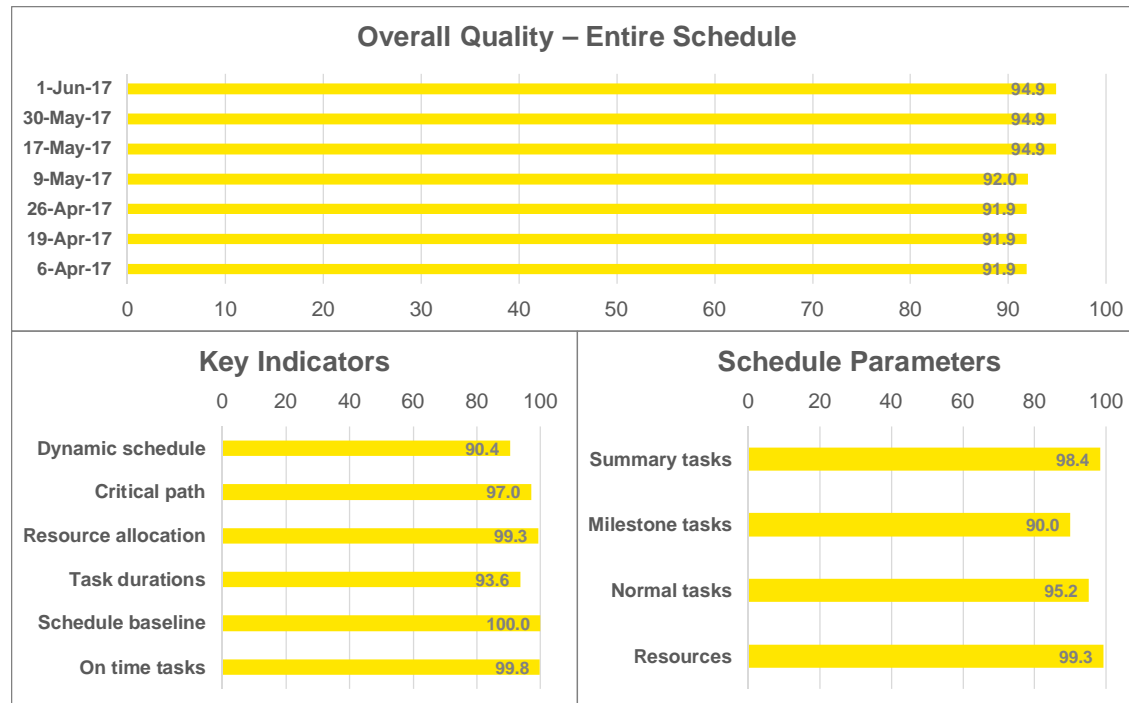
§ Conclusions:

§ The total number of tasks designated as late is 0.2% of the total number of tasks.

# Project schedule quality

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

## Supporting information



§ This chart shows the quality of the project schedule within each of the following areas:

§ Overall quality with trending

§ Key indicators

§ Schedule parameters

§ Summary:

§ Overall quality: 94.9

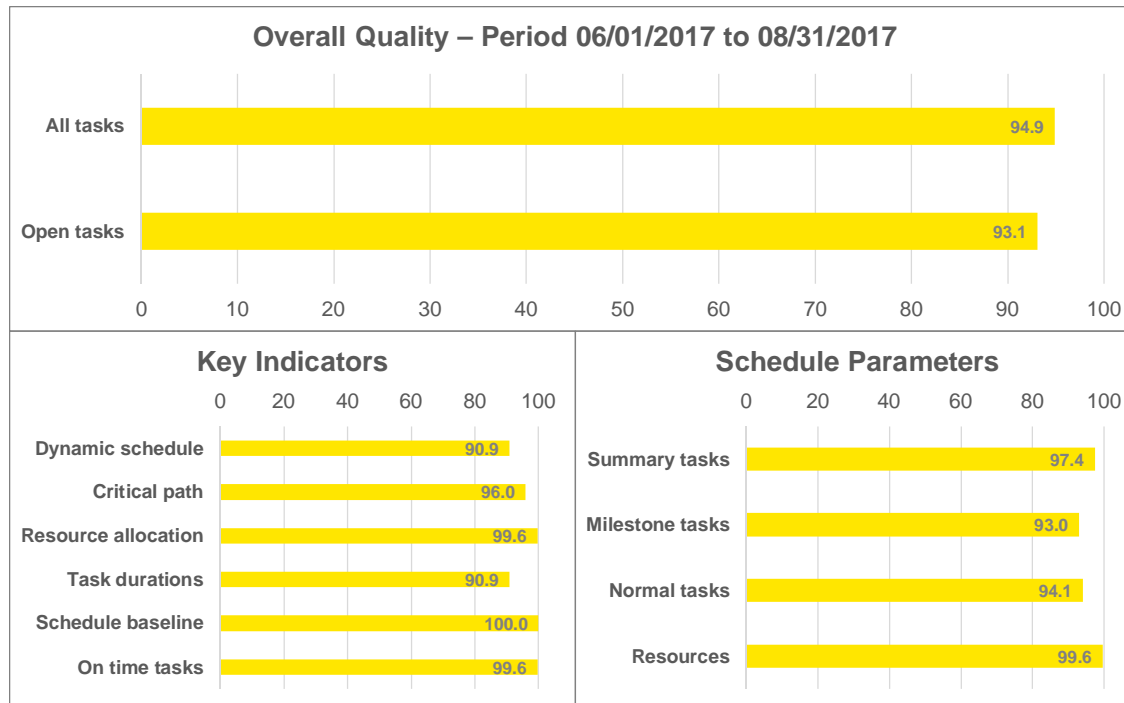
§ Conclusions:

§ Overall schedule quality is consistent and excellent

# Project schedule quality

## Period: 6/1/2017 to 8/31/2017

### Supporting information



§ This chart shows the quality of the project schedule within each of the following areas:

- § Overall quality with trending
- § Key indicators
- § Schedule parameters

§ Summary:

§ Overall quality: 94.9

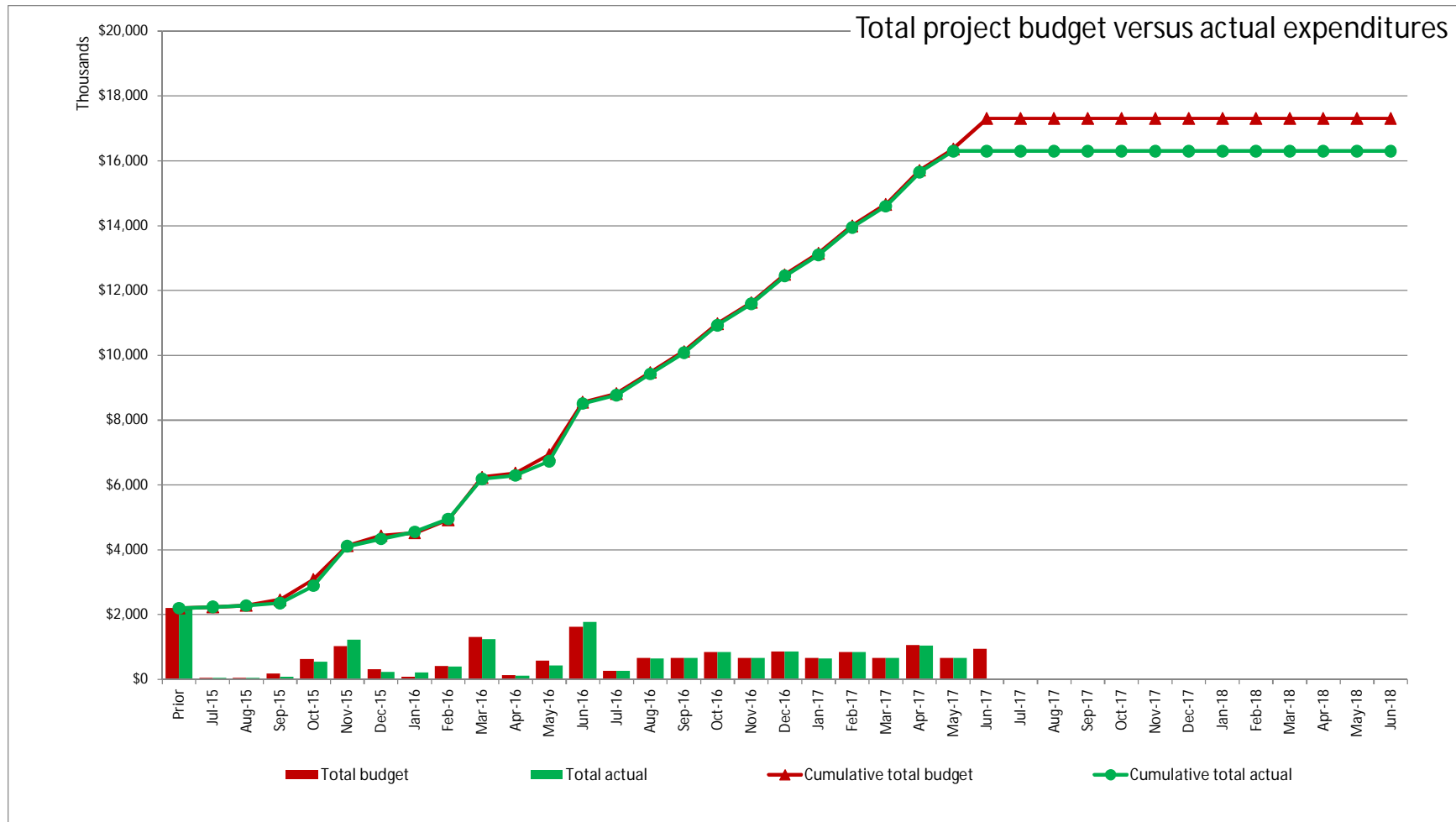
§ Conclusions:

