

**Motorist Modernization Advisory Board Monthly Meeting
July 12, 2016
Neil Kirkman Building, Conference Room B-130
2900 Apalachee Parkway, Tallahassee Florida 32399
1:00-3:00 P.M. EST**

Invitees

Deb Roby
Ed Broyles
Steven Fielder
Carl Forney
April Edwards
Beth Allman
Linda Fugate

Representing

DHSMV
DHSMV
DHSMV
DHSMV
DHSMV
Florida Clerk Courts & Comptrollers
Florida Tax Collectors

Agenda Outline

- Roll Call
- Welcome
- Review and Approval of Last Meeting Minutes
- MyDMV Portal Follow Up
 - MyDMV Name Change
- Stakeholder Outreach Update
- OLIV Assessment Update
- Policy and Decisions Review
- MM Phase I Program Update
 - Status Update and Financial Review
 - Change Request Review
 - Requirements Validation Update
- Q&A
- Adjourn

MOTORIST MODERNIZATION ADVISORY BOARD

Monthly Meeting Minutes

Kirkman Building Conference Room B-130

April 12, 2016

1:00 p.m. to 3:00 p.m.

WELCOME & INTRODUCTIONS

- The meeting was called to order at 1:00 pm. Kristin Green began the meeting with the *Welcome and Introductions*. She proceeded with roll call for the Board Members.

Advisory Board Members present included:

- Deb Roby (via telephone)
 - Ed Broyles
 - Steven Fielder
 - Carl Forney
 - April Edwards
 - Beth Allman
 - Linda Fugate (not in attendance)
- Other DHSMV members present included: Kristin Green, Wendy Ling, Jessica Espinoza, Judy Johnson, Cathy Thomas, Laura Freeman, Janis Timmons, Scott Tomaszewski, Samadhi Jones, Raelynn DeParsqual, Aundrea Andrades, Alexis Bakofsky, Beth Walker Frady, and Nicholas Merlin.
 - Visitors included: Joe Horgan (Ernst & Young – independent validation and verification vendor), Kim Koegel (Accenture), Michelle McGinley (Accenture), Ric Colson (IBM), Jeff Phillips (Image API), Rebecca Baer (The Florida Channel), and Cheryl Turner (ADD).

REVIEW AND APPROVAL OF THE LAST MEETING MINUTES

- Ms. Green reviewed the meeting minutes from March 31, 2016. A motion to approve was unanimously accepted by the members with a correction to the meeting location.

STAKEHOLDER OUTREACH UPDATE

- Ms. Espinoza provided an update on stakeholder outreach events. The team met with the Department of State on April 4, 2016. The discussion covered addresses and how they will be verified through DHSMV's DL Issuance system. One of the topics they were concern about was the address file layout and how to differentiate commercial versus non-commercial in their counties. They were also concerned about the current address validation and were informed that the issue was corrected recently.

POLICY AND DECISIONS REVIEW

The senior business analysts provided an update on the Policy and Decisions Review document.

- POR24 – Transcripts
 - Ms. J. Johnson is waiting to meet with Peter Stoumbelis to discuss this matter further.
- POR26 – Scanned Documents
 - Ms. Espinoza will meet with Carl Forney to look for the correct fee to charge for public record request.
- DL05 – DL Issuance: Motor Voter application
 - Ms. Espinoza, the OMM team has not been able to discuss the sign-off document with the Department of State (DOS) in their prior meeting. This matter will be reviewed in the next meeting.
- DL23 – DL Issuance: Motor Voter data
 - Ms. Espinoza, the OMM team is waiting to waiting to hear back from the DOS if we can share the motor voter data information or if DOS can share the information.
- DL26 – DL Issuance: Hardware to validate checks
 - Ms. Espinoza, the OMM team is still conducting research to find out how many checks are used in the field. Based on their findings thus far, the trend is going downwards. Additional research will be conducted and findings will be shared at a later time.
- DL27 – DL Issuance: Collecting race/ethnicity in one field
 - Ms. Espinoza, this field will be broken into two separate questions and sent to the signature pad for the customer to select their information. OMM is waiting to hear back from DOS if they follow the Census list for race and ethnicity.
- REN04 – MV Email Renewal Notices
 - Ms. J. Johnson, the OMM team is still waiting to meet with the Tax Collector Focus Group for further discussion.
- REN05 – Bad Check Stop
 - Ms. J. Johnson, the OMM team is waiting for a legal opinion from Peter Stoumbelis on this matter.
- MM01 – Restrictions
 - Ms. Freeman, the OMM team is examining the statistics to determine what restrictions are no longer needed.

