



## Motorist Modernization

**Motorist Modernization Advisory Board Monthly Meeting**  
**August 8, 2017**  
**Neil Kirkman Building, Conference Room B-202**  
**2900 Apalachee Parkway, Tallahassee Florida 32399**  
**1 to 3 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 B-202**  
**July 11, 2017**  
**1:00 to 2:00 p.m.**

### **WELCOME AND INTRODUCTIONS**

- The meeting was called to order at 1:00 p.m. Ms. Green began the meeting with the *Welcome and Introductions*, and proceeded with the roll call of board members.

Advisory board members present included:

- Pace Callaway
  - Deb Roby
  - April Edwards
  - Ed Broyles
  - Beth Allman
  - Linda Fugate (via phone)
  - Kelley Scott (via phone)
- Additional 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, Joe Weldon (Accenture) and Kelly Shannon.
  - Visitors included – Chris Wade, Elizabeth Wilkins and Gary Didio from Ernst & Young, and Michael Samaan from Auto Data Direct.
  - Ms. Green reminded attendees that Advisory Board meetings are recorded for the purpose of the minutes and video is available via YouTube.

### **REVIEW AND APPROVAL OF THE LAST MEETING MINUTES FROM JUNE 27, 2017**

- Ms. Green reviewed the meeting minutes from June 27, 2017. There were no changes, revisions or corrections from members. A motion to approve the June 27, 2017 minutes was unanimously accepted by the board members.

### **IV&V UPDATE**

- Mr. Gary Didio provided the update and stated that Ernst & Young are in the process of preparing the June monthly assessment report. Last month they assessed the Technical Infrastructure cube amber in color. The cube is changing from amber to green because the recommendation Ernst & Young suggested has been implemented by the Project Manager. This facet of the cube is green at this time.

### **STAKEHOLDER OUTREACH UPDATE**

- Mr. Samuel stated the team is working with Tax Collectors to hopefully attend and perform a presentation in Orlando on July 20, 2017 at the Tax Collector Steering Committee meeting.
- Mr. Samuel stated that during the last Renewal Focus Group meeting in Orlando, it was agreed that we would meet with the Renewal Data Recipients to schedule conference calls every four to six weeks. In follow-up with this request, the first phone conference is scheduled for July 25, 2017, from 10 to 11 am. The purpose of the call is for any of the Renewal Data Recipients that currently get the renewal data tests to ask questions and share concerns. Since that meeting, the recipients have received the “Spec Documents” for review for reference at the upcoming phone conference call.

### **POLICY AND DECISION REVIEW**

- POR31 – Ms. Johnson stated that yesterday there was a meeting with herself, Ms. Roby and Ms. Olvera to determine how the expedited shipping process is going to work. Further review of the contract, pricing and logistics to the printing process and procedures are being studied and reviewed for the expedited next day delivery shipping option. A meeting was held with the developers to see if we could work on getting further clarification with the technical team on how the process is going to work. We are moving forward on this effort and no other updates are available at this time.
- POR33 - Ms. Johnson stated this is a new item regarding the Commercial Learner Permit. We will be offering renewals in the Portal however, the team has concerns because the driver can only have two renewals. If the driver renews prior to the existing CLP expiring, they will lose some of their renewal time because the new CLP will be issued for just 180 days. The question is - “Should we put a time restriction on allowing renewals for the second CLP or issue a warning message informing the customer that a replacement may be a better option?” Ms. Johnson asked - “Should the timeframe be for Portal to allow the renewal of a CLP prior to the expiration date?”
- POR34 – Ms. Johnson stated this is a new item regarding working with the Communications team with some of the current language consistency in using the words “Tax Collector” or “Driver License and Motor Vehicle Service Centers”. We would like further clarification on the use of these two names from the ESC board. Ms. Fugate asked Ms. Johnson if the team was asking the Tax Collectors for their input and feedback regarding which name they would like to use. Mr. Samuel replied that it is a good idea to do so and he will discuss the subject at the upcoming TC Steering Committee meeting next week in Orlando.
- DL40 – Ms. Espinoza stated this item is regarding whether or not the Tax Collectors should 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. This item has been sent to the legal team for review and we are waiting for the legal department’s decision.
- REN07 – Ms. Johnson indicated that a new quote was received from Novitex so we will know what steps to take with Novitex taking over the process of the DL Renewal Notifications from the Department of Revenue and in house processing. We received a new quote from Novitex on June 15, 2017, and received signoff from DOS for the DL Renewal Notice/Motor Voter application. DHSMV had a follow up conference call with Novitex to review the latest quote on the new form design and are currently in the process of starting the actual work for implementing that new design. Once we have the form created, we will schedule follow up

meetings with Novitex to actually start the requirements and discovery process for moving forward.

- REN11 – Ms. Johnson indicated that during the Renewal Data Recipients Focus Group Meeting, the vendors requested the ability to download all active renewal files with one request. Currently, the system is designed for the files to be downloaded by renewal year and birth month. This change would allow vendors to download five (5) months of renewal data with a single request. The development team has some concerns over the volume of data involved, and the impact it would have on system performance. The ESC requested to see the additional estimated hours it would take for this request. We are in the process of gathering that information and will provide this information at the next ESC meeting.
- REN12 – Ms. Johnson stated during the Renewal Data Recipients Focus Group meeting, the vendors requested the renewal file contain all records, even those which have been renewed or have been modified due to subsequent transactions on the vehicle. Currently, the system is designed to drop these flagged records from the downloaded vendor renewal file. The ESC requested to see the additional estimated hours it would take for this request. The team is in the process of gathering that information and will provide an update at the next ESC meeting.
- CIT05 – Ms. Thomas stated transcripts are currently 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. On June 15, 2017, the ESC requested the Citation Processing team provide scenarios and steps for processing these discrepancies. We are asking the ESC whether we should change our requirements to continue printing them. Ms. Johnson discussed with the developers and there are no programming limitations and we should be able to handle programmatically. Our recommendation is to automate this process they currently perform manually. This item will be discussed at the next ESC meeting for further direction.
- ENTP01 – Ms. Johnson stated as part of the Modernization effort, we are merging our Driver License and Motor Vehicle databases, which involves combining our customers' records to a single record which reflects both Driver License and Motor Vehicle. This process also means we must define a clear set of business rules as it pertains to the customer and their addresses, both mailing and residential. The address rules also have an impact on our business customers. The recommendation from the ESC was to ask FDLE about the mailing address change for sexual offenders/predators. Ms. Johnson will meet with the developers to discuss if there are any programming limitations. A meeting has been scheduled for an internal workshop on July 24, 2017, to discuss the rules for customers.

#### **LEGAL REVIEW**

- LGL05 – Ms. Thomas stated this issue is whether we should place registration stops and seize tags accordingly on FR Sanctions required by statutes. Registration stops and seize tag orders are required by Florida law when the 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. The legal team is still in review working on this item and will provide an update at the next ESC meeting.
- LGL06 - Ms. Thomas stated all SR 22 and FR 44 time requirements are currently programmed to be required and expire three (3) years from the original suspension date. The legal team is still in review with this item and will provide a decision update at the next ESC meeting.

- LGL07 – Ms. Thomas indicated the Time Requirement Met/Automatic Clearance Process (ACP) is currently not working. We need to get the ACP working again, but we need to know what expiration date to place on the FR sanctions if the customer decides to wait it out and not reinstate. The team is requesting approval to continue to expire the PIP cancellation (FR 7 and FR 8) cases three (3) years from the original suspension date. We would also like to expire an FR 2 sanction two (2) years from the original suspension date. The legal team is still in review with this item and will provide a decision at the next ESC meeting.
- LGL08 – Ms. Thomas indicated this issue is regarding Purge Rules. We reviewed the current retention rules and discussed with legal and agree to the following purge rules:
  - FR 1 and FR 9 – Three (3) years from the latest reinstatement date. Do not purge if security deposit paid is less than five (5) fiscal years from today's date. Refer to retention schedule for DOS.
  - FR 2, FR 4, FR 5, FR 6, FR 7 and FR 8 – Three (3) years from latest reinstatement date. Refer to retention schedule for DOS.
  - FR 3 – 21 years from the original suspension date. This will prevent purging a sanction too soon if the user entered the incorrect judgement date. Refer to retention schedule for DOS.
  - Deleted sanctions – Those closed in error or causing hardship for the customer. – Three (3) years from the reinstatement date.The legal team is still in review with this item and will provide a decision at the next ESC meeting.
- LGL09 – Ms. Espinoza indicated this subject was discussed in the “Decision Log”, Item DL40 which is, “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. The legal team is still in review with this item and will provide a decision at the next ESC meeting.

#### **FINANCIAL REVIEW**

- Ms. Timmons reviewed Version one (1) of the June spend plan. We are at year end and finalizing the last of invoices. The first version, the total amount spent to date is \$8,736,239 and we are \$13,000 under budget out of an \$8.7 million dollar budget. For Phase I, year three (3), we are within budget, made all our deliverables and have met all requirements.

#### **CHANGE REQUEST REVIEWS – LEVEL I AND II - (THERE WERE NO LEVEL III CHANGE REQUESTS)**

- PMCR 149 – Mr. Weldon stated this is to change the sidebar to update the photo taken during the transaction. This was approved by the ESC and Product Owner on June 6, 2017.
- PMCR 156 – Mr. Weldon stated this was to create correspondence on printing of clearance letters from DL issuance. This change request was rejected/cancelled since the letter is being saved in the generated documents.
- PMCR 157 – Mr. Weldon stated this is to re-work the transaction receipt to include the Motor Voter Status, the transaction type and selective service. This was approved on June 6, 2017.
- PMCR 158 – Mr. Weldon stated this is to rework the VLS screen to make certain fields are editable and saved to record in DL Issuance.
- PMCR 159, PMCR 160 and PMCR 168 – Mr. Weldon stated these are reworks of letters due to change of the common rule on the letter template to be more in line with the current updates and fonts that are being used. This change request was approved on June 6, 2017.

- PMCR 180 – Mr. Weldon stated this is to update the cancel button functionality for “Review Complete”. This change request was approved on July 7, 2017.
- PMCR 162 – Ms. Nelson stated this is in regards to reworking the Citation Processing Dropout Prevention based on the changes to the Common Rules. Approved on June 6, 2017.
- PMCR 163 – Ms. Nelson stated this is to rework the Citation Processing Disqualification letter based on the updates to the Common Rules. Approved on June 6, 2017.
- PMCR 164, PMCR 165, PMCR 166, and PMCR 167 – Ms. Nelson stated that all four of these change requests were archived as these stories were combined with another story that already exists.
- PMCR 181 – Mr. Weldon stated this was a request to show the fee breakdown for DL Issuance based upon role. This would allow Developers to troubleshoot and testers to test more easily. This would also open the option for users in Production to see the breakout/distribution if they had the appropriate role. This was approved on July 7, 2017. Ms. Fugate had questions regarding the fee breakdown in which Mr. Weldon answered and clarified.
- PMCR 183 – Mr. Weldon stated this change clarifies the interaction of Sexual Offender/Predator and Career Offender flags and their interaction on the personal info and FDLE letter screens. This change request was approved on July 7, 2017.
- PMCR 189 – Mr. Weldon stated this change request is the merging of the Medical screen with the Applicant Screening screen. This change request would archive eight (8) medical stories. This was approved on July 7, 2017.

#### **PROJECT UPDATES**

- DL Issuance – Mr. Weldon stated the team is currently in Milestone D which ends on July 26, 2017. Included in this milestone is the functionality to complete a Replace Issuance, Renew ID Issuance and FDLE Letter Transaction. The team is in Sprint 14 which ends July 12, 2017. We are showing red in the Stoplight Sprint report for Business Actions, Development and Testing as the team will not be able to complete all stories that were planned. We are assessed green for the Stoplight Milestone report for Development, Testing and Technical Debt and the team will be able to complete the work outlined.
- The Policy and Procedures group is continuing their meetings on a weekly basis via conference calls. The team met last on June 20 through June 22, 2017, (end of Sprint 13). The next onsite visit is scheduled for July 25 through July 27, 2017, (end of Milestone D). The team completed their second assignment (Milestone B functionality) and continues to work on their third (3<sup>rd</sup>) assignment (Milestone C functionality). There are no project risks reported for the current period. There are two project issues that remain open:
  - Issue 47 – The department is still waiting on the review of the proposal to DOS to meet Federal requirements. As a result, the team moved the Motor Voter stories to Milestone E.
  - DL Issuance Developer update – Interviews have been completed for the Application Systems Programmer III, and we are attempting to hire both applicants (1 for operational and 1 for OMM). Reference checks are being performed on the external applicant.There are no change requests or action items to report during this period.
- MyDMV Portal – Ms. Andrades stated the team is currently in Milestone D, which ends on August 29, 2017. The team is in Sprint 15, which began on June 28, 2017 and ends on July 18, 2017. In Sprint 15, we are committed to developing and testing the Issuance of Motor Vehicle

Titles, Registration Renewal and Replacement stories. The developers are within capacity to complete all committed work for the Sprint. The testers are trending behind which is why we are yellow in color on the Stoplight report for Development however, they are back on track and the yellow will change to green. There is one newly reported issue for this sprint. A remote developer was not able to connect via VPN, which prohibited him from developing on Wednesday. He was able to work on Thursday with a different computer. The team is all green for all phases of the Milestone Stoplight report. There were no change requests or action items to report during this period.