§ Overall schedule quality is consistent and excellent

# Project budget

## Total project funding

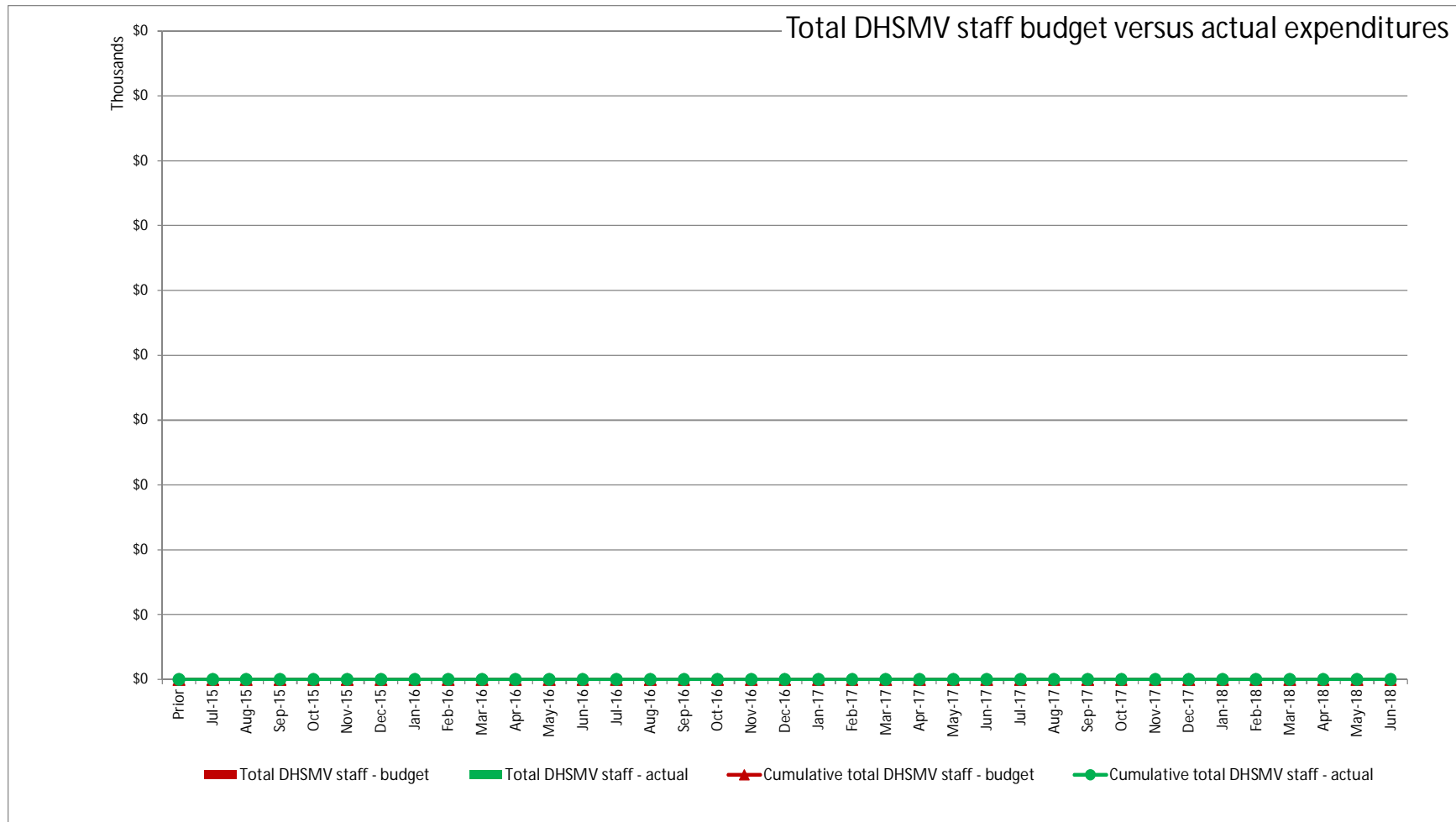
*Supporting information*



# Project budget

## DHSMV staff funding

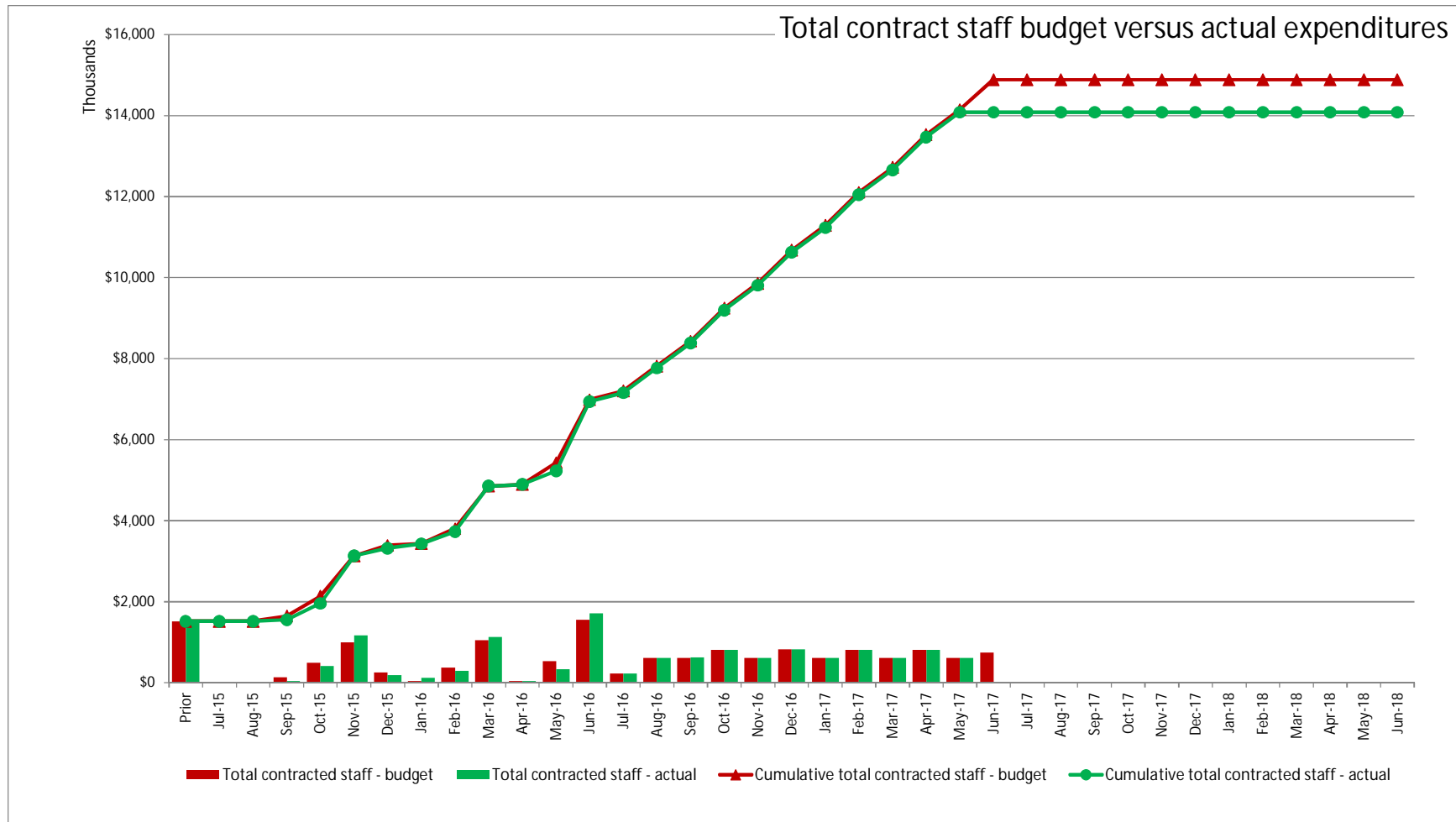
**Supporting information**



# Project budget

## Contract staff funding

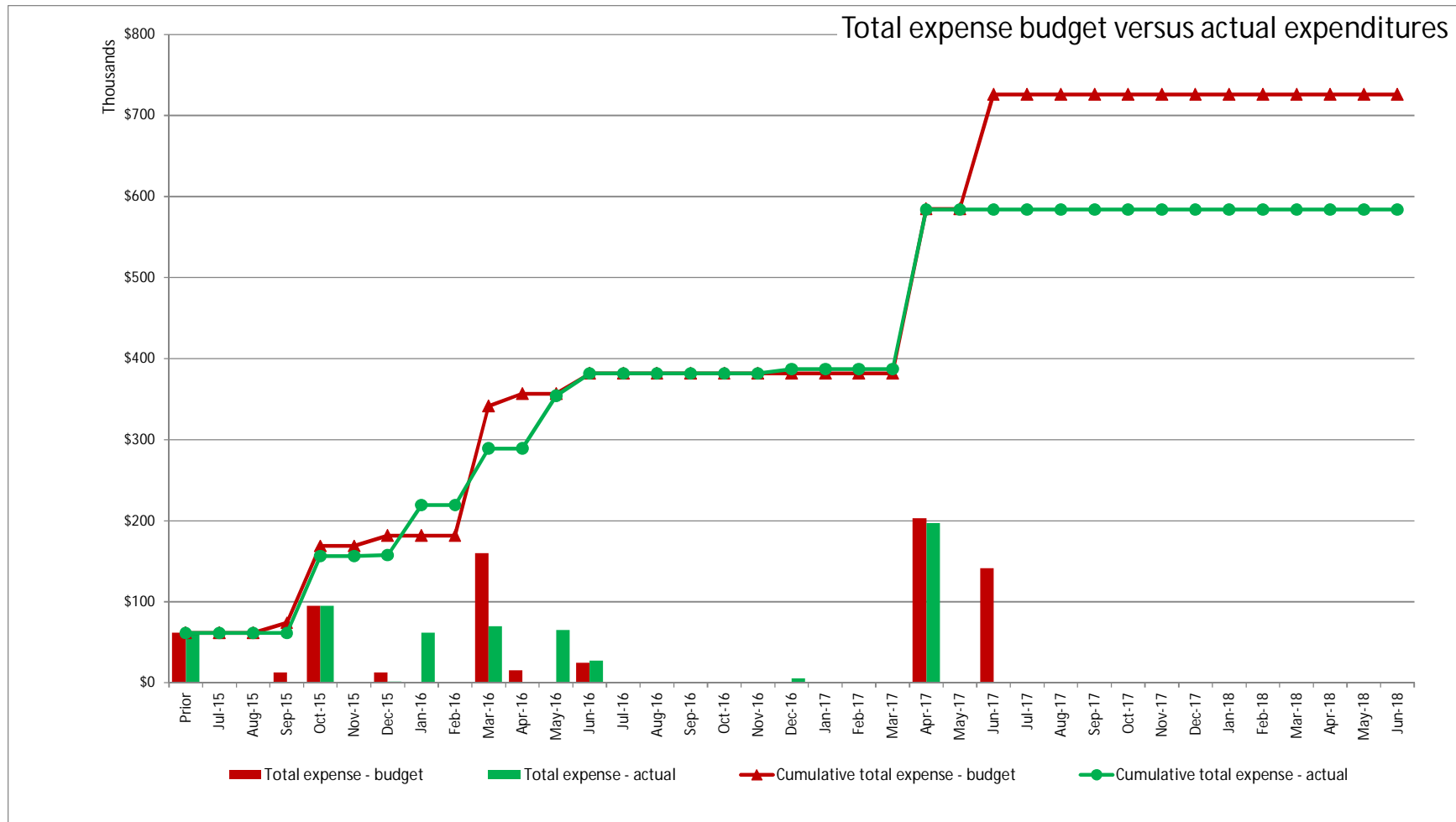
*Supporting information*



# Project budget

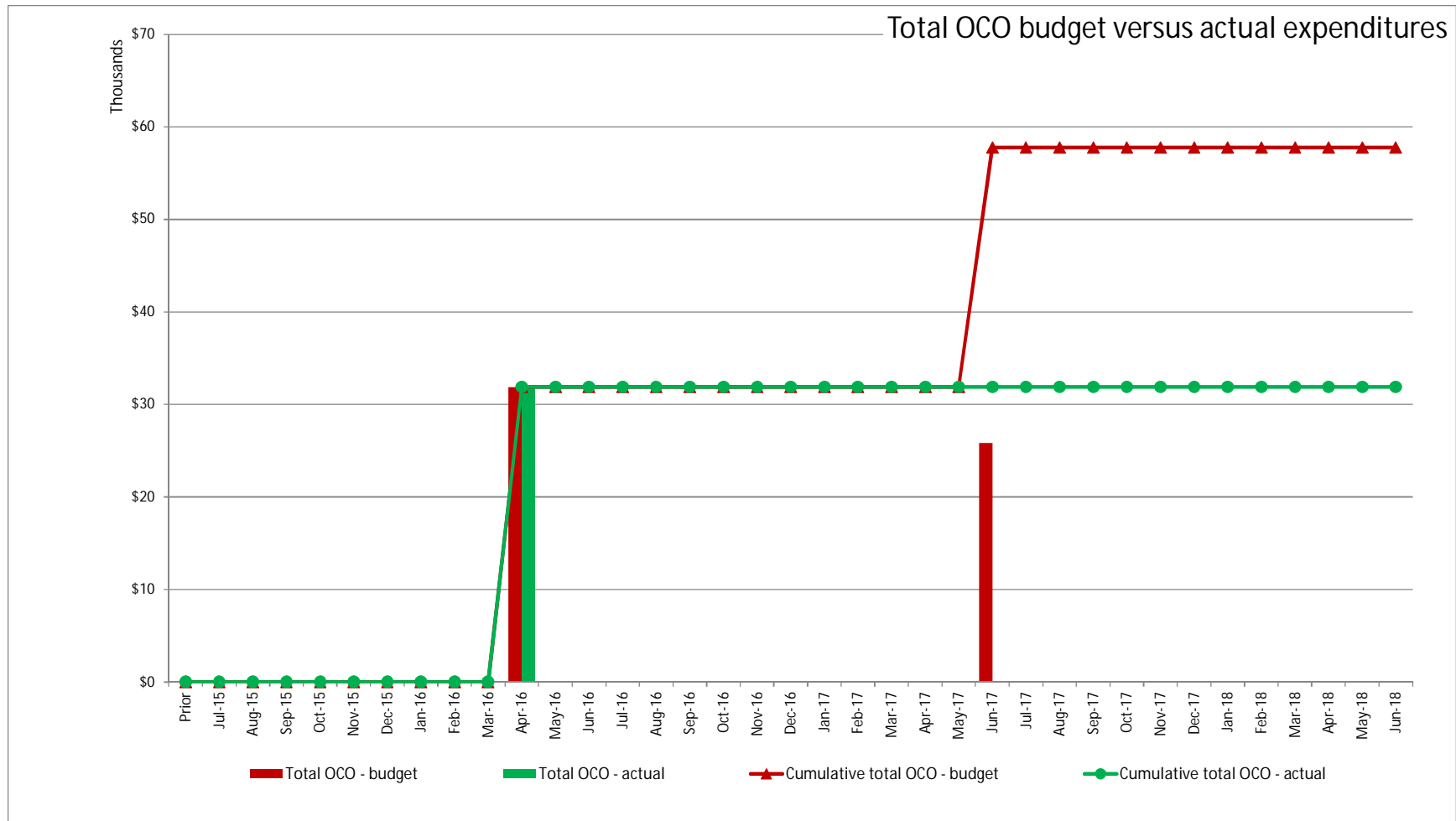
## Expense funding

*Supporting information*



# Project budget OCO funding

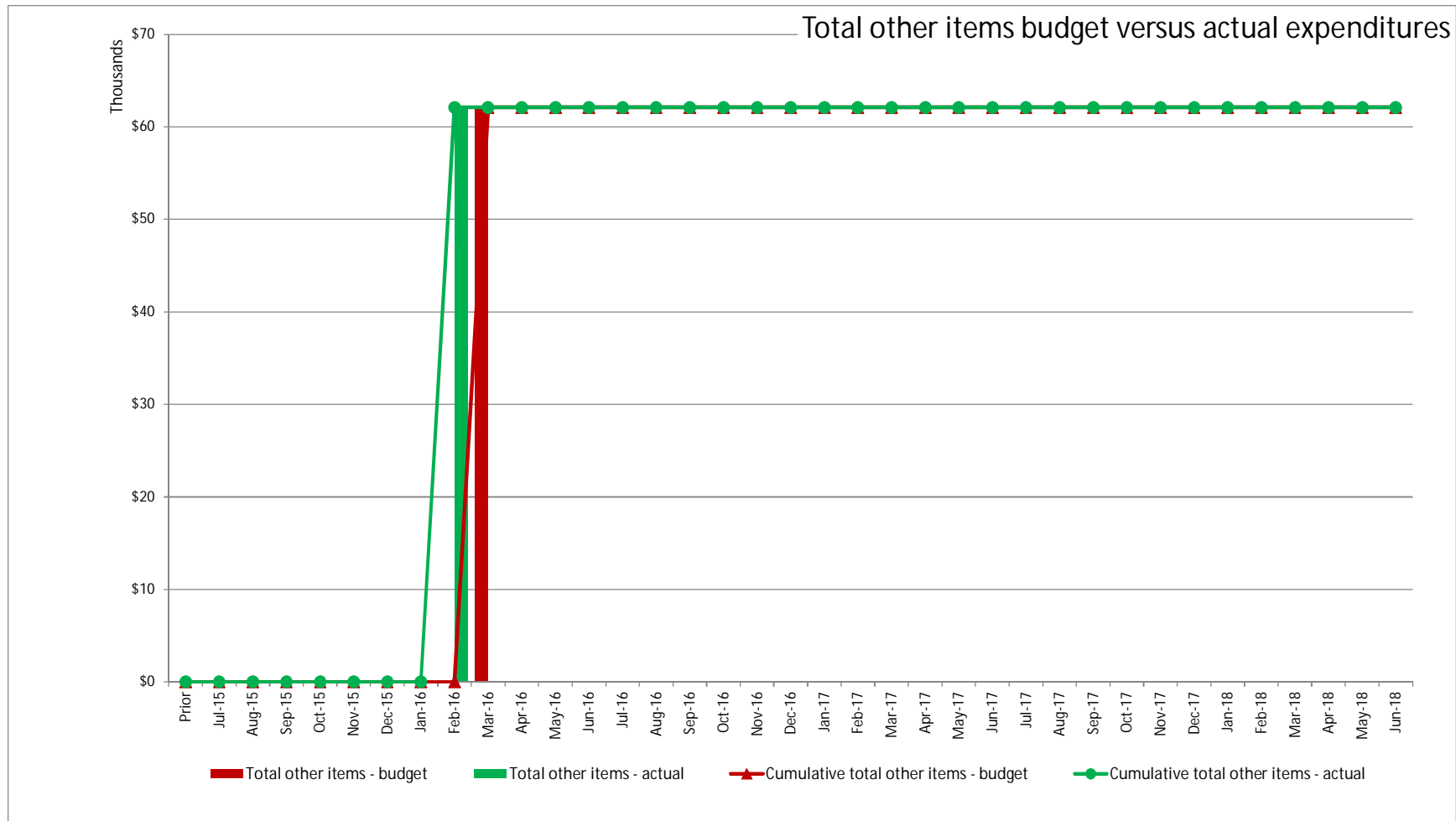
*Supporting information*



# Project budget

## Other items funding

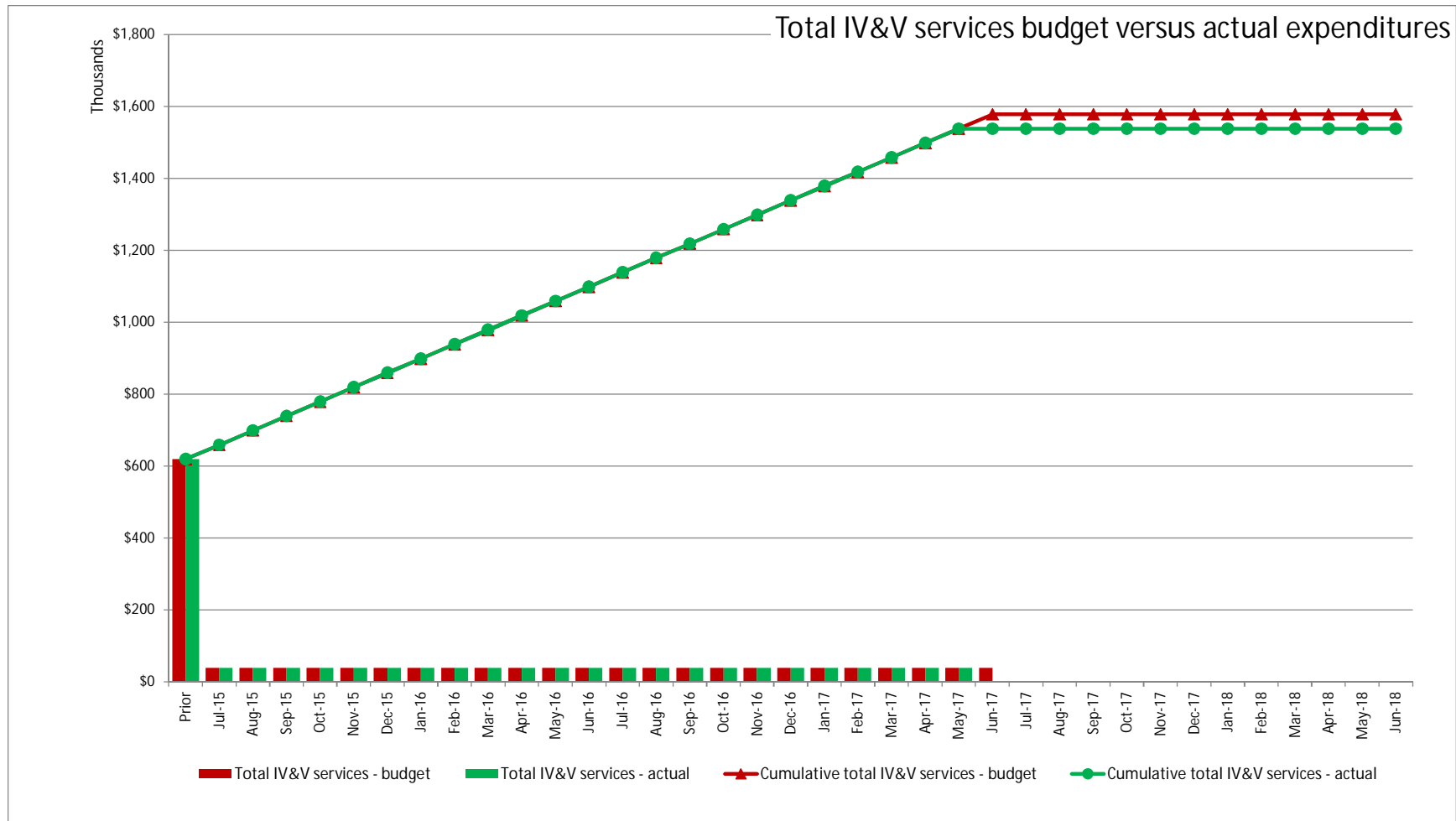
*Supporting information*



# Project budget

## IV&V services funding

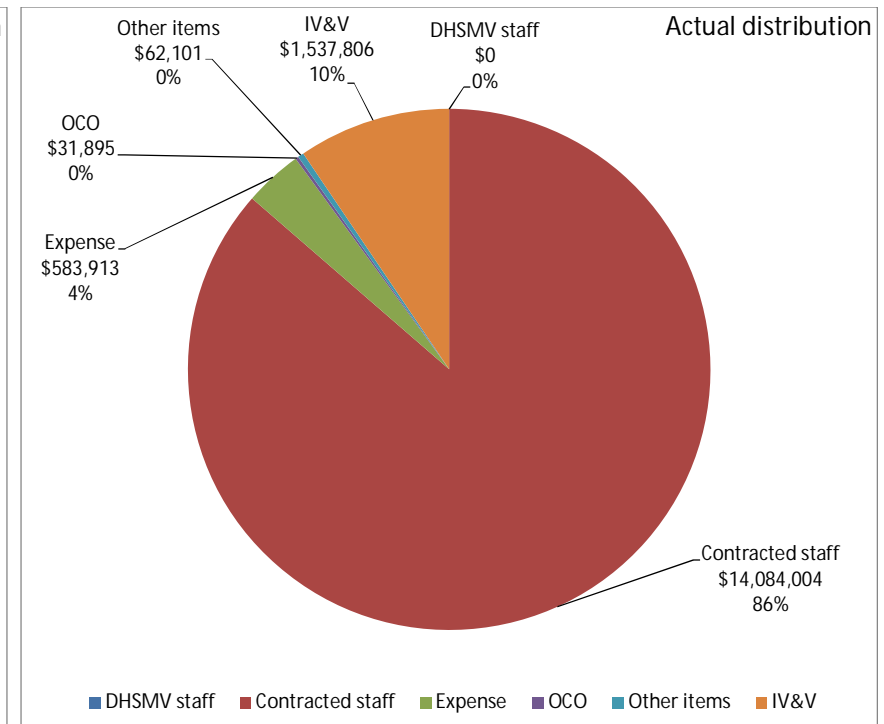
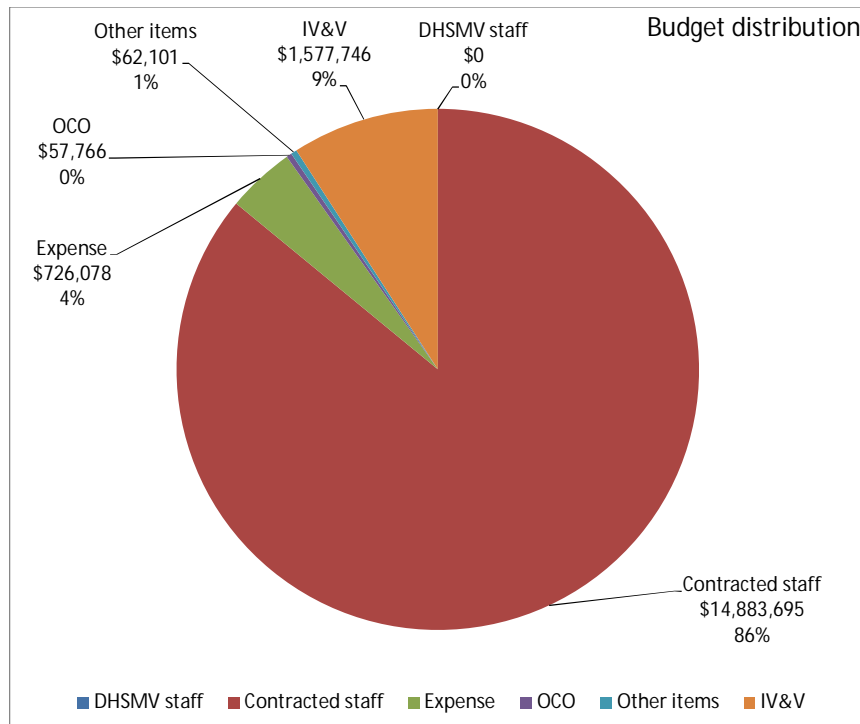
*Supporting information*



# Project budget

## Budget and actual distribution

*Supporting information*



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0911-1106924

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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
POR31	01/13/17	Express Shipping	Currently the department allows customers to request express shipping of their driver license/id card by supplying P&I with their personal express shipping account number for various providers (FedEx, UPS, DHL). It was decided previously by the ESC that the new Portal application will allow expedited shipping for Driver License/ID 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			04/27/17	3/8/17 Update - Sent a request for pricing to Alissa Hoban who reached out to Trey Collins. Allisa Hoban provided the current price sheet for the various options. 3/16/2017 Update Aundrea Andrades presented the current pricing for Priority Overnight, FedEx Standard Overnight and FedEx two day overnight to the ESC. Aundrea suggested creating a table indicating the correct amounts for each service based on the zones and the board members agreed that it would be beneficial to use the pricing method moving forward. ESC requested information on how quickly we can process the issuance and what is the normal speed? 04/25/17 Update All mail received by 3:30 in the mail room will be delivered as follows: Priority Overnight will arrive by 10:30 AM next day FedEx Standard Overnight -Commercial will arrive by 3:00 pm next day FedEx Standard Overnight - Residential will arrive by 8:00 pm next day FedEx 2-Day will arrive by 10:30 am 2nd day  4/27/17 Update - The ESC decided that we will give the customer 3 options for express shipping. The system will calculate the fee base on the shipping option and zone. The system will display the expected delivery date for each option.  05/17/2017 Update - As of the last update, the legislative bill did not pass. The team would like directions for the next steps.	Require additional information

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
POR31 Cont....		Express Shipping							05/18/17 Decision: The department will continue with previous plan.  <b>05/22/2017 Update -</b> Deb Roby emailed a copy of the Card Print Solution contract and the following notes: I have attached a few pages with language from the card print solution contract regarding expedited printing. The contract only addresses two types of printing and mailing for credentials. 1. Standard processing with first class mailing 2. Expedited processing with next business day delivery The contractor is required to produce separate invoice details for the expedited credentials with the shipment tracking information, in addition to the regular invoices. There are specific prices identified for each type of credential processing and mailing (regular and expedited/overnight) during the term of the contract and the extension periods.	Require additional information
