Motorist Modernization Advisory Board – Phase II Meeting
Tuesday, August 9, 2022
2:30 to 4:00 PM
VIA: Microsoft Teams

Invitees	Representing
Stephen Boley	FLHSMV
Capt. Jason Britt	FLHSMV
Brett Saunders	FLHSMV
Jay Levenstein	FLHSMV
Steve Burch	FLHSMV
Scott Lunsford	Florida Tax Collectors
Sherri Smith	Florida Tax Collectors
Sgt. Derek Joseph	Law Enforcement
TBD	Law Enforcement

Agenda

- Roll Call

- Welcome

- Review and Approval of Last Meeting Minutes

- IV&V Update

- MM Phase II Program Update

  o Financial Review

  o Project Updates

- Stakeholder Outreach Update

- Communications Update

- Q&A

- Adjourn

Office of Motorist Modernization

Motorist Modernization Advisory Board – Phase II Meeting
Tuesday, July 12, 2022
2:30 to 4:00 PM
VIA: Microsoft Teams

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

  Advisory Board Phase II members included:

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

- Additional FLHSMV members included – Catherine Alvarez, Michael Anderson, Stacey Bayyari, Felecia Ford, Rachel Graham, Kristin Green, Chad Hutchinson, Judy Johnson, Patricia Joseph, Jennifer Miller, Judy Moats, Ann Naiman, Aundrea Powell, Terrence Samuel, Corrine Taylor, Cathy Thomas, and Scott Tomaszewski.
- Visitors included – Joseph Weldon and Michelle McGinley from Accenture, Greg Williams with Ernst & Young, Carl Ford with J Ford Consulting, and Addison Gould with Grant Street Group attended. Joshua Price also attended.

REVIEW OF MEETING MINUTES
- Rachel Graham reviewed the meeting minutes from June 14, 2022. No corrections were identified. A motion to approve the minutes was accepted by the board members and the June 14, 2022, meeting minutes were approved.

PHASE II IV&V UPDATE
- Greg Williams presented an overview of the IV&V report for Phase II. The current risk state was green. There were no open deficiencies to report. The schedule performance index was 0.998. 9 of 1,736 total tasks contained in the project schedule were late. The program completion date was forecasted to be 11 days late.

FINANCIAL REVIEW
- Judy Moats presented a Phase II financial review. The Phase II budget for the 2021 – 2022 fiscal year was $10.5 million. Approximately $9.8 million was expended as of June 2022 with a 0% variance and approximately $616K in remaining funds. The new Phase II budget for the 2022 – 2023 fiscal year is $9,993,740.

PHASE II PROJECT UPDATE

- Joseph Weldon stated Team A (Title and Registration) was trending behind on testing for Milestone I stories and continued to meet with SEU to discuss regression testing. The team was trending behind on development, testing, and refinement for Milestone J. The team was focusing on original parking permit, parking permit renewal, subsequent parking permit, replacement parking permit, and some change requests. The testers are also focusing on the IFTA/IRP error queue functional area for Milestone I. They have also been working on title modify from a refinement perspective.
- Jennifer Miller stated Team B (MV Globals) is prioritizing work on Milestone J stories related to correspondence on-demand. The team is trending behind on these stories and developers are working on bug fixes to complete generation of these letters. The testers have completed writing test cases as well. They are also working on refinement and development of the history and legacy history functionality groups for Milestones K and L.
- Scott Tomaszewski stated the IFTA/IRP team continued to work on IFTA VOID interface development and mitigate critical bugs reported by Celtic. Mid-way through the Sprint, the team added a technical story related to the error queue. In addition, the team added a missed requirement concerning the IRP calculate license plate credit fee. The team completed Deliverable 19 (Key Performance Measures Criteria Report – Iteration 1). This week SEU is preparing to test the minor IFTA Release 1.3 with approximately three bugs made available by Celtic. The team is working in coordination with Celtic for the IRP code release 2.0 starting on August 18.
  - Key dependencies for the team included:
    - Dependent enterprise core services being stable and available ahead of IFTA/IPR planned development.
  - Key risks and issues for the team included:
    - Risk 111 – Cross-team dependency
    - Risk 177 – Solution gap identified for manual IFTA distribution process – There is a meeting scheduled for July 14 to discuss this further.
    - Issue 66 – Hard stop validation bugs impacting Celtic functional testing
  - Important activities for the team included:
    - Finalize IFTA VOID endpoint development
    - Continue bug support resolution with vendor
    - Business/SEU continue testing of intermediate code releases of COTS solution – FLMCS
- Mr. Weldon stated the Florida Smart ID (FSID) team is currently working on change requests related to registration/insurance updates for Tier III review. Design sessions will resume after completion of these.
  - Important activities for the team included:
    - Release 3 – November 2022 (tentatively):
      - Online Authentication
        - Design Session held on June 6, 2022
      - Registration/Insurance
        - Design Session held on June 20, 2022
  - Key dependencies for the team included:
    - Keep initial release meaningful but sized for "success" given short timeline.
    - Other vendors are dependent upon Thales Remote Enrollment updates.