- Renewal Notification – Ms. Nelson stated that the team is in Milestone D for Renewal Processing. The team started Sprint 15 on June 28, 2017 and will end on July 18, 2017. This is the third of four planned sprints for this milestone. The milestone ends August 29, 2017. The team is working on the Renewal Notice, GHQ Renewal Validation, Renewal Vendor File and TC Renewal Reports. For the current sprint, the team has committed 26 stories for completion. Stoplight indicators for both Business Actions and Technical Development are green and Development and Testing are yellow for the Sprint. For the Milestone Stoplight report, Business Actions and Technical Debt are green and Development and Testing are yellow. No risks, issues or change requests were reported for this period.
- CDLIS/Citation Processing – Ms. Nelson stated the team is working on Milestone C which will end on October 3, 2017. In this milestone, the team will work on stories for DUI Revocation, Point Suspension Process, Youthful Offender, Verify ID Process and Violation of Restriction Sanction. Based on the Stoplight report, indicators for this milestone in all areas are green. The team is working to complete Sprint 11 which ends on July 11, 2017. Based on capacity, our Stoplight indicators for the Sprint indicate that Business Actions and Technical Debt are green, and Development and Testing are red. The majority of the stories will rollover to the next Sprint so that should change our color on the next report. There are no risks, issues or change requests reported for this period.
- Motorist Maintenance – Mr. Tomaszewski stated that the team is in Milestone D, which ends on August 30, 2017. Work included in this milestone are Disposition features needed by the Citation Processing team to meet their testing obligations. The Stoplight Report reflects no color as development and testing is on hiatus for the current Sprint. Developers and testers have the capacity to complete the milestone objectives, which is why the color is green for all areas. There are no risks, issues, change requests or action items reported for the current period.
- Financial Responsibility – Mr. Tomaszewski stated the team is in Milestone D which ends on August 30, 2017. Included in this milestone are the Sanction Creation Data Tier work to satisfy the approved Change Request #48 and the Insurance Data Exchange (XML) backend process. Sprint five (5) started on June 22, 2017 and ends on July 12, 2017. Goals for this sprint include eight (8) committed stories. For the Sprint Stoplight report, we are green in Business Actions and Technical Debt. Testing is behind schedule and over capacity due to the development work needed to be addressed before final testing can be completed. Looking at rolling over three to four committed stories to Sprint 6 to complete testing. For the milestone Stoplight report, all areas are green. The testers and developers have the capacity to complete their planned milestone objectives. No new risks, issues, change requests or action items to report for the current period.
- Mr. Samuel stated he wanted everyone to know that we continue to remain Sprint focused and try to determine why we are behind in particular areas. Remaining Sprint focused allows us to

meet the milestones and determine what happened during the Sprint to be sure we meet target dates and deadlines.

**COMMUNICATION UPDATE**

- Ms. Griggs stated the ORION Hub Newsletter was approved by Ms. Rhodes and will be distributed on Monday, July 17, 2017.
- The Policy and Procedure User Guide working groups have scheduled their kick-off meetings and should complete them by July 21, 2017.
- Ms. Griggs has a meeting scheduled tomorrow with Alexis Bakofsky and Megan Mollan in Communications to discuss previously developed screens in MyDMV Portal and the process for reviewing them.
- Mr. Samuel added that Ms. Griggs reviews all of the MyDMV Portal screens and recommends revisions and changes as needed. The screens are then reviewed at refinement meetings and some recommendations are brought forth to the ESC meeting for review and approval.

**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 1:37 p.m.
- The next Advisory Board Meeting is scheduled for August 8, 2017.

**Note: Handouts at this meeting included:**

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

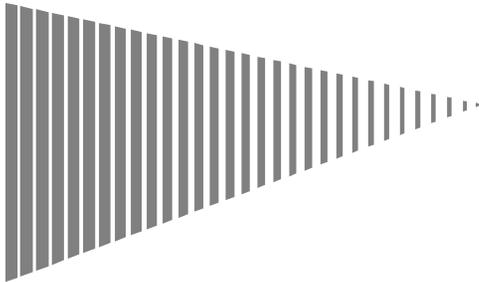
MM Advisory Board Agenda	1 Page
MM Advisory Board Monthly Meeting Minutes dated 6/27/17	9 Pages
MM Phase I Project Manager Log of Agile Development Change Requests	2 Pages
MM 2016-2017 Spend Plan for June, 2017	1 Page
MM Phase I Decision Document	6 Pages
MM Phase I Legal Opinion/Statute Analysis	3 Pages
MM Stoplight Reports for Sprint & Milestone Updates	2 Pages

# 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  
*June 2017*

24 July 2017



# 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 17 July 2017

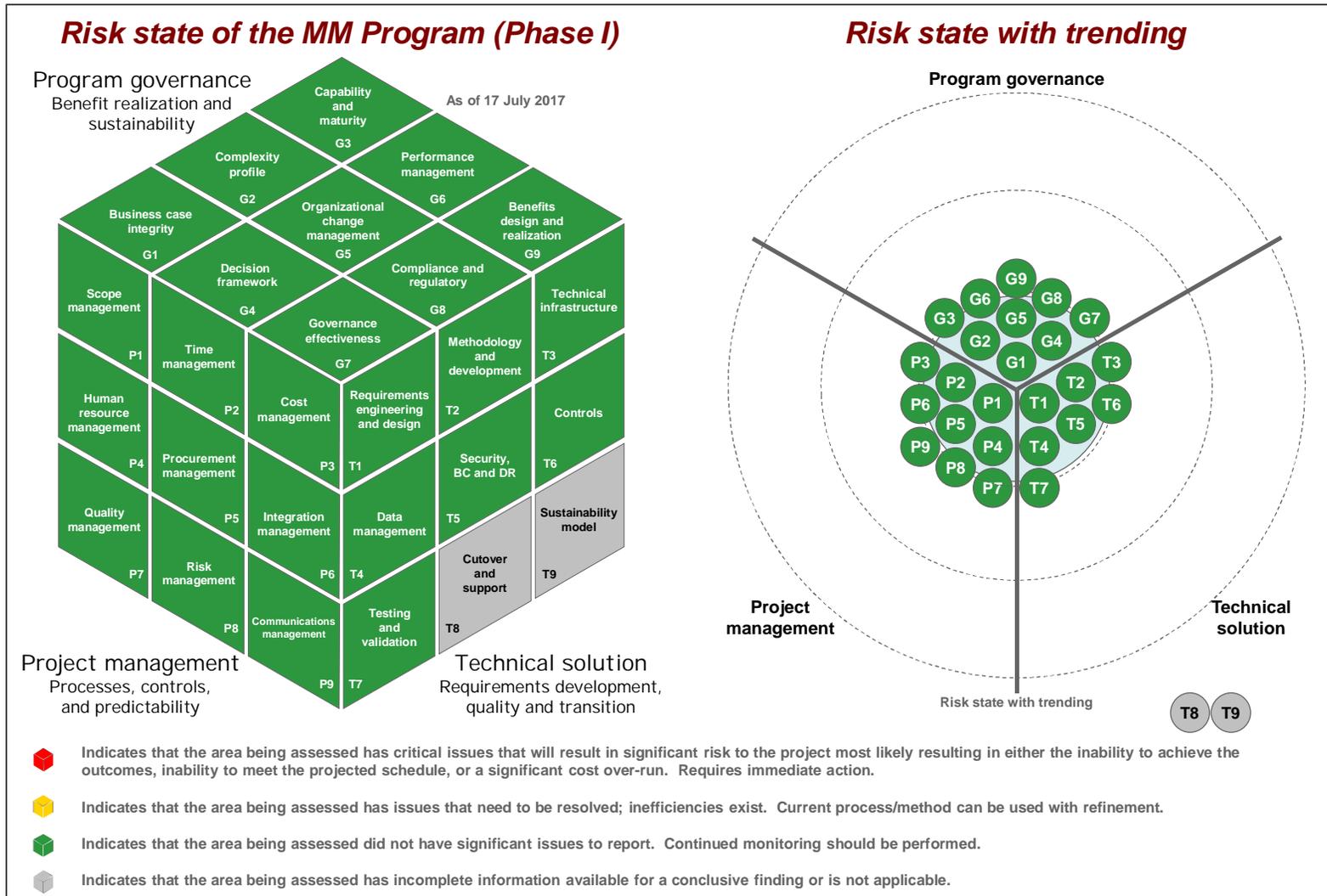
# General IV&V overview

Overall IV&V risk state:

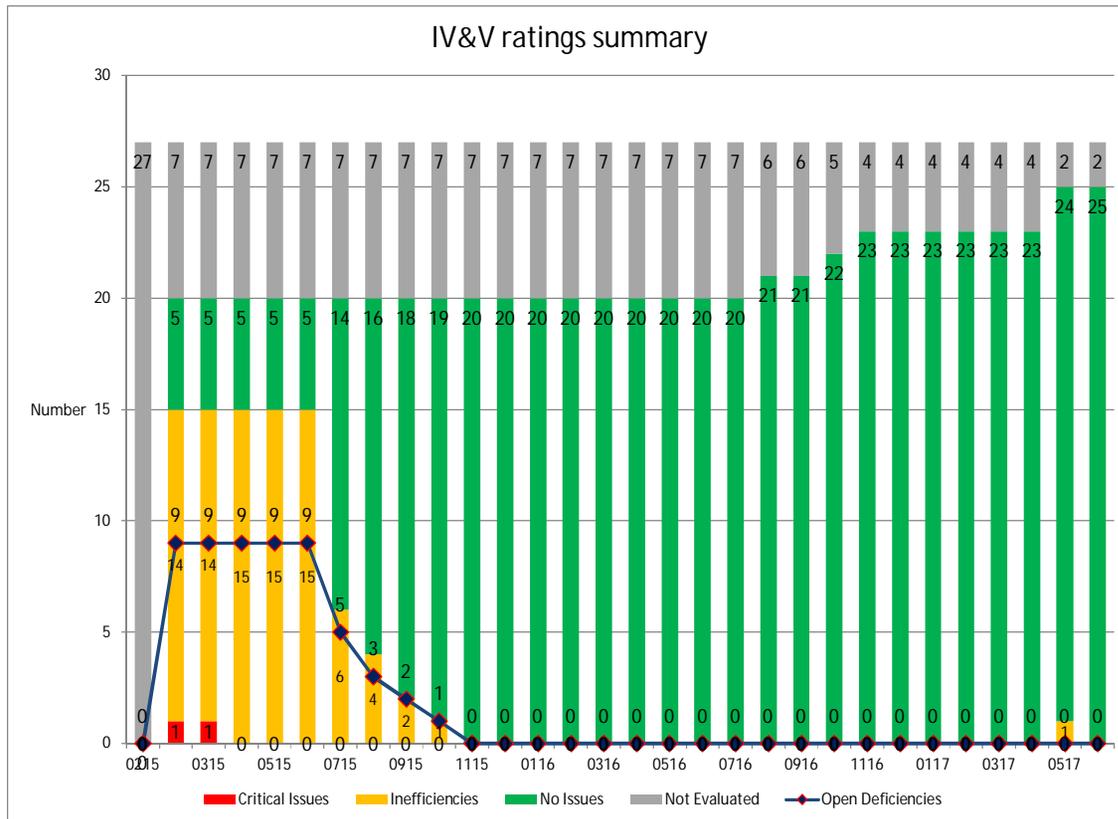
Green

- ▶ There are no open IV&V deficiencies.
- ▶ The Program is within established schedule performance thresholds.
  - ▶ The schedule performance index (SPI) is 1.00.
  - ▶ 8 of 2,651 total tasks (0.3%) contained in the project schedule are late.
  - ▶ 3 of 192 tasks (1.6%) for the current period are late.
- ▶ The Program is within established cost performance thresholds.
  - ▶ The cost performance index (CPI) is 1.00.
  - ▶ The Program is currently on budget based on provided budget and spending information.
- ▶ Projected future milestone completion dates are beginning to show a negative trend.
- ▶ No additional facets evaluated:
- ▶ 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): 0
- § Green (no issues): 25
- § Gray (not evaluated): 2
- § Open deficiencies: 0