DL40	06/12/17	TC - Service Fee	Should the Tax Collectors be allowed to charge the \$6.25 service fee when issuing a CLP? There are no fees associated with the issuance of a CLP at this time.  322.135 Driver license agents.— <b>(1)</b> The department shall, upon application, authorize by interagency agreement any or all of the tax collectors who are constitutional officers under s. 1(d), Art. VIII of the State Constitution in the several counties of the state, subject to the requirements of law, in accordance with rules of the department, to serve as its agent for the provision of specified driver license services. <b>(a)</b> These services shall be limited to the issuance of driver licenses and identification cards as authorized by this chapter. <b>(b)</b> Each tax collector who is authorized by the department to provide driver license services shall bear all costs associated with providing those services. <b>(c)</b> A service fee of \$6.25 shall be charged, in addition to the fees set forth in this chapter, for providing all services pursuant to this chapter. The service fee may not be charged:  <b>1.</b> More than once per customer during a single visit to a tax collector's office. <b>2.</b> For a reexamination requested by the Medical Advisory Board or required pursuant to s. 322.221. <b>3.</b> For a voter registration transaction. <b>4.</b> In violation of any federal or state law.		New Item				<b>6/15/2017 Update -</b> This item will be added to the Legal document for review	Require additional information

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
DL41	06/14/17		<p><b>Currently</b>, the late renewal period for issuances is as follows: <b>CDL/DL:</b> Less than or equal to 12 months <b>ID:</b> Less than or equal to 15 months</p> <ul style="list-style-type: none"><li>- If expired for longer, issue as an original</li><li>- Purge at 18 months</li></ul> <p><b>Statute</b> says the late renewal period should be as follows: <b>CDL/DL:</b> Less than or equal to 12 months <b>ID:</b> Less than or equal to 3 months</p> <ul style="list-style-type: none"><li>- If expired for longer, issue as an original</li><li>- Purge at 18 months</li></ul> <p>Should we continue to use the current rules, follow statute, or make the late renewal period consistent for all issuance types?</p>		New Item				<p><b>06/15/2017 Update -</b> Follow statute for now and consider legislative change to be consistent with DL and CDL late renewal period.</p>	Closed
REN07	05/04/16	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				<p>05/05/16 Update - Boyd will meet with Janie Westberry to determine the cost for processing by Novitex. 05/27/16 Update - Janie was out of the office, will follow-up when she is back. 06/22/16 Update - April Edwards met with Janie Westberry on 6/21/2016 10/26/16 Update - Janie Westberry is no longer with the agency. The team will reach out to Trey Collins to move forward with bringing the process in-house. 12/14/16 Update - Met with Trey Collins on 12/12/16 to give him an overview of the project. We will send him the project artifacts for review and additional meeting will be scheduled with Trey and Novitex. 12/20/16 Update - Project artifact were sent to Trey Collins for review 01/09/17 Update - Trey Collins emailed Novitex to schedule a meeting for the week of 1/16/17 -1/20/17 02/16/17 Update - No update.</p> <p><b>3/13/2017 Update -</b> We received a quote from Novitex for providing services to process the returned DL renewal notices.</p>	Require additional information

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
REN07 Cont....	05/04/16	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 address on the renewal notice. The team will request a new quote from Novitex to included this functionality. 04/21/17 Update - A new quote was received from Novitex/Mavro 06/02/2017 Update - A new quote was received from Noitex/Mavro  <b>6/15/2017 Update</b> We received signoff from DOS for the DL Renewal Notice/Motor Voter Application	Require additional information
REN10	04/12/17	Email Reminders	During the refinement meeting, an issue 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 unsubscribe from the renewal email reminders?		Require additional information				04/27/2017 Update - Legal will review and provide a recommendation. 05/22/2017 Update - Per Kathy Jimenez: The CAN-SPAM Act specifically covers emails sent for commercial purposes. What the act provides is that if the primary purpose of the email message is for commercial or not transactional, then the act applies and opt language must be included in the email. However, in our case, because our emails are primarily transactional or relationship content, the act does not apply and therefore we don't have to provide the opt out language.  <b>06/15/2017 Update -</b> Close item.	Closed