LEGAL OPINION UPDATE

- Ms. Thomas provided an update on the legal opinion related to LGL02 and LGL03.
 - LGL02 – Citation Processing
 - LGL02 is related to Citations Processing / disposition codes for the learner's license...)

- The Advisory Board did not have an issue with the Legal opinion that we should include the 2 disposition codes for the Learner License extension process.
- LGL 03 – Citation Processing
 - Related to business rules for allowing / not allowing school election to comply with clearance requirements. There were some questions / discussions around this item.
 - Ms. Thomas is going to forward the group the email related to the legal feedback on this item.

MM PHASE I PROGRAM UPDATE

Requirements Grooming

- Ms. Ling provided an update that the team is running behind with the Requirements Grooming. She stated that not every team is running behind, and there is some contingency in the schedule to allow for mitigation.

Status Update and Financial Review

- Ms. Timmons provided an update on the spend plan, and explained we are on track to expend the money allocated for this fiscal year.

IV&V Update

- Mr. Horgan provided an update:
 - Program has maintained its green status over the past four months and all deficiencies have been addressed.
 - IV&V does not have any new recommendations at this time.
 - No new risks have been identified, and any risks that have been identified are decreasing.

COMMUNICATIONS UPDATE

- Ms. Jones provided a Communications / OCM update, including a focus on the Training and Performance Support Strategy and a discussion around scheduled focus groups and stakeholder meetings (i.e., Department of State, Florida Police Chiefs Association, Florida Sheriff's Association, Bureau of Administrative Reviews, Bureau Chiefs)

ADJOURNED

- The meeting came to a close and was officially adjourned at approximately 1:35 p.m.
- The next Advisory Board meeting is scheduled for Tuesday, May 10 from 1:00 – 3:00 p.m.

Note: Handouts at this meeting included:

Consolidated in a booklet format:

MM Advisory Board Agenda	1 page
MM Advisory Board Monthly Meeting Minutes 03/31/16	6 pages
MM Phase I Decisions	3 pages
MM Phase I Legal Opinion & Statute Analysis	3 pages
Communications Update	4 pages
Notes Section	4 pages

Additional handouts include:

MM Phase I Decisions (updated)	3 pages
MM Spend Plan	1 page

DRAFT

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
DL23	1/11/2016	DL Issuance	DHSMV should have access to the Motor Voter data so that we know what updates truly need to take place. Currently, we only have the customer's word to go by and they are sometimes mistaken about their current voter registration status. Perhaps a standalone online voter registration system could be used outside of the DL issuance system.		Recommendation made		<p>01/12/16 Advisory Board Update - The Advisory Board would like to wait until we have a legal opinion from both DOS and DHSMV before making a recommendation. AI - Add this item to the Legal Opinion Document.</p> <p>03/31/16 Advisory Board Update - AI - Discuss the possibility of creating an audit report for applications submitted to DOS.</p>		<p>01/28/16 Update - Pending DOS and DHSMV legal opinion.</p> <p>02/25/16 Update - AI - Peter will reach out to DOS to discuss this further. AI - Follow-up with DOS during the next scheduled Focus Group meeting. (03/25/16)</p> <p>03/24/16 Update - Suggestion: Only allow users to see current voter status during a transaction and add Voter Party selected on the application receipt and cashier receipt. AI - Pending more information from the Department of State. Meeting scheduled for 05/13.</p> <p>05/13/16 Update - Meeting with DOS was postponed.</p>	Require additional information
DL26	3/21/2016	DL Issuance	Will the department purchase hardware to scan/read checks to validate the check during the cashiering process?		Recommendation made		<p>03/31/16 Advisory Board Update - AI - Research how many checks are accepted as payment statewide (1yr of data)</p>		<p>03/24/16 Update - Research cost for hardware and service to purchase for state offices. AI - Get with Carl Forney to discuss further.</p> <p>05/05/16 Update - AI - Find out how many bad checks are outstanding.</p> <p>06/02/16 Update - Waiting for stats</p>	Require additional information
DL27	3/23/2016	DL Issuance	Should the department continue to collect Race/Ethnicity as one field? Also, should the current list of Race/Ethnicity be updated to align with any other agencies? (Census, DOS, etc....)		New Item				<p>03/24/16 Update - Break this field so that there are two separate questions and send the information to the signature pad. AI - Research if DOS follows the Census list for Race and Ethnicity.</p> <p>06/22/16 Update - The ESC recommends using the Office of Management Budget (OMB) minimum requirements for race/ethnicity. AI - Send ESC members current options used in FDLIS for further analysis. AI - Diana will reach out to FDLE to discuss how changes may affect them.</p>	Require additional information
DL30	5/27/2016	DL Issuance	<p>Can ECI be accessed and updated outside of a transaction? The team removed the ability to view ECI from the DL Issuance Customer Summary after review of 119.0712(2)(d) and 322.08 (4), F.S.</p> <p>The statute states the following : Without the express consent of the person to whom such emergency contact information applies, the emergency contact information contained in a motor vehicle record may be released only to law enforcement agencies for purposes of contacting those listed in the event of an emergency.</p>		New Item		The team recommends that we continue to collect ECI during transactions and add a quick link to the DL Issuance Homepage that will allow users to navigate to the existing ECI site.		<p>06/22/16 Update - AI - Reach out to TC Focus Group and find out if creating a quick link to the existing ECI site will meet the need.</p>	Require additional information

Motorist Modernization Phase I -
Decision Document

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REN04	2/10/2016	MV Email Renewal Notices	The TC focus group would like to add a link to "By Mail" the will navigate the customer to the mailing address of the county associated with the registration.		New Item		The Renewal team was not in favor of this request. They believe that the customer may attempt to mail in a printed copy of the electronic renewal notice in stead of waiting for the print noticed that will be sent via the postal mail.		02/25/16 Update - Notify the TC focus group of the options and the impact of this request as it pertains to high-speed processing. A1 - Discuss this with the Renewal Focus Group meeting (3/30/2016).	Require additional information
REN06		OOS Renewals	The new renewal notification system will print renewal notices for all registrations where the primary registrant's residence address is out-of-state. In the old system these registrations are processed by the last activity county if known or distributed amongst the six volunteer counties. Due to a recent issue with residence county being populated with the wrong county code, a concern was raised about the financial impact of implementing the above business rule.		New Item		Currently there are approximately 250,000 out-of-state motor vehicle registrations		05/05/16 Update- The department will no longer use the rotating counties to print renewal notices for OOS residents that did not renew in a county office during their last renewal. The Renewal team will obtain an opinion from the focus group as to whether or not the state should print all OOS renewals or just the renewals that do not have a previous renewal county.	Require additional information
REN07	5/4/2016	Renewal Notice Processing	Renewal Team members met with Janie Westbury and Ginny Gardner to discuss the current status and options for making changes to the Novitex contract. The agency would like to bring all DL Renewal Notifications processing in-house from Dept. of Revenue to Novitex and include all out of state MV Renewal Notifications print, mail and processing. Currently, 6 counties rotate the printing, mailing and processing of all the out of state MV Renewal Notifications but do not recuperate all of the cost. Novitex currently prints all DL Renewal Notifications. DOR processes all DL mail-in renewals.		New Item				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	Require additional information

Legend

Advisory Board Status

- New Item** - New item has been added to the decision log for recommendation
- Recommendation made** - Advisory board has made a recommendation to the ESC
- Update** - Additional information has been updated for review
- Require additional information** - Advisory board requires additional stats or information to make a recommendation