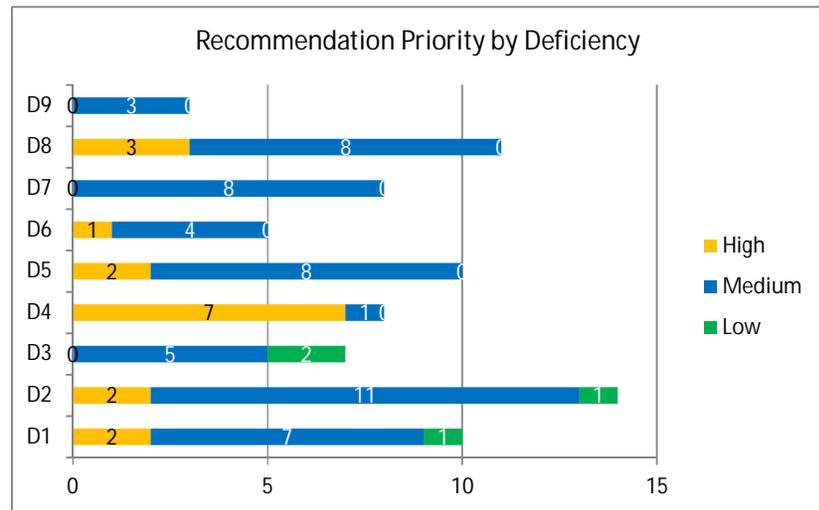
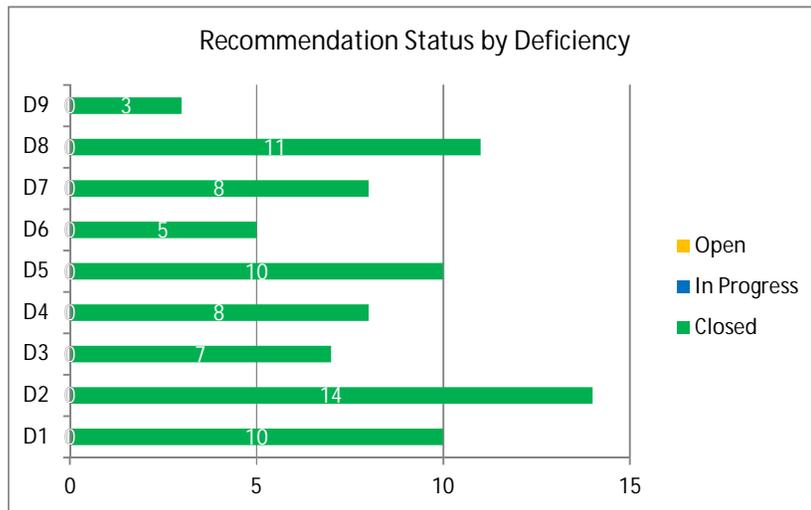
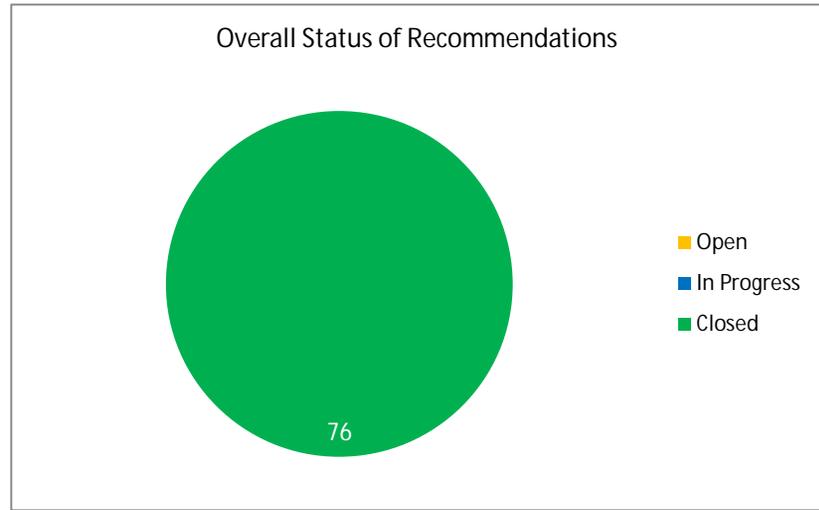
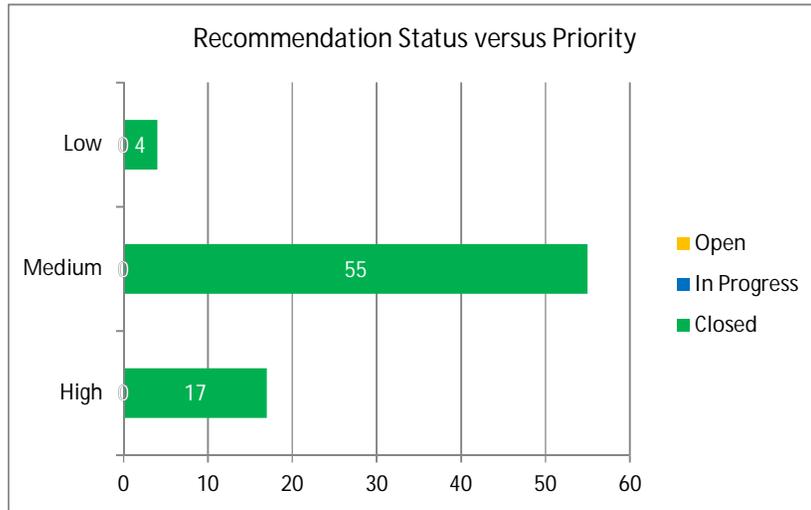
§ Conclusions:

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

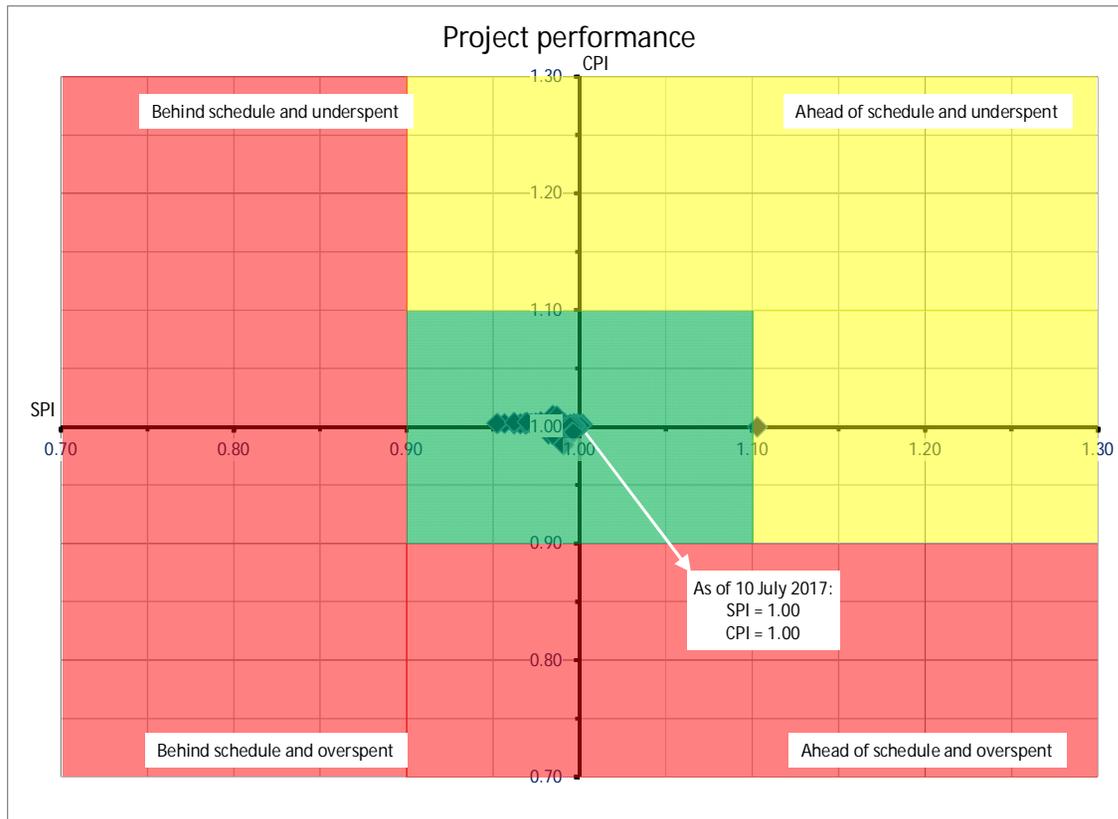
# Key indicators

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?	Yes	<ul style="list-style-type: none"> <li>▶ The Program is within established schedule performance thresholds.                             <ul style="list-style-type: none"> <li>▶ The schedule performance index (SPI) is 1.00.</li> <li>▶ 8 of 2,651 total tasks (0.3%) contained in the project schedule are late.</li> <li>▶ 3 of 192 tasks (1.6%) 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 within established cost performance thresholds.                             <ul style="list-style-type: none"> <li>▶ The cost performance index (CPI) is 1.00.</li> <li>▶ The Program is currently on budget based on provided budget and spending information.</li> </ul> </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

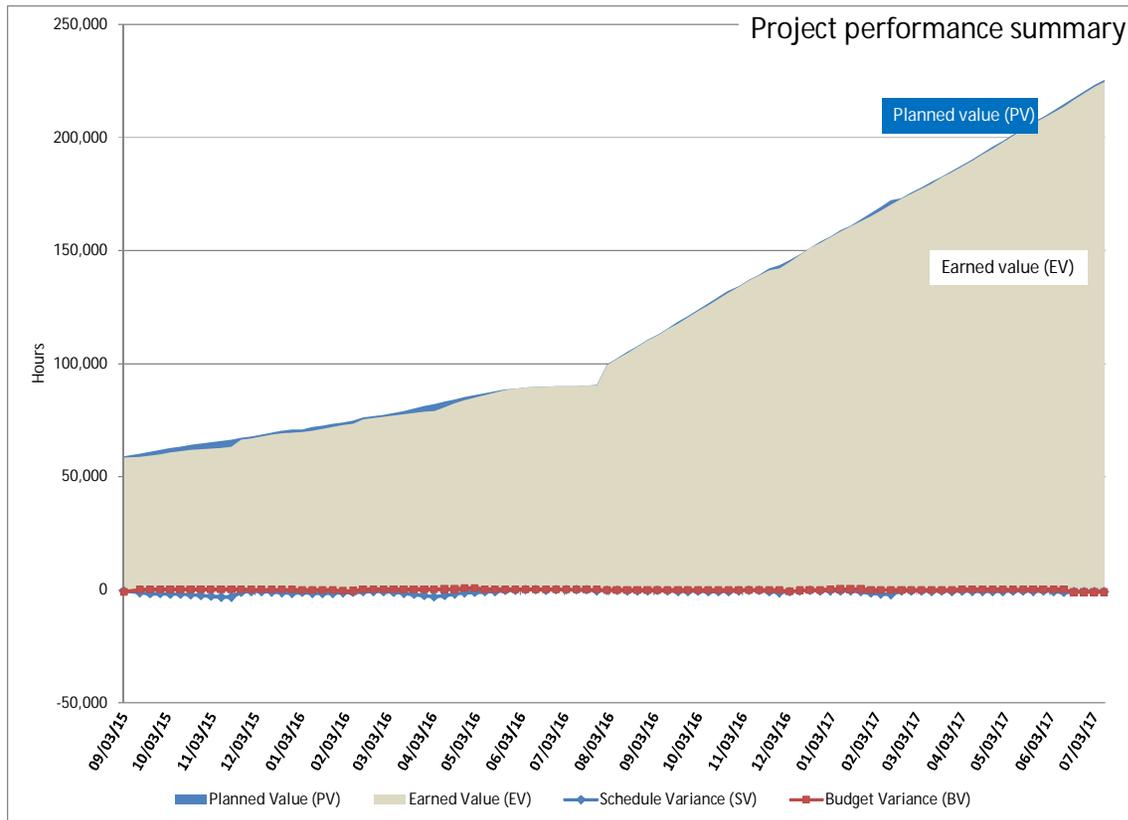
§ Conclusions:

§ 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.