REN11	06/12/17	Renewal Vendor File	During the Data Recipient Meeting, the vendors requested the ability to download all active renewal file with one request. Currently the system is designed for the files to be downloaded by Renewal Year & Birth Month. This change would allow vendors to download 5 months of renewal data with a single request. The development teams has some concerns to the volume of data involved and the impact that would have on systems performance.		New Item				<b>6/15/2017 Update -</b> ESC would like to see the estimated hours for this request	Require additional information
REN12	06/12/17	Renewal Vendor File	During the Data Recipient Meeting, the vendors requested that the renewal file contain all records even those that have been renewed or have been modified due to subsequent transactions on the vehicle. Currently the system is designed drop these flagged records from the downloaded vendor renewal file.		New Item				<b>6/15/2017 Update -</b> ESC would like to see the estimated hours for this request	Require additional information

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
CIT05	06/09/17	Citation Processing	Currently transcripts are printed for every DUI revocation order and every disqualification order that is generated. The business reviews the transcripts to ensure the sanctions are correct and in order before they are mailed to the customer. Sanctions are deleted and corrected daily. The CP business rules were not written to continue generating transcripts and there have been multiple discussions on this. The Bureau of Motorist Compliance (Priscilla Nelomes-Brown's office) indicates they still need the transcripts. Many of the issues that cause these sanctions to be created incorrectly will be corrected with modernization. Dispositions reported late cause the sanction to be out of order and have to be manually corrected, OOS citations cause sanctions to be issued because there is not a citation number to validate and stop duplicate and companion citations from creating sanctions, not a FL licensee at the time, offenses being used in disqualifications when they shouldn't be, manual convictions added by other areas which have to be manually removed/updated/modified correctly.		New Item		The count of Corrections & Deletions, ranging from April to present, the senior clerk alone has done over 300. Per Priscilla, it would be in their best interest if they could have these transcripts printed along with the letters. Business prefers to create the disqualification/revocation and generate a transcript for the business to review. Our recommendation is to automate this process that they now do manually.		<b>6/15/2017 Update</b> Request the Citation processing team to provide the scenarios and the steps for processing these discrepancies Judy will get with the developers to discuss if there are any programming limitations	Require additional information
ENTP01	06/12/17	Enterprise	As part of the Modernization effort, we are merging our DL & MV databases which involves combining our customers records to a single record which reflects both DL and MV. This process also means that we must define a clear set of business rules as it pertains the the customer and their addresses both mailing and residential. The address rules also have an impact on our business customers. Mailing Address Residential Address		New Item		Sex offender/sex predator/career offender being allowed to update mailing address only on MYDMV Portal and not allowing issuance? Can they renew their Motor Vehicle online without being allowed to update their address? Tax Collectors talked about the amount of returned mail Ability to have an out-of-country address for DUI drivers EFS Dealers		<b>6/15/2017 Update -</b> Ask FDLE about the mailing address change for Sexual offender/predator Judy will get with the developers to discuss if there are any programming limitations	Require additional information