Executive Steering Committee Status

- New Item** - New item has been added to the decision log for review
- Open** - No decision has been made after initial review
- Close** - Decision has been made
- Update** - Additional information has been updated for review
- Require additional information** - ESC requires additional stats or information to make a decision

Motorist Modernization Phase I -
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POR24	1/12/2016	Transcripts	Currently if a transcript request is received in the mail for a driver license record and the driver license record is not found, the customer does not receive a refund unless the amount sent is greater than \$10.00 or the customer requests a refund for the amount exceeding the \$2.00 not found fee. The MIX process currently charges \$2.00 for all not found record request. The portal team is requesting that we do not charge the \$2.00 fee for "Other Driver License Request" when the driver license / social security number entered is not found. We will however charge this fee for Bulk driver license record request.		Recommendation made		2/9/2016 Update Advisory Recommendation: Allow the customer the option to purchase the "Not Found" record for \$2.00. The report will contain the information entered by the customer. If the customer decides to not purchase the record, the "Not Found" transaction will not be added to the shopping cart. (No fees will be charged)	5/5/2016	01/28/16 Update - AI - Add to legal opinion document and review statute. 02/25/16 Update - AI - Peter will meet with Judy to discuss further. 05/04/16 Update - I think we can charge the \$2.00 if they requested wants a letter stating No Record Found. I do not see any authority to charge to inform the customer that there is no record. FL Statute 322.20(11)(a) 8. For searching for any one individual's driver history record when no record is found on file.....\$2	Closed
POR26	2/18/2016	Scanned Documents	During the ESC meeting held on 2/18/16, A request was made to allow Portal customers the ability to view documents that were scanned in a field office. Members from the Portal & DL Issuance teams have concerns about this request because sometimes documents are scanned and attached to the wrong customer record. Allowing this functionality in the Portal could give customers the ability to see the passport, SSN and other documents which do not belong to them.		New Item			5/5/2016	02/25/16 Update - ESC Decision - Scanned document will not be provided in the MyDMV Portal system. AI - ESC would like to know how many have been processed and whether or not this service can be provided via Motorist Maint. Or DL Issuance 03/24/16 Update - It was determined that this functionality can be offered in DL Issuance and treated like a public records request. AI - Discuss this further with Carl Forney and look for correct fee to charge for public record request. 5/5/2016 Update- Allow the customer to choose the \$.50 look-up option or the \$1.00 certified option FL S. 322.20 11A(4)	Closed
POR27	4/29/2016	Withdraw Parental Consent	Currently the department policy is to make the cancellation effective the day the parent withdraws consent. The statute 322.251 states that the cancellation should be post dated 20 days from mail date of the cancellation order. The department policy was changed because parents complained that they wanted the license cancelled on the day they withdrew parental consent.		New Item			5/5/2016	5/5/2016 - Update The withdrawal will be effective immediately FL S.322.10	Closed

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DL28	4/22/2016	DL Issuance	<p>BAR users process replacement licenses for customers who are REAL ID compliant (US Citizens and Immigrants Only) and all issuances are processed through CIPS. BAR users would like to request that the DL application process is modified to not include "ID Documents" and "Applicant Screening" screens as well as vision and hearing questions.</p> <p>Currently, information on the ID document screen is not collected because BAR users do not have the ability to take photo/signature and do not have required equipment for vision testing (not required when replacing credentials).</p>		New Item			5/5/2016	<p>05/05/16 Update - Follow Portal flow for BAR Transactions.</p>	Closed
DL29	5/18/2016	DL Issuance	Will the department allow users to edit the customer's email outside of a transaction?		New Item			6/22/2016	<p>06/22/16 Update - Allow customer's email address to be edited in Motorist Maintenance and record change as a "Customer Update" transaction. AI - Discuss further with business users to determine what types of "Customer Update" transactions will require notification to be sent to the customer.</p>	Closed
DL31	6/16/2016	Motor Voter	Currently, the system gives users 6 options that determine what steps are necessary for completing the Motor Voter requirements of a credential issuance transaction. Some of these options are not currently used/understood and users are requesting that the unused options are retired from the application.		New Item		<p>Based on discussions with DOS, the focus group recommends using the following options: New Application, Record Update/Change, Replace Voter Information Card, Declined, Ineligible and Current.</p> <p>Explanations: New Application - Customer is not currently registered in the State of Florida Record Update/Change - Customer is currently registered in the State of Florida and has updates/changes to the application (Name or Address) Replace Voter Information Card - Customer is currently registered in the State of Florida and has no changes, but would like a replacement Voter Information Card Decline - Customer declines to apply or update information during the transaction Ineligible - Customer is ineligible to apply Current - Customer states that they are registered in the State of Florida and would not like to make any changes</p>	6/22/2016	<p>06/22/16 Update - ESC agrees with the recommendation with the following changes: AI - Update description for "Decline" to read "Customer is not currently registered in Florida and declines to apply." AI - Verify descriptions are displayed on the signature pad review for Motor Voter. Close item.</p>	Closed
DL32	6/16/2016	Motor Voter	Currently, users must re-key the customer's email address in the Motor Voter application during every issuance. Users are requesting that the system save previously used email addresses to avoid having to re-key if the address remained the same.		New Item		Based on previous communication with DOS, DL Issuance SMEs recommend that only email addresses entered on the same day will be pre-populated in the Motor Voter application so that users do not have to re-key the information in the event that the credential is voided or abandoned.	6/22/2016	ESC agrees with the recommendation. Close Item.	Closed