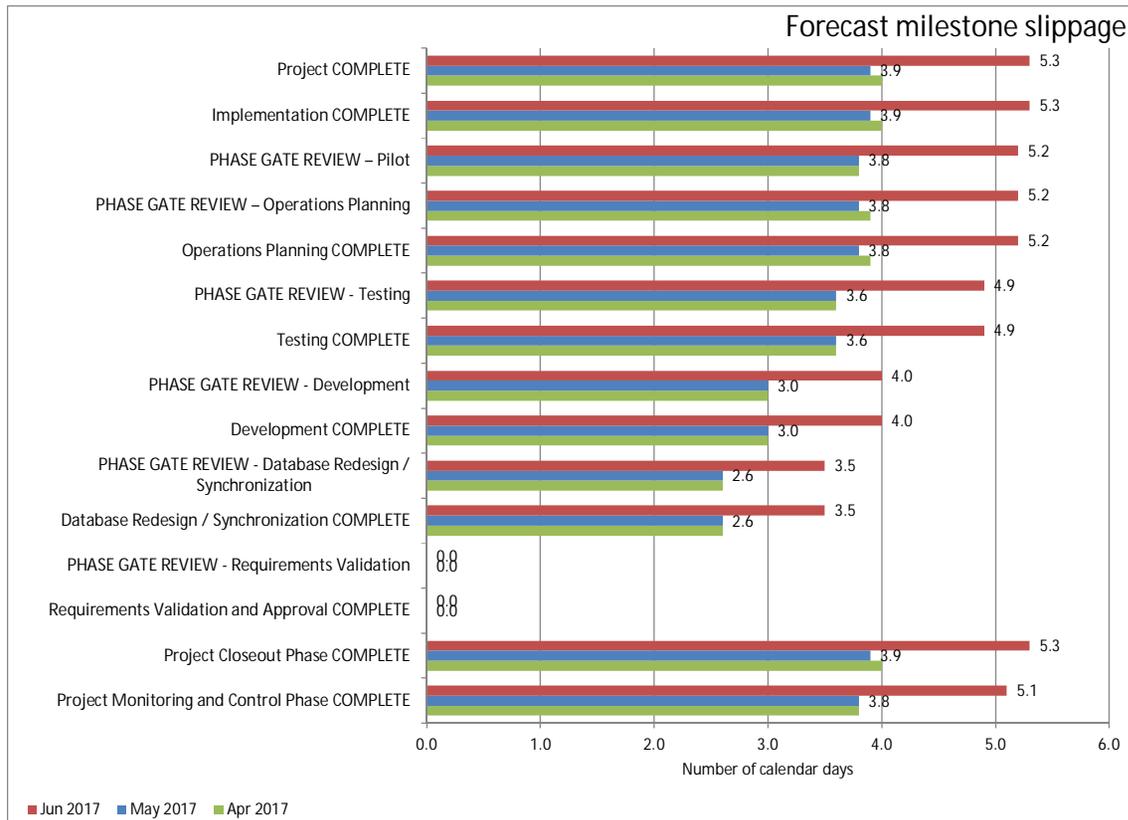
§ Summary:  
§ None

§ 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:

§ Projected future milestone completion dates are beginning to show a negative trend.

§ 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

- ▶ 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	24 July 2017	▶ Complete

# 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 Amber (issues and inefficiencies) to Green (no issues).
Maturity ratings	▶ No maturity rating changes since the last report.
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	07/13/2019	
1.4.8	Project Closeout Phase COMPLETE	06/28/2019	08/29/2019	08/29/2019	09/03/2019	
8.2	Database Redesign / Synchronization COMPLETE	05/01/2018	06/20/2018	04/27/2018 See note 1	04/30/2018	
8.4	PHASE GATE REVIEW - Database Redesign / Synchronization	06/20/2018	06/20/2018	04/27/2018 See note 1	04/30/2018	
8.5.10	Development COMPLETE	05/25/2018	09/13/2018	09/13/2018	09/17/2018	
8.6	PHASE GATE REVIEW - Development	07/27/2018	09/13/2018	09/13/2018	09/17/2018	
8.7.5	Testing COMPLETE	02/20/2019	04/22/2019	04/22/2019	04/26/2019	
8.7.7	PHASE GATE REVIEW – Testing	04/22/2019	04/22/2019	04/22/2019	04/26/2019	
8.8.4	Operations Planning COMPLETE	03/02/2018	12/28/2018	07/19/2019	07/24/2019	
▶ Additional milestones will be added as the project progresses						

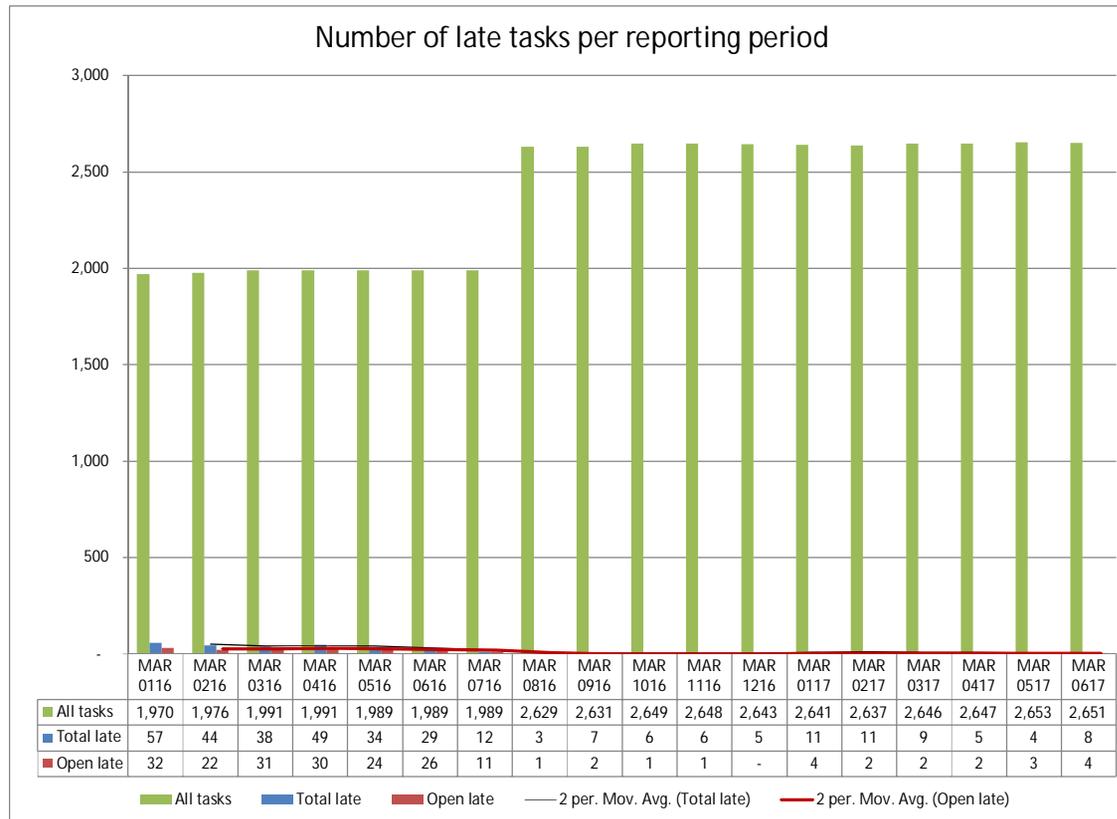
- ▶ Modified based on CR050 – EDI date adjustment
- ▶ Original – Original contract completion date.
- ▶ Scheduled – Scheduled completion date based on the latest schedule baseline.

- ▶ 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: 2,651

§ Total tasks late: 8

§ Total open tasks late: 4

§ Conclusions:

§ The total number of tasks designated as late is 0.3% 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

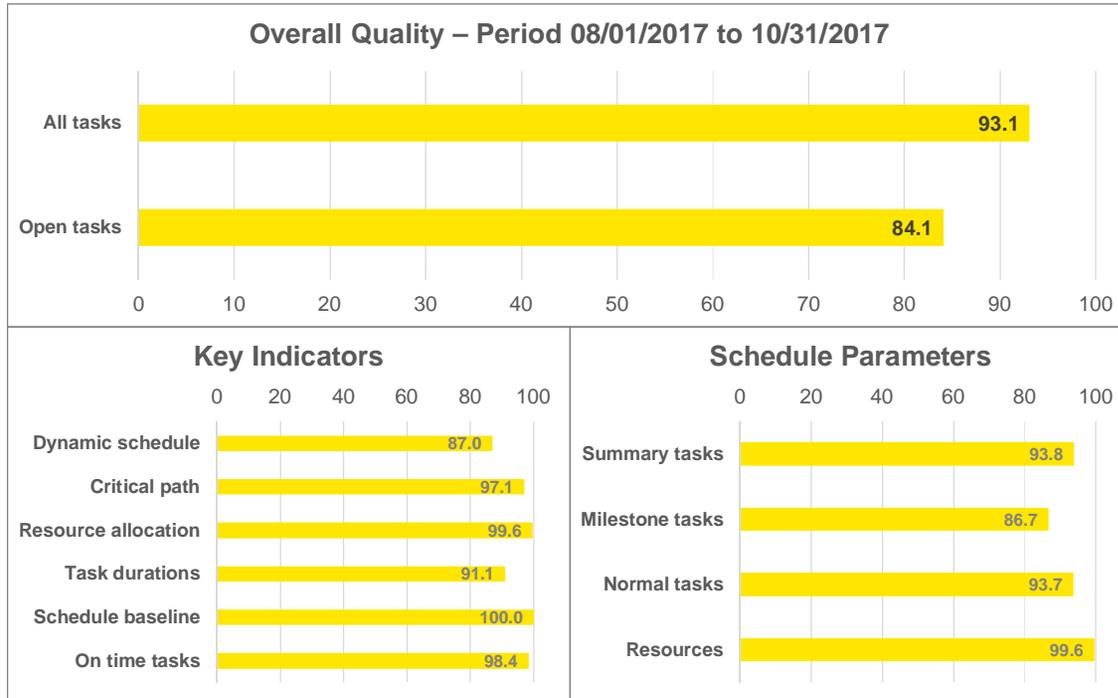
§ Conclusions:

§ Overall schedule quality is consistent and excellent

# Project schedule quality

## Period: 8/1/2017 to 10/31/2017

### 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: 93.1

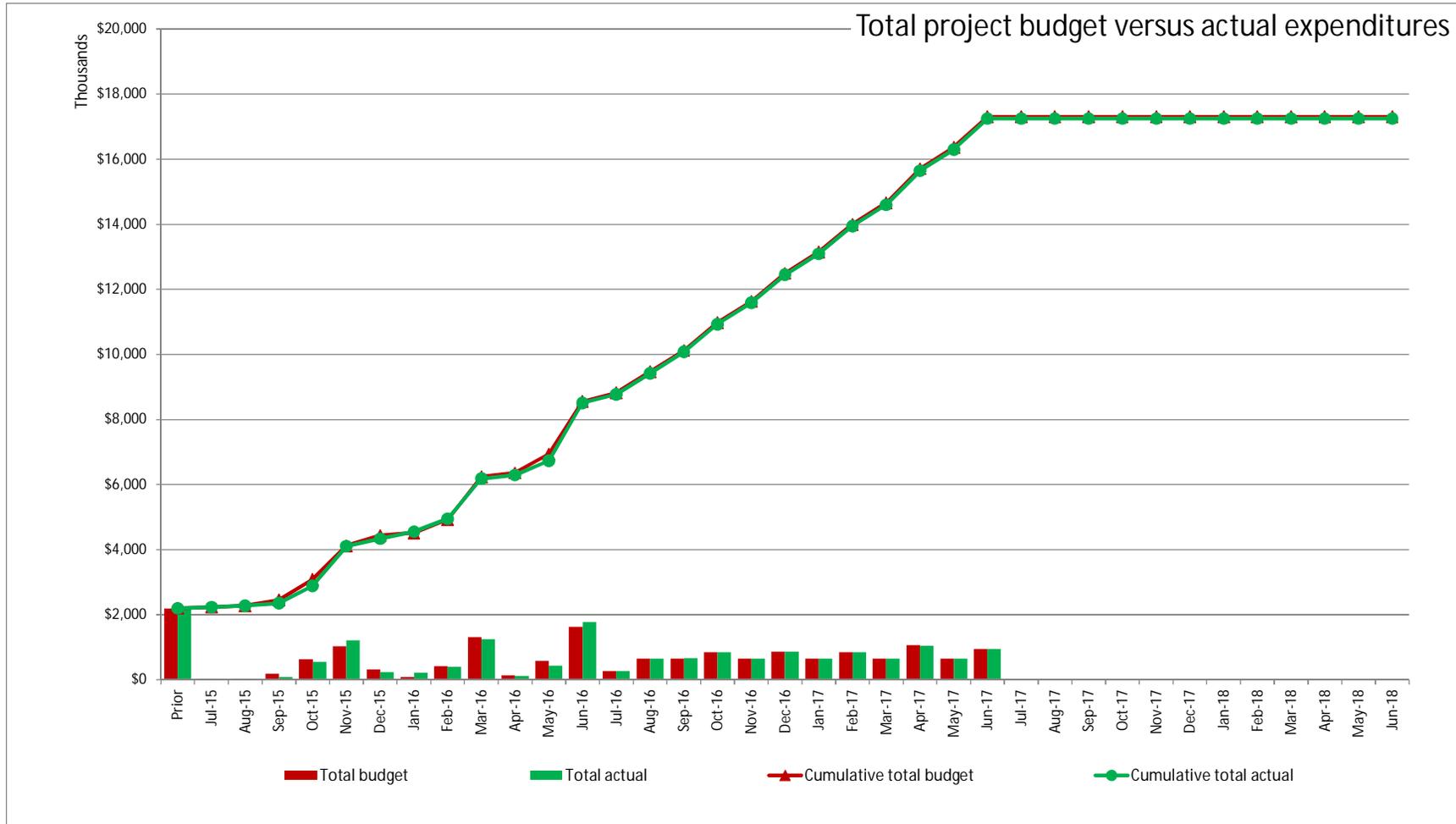
§ Conclusions:

§ Overall schedule quality is consistent and excellent

# Project budget

## Total project funding

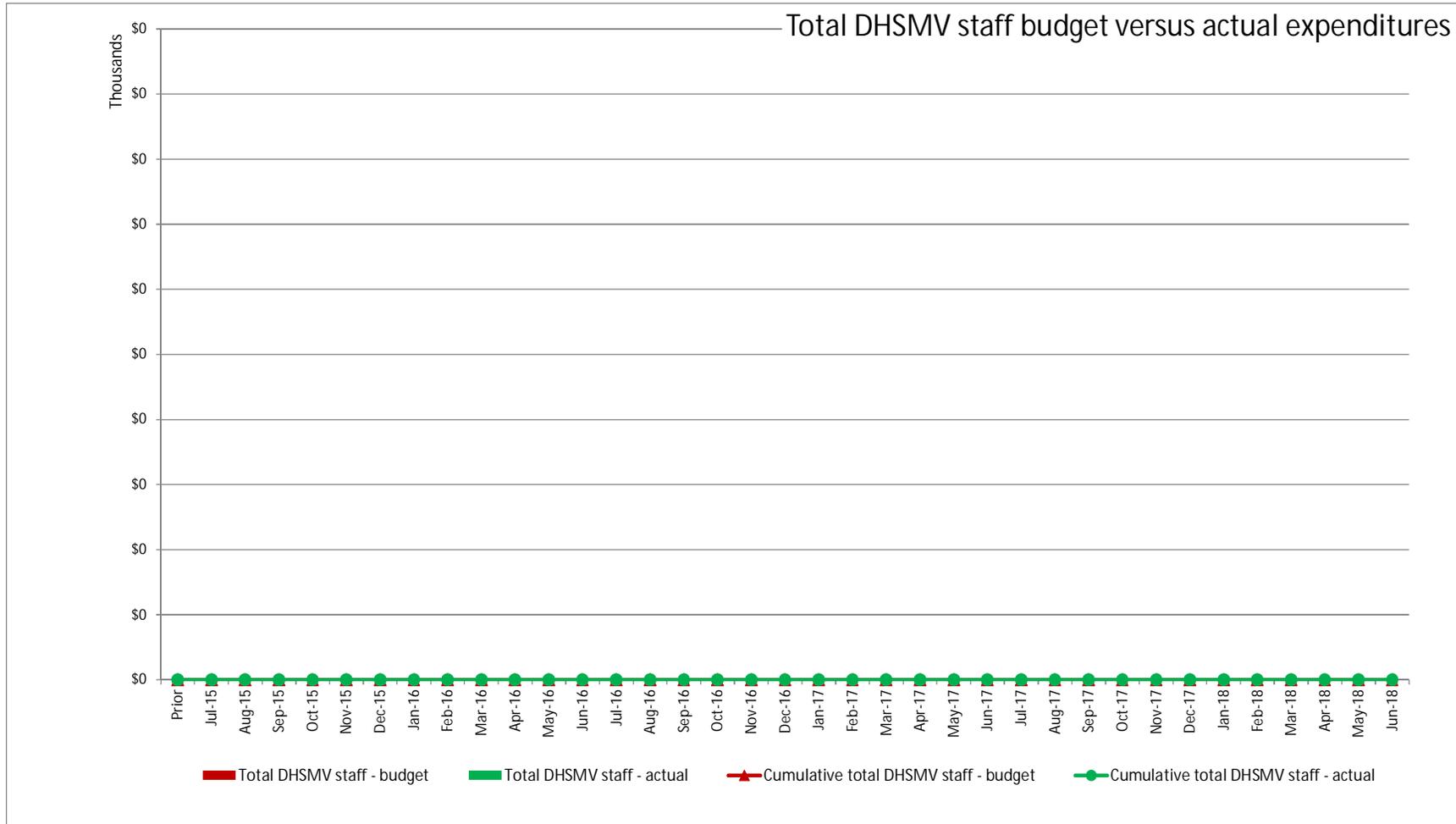
Supporting information



# Project budget

## DHSMV staff funding

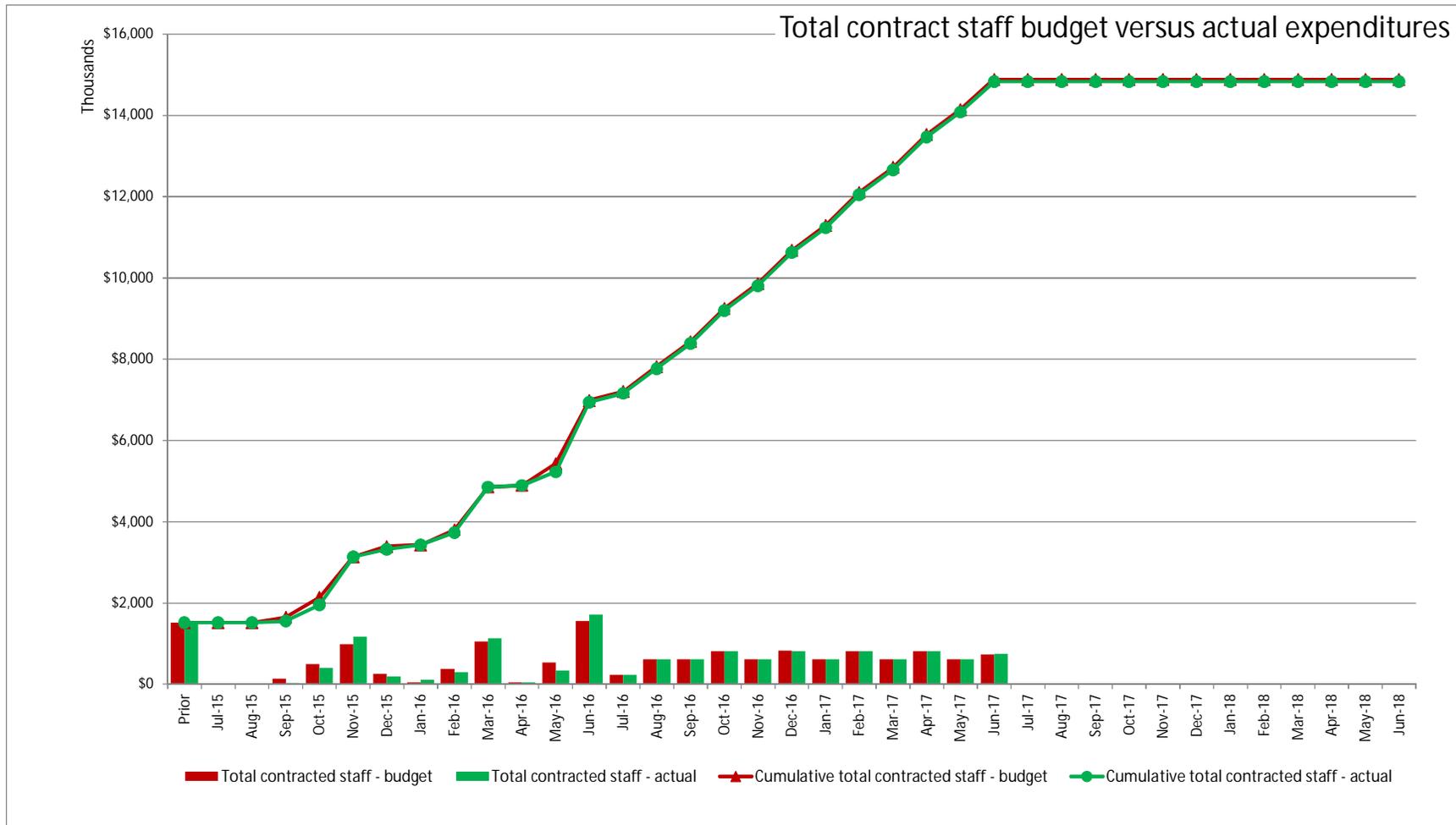
Supporting information



# Project budget

## Contract staff funding

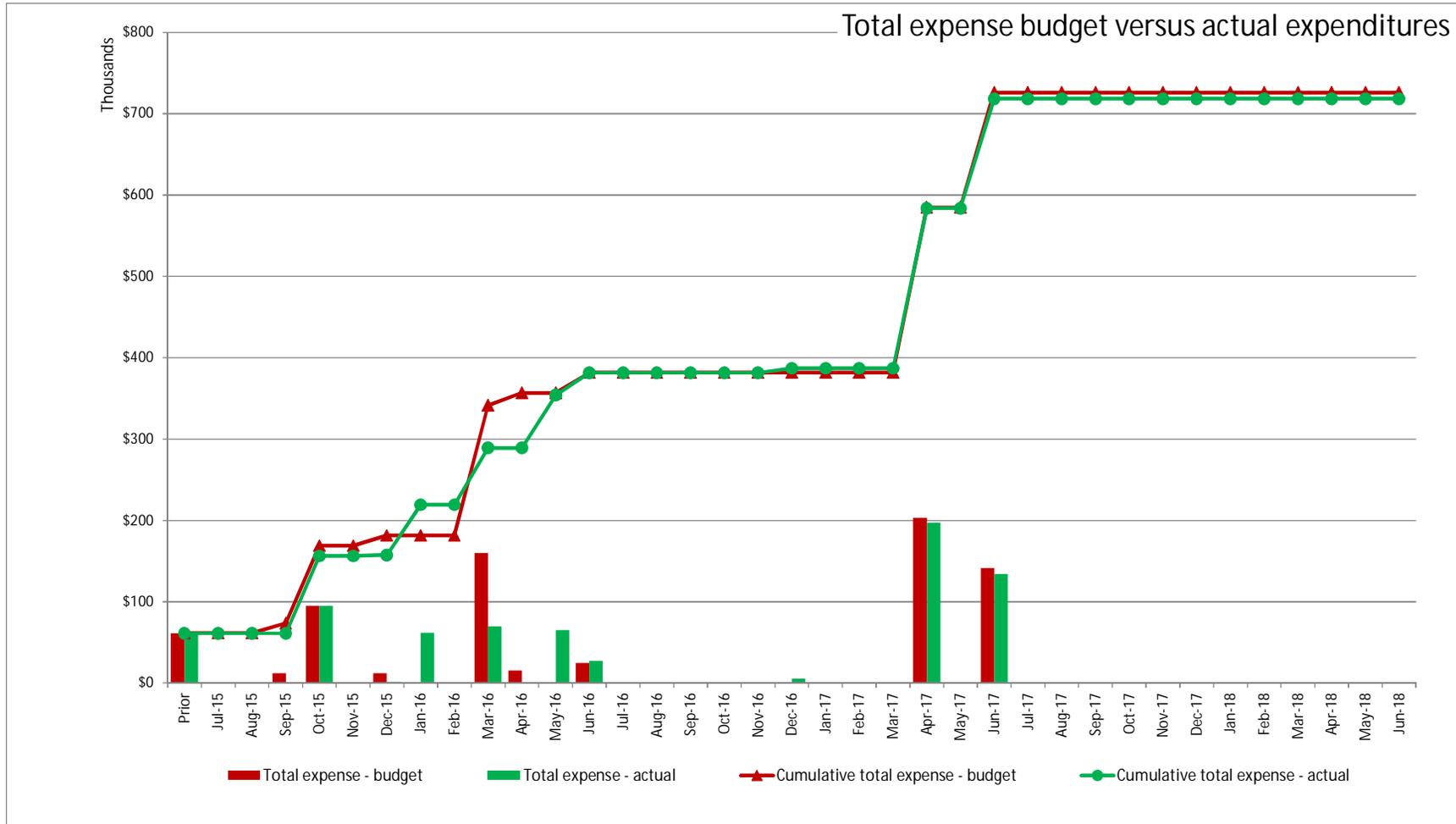
Supporting information



# Project budget

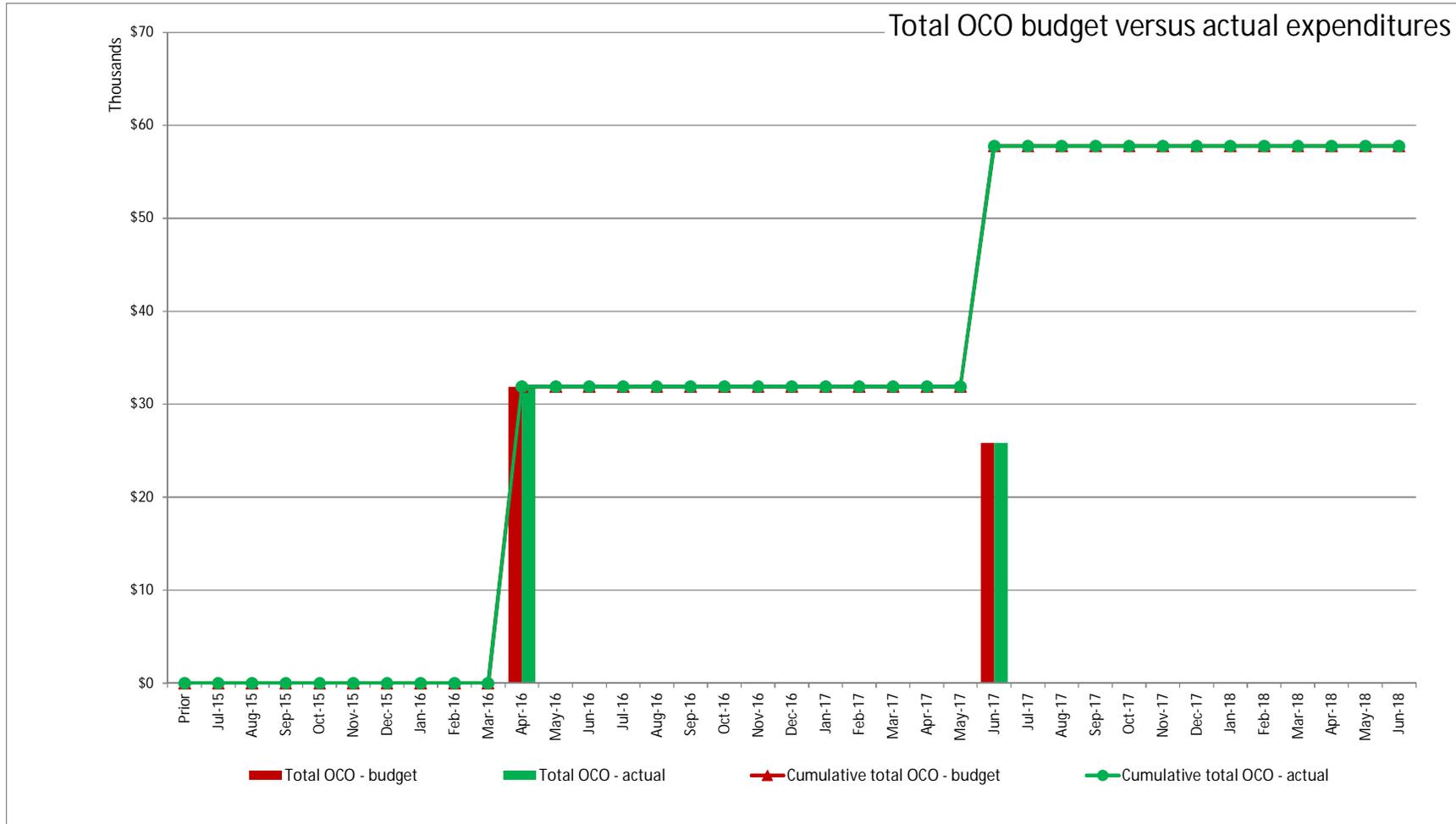
## Expense funding

Supporting information



# Project budget OCO funding

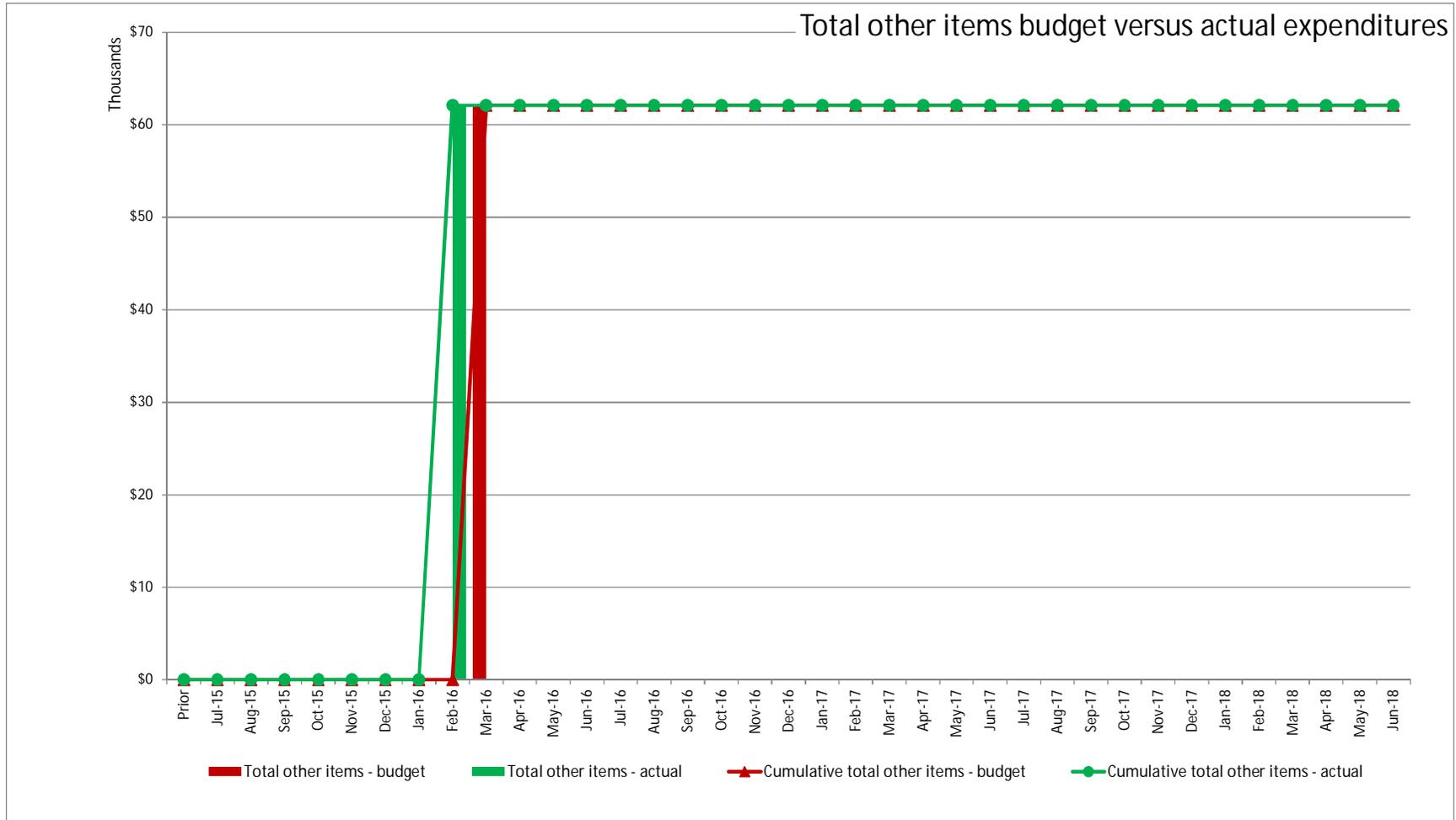
Supporting information



# Project budget

## Other items funding

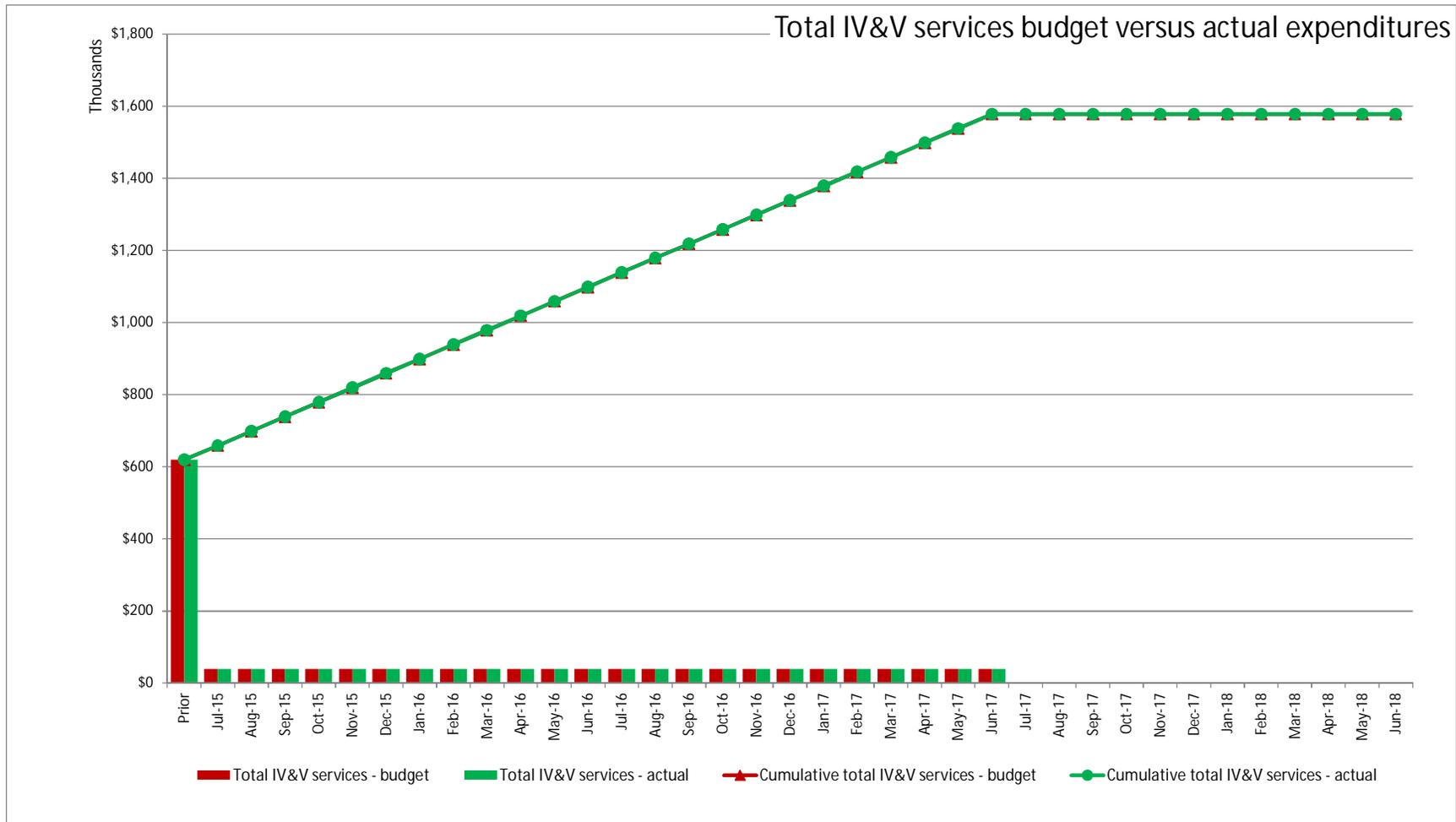
Supporting information



# Project budget

## IV&V services funding

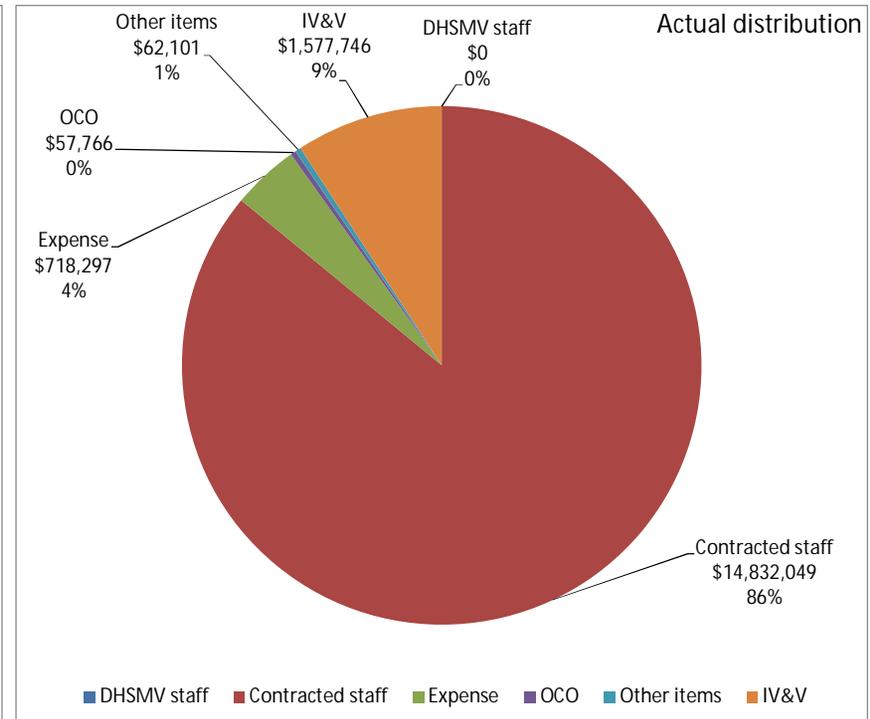
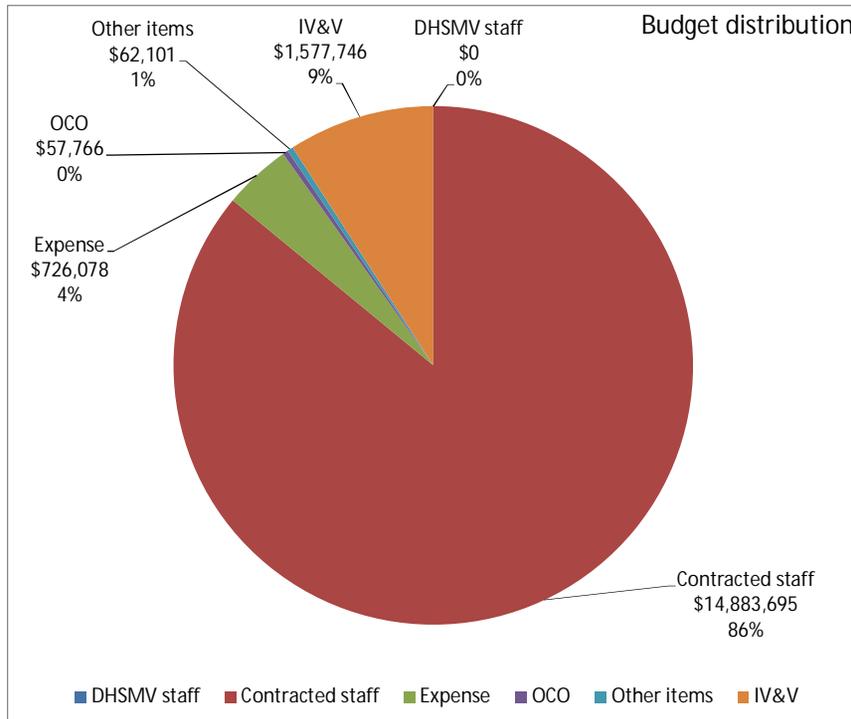
Supporting information



# Project budget

## Budget and actual distribution

Supporting information



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

#	Title	Brief Description	Source	Notes	Milestone/Sprint to Implement	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-109	Move Print Political Party button	Move Print Political Party button from Motor Voter screen to Capture Summary because the customer will be selecting the Political Party while the Examiner is on the Capture Summary screen. This is a rework of FR33306 Display Capture Summary screen & FR24159 Display Motor Voter	Refinement	Cancelled - did as part of FR33550 - Display & Save "Signature" screen for Renew ID		Canceled	7/10/2017		0 DL		I/II	Product Owner/Project Manager	Canceled	7/10/2017
PMCR-110	Refresh Queue	Currently the Capture Queue has a "refresh" function which automatically refreshes data displayed in the queue. This was not considered as part of CR43 - Data Capture Tier updates. This CR would add a user story to systematically refresh the DL Issuance queue on a periodic basis	Refinement	<b>Dev Note</b> : Automatically refreshing in a time interval will cause a performance issue	Not needed; Search refreshes screen. Canceled 7/10/17	Canceled	7/10/2017		0 DL		I/II	Product Owner/Project Manager	Canceled	7/10/2017
PMCR-111	Update MV Inquiry Screen (Phase II)	The Motor Vehicle Inquiry Screen (FR21669 Display MV Ownership Vehicle Information & FR9459 Display Vehicle Details Screen) needs to be updated to include a make type code in addition to the make description. Also, the label "Decal Exp" should be changed to "Registration Expiration".	Development	Per PO, this can be addressed in Phase II		Deferred	7/10/2017	1 Hours - Refinement 4 Hours - Build 2 Hour - Test <b>7 Hours Total</b>	0 DL		I/II	Product Owner/Project Manager	Deferred	7/10/2017
PMCR-126	Change to Scan Document Screen	It is not intuitive what the required documents are when user sees "Missing Documents" indicator and then navigates to the Scan Document Screen (required documents are on Save Scan Documents screen). This CR will add the required documents to the Scan Document screen as well.	Refinement	Work Completed without CR		Canceled	7/10/2017		0 DL		I/II	Product Owner/Project Manager	Canceled	7/10/2017
PMCR-132	Revise FR33270 - Send to Sig Pad to Opt-In/Opt-Out	Need to update the business rules to ONLY send to signature pad when: - Is at least 16 years of age and - Is a citizen of the United States; and - Is a legal resident of the State of Florida;	Testing	Work Completed without CR		Canceled	7/10/2017		0 DL		I/II	Product Owner/Project Manager	Canceled	7/10/2017
PMCR-137	Change NLETS Labels	The "Vehicle Type" field label will need to be renamed to "License Plate Type" and "OOS Tag Number" to "OOS License Plate Number"	Testing	Phase 2 CR		Deferred	7/17/2017	1 Hours - Refinement .5 Hours - Build 1 Hour - Test <b>2.5 Hours Total</b>	0 DL		I/II	Product Owner/Project Manager	Deferred	7/17/2017