Item No.	Team	Issue	Recommendation	Add Date	ESC Status	Close Date	Comments
LGL05	FR Team	<p><b>We want confirmation we should place registration stops and seize tag accordingly on FR sanctions: The following is whats required by statute:</b></p> <p>FR 1 and FR 9 sanctions - Stops should be placed on ALL registrations for the Owner of the at fault vehicle</p> <p>FR 2 – Only on the registration of the vehicle being driven at the time of offense. If the vehicle information (tag number) was not provided, do not look for other vehicles owned at the time in relation to creating a sanction.</p> <p>FR 3, FR4 (DUI/Non DUI), FR5, FR6 - ALL registrations. Currently we do not place stops on these sanctions.</p> <p>FR 7 – Registration of all uninsured vehicle(s) listed on the policy. Currently the stop is only on the first vehicle listed on the policy. In Modernization each VIN will have it's own FR sanction.</p> <p>FR 8 - Vehicle at time of registration</p>	<p>Registration stops and seize tag orders are required by Florida law when the following FR sanctions remain open 30 days after the suspension. We have asked legal for confirmation as to whether we should implement as follows or stay with current procedures. Currently, a registration stop or seize tag is not placed when suspended for FR3 (Judgment), FR4 (DUI and Non DUI), FR5 (Point suspension) and FR6 (HTO revocation) sanctions. This has been the practice for years because of the potential hardship a registration stop and seize tag could have on a co-owner of the vehicle such as a child or spouse. For instance, if one owner is revoked for an HTO, they have to serve the first year with no driving before applying for a hardship license. If a registration stop is placed, then the registration cannot be renewed until the corresponding FR sanction is cleared. The SR22 insurance would have to be purchased to clear the FR sanction. However, they don't have the authority to drive. Unless the other co-owner can have the vehicle put only in their name, they can't renew the registration without the FR sanction being cleared. We would suggest only placing a registration stop and seize tag on those vehicles singularly owned in the offenders name and rewording the Statute.</p>	5/20/2017			<p>06/15/2017 - Update</p> <p>AI - Christie will review with legal team for decisions prior to next ESC.</p>
LGL06	FR Team	<p><b>SR22 and FR 44 time requirements:</b></p>	<p>All SR22 and FR 44 time requirements are currently programmed to be required and expire 3 years from the original suspension date. According to Florida law, we should be requiring compliance as follows and this is what we recommend</p> <p><b>FR 1</b> – 3 years from the original suspension date</p> <p><b>FR 2</b> - 2 years from the reinstatement date. Currently the non-cancellable PIP SR22 is required 2 years from the original suspension date.</p> <p><b>FR 3, FR 4 (DUI/Non DUI), FR 5, and FR 6</b> – 3 years from the reinstatement date. Currently the SR22 or FR44 is required 3 years from the original suspension date.</p>	5/20/2017			<p>06/15/2017 - Update</p> <p>AI - Christie will review with legal team for decisions prior to next ESC.</p>

Item No.	Team	Issue	Recommendation	Add Date	ESC Status	Close Date	Comments
LGL07	FR Team	<b>Time Requirement Met /Automatic Clearance Process (ACP) – This process is currently not working.</b>	<p>This process will automatically close an open FR sanction when the customer has not reinstated after a particular period of time. We need to get the ACP working again, but need to know what expiration date to place on the following FR sanctions if the customer decides to wait it out and not reinstate. Current procedures say that after 3 years from the original suspension date the sanction expires except for FR 3 (20 years) and FR 2 (2 years) sanctions. We can close it and no other requirements are needed. The question to legal was “Can a person just sit it out and then we automatically clear it 3 years from the original suspension date?”</p> <p>FL law does not have a time requirement met provision for any FR sanctions other than a FR1, FR3, and FR9 sanctions (see below). All others appear to have an indefinite life span. Taking into consideration that moving forward we are requiring sanctions with SR22 and FR44 requirements to remain open until reinstated, we would no longer just clear those open sanctions 3 years after the original suspension date.</p> <p>However, the problem with an indefinite life span on a PIP cancellation case is the customers will struggle to find proof of insurance or non- ownership 5 and 6 years down the road. That’s why for years we’ve expired those sanctions 3 years from the original suspension date.</p> <p>We are requesting approval to continue to expire the PIP cancellation ( FR 7 and FR 8 ) cases 3 years from the original suspension date. We would also like to expire a FR 2 sanction 2 years from the original suspension date. Although it requires a SR22, it’s a non- cancellable PIP SR22. The customer would surely need to renew that registration within 2 years. For cases requiring a BIL SR22 or FR44 (FR4, FR5, and FR 6), which is attached to a mandatory suspension or revocation, they will remain open until the customer reinstates. The corresponding sanction such as the Point Suspension or HTO cannot be purged from the record as long as the FR sanction is open. They go hand in hand so it makes sense to have both reinstated and then purge according to the retention schedule.</p> <p><b>FR 1 and FR 9</b> – 3 years from original suspension date. This is the current process as well.  <b>FR 3</b> – 20 years from the judgment date. This is the current process as well.  <b>FR 2</b> – Indefinite- there are no provisions in the statute for an Automatic Clearance if the customer never reinstates. Currently the sanction is considered expired after 2 years from the original suspension date and closed manually. We would like to continue this.</p>	5/20/2017	New		06/15/2017 - Update AI - Christie will review with legal team for decisions prior to next ESC.

Item No.	Team	Issue	Recommendation	Add Date	ESC Status	Close Date	Comments
LGL07 Cont...			<b>FR 4 (DUI/Non DUI), FR 5,FR 6,FR 7,FR 8</b> - Indefinite- there are no provisions in the statute for an Automatic Clearance if the customer never reinstates. Currently the sanction is considered expired after 3 years from the original suspension date and closed manually. We recommend an ACP 3 years from the original suspension date on FR7 and FR8 sanctions. The others will remain open until the cutomer reinstates.	5/20/2017			
LGL 08	FR Team	<b>Purge Rules</b>	<p>We reviewed the current retention rules and discussed with legal and agree to the following purge rules:</p> <p><b>FR 1, FR 9</b> - 3 years from the latest reinstatement date. Do not purge if security deposit paid (action code 524) is less than 5 fiscal years from today's date.324.061 (2)(e). Refer to Retention Schedule for DOS</p> <p><b>FR 2, FR 4 (DUI/Non DUI), FR 5, FR 6, FR 7, FR 8</b> - 3 years from latest reinstatement date – Refer to Retention Schedule for DOS</p> <p><b>FR 3</b> - 21 years from the original suspension date. This will prevent purging a sanction too soon if the user entered the incorrect judgment date. Ref to Retention Schedule for DOS</p> <p><b>Deleted sanctions-</b> those closed in error or causing hardship for the customer- 3 years from the reinstatement date.</p>	5/20/2017			06/15/2017 - Update AI - Christie will review with legal team for decisions prior to next ESC.
LGL 09	DL / Portal	<p>"Should the Tax Collectors be allowed to charge the \$6.25 service fee when issuing a CLP? There are no fees associated with the issuance of a CLP at this time.</p> <p>322.135 Driver license agents.— (1) The department shall, upon application, authorize by interagency agreement any or all of the tax collectors who are constitutional officers under s. 1(d), Art. VIII of the State Constitution in the several counties of the state, subject to the requirements of law, in accordance with rules of the department, to serve as its agent for the provision of specified driver license services. (a) These services shall be limited to the issuance of driver licenses and identification cards as authorized by this chapter. (b) Each tax collector who is authorized by the department to provide driver license services shall bear all costs associated with providing those services. (c) A service fee of \$6.25 shall be charged, in addition to the fees set forth in this chapter, for providing all services pursuant to this chapter. The service fee may not be charged:"</p>		6/15/2017			

**April 2017**

Project Cost		Month	Current Year, Current Month																									Current Year, Total Year					
			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
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	\$ 654,645	\$ 778,606	\$ -	\$ 7,600,674	\$ 7,585,696	\$ 14,979	\$ 8,379,280	\$ 7,585,696	\$ 793,585
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	\$ 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	\$ 49,705	\$ 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	\$ 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	\$ 654,645	\$ 945,781	\$ -	\$ 7,803,570	\$ 7,787,999	\$ 15,571	\$ 8,749,351	\$ 7,787,999	\$ 961,352
Progress Payments			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

\*Approved Budget Amendment 3

Total Project Budget	\$ 8,749,351
Total Amount Spent To Date	\$ 7,787,999
Total Amount Remaining	\$ 961,352

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-133	Rework Email Receipt - make updates to FR25302 & FR9595	Change email field on Batch Details to be a drop-down that allows user to select DHSMV email associated with ANY customer in the batch and rework email body to match updates from Portal team	Development	Work would be done as part of rework for receipt for Replace ID Transaction in Milestone D	Approved	5/23/2017	1 Hours - Refinement 6 Hours - Build 4 Hour - Test <b>11 Hours Total</b>	11	DL	I/II	Product Owner/Project Manager	Approved	5/23/2017
PMCR-134	Un-Archive FR 20528 - Send verification file to Insurance Company to handle manually entered SR 22 and FR 44.	Story and business requirements retired back in June 2016 as part of an archive exercise of an entire requirements folder. This story was incorrectly placed in folder. System needs the ability to verify manually entered SR 22 and FR44 with insurance companies.	Refinement	Senior BAs from DL Issuance and FR are correcting existing Business Requirement links across both projects. Work planned to be completed during work planned under the verification file story planned for in the current Milestone D. This additional development work can be picked up during current milestone without impacting capacity.	Approved	5/23/2017	1 Hours - Refinement 26 Hours - Develop 20 Hour - Test <b>47 Hours Total</b>	47	FR	I/II	Product Owner/Project Manager	Approved	5/23/2017
PMCR-136	Sig Pad and Citizenship Changes	Need to force the user select citizenship type on Capture Summary prior to navigating to the Signature Screen. Also, need to adjust the Sig Pad workflow if a change in citizenship impacts the business rules that would navigate user to various sig pad screens	Testing	Work would be done as part of rework for Replace ID Transaction in Milestone D	Approved	5/23/2017	1 Hours - Refinement 11 Hours - Build 5 Hour - Test <b>17 Hours Total</b>	17	DL	I/II	Product Owner/Project Manager	Approved	5/23/2017
PMCR-138	Breakout additional stories for the epic stories FR28281 - Perform Clear Sanctions, and FR27638 Perform Clear Sanction Process.	During the FR Knowledge Gap mitigation efforts it was determined that these stories needed to be broken out to allow for easy development and testing. Looking to break these stories out into 35-42 individual stories.	Refinement	Work planed for Milestone E (Tentatively planned for Sprint 5).  6/6/17 - Need to add BA hours to create the stories	Approved	6/6/2017	8 Hours BA/SME Refinement 8 Hours Total	8	FR	I/II	Product Owner/Project Manager	Approved	6/6/2017
PMCR-140	Decompose stories	This PMCR would decompose FR10075 - Display Sig Pad for Replace ID (as well as other sig pad stories) to create separate stories for calculating the Expiration and Issue Dates for each issuance transaction type.	Refinement	Will add 28 stories (Original, Renew, Replace) for ID & CLP and (Original, Renew, Replace, Temp) for DL, CDL. Will be spread over Milestone D, E, F & G.  Approved via email from Dana on 6/6/17	Approved	6/20/2017	2.5 Hours - Refinement 14 Hours - Build 15 Hours - Test <b>31.5 Hours Total</b>	31.5	DL	I/II	Product Owner/Project Manager	Approved	6/20/2017
PMCR-141	Add Print Political Party to Home Screen	Need to add the ability to print the list of political parties used in the Motor Voter flow from the DL Issuance Home Screen	Planning	Approved via email from Dana on 6/6/17	Approved	6/20/2017	.5 Hours - Refinement 4 Hours - Build 4 Hour - Test <b>8.5 Hours Total</b>	8.5	DL	I/II	Product Owner/Project Manager	Approved	6/20/2017
PMCR-142	Add another Defective Card Type to No Fee Reason Screen	User needs the ability to choose either Digimarc Card or generic card as choice for defective card type so that the Department can track stats on defective card types	Development	Approved via email from Dana on 6/6/17	Approved	6/20/2017	.5 Hours - Refinement 4 Hours - Build 1 Hour - Test <b>5.5 Hours Total</b>	5.5	DL	I/II	Product Owner/Project Manager	Approved	6/20/2017