- o Risks and issues for the team included:
    - Issue 42 – Risk 94 Realized – FSID Onboarding Trending Late – The vendors will begin working on the subcontracts once the Non-Disclosure Agreement is signed.
    - Issue 62 – FSID Phase 3 Delayed Start
- Catherine Alvarez presented an overview for the Enterprise Content Management (ECM) Day 1 team and Jennifer Miller presented for the ECM Day 2 team.
    - o Day 1 Important activities for the team included:
        - Deployed new ECM content service to production on July 6
            - SEU Verification until July 20
            - Tax Collector Office Pilot – July 21 – 22
            - Statewide Implementation – July 23
    - o Day 2 Important activities for the team included:
        - Sample document creation/upload in progress
        - Focused on completing Proof of Concept for using Azure Cloud as long-term storage solution
        - Finalizing preparation for starting document conversions next month
    - o Key dependencies for the team included:
        - Keep initial release meaningful but sized for "success" given short timeline.
        - Ensure SEU production smoke testing does not exceed the planned 72 hours.
    - o Risks and issues for the team included:
        - Risk 101 – If NPS cannot quickly configure new documents to be added to the ECM as they are identified and refined by the Phase II Team, then it could impact the schedule as the team waits for implementation of the new document in the ECM.
        - Risk 109 – If support for the OnBase COTS system is not identified for internal staff and training received prior to Go-Live, then any OnBase support will need to be leveraged against the current vendor, NPS, and could incur additional cost for FLHSMV.
- Aundrea Powell stated the MyDMV Portal/Fleet team was working in Milestone K, Sprint 36. The team continued to develop and test Milestone K stories including print electronic titles, mark-title-sold, and non-ownership feature. The team plans to refine title transactions including lost-in-transit, duplicate titles, and FSID authentication within MyDMV Portal to align with the Thales dates. They tested, demoed, and received sign-off from the Product Owners on Change Request 19 regarding the MV renewal email notification update. The team is awaiting a go-live date to move this into production.
    - o Important activities for the team included:
        - Renewal Notification Change Request changes ready for Production – Deployment on July 13
    - o Key dependencies for the team included:
        - There are dependencies on the approval and prioritization of new features and any features that can be deployed earlier than the approved release schedule.
        - There are cross-team dependencies on readiness of the code from Team A and MV Globals.

o Risks and issues for the team included:
- Issue 15 – One developer position currently open.
- Risk 111 – Cross-team dependency – Continue to adjust what features to focus on to maintain progress on backlog.

STAKEHOLDER OUTREACH

- Terrence Samuel stated the team held a Tax Collector Focus Group meeting in Orlando, Florida from June 28 – 29, 2022. The team plans to have a meeting with the license plate agencies soon.

COMMUNICATIONS UPDATE

- Ann Naiman stated the Phase II User Guides teams have been established and will begin development of the four user guides for T&R, IFTA/IRP, MV Globals, and Portal/Fleet, and update the Motor Vehicles User Manual.
- She stated team members attended the Tax Collector training with Department of Revenue on June 24, 2022.
- She also stated the team will be attending the Florida Law Enforcement Traffic Safety Challenge event in Orlando, Florida from July 13 – 14, 2022.

Q&A

- Public member Joshua Price asked since FSID is issued by FLHSMV and has both the licensee's photo and signature will it be able to be used as a valid ID for voting in Florida?
- Mr. Samuel confirmed this is a use case we plan to discuss with the Department of State in the future.

ADJOURNMENT

- Mr. Samuel adjourned the meeting at approximately 2:55 p.m.
- The next Advisory Board Phase II Meeting is scheduled for August 9, 2022.

Note: Handouts at this meeting included:

Consolidated in a meeting packet and emailed to members:

|	
MM Advisory Board Phase II Agenda	1 Page
MM Advisory Board Phase II Meeting Minutes (6/14/22)	4 Pages
Phase II IV&V Update	8 Pages
Financial Review	7 Pages
Phase II Traffic Light Report	1 Page
Phase II Project Updates – State of the State	5 Pages

Financial Update
Motorist Modernization

Phase II LBR Requests

Fiscal Year	Total Request	Contracted Services	IV&V Services	Expenses	OCO
2017-2018	$4,132,180	$3,575,240	$357,190	$179,850	$19,900
2018-2019	$5,037,000	$4,455,960	$423,240	$150,000	$7,800
2019-2020	$13,742,200	$9,715,960	$423,240	$3,570,000	$33,000
2020-2021	$9,877,400	$7,615,960	$423,240	$1,814,200	$24,000
2021-2022	$10,496,280	$9,138,340	$423,240	$904,700	$30,000
2022-2023	**$9,993,740**	**$8,488,800**	**$423,240**	**$1,081,700**	**$0**
2023-2024	$9,993,740	$8,488,800	$423,240	$1,081,700	$0
2024-2025	$9,993,740	$8,488,800	$423,240	$1,081,700	$0
TOTAL	**$73,266,280**	**$59,967,860**	**$3,319,870**	**$9,863,850**	**$114,700**