PMCR-139	Label Change on Batch Details	Change Receipt Number field to be Confirmation Number on the Batch Details screen (will reflect the credit card confirmation number). See Task 83573 for details.	Development	Requires a table change. Low priority change	Milestone F	Approved	7/17/2017	.5 Hours - Refinement 6 Hours - Build 1.5 Hour - Test <b>8 Hours Total</b>	8 DL		I/II	Product Owner/Project Manager	Approved	7/17/2017
PMCR-143	Modify Opt-in/Opt-out	Modify Motor Voter Opt-in/Opt-out screen to alert customer that their Motor Voter data is confidential and add to Capture Signature screen so that user can track progress	Refinement		Milestone E	Approved	7/17/2017	4 Hours - Refinement 20 Hours - Build 6 Hour - Test <b>30 Hours Total</b>	30 DL		I/II	Product Owner/Project Manager	Approved	7/17/2017
PMCR-144	Add Motor Voter Address Info screen	Add a new Sig Pad screen to ask customer if they want to update their Motor Voter address and add to Capture Signature screen so that user can track progress	Refinement	Approved via email from Dana on 6/6/17	Milestone E	Approved	7/17/2017	2 Hours - Refinement 10 Hours - Build 2 Hour - Test <b>14 Hours Total</b>	14 DL		I/II	Product Owner/Project Manager	Approved	7/17/2017
PMCR-150	Auto-Select SSN Required for Non-Immigrant	Change RQ22746 (FR33521 Display & Save Identification Documents screen for Non-Immigrant for Replace ID) to auto-select SSN checkbox for Non-Immigrants with an SSN.	Testing	See Task 84446. Need to expand to include all transaction types.	Milestone G	Approved	7/25/2017	3 Hours - Refinement 6 Hours - Build 3 Hours - Test (1 Write, 1 Execute, 1 Review) <b>12 Hours Total</b>	12 DL		I/II	Product Owner/Project Manager	Approved	7/25/2017
PMCR-151	Auto-Populate state of residence	If residential address state for customer is Florida; auto-select "Yes" to FL Resident drop-down on Capture Summary screen	Testing	See Task 84543. Don't want to auto-populate - Canceled 7/10/17		Canceled	7/10/2017		0 DL		I/II	Product Owner/Project Manager	Canceled	7/10/2017
PMCR-153	Rework Required Docs	Currently RQ33374 shows SSN document twice if Name change and SSN required. Need to rework to only display once (either under Social Security document or SSN Change).	Development	See Task 85103. Covered on PMCR-179 - Canceled 7/10/17.		Canceled	7/10/2017		0 DL		I/II	Product Owner/Project Manager	Canceled	7/10/2017
PMCR-169	Limit Name & Address Changes on Non-Issuance	Need to update rules on Start Transaction to limit changes of name and address when a user selects a non-issuance transaction (except FDLE)	Sprint Planning		Milestone I	Approved	7/25/2017	3 Hours - Refinement 12 Hours - Build 4 Hours - Test (2 Write, 1 Execute, 1 Review) <b>19 Hours Total</b>	19 DL		I/II	Product Owner/Project Manager	Approved	7/25/2017

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

#	Title	Brief Description	Source	Notes	Milestone/Sprint to Implement	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-171	Update background color for photo	The background for photos has changed which makes it difficult to see the timer. Suggest changing the timer color scheme to be more easily seen.	Testing		Milestone I	Approved	7/25/2017	1 Hours - Refinement 6 Hours - Build 1.5 Hours - Test (.5 Write, .5 Execute, .5 Review) <b>8.5 Hours Total</b>	8.5 DL	I/II	Product Owner/Project Manager	Approved	7/25/2017	
PMCR-172	Create Parental Consent Story	Need a story for capturing signatures for Guardian and 50 Hour Experience	Refinement	Assumes that we can only have 1 or the other captured at a given time based on our discussions. Having both captured in the same transaction would be a higher estimate.	Milestone E/Sprint 15	Approved	7/25/2017	4 Hours - Refinement 16 Hours - Build 5 Hours - Test (2 Write, 2 Execute, 1 Review) <b>25 Hours Total</b>	25 DL	I/II	Product Owner/Project Manager	Approved	7/25/2017	
PMCR-173	Remove extra spaces in Name	Need to change UI and/or back-end validation to remove extra spaces prior to saving data to the database	Testing	Would only apply to name	Milestone F	Approved	7/25/2017	2 Hours - Refinement 8 Hours - Build 1.5 Hours - Test (.5 Write, .5 Execute, .5 Review) <b>11.5 Hours Total</b>	11.5 DL	I/II	Product Owner/Project Manager	Approved	7/25/2017	