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

PMCR-145	ORION sytem Access - Roles and Role Sets	<p>The following changes were requested during the Renewal Focus Group Meeting which met on May 17th:</p> <p>Remove 'TC Renewal Vendor Maintenance" role</p> <p>Remove 'TC Renewal Reports' role</p> <p>Remove 'TC Renewal Email Notifications' role</p> <p>Create 'TC Renewal Adminstrators' role set with the following permissions:</p> <ul style="list-style-type: none"><li>TC Renewal Notification Inquiry</li><li>TC Renewal County Maint</li><li>TC Renewal Vendor Maint</li><li>TC Renewal Email Notifications</li><li>TC Renewal Reports</li></ul>	Renewal Focus Group Meeting 5/17/2017	Reviewed; Approved by Paula Stanfield in meeting 6/5/17. Milestone E	Approved	6/6/2017	DEV 2 hours SEU 2 hours Grooming 1 hour <b>Total 5 hours</b>	5	Renewal	I/II	Product Owner/Project Manager	Approved	6/6/2017
PMCR-146	Renewal MV Inquiry Screen	<p>The following changes were requested during the Renewal Focus Group Meeting which met on May 17th:</p> <p>On the Renewal MV Inquiry Screen, in the Registrant Details section, add the following fields:</p> <ul style="list-style-type: none"><li>Expiration Date</li><li>License Plate (description/code)</li><li>Ship To (flag or indicator) if this is also the Mailing address</li></ul> <p>On the Vehicle tab add:</p> <ul style="list-style-type: none"><li>Class Code</li><li>Color (Minor, Major) (Code/Description)</li></ul>	Renewal Focus Group Meeting 5/17/2018	Reviewed; Approved by Paula Stanfield in meeting 6/5/17 Milestone E	Approved	6/6/2017	DEV 3 hours SEU 4 hours Grooming 1 hour <b>Total 8 hours</b>	8	Renewal	I/II	Product Owner/Project Manager	Approved	6/6/2017
PMCR-147	County Renewal Maintenance Screen	<p>The following changes were requested during the Renewal Focus Group Meeting which met on May 17th:</p> <p>On the County Renewal Maintenance Screen, add an option to 'Authorized Replacement Code' drop down, that will not quote a fee. This is how the current system functions, the Renewal customer will call for fee information</p>	Renewal Focus Group Meeting 5/17/2018	Reviewed; Approved by Paula Stanfield in meeting 6/5/17 Milestone E	Approved	6/6/2017	DEV 2 hours SEU 6 hours Grooming 1 hour <b>Total 9 hours</b>	8	Renewal	I/II	Product Owner/Project Manager	Approved	6/6/2017

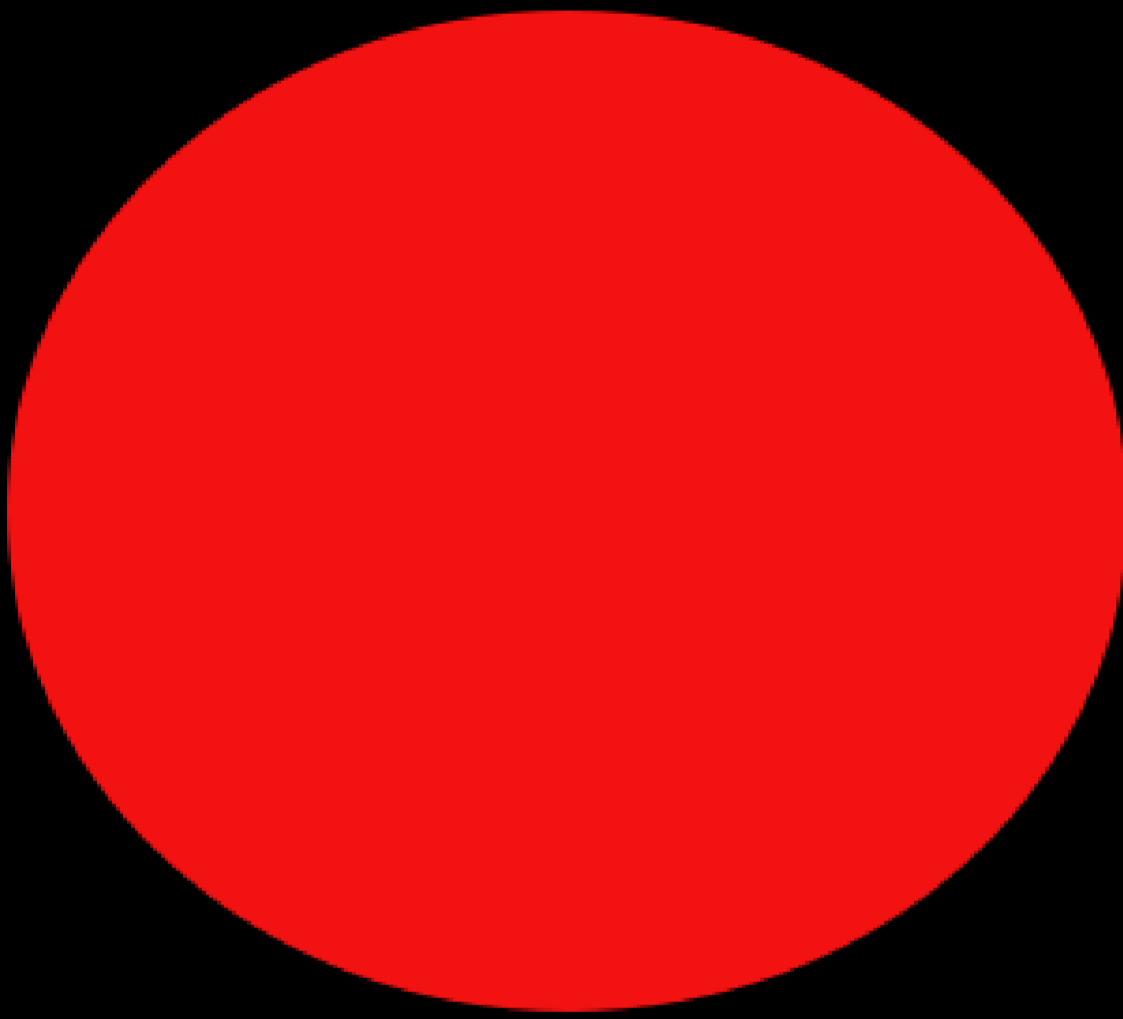
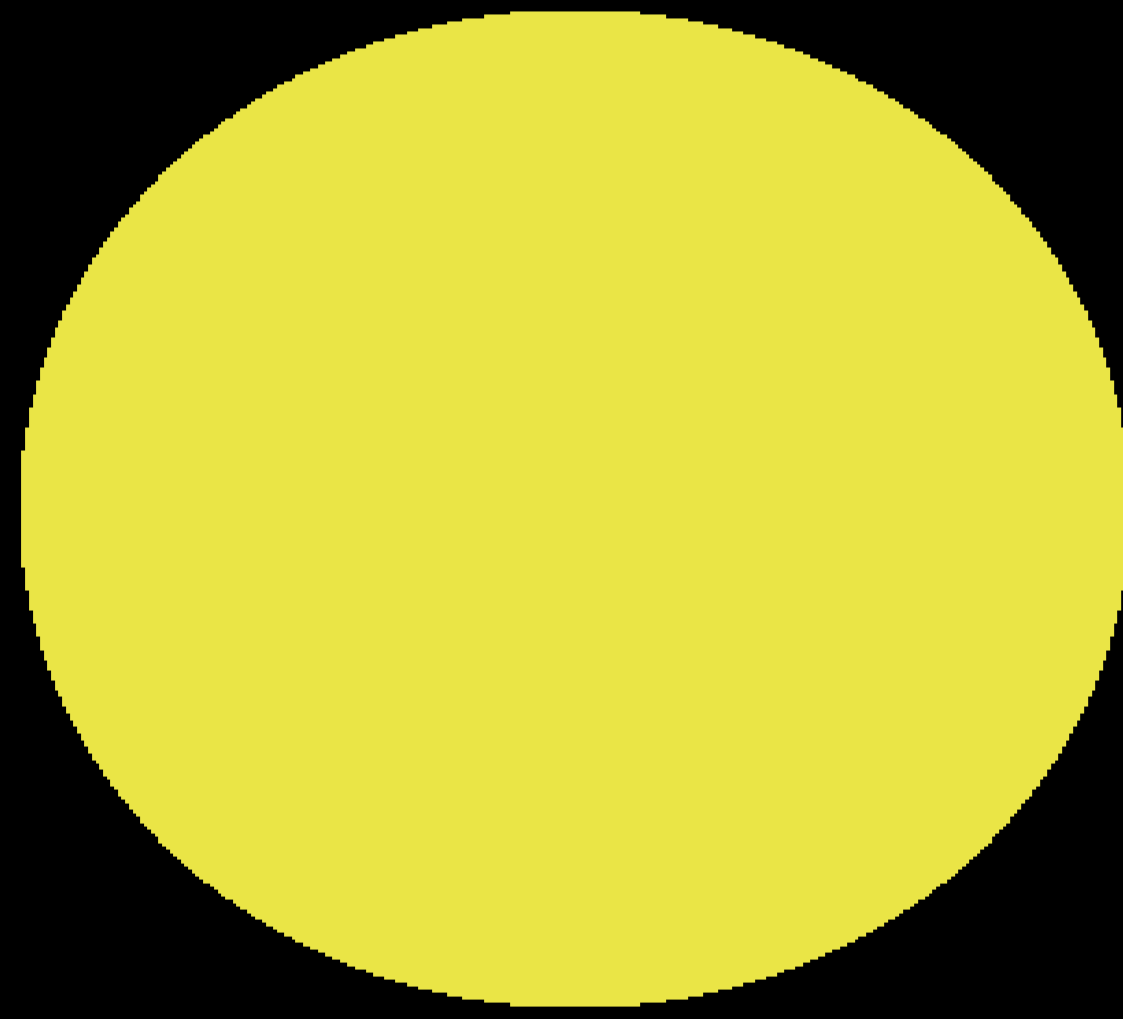
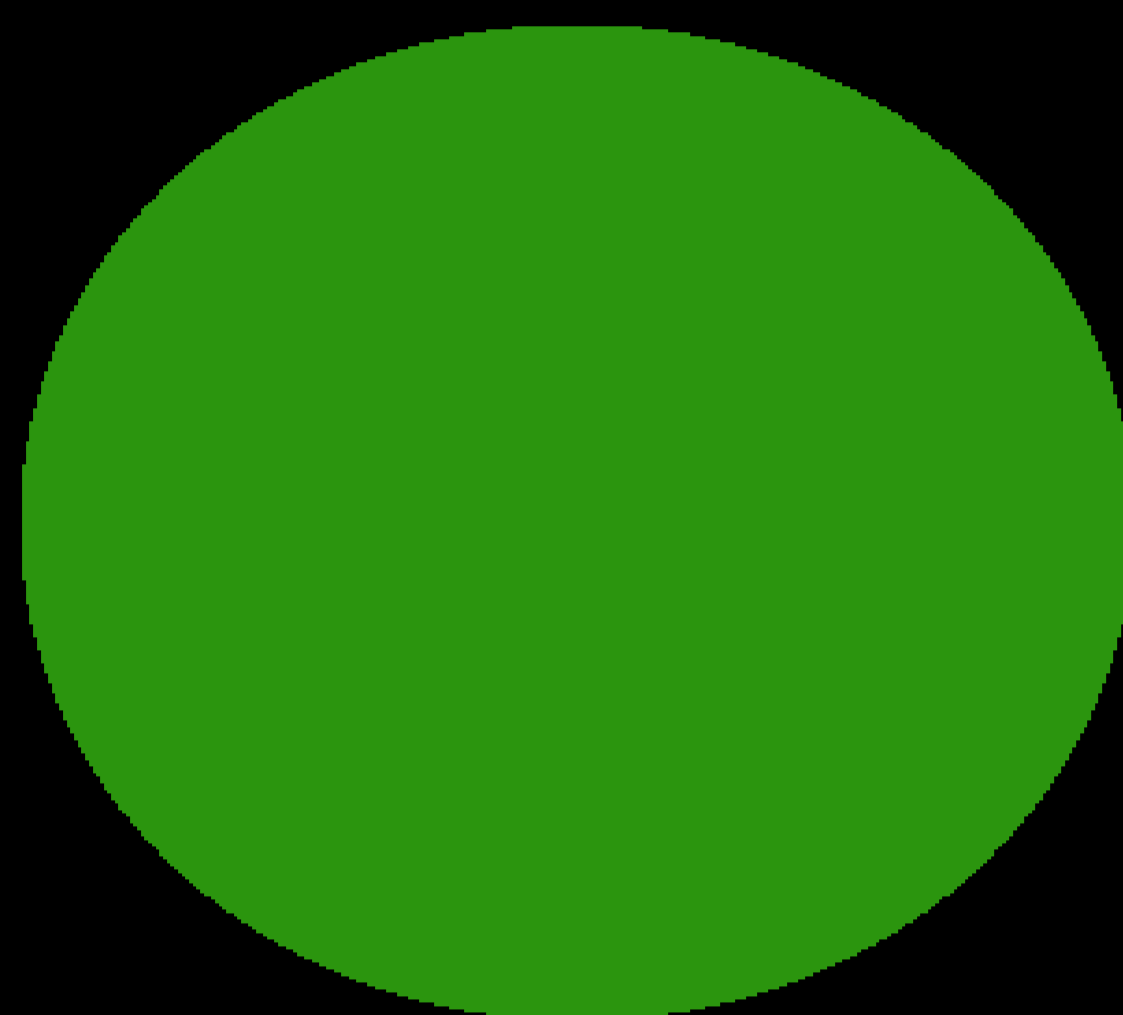
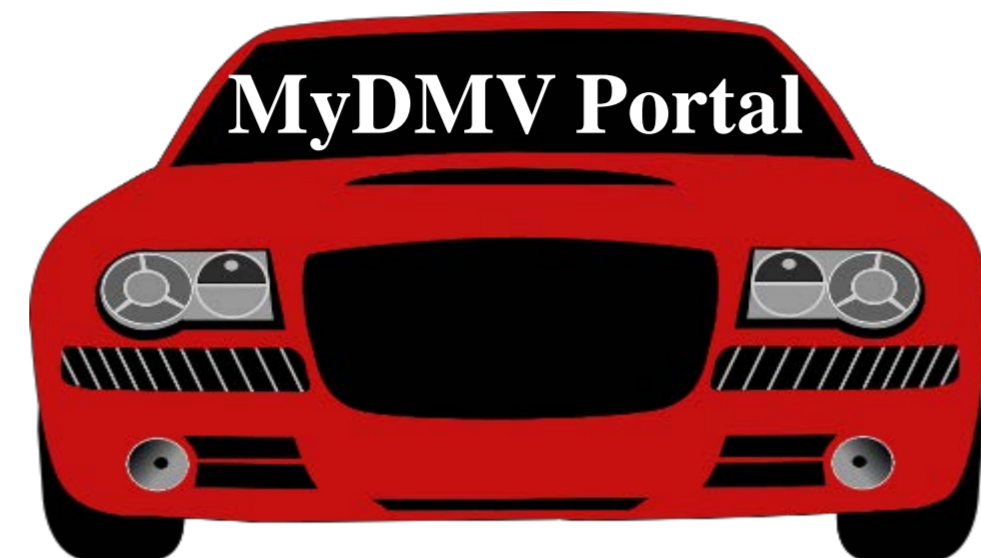
Motorist Modernization Phase I  
Project Manager log of Agile Development-related Change Requests