Motorist Modernization Phase I -
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DL33	6/16/2016	Motor Voter	Currently, users are only required to select a party affiliation for customers who are requesting a "New" Motor Voter application. SOE is requesting that the party affiliation is asked during all Motor Voter applications so that customer's may update this information if necessary		New Item		Based on previous communication with DOS, DL Issuance SMEs recommend that customers be required to select their party affiliation for all transactions.	6/22/2016	ESC agrees with the recommendation. Close Item.	Closed
DL34	6/16/2016	Motor Voter	Currently, users are required to verbally administer the Motor Voter oath to customers. SOE is requesting for the oath to be displayed on the signature pad so that customers can review their Motor Voter oath before submission.		New Item		Based on previous communication with DOS, DL Issuance SMEs recommend that the oath is displayed with the party affiliation on the signature pad.	6/22/2016	ESC agrees with the recommendation. Close Item.	Closed
DL35	6/16/2016	Motor Voter	Currently, the system validates the address entered in the Motor Voter form against the street indexes provided by the Supervisor of Election. SOE is requesting that the addresses go through additional verification to avoid invalid addresses from being submitted.		New Item		Based on previous communication with DOS, DL Issuance SMEs recommend the following: 1) The DL Issuance system will have a vendor verify the address and we will attempt to parse the address on the Motor Voter screen. 2) The vendor will validate this information.	6/22/2016	ESC agrees with the recommendation. Close Item.	Closed
DL36	6/16/2016	Motor Voter	Currently, the system does not validate the email address entered in the Motor Voter application. SOE is requesting that email addresses are verified to avoid invalid email addresses from being submitted.		New Item		Based on previous communication with DOS, DL Issuance SMEs recommend that the department look into a solution to validate format. 01/11/16 Update - Based on research, the DHSMV recommends using an email 'format check' to prevent performance issues that may be caused by an email verification tool.	6/22/2016	ESC agrees with the recommendation to check format only. Close Item.	Closed
DL37	6/16/2016	Motor Voter	Currently, it is procedure that users inform customers to keep their Motor Voter receipt so that SOE can use it if they are unable to locate a record of the customer's Motor Voter application. The SOE is requesting that the DHSMV enforce this procedure/policy.		New Item		DOS/OMM Focus Group recommend the following: Add the following information to assist customers: 1) Disclaimer on the Motor Voter application receipt 2) Customer's Motor Voter selection on the cashier receipt 3) Party Affiliation selection on both, the Motor Voter application and cashier receipts.	6/22/2016	ESC agrees with the recommendation. Close Item.	Closed