PMCR-174	ARCHIVE FR24075 Capture Surrender DL/ID Details	The functionality in FR24075 Capture Surrender DL/ID Details is merged with FR9869 Display Personal Information for License	Refinement		Planned for Milestone E	Approved	7/17/2017	20 Hours original estimate	-20 DL	I/II	Product Owner/Project Manager	Approved	7/17/2017	
PMCR-185	Add Placeholder End-to-End Testing - Original DL	This CR would create a "placeholder" story to test all previously developed an tested screens that aren't being tested as part of the Renew DL transaction  <b>NOTE:</b> This includes rework to not allow a Temporary Address to be added in the past.	Refinement		Milestone E	Approved	7/25/2017	2 Hours - Refinement 10 Hours - Build 8 Hours - Test <b>20 Hours Total</b>	20 DL	I/II	Product Owner/Project Manager	Approved	7/25/2017	
PMCR-186	Add Placeholder End-to-End Testing - Renew DL	This CR would create a "placeholder" story to test all previously developed an tested screens that aren't being tested as part of the Renew DL transaction	Refinement		Milestone E	Approved	7/25/2017	2 Hours - Refinement 6 Hours - Build 8 Hours - Test <b>16 Hours Total</b>	16 DL	I/II	Product Owner/Project Manager	Approved	7/25/2017	
PMCR-187	Add Placeholder End-to-End Testing - Replace DL	This CR would create a "placeholder" story to test all previously developed an tested screens that aren't being tested as part of the Renew DL transaction	Refinement		Milestone E	Approved	7/25/2017	2 Hours - Refinement 6 Hours - Build 8 Hours - Test <b>16 Hours Total</b>	16 DL	I/II	Product Owner/Project Manager	Approved	7/25/2017	
PMCR-188	Update rules on Selective Service Signature Pad	Need to update the rules for Selective Service Signature Pad to not send them to the Sig Pad for Sel Service if they have already been set as Sel Ser and they are over 18	Development		Milestone F	Approved	7/25/2017	3 Hours - Refinement 12 Hours - Build 5 Hours - Test (1 Write, 2 Execute, 1 Data, 1 Review) <b>20 Hours Total</b>	20 DL	I/II	Product Owner/Project Manager	Approved	7/25/2017	
PMCR-190	Update rules on Max Value for Voluntary Contributions	Need to update the maximum value allowed for TOTAL Voluntary Contributions to \$9,999.99	Development		Milestone F	Approved	7/25/2017	2 Hours - Refinement 4 Hours - Build 3 Hours - Test (1 Write, 1 Execute, 1 Review) <b>11 Hours Total</b>	11 DL	I/II	Product Owner/Project Manager	Approved	7/25/2017	
PMCR-192	Cart Item Count	This CR would change what we count as an item in the cart. Currently we count the service fee as an item, but we will only count what they have control to remove or add from the cart.	Demo	PO Approved on 6/30/17	D/15	Approved	7/17/2017	2 Hours - Refinement 4 Hours - Development 2 Hours - Test/Update Test Case <b>8 Hours - Total</b>	8 MyDMV	I/II	Product Owners/Project Manager	Approved	7/17/2017	
PMCR-193	Print Preview Card Next Button	Add a next button on the print preview screen to navigate to the next screen in process, when the customer goes to that page after something is already in the cart but is not adding another transaction.	Functional Testing	PO Approved on 6/30/17	D/15	Approved	7/17/2017	2 Hours - Refinement 4 Hours - Development 2 Hours - Test/Update Test Case <b>8 Hours - Total</b>	8 MyDMV	I/II	Product Owners/Project Manager	Approved	7/17/2017	
PMCR-195	Update Rules to Handle Null Issue Date	During testing the team discovered that some records have NULL Issue dates (Only license type of "N" may have NULL Issue Date). This CR would make the following update: if there is a null issue date for a record that should have an issue date, fail the start transaction with an error message to call Field Support for assistance. Field Support will need to review and correct the record in question.	Development	Handled as Bug - Canceled 7/10/17.		Canceled	7/10/2017		0 DL	I/II	Product Owner/Project Manager	Canceled	7/10/2017	