PMCR-148	County Renewal Vendor Maintenance Screen	When Tax Collectors request a new Vendor, they specify the renewal year and birth month for which it will become effective. For example, January 2017. Currently on the County Renewal Maintenance screen the Effective date and the Expiration date were coded as actual dates (MM-DD-YYYY). Change the format to renewal year and renewal month.	Renewal Focus Group Meeting 5/17/2019	Reviewed; Approved by Paula Stanfield in meeting 6/5/17 Milestone E	Approved	6/6/2017	DEV 24 -30 hours SEU 10 hours Grooming 2 hour <b>Total 42 hours</b>	42	Renewal	I/II	Product Owner/Project Manager	Approved	6/6/2017
PMCR-152	Non-Licensed Driver Address from FCCC	1. Citation Services will use the Smarty Streets application to validate the address received. If Smarty Streets cannot correct the address, then a. Write the address, as it was received to the database. b. Store the address in the 'Residential' address and the 'Mailing' address fields. c. Send the FTC or disposition letter to the 'Mailing' address.  2. If Smarty Streets can correct the address so that it is a valid address, then a. Write the address as it was received to the database in the 'Residential' address field. b. Write the Smarty Streets validated address to the database in the 'Mailing' address. field c. Send the FTC to both the 'Residential' and 'Mailing' addresses.	Data Tier	Approved by ESC and PO - Milestone C	Approved	6/20/2017	DEV 30 hours	30	CP	I/II	Product Owner/Project Manager	Approved	6/20/2017
PMCR-155	Breakout error code validation tasks under RQ27757 to allow for common validation to be developed prior to individual validation rules in current the Sprint (Milestone D Sprint 4).	These common validations need to be established prior to individual validation assigned to members out to developers as to not create on-off solution for the common validations that need to be shared by the team.	Development	Create error code validation tasks (additional 11 hours) for 059,062,063,064,065,A16,A43,A45,A46,A47, and A03. To accommodate for the unplanned work and to balance capacity Functional Testing for Transactions 22 and 26 (12 hours) will be pulled from this sprint and completed in Sprint 5 when all related development tasks for Insurance certificate are worked on.	Approved	6/20/2017	11 hours development	11	FR	I/II	Product Owner/Project Manager	Approved	6/20/2017
PMCR-161	ARCHIVE - Create Audit Renewal Audit Maintenance	Duplicate Story -Should be Archived	Development	Milestone D	Approved	6/20/2017	(16) Hours to backlog	-16	Renewal	I/II	Product Owner/Project Manager	Approved	6/20/2017

# Sprint Update

As of June 26, 2017 at 1:30 p.m.

Sprint 14	Sprint 14	Sprint 14	Sprint 13	Sprint 5	Sprint 11	Sprint 11
June 22 - July 12	June 7 - June 27	June 7 - June 27	June 22 - July 12	June 22 - July 12	June 20 - July 11	June 20 - July 11



Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions
Development	Development	Development	Development	Development	Development	Development
Testing	Testing	Testing	Testing	Testing	Testing	Testing
Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt
Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions
Development	Development	Development	Development	Development	Development	Development
Testing	Testing	Testing	Testing	Testing	Testing	Testing
Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt
Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions
Development	Development	Development	Development	Development	Development	Development
Testing	Testing	Testing	Testing	Testing	Testing	Testing
Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt

KEY

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

-

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

-

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

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

# Milestone Update

As of June 26, 2017 at 1:30 p.m.