Motorist Modernization Phase I -
Decision Document

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REN05	2/10/2016	Bad Check Stop	Currently, FRVIS does not prevent the issuance or renewal of a Parking Permit when the customer has a Bad Check stop against him because there is no fee charged for a Parking Permit. I was told that a free transaction in the Driver License application (like having the Veteran's status added or 100% Poverty ID card) is not allowed if the customer has a Bad Check stop against him. In ORION, we will want to be consistent. Should a customer with a Bad Check stop be prevented from being issued a parking permit or renewing a current parking permit until that BC stop has been cleared?		New Item		<p>Section 320.18(1), Florida Statutes, provides for the department to withhold the registration of any motor vehicle or mobile home the owner or co-owner of which failed to register under the provisions of law for any previous period or periods for which it appears registration should have been made in this state until the tax for such period or periods is paid. The department may cancel any vehicle or vessel registration, driver license, identification card, or fuel-use tax decal if the owner or co-owner pays for any vehicle or vessel registration, driver license, identification card, or fuel use tax decal, administrative, delinquency, or reinstatement fee or pays any tax liability, penalty, or interest is paid by a dishonored check.</p> <p>TW- Are placards considered vehicle registrations? If not, then placards are not mentioned in the statute and could possibly be exempt.</p>	5/5/2016	<p>02/25/16 Update - This item will be added to the Legal Opinion Document Should the parking permit expire beyond the expiration date of the certification? 05/05/2016 Update- Bad check stops will not be enforced on Parking Permits.</p>	Closed
REN08	5/19/2016	NCOA	<p>In Modernization, the department will move to a single customer record; one that will contain applicable information related to driver license and motor vehicle transactions. The project owner has collaborated with members of other modernization projects, reaching a consensus that any record expired for greater than 18-months should be excluded from the NCOA update process. This timeframe satisfies the purge criteria for a DL without sanctions, but would not fully address cases related to vehicles titled in Florida and registered in another state. The product owner feels this subset of the total population would be inconsequential and therefore does not warrant expanding the timeframe beyond 18-months for expired vehicle registrations and or DL/ID's.</p> <p>The team is seeking leadership guidance in an effort to establish a timeframe that meets the department's mission, while remaining fiscally responsible</p>		New Item		<p>Background: The NCOA process runs quarterly and updates mailing addresses only. Under the existing criteria, a record is excluded from the NCOA process, if:</p> <ul style="list-style-type: none"> • The individual is deceased • The individual is a sexual predator or offender • The individual is a career offender • The record is for a permanent ID • The ID has expired for greater than 6-months • A Class A, B, C, or E driver license has expired for greater than 15-months <p>The Renewal team is attempting to establish a reasonable period, wherein mailing addresses are updated for customer's active in the department's database. In deriving a value, the team considered:</p> <ul style="list-style-type: none"> • The timeframe when an expired driver license or ID card can no longer be renewed (12-months) • The timeframe for when a driver license without sanctions is purged from the database (18-months) • The timeframe for when a vehicle renewal notice is not sent to a customer with an expired registration (not mailed for the next year after the registration was not renewed) <p>In addition to the above considerations, the group further discussed:</p> <ul style="list-style-type: none"> • Circumstances where vehicles are registered in another state, but have a Florida title (situation is due to lien holder restrictions on an active lien and the customer moves out of Florida) • Sanctions with purge criteria beyond the 18-month period (DUI, HTO, etc.) 	6/22/2016	<p>06/22/16 Update - The following records will be excluded from the NCOA pull</p> <ul style="list-style-type: none"> • The individual is deceased • The individual is a sexual predator or offender • The individual is a career offender • The record is for a permanent ID <p>If the customer has any of the following, their record will be included in the NCOA pull provided none of the above exceptions apply:</p> <ul style="list-style-type: none"> • Any customer with an ID card that is not expired for greater than 12-months) • Any customer with a Class A, B, C, or E driver license that is not expired for greater than 12-months • Any customer with open sanctions • Any customer with a registration not expired for more than 24 months) 	Closed