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

#	Title	Brief Description	Source	Notes	Milestone/Sprint to Implement	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-196	ARCHIVE TC Miscellaneous Transactions	This CR will ARCHIVE FR22284 - Determine Eligibility for TC Miscellaneous Transactions & FR22282 - Display Sidebar Navigation for TC Miscellaneous Transactions as the PO has determined this is a lower priority transaction.	Development		Milestone J	Approved	7/17/2017	24 Hours original estimate	-24 DL	I/II	Product Owner/Project Manager	Approved	7/17/2017	
PMCR-198	Update to Edit Functionality on Temporary Address	Change functionality of Edit to allow a user to return to the Temporary Address screen during a transaction and Edit the address that they entered instead of needing to Remove and Re-add.	Development	Reference Task ID 87996	Milestone G	Approved	7/25/2017	2 Hours - Refinement 6 Hours - Build 2.5 Hours - Test (.5 Write, 2 Execute, 1 Review) <b>10.5 Hours Total</b>	10.5 DL	I/II	Product Owner/Project Manager	Approved	7/25/2017	
PMCR-200	Set 100% Disabled Flag	When a customer selects Reason Type/No Fee Issuance Reason of Veteran/100% Disabled; set the 100% Disabled Flag to TRUE so that Portal can use during Fee Calculation	Refinement	See Common Rule Meeting Minutes from 6/19/17	Milestone F	Approved	7/25/2017	3 Hours - Refinement 8 Hours - Build 3.5 Hours - Test (1 Write, 1 Execute, .5 Data, 1 Review) <b>14.5 Hours Total</b>	14.5 DL	I/II	Product Owner/Project Manager	Approved	7/25/2017	
PMCR-204	Create Motor Voter App Type Sig Pad	Need to allow the customer to select the Motor Voter application type on the signature pad.		Assumes new signature pad screen Dev: 20	Milestone E	Approved	7/25/2017	4 Hours - Refinement 20 Hours - Build 4 Hour - Test (2 Write, 1 Execute, 1 Review) <b>28 Hours Total</b>	28 DL	I/II	Product Owner/Project Manager	Approved	7/25/2017	
PMCR-205	Create Spanish Version of Motor Voter Sig Pad	Need to create a Spanish version: 1. Opt-in/Opt-out 2. Application Type 3. Address Update		Assumes new entries to the database for language and all screens are already created as signature pad screens (opt-in is currently a modal, not sure what Address update it)	Milestone E	Approved	7/25/2017	4 Hours - Refinement 24 Hours - Build 8 Hour - Test (4 Write, 3 Execute, 1 Review) <b>36 Hours Total</b>	36 DL	I/II	Product Owner/Project Manager	Approved	7/25/2017	
PMCR-208	Motor Vehicle Services Display of Registrations in MyDMV Portal	On the Motor Vehicle Services Screen in MyDMV Portal the Registrations currently are not listed in vehicle type order and we are requesting to implement the ordering by vehicle types etc.. Auto, Motor Homes, Vessels. Also add a default "No Action" option for each registration.		PO Approved on 7/14/2017	Milestone D/Sprint 16	Approved	7/17/2017	1 Hour - Refinement/Reqs. 8 Hours - Development 8 Hours - Testing <b>17 Hours Total</b>	17 MyDMV	I/II	Product Owner/Project Manager	Approved	7/17/2017	
PMCR-211	Motor Voter Changes within MyDMV Portal	Need to make changes on the Credentialing pages when asking question about Motor Voter to state they are opting out of Motor Voter update. Making verbiage changes for Oath, Disclaimer about public records for phone number and email on the Motor Voter Screen. Adding new field to capture email.	DOS Focus Group		Milestone D Sprint 16 and HIP	Approved	7/31/2017	16 Hours - Refinement 13 Hours - Build 14 Hours - Test <b>43 Hours Total</b>	43 MyDMV	I/II	Product Owner/Project Manager	Approved	7/31/2017	
PMCR-216	Archive FR14526 Create CRS Deposit for Mail in Renewals	Archive FR14526 Create CRS Deposit for Mail in Renewals			Milestone E	Approved	7/31/2017	<b>-32 hours</b>	-32 Renewal	I/II	Product Owner/Project Manager	Approved	7/31/2017	
PMCR-217	Archive FR19631 High Speed - Scan Documents	Archive FR19631 High Speed - Scan Documents			Milestone E	Approved	7/31/2017	<b>-44 hours</b>	-44 Renewal	I/II	Product Owner/Project Manager	Approved	7/31/2017	
PMCR-218	Archive FR227707 Update CRS Transaction for Motor Vehicle Renewals	Archive FR227707 Update CRS Transaction for Motor Vehicle Renewals			Milestone E	Approved	7/31/2017	<b>-22 hours</b>	-22 Renewal	I/II	Product Owner/Project Manager	Approved	7/31/2017	
PMCR-221	Connecting the DUI dispositions to the DUI revocation	To clarify connecting all dispositions that contributed to a sanction, RQ26541 Sanction and Disposition Connectors was updated for Dispositions	Development		Sprint 13, Milestone C	Approved	7/31/2017	Development rework- <b>24 hours</b> SEU re-work - <b>20 hours</b> Total estimate <b>44 hours</b>	44 CP	I/II	Product Owner/Project Manager	Approved	7/31/2017	
PMCR-222	Connecting dispositions to the sanction Commerical Disqualification	To clarify connecting all dispositions that contributed to a sanction for a commercial disqualification, RQ26541 Sanction and Disposition Connectors was updated for Disqualifications	Development		Sprint 13, Milestone C	Approved	7/31/2017	Development rework- <b>24 hours</b> SEU re-work - <b>20 hours</b> Total estimate <b>44 hours</b>	44 CP	I/II	Product Owner/Project Manager	Approved	7/31/2017	

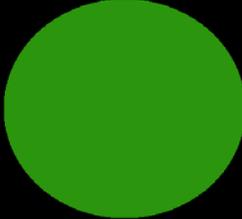
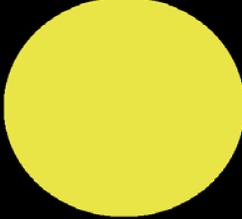
Motorist Modernization Phase I  
Project Manager log of Agile Development-related Change Requests

#	Title	Brief Description	Source	Notes	Milestone/Sprint to Implement	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-223	Archive FR9255 - Compare Motor Vehicle Renewal and FRVIS Fees	Story was no longer needed	Refinement		Milestone D	Approved	7/31/2017	-12 hours	-12	Renewal	I/II	Product Owner/Project Manager	Approved	7/31/2017
PMCR-224	Archive FR21343 - Create Audit - Renewal Audit Maintenance - PP	Duplicate Story -Should be Archived	Refinement		Milestone D	Approved	7/31/2017	-16 hours	-16	Renewal	I/II	Product Owner/Project Manager	Approved	7/31/2017
PMCR-225	Create story - Create Renewal Audit Maintenance Search Screen	This is a missed requirement:	Refinement		Milestone D	Approved	7/31/2017	Development 14 hours SEU 5 hours total 19 hours	19	Renewal	I/II	Product Owner/Project Manager	Approved	7/31/2017
PMCR-226	Create story - Display Renewal Audit Maintenance Search screen	This is a missed requirement:	Refinement		Milestone D	Approved	7/31/2017	Development 27 hours SEU 7 hours Total 34 hours	34	Renewal	I/II	Product Owner/Project Manager	Approved	7/31/2017
PMCR-227	Add County Time frame drop down box	To allow navigation to a screen for the purpose of viewing and maintaining county contact information and active/historical vendor information	Refinement	FR14367	Milestone D	Approved	7/31/2017	Development 16 hours SEU 5 hours total 21 hours	21	Renewal	I/II	Product Owner/Project Manager	Approved	7/31/2017
PMCR-228	Add History to Vendor details	To view all vendors who have provided the specified county a renewal service in the past but who no longer provide the county with that same renewal service.	Refinement	FR25724	Milestone D	Approved	7/31/2017	Development 4 hours SEU 5 hours total 9 hours	9	Renewal	I/II	Product Owner/Project Manager	Approved	7/31/2017
PMCR-229	DUI Court ordered time period Code	We were missing part of the equation when it comes to court-ordered periods for DUI Dispositions. The court time code (disposition.court_time_code) field is used in combination with the court-ordered revocation_period (disposition.revo_susp_length_years, disposition.revo_susp_length_months, disposition.revo_susp_length_days) to determine the length of the revocation sanction created. Note that this only applies to a first DUI, or a subsequent treated as a first and does not apply to Manslaughter or Serious Bodily Injury DUIs	Missed requirement		Milestone C	Approved	7/31/2017	Development 4 hours SEU 4 hours total 8 hours	8	CP	I/II	Product Owner/Project Manager	Approved	7/31/2017

# Sprint Update

As of August 7, 2017 at 3 p.m.

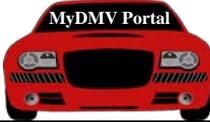
Sprint 15	Sprint 16	Sprint 16	HIP Sprint	HIP Sprint	Sprint 13	Sprint 13
July 27 - Aug 16	July 19 - Aug. 8	July 19 - Aug. 8	Aug 3 - Aug 30	Aug 3 - Aug 30	Aug 2 - Aug 22	Aug 2 - Aug 22
						

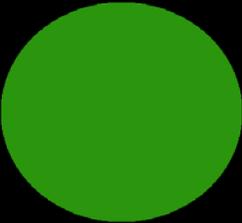
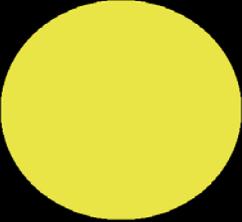
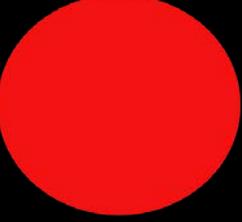
  	Business Actions	<b>KEY</b> <b>Green</b> means the team is within capacity for the Sprint and there are no outstanding issues. The team is on schedule for completing Sprint by the target date (based on % complete). - <b>Yellow</b> means the team is slightly over capacity for the Sprint (within 5%). The team is trending behind schedule for completing the Sprint by the target date and has established a plan to catch up (based on % complete). - <b>Red</b> means the team is significantly over capacity for the Sprint (greater than 5%) . The team is blocked by a major issue or impediment. Team is behind schedule (or late) for completing the Sprint by the target date (based on % complete).						
	Development							
	Testing							
	Technical Debt							
	Business Actions							
	Development							
	Testing							
	Technical Debt							
	Business Actions							
	Development							
	Testing							
	Technical Debt							

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

# Milestone Update

As of August 7, 2017 at 3 p.m.

MS E	MS D	MS D	MS D	MS D	MS C	MS C
July 27 - Oct 18	April 5 - Aug. 29	May 17 - Aug. 29	Mar. 30 - Aug. 30	Mar. 30 - Aug. 30	June 21 - Oct. 3	June 21 - Oct. 3
						

	MS E	MS D	MS D	MS D	MS D	MS C	MS C	KEY
	Business Actions	<p><b>Green</b> 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).</p> <p>-</p> <p><b>Yellow</b> 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).</p> <p>-</p> <p><b>Red</b> 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).</p>						
	Development							
	Testing							
	Technical Debt							
	Business Actions							
	Development							
	Testing							
	Technical Debt							
	Business Actions							
	Development							
	Testing							
	Technical Debt							

Business Actions – Dependencies on the business (requirements clarification, decisions, etc.)  
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## 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.