MS D

MS D

MS D

MS D

MS D

MS C

MS C

May 11 - July 26

April 5 - Aug. 29

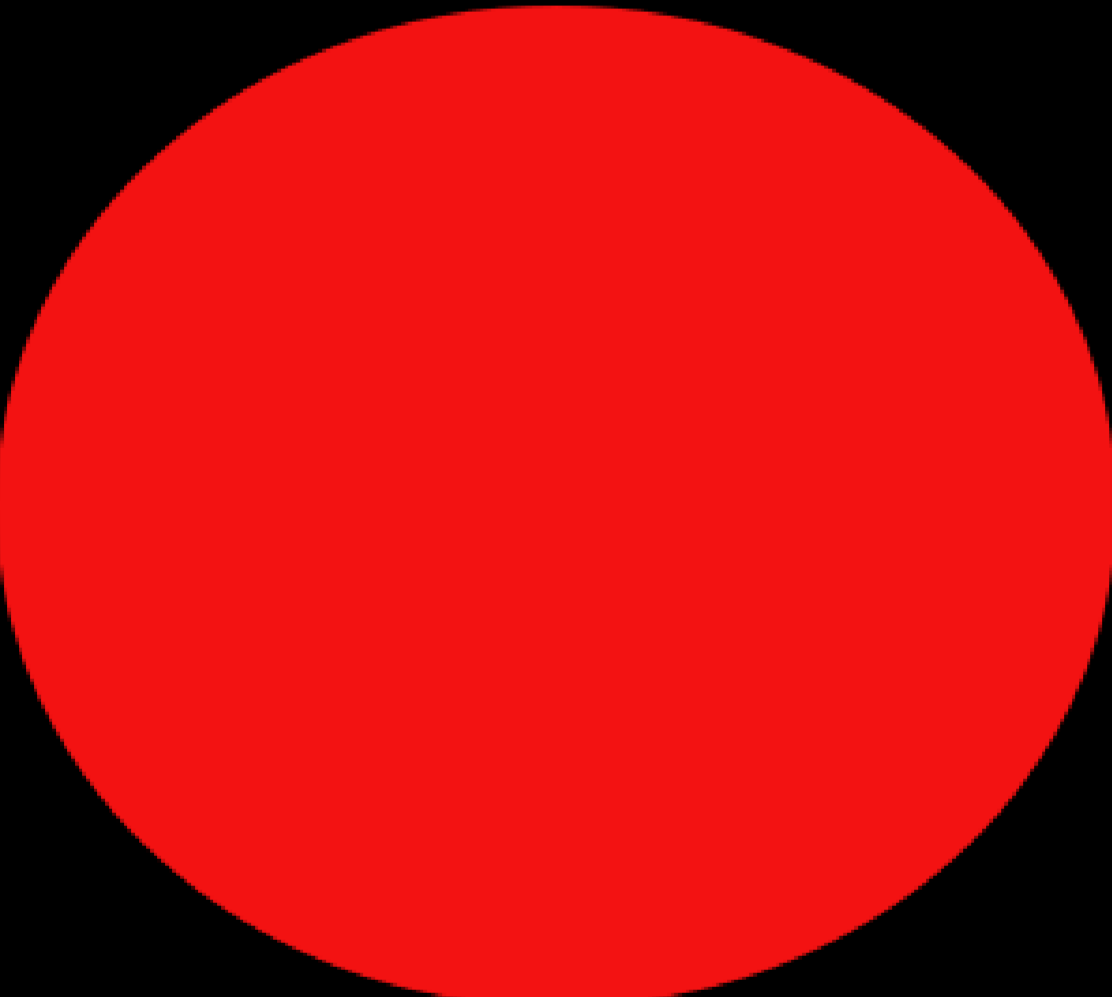
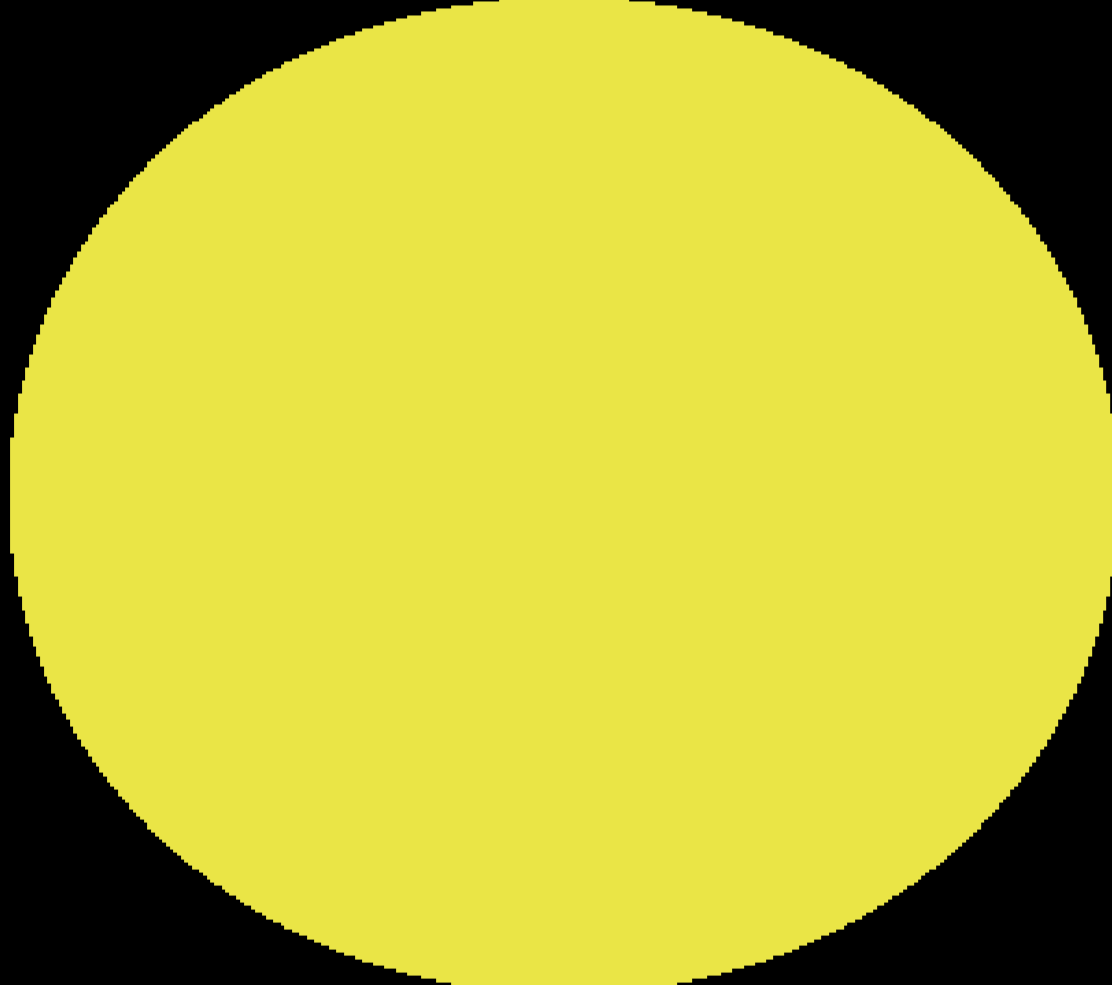
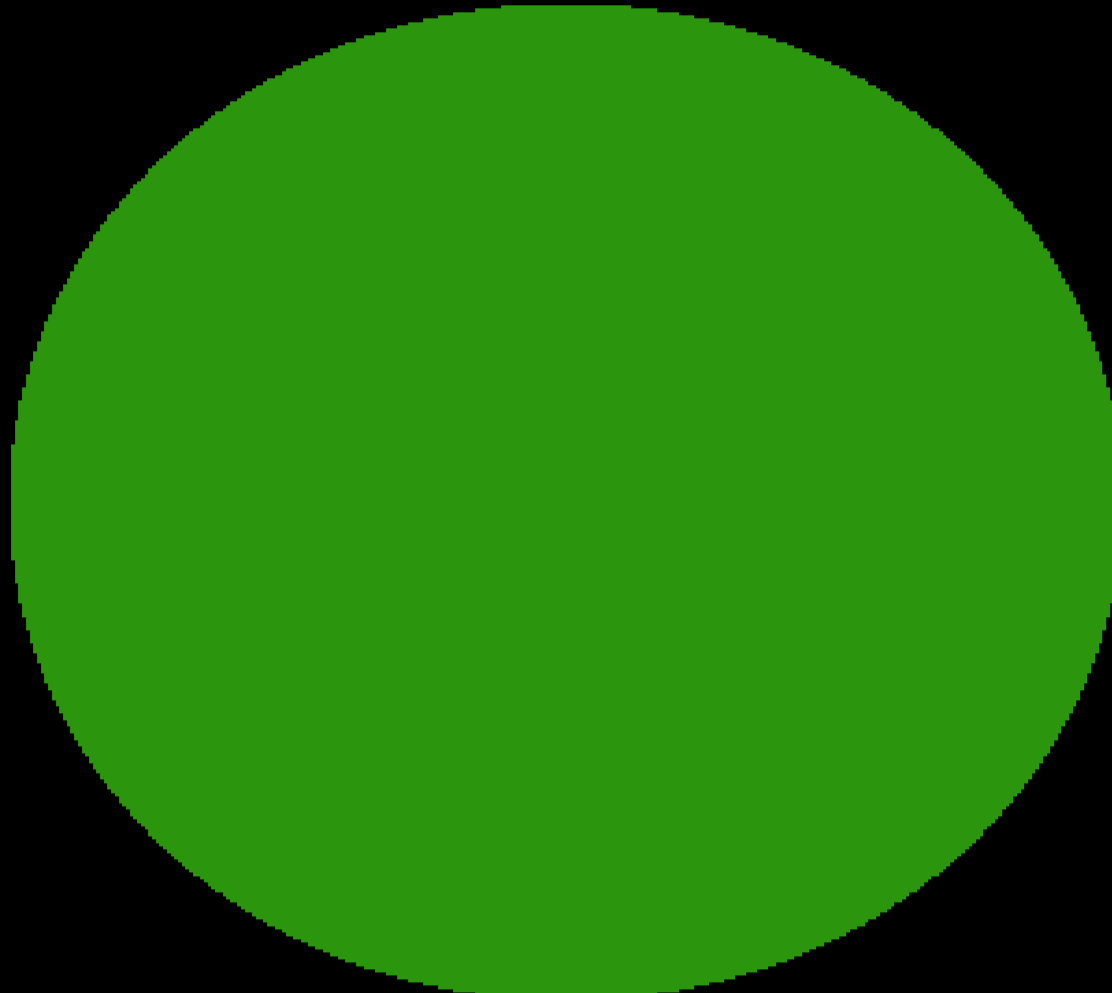
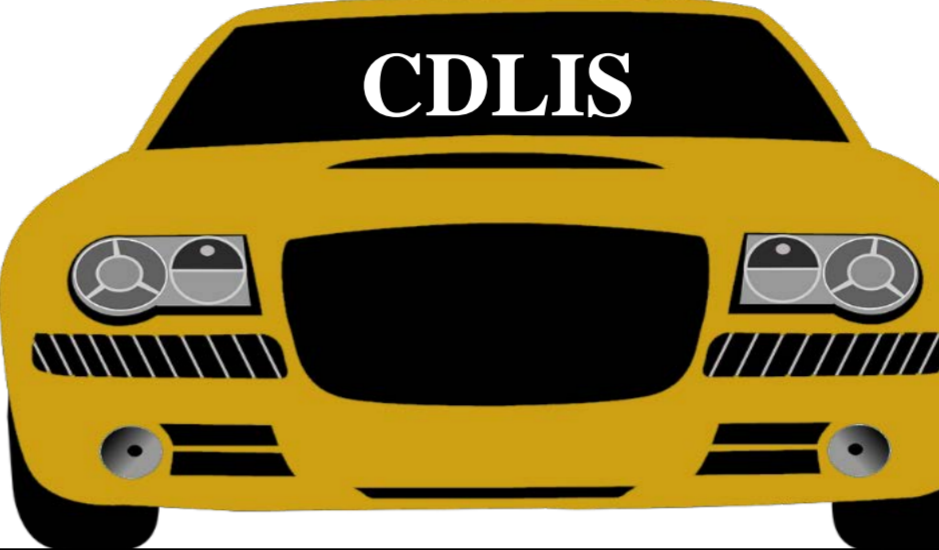
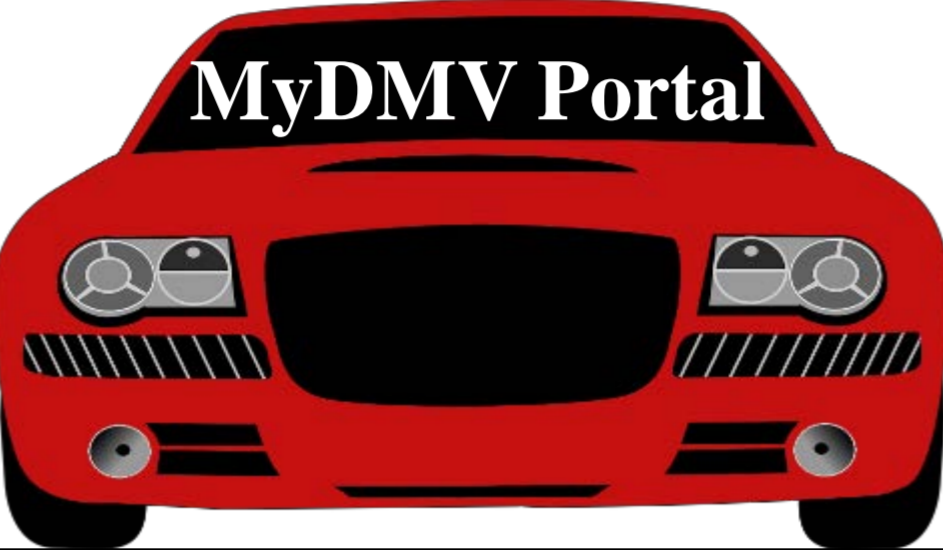
May 17 - Aug. 29

Mar. 30 - Aug. 30

Mar. 30 - Aug. 30

June 21 - Oct. 3

June 21 - Oct. 3



Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions
Development	Development	Development	Development	Development	Development	Development
Testing	Testing	Testing	Testing	Testing	Testing	Testing
Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt
Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions
Development	Development	Development	Development	Development	Development	Development
Testing	Testing	Testing	Testing	Testing	Testing	Testing
Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt
Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions	Business Actions
Development	Development	Development	Development	Development	Development	Development
Testing	Testing	Testing	Testing	Testing	Testing	Testing
Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt	Technical Debt

## KEY

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

-

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

-

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

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

## 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.