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MM01	3/3/2016	Restrictions	When the teams reviewed the conversions for the new restriction requirements, we realized that there are several restrictions that fit under the Restriction "C" category. If the customer has more than one restriction that qualifies as a "C" will we only display one "C" restriction on the face of the license and display multiple descriptions on the back? (Reference Restriction Attachment)		New Item		03/31/16 Advisory Board Update - AI - Remember to account for indicators from bills that passed this year. (Lifetime Fishing/Hunting, Hearing Impaired, etc..)	5/5/2016	03/24/16 Update - Determine if the restrictions can be rerouted to an unused letter or number. The ESC also recommends using 2 digit FL specific codes. (10, 11, 12, etc..) AI - Check stats to determine what restrictions are no longer needed. 05/05/16 Update - Use Florida codes (#s) and arrange based on usage of endorsement.	Closed

Legend

Advisory Board Status

- New Item** - New item has been added to the decision log for recommendation
- Recommendation made** - Advisory board has made a recommendation to the ESC
- Update** - Additional information has been updated for review
- Require additional information** - Advisory board requires additional stats or information to make a recommendation

Executive Steering Committee Status

- New Item** - New item has been added to the decision log for review
- Open** - No decision has been made after initial review
- Close** - Decision has been made
- Update** - Additional information has been updated for review
- Require additional information** - ESC requires additional stats or information to make a decision

Motorist Modernization - Phase I
FY 2015-2016 Spend Plan
FY 2015-2016

Project Cost	Month	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	
																																	Deliverables
OPS Staff		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
OPS Staff (rate per hour includes 7.65% benefit costs)																																	
DHSMV Staff - Salary & Benefits		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Contracted Staff		\$ 5,468,933	\$ -	\$ -	\$ -	\$ -	\$ 132,244	\$ 35,837	\$ 494,512	\$ 405,066	\$ 991,014	\$ 1,176,867	\$ 259,036	\$ 186,442	\$ 40,000	\$ 112,594	\$ 371,790	\$ 298,569	\$ 1,050,993	\$ 1,124,214	\$ 40,000	\$ 40,000	\$ 537,029	\$ 332,548	\$ 1,552,315	\$ 1,710,751	\$ 5,468,933	\$ 5,422,887	\$ 46,046	\$ 5,468,933	\$ 5,422,887	\$ 46,046	
Accenture - Support Service RFQ019-15 (FY15-16)																																	
Monthly Legislative/Governance Status Report	4	\$ 475,837				\$ 75,837	\$ 35,837	\$ 40,000	\$ 80,000	\$ 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	\$ 40,000	\$ 40,000	\$ 40,000	
Lessons Learned (3-5)	8	\$ 18,136							\$ 6,045	\$ 6,045						\$ 6,045	\$ 6,045								\$ 6,045								
System Specification Documents - Initial Version	13	\$ 56,406				\$ 56,406			\$ 56,406																								
Synchronization Process Design	16	\$ 96,262						\$ 96,262		\$ 96,262																							
Modernization Dev/Test DB Conceptual Design	17	\$ 158,838						\$ 158,838		\$ 158,838																							
Data Migration Plan	18	\$ 72,594											\$ 72,594		\$ 72,594																		
Communications Strategy and Plan	20	\$ 73,221							\$ 73,221	\$ 73,221																							
Organizational Analysis	21	\$ 146,442											\$ 146,442	\$ 146,442																			
Training and Performance Support Strategy	22	\$ 73,221														\$ 73,221		\$ 73,221															
Release Planning Guiding Principles and Strategy	23	\$ 102,240						\$ 102,240			\$ 102,240																						
Phase 1: Draft Release Plan	24	\$ 102,240								\$ 102,240	\$ 102,240																						
Phase 1: Final Release Plan	25	\$ 204,481																					\$ 204,481		\$ 204,481								
Draft Security Plan	26	\$ 159,620								\$ 159,620	\$ 159,620																						
Final Security Plan	27	\$ 159,620																					\$ 159,620	\$ 159,620									
Testing Strategy and Plan	28	\$ 132,928																					\$ 132,928	\$ 132,928									
MyDMV Portal Validated Requirements (Increment 1)	29	\$ 167,489								\$ 167,489	\$ 167,489																						
MyDMV Portal Validated Requirements (Increment 2)	30	\$ 226,318																\$ 226,318	\$ 226,318														
MyDMV Portal Validated Requirements (Increment 3)	31	\$ 167,489																						\$ 167,489	\$ 167,489								
Renewal Notification Validated Requirements (Increment 1)	32	\$ 60,857								\$ 60,857	\$ 60,857																						
Renewal Notification Validated Requirements (Increment 2)	33	\$ 83,143																\$ 83,143	\$ 83,143														
Renewal Notification Validated Requirements (Increment 3)	34	\$ 60,857																						\$ 60,857	\$ 60,857								
Financial Responsibility Validated Requirements (Increment 1)	35	\$ 92,221							\$ 92,221	\$ 92,221																							
Financial Responsibility Validated Requirements (Increment 2)	36	\$ 122,962															\$ 122,962	\$ 122,962															
Financial Responsibility Validated Requirements (Increment 3)	37	\$ 92,221																						\$ 92,221	\$ 92,221								
Citation Processing and CDLIS Validated Requirements (Increment 1)	38	\$ 97,172						\$ 97,172	\$ 97,172																								
Citation Processing and CDLIS Validated Requirements (Increment 2)	39	\$ 129,562															\$ 129,562	\$ 129,562															
Citation Processing and CDLIS Validated Requirements (Increment 3)	40	\$ 97,172																						\$ 97,172	\$ 97,172								
Driver Licenses Issuance Validated Requirements (Increment 1)	41	\$ 289,320								\$ 289,320	\$ 289,320																						
Driver Licenses Issuance Validated Requirements (Increment 2)	42	\$ 436,710																\$ 436,710	\$ 436,710														
Driver Licenses Issuance Validated Requirements (Increment 3)	43	\$ 289,320																						\$ 289,320	\$ 289,320								
Phase I Technical Requirements	44	\$ 319,240																						\$ 319,240	\$ 319,240								
Data Model Review and Validation	45	\$ 212,827																\$ 212,827	\$ 212,827														
Reporting Strategy	46	\$ 212,827																						\$ 212,827	\$ 212,827								
General Contracted Services		\$ 279,139																\$ 51,995	\$ 51,995					\$ 227,144	\$ 227,144								
Expense		\$ 320,400	\$ -	\$ -	\$ -	\$ -	\$ 12,500	\$ -	\$ 95,000	\$ 94,957	\$ -	\$ -	\$ 12,500	\$ 1,292	\$ -	\$ 61,819	\$ -	\$ -	\$ 160,000	\$ 69,765	\$ 15,400	\$ -	\$ -	\$ 65,000	\$ 25,000	\$ 27,567	\$ 320,400	\$ 320,400	\$ 0	\$ 320,400	\$ 320,400	\$ 0	
OCO		\$ 31,895	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,895	\$ 31,895	\$ -	\$ -	\$ -	\$ -	\$ 31,895	\$ 31,895	\$ -	\$ 31,895	\$ 31,895	\$ -	\$ -
Other Items		\$ 62,101	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,101	\$ 62,101	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,101	\$ 62,101	\$ -	\$ 62,101	\$ 62,101	\$ -	\$ -
Independent Validation & Verification Services		\$ 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	\$ 39,940	\$ 39,940	\$ 39,940	\$ 39,940	\$ 39,940	\$ 39,940	\$ 39,940	\$ 39,940
Total Costs		\$ 6,362,609	\$ 39,940	\$ 39,940	\$ 39,940	\$ 39,940	\$ 184,684	\$ 75,777	\$ 629,452	\$ 539,962	\$ 1,030,954	\$ 1,216,807	\$ 311,476	\$ 227,674	\$ 79,940	\$ 214,353	\$ 411,730	\$ 400,610	\$ 1,313,034	\$ 1,233,919	\$ 127,235	\$ 111,835	\$ 576,969	\$ 437,488	\$ 1,617,255	\$ 1,778,258	\$ 6,362,609	\$ 6,316,563	\$ 46,046	\$ 6,362,609	\$ 6,316,563	\$ 46,046	
Progress Payments			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Budget	\$ 6,362,609
Total Amount Spent To Date	\$ 6,316,563
Total Amount Remaining	\$ 46,046