FLHSMV

ORION
ONLINE REGISTRATION AND
IDENTITY OPERATING NETWORK

Phase II
Total Budget
FY 2022-2023
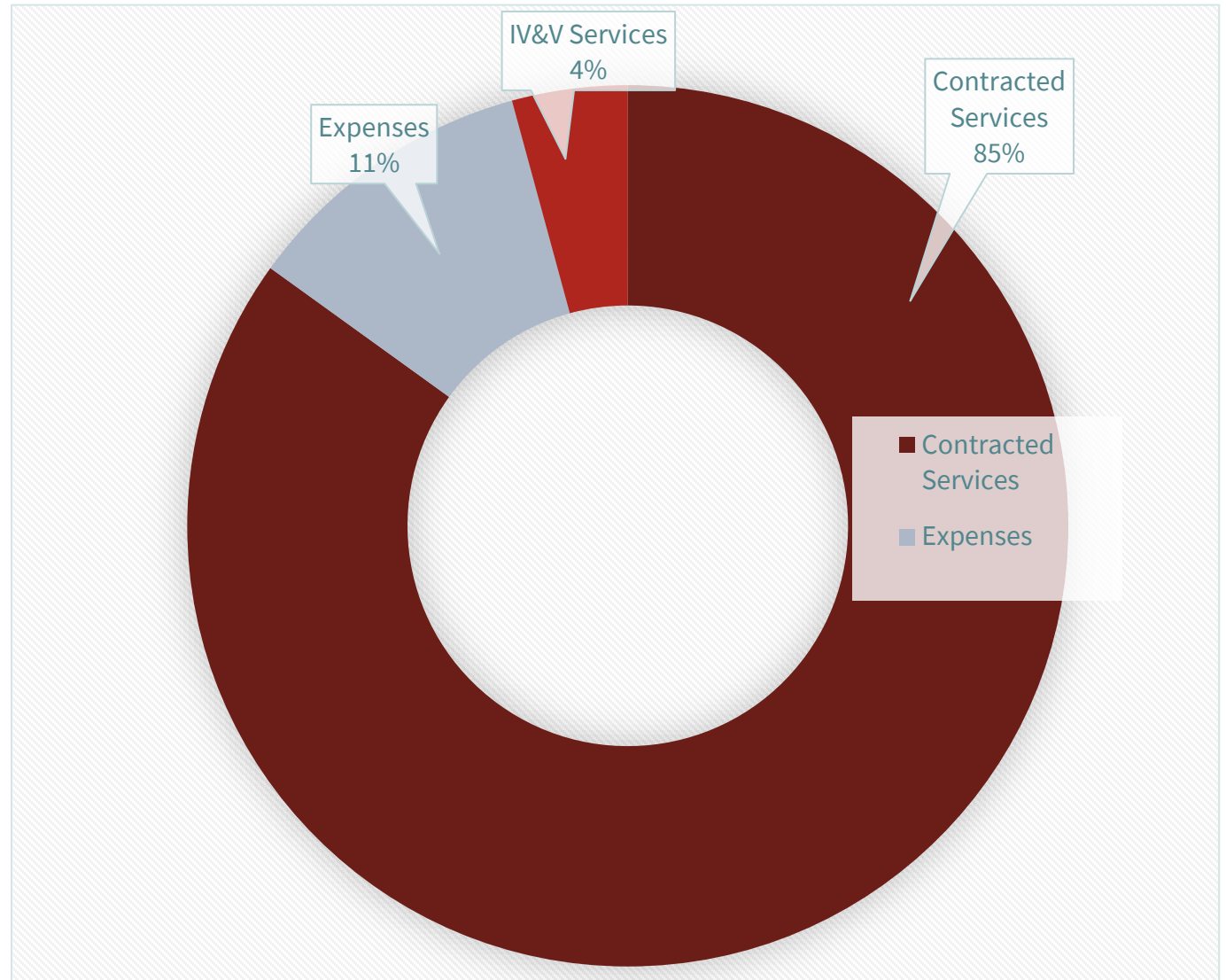
Phase II Fiscal Year 2022-2023 Spend Plan Summary

Support Services (Accenture RFP-033-17)	$6,474,000
IV&V CS (Ernst & Young RFQ-026-17)	$ 423,240
IFTA/IRP/Audit (Celtic Cross Holdings - ITN-071-19)	$ 733,333
ECM (Next Phase Solutions - RFQ-007-20)	$ 127,426
CSP/mDL (Thales - RFQ-078-19)	$ 400,000
Contracted Services - Staff Aug	$ 616,000
Amendments in Process (Celtic, NPS)	$ 640,167
Expense (Remaining after amendments)	$ 579,574
Total Budget	**$ 9,993,740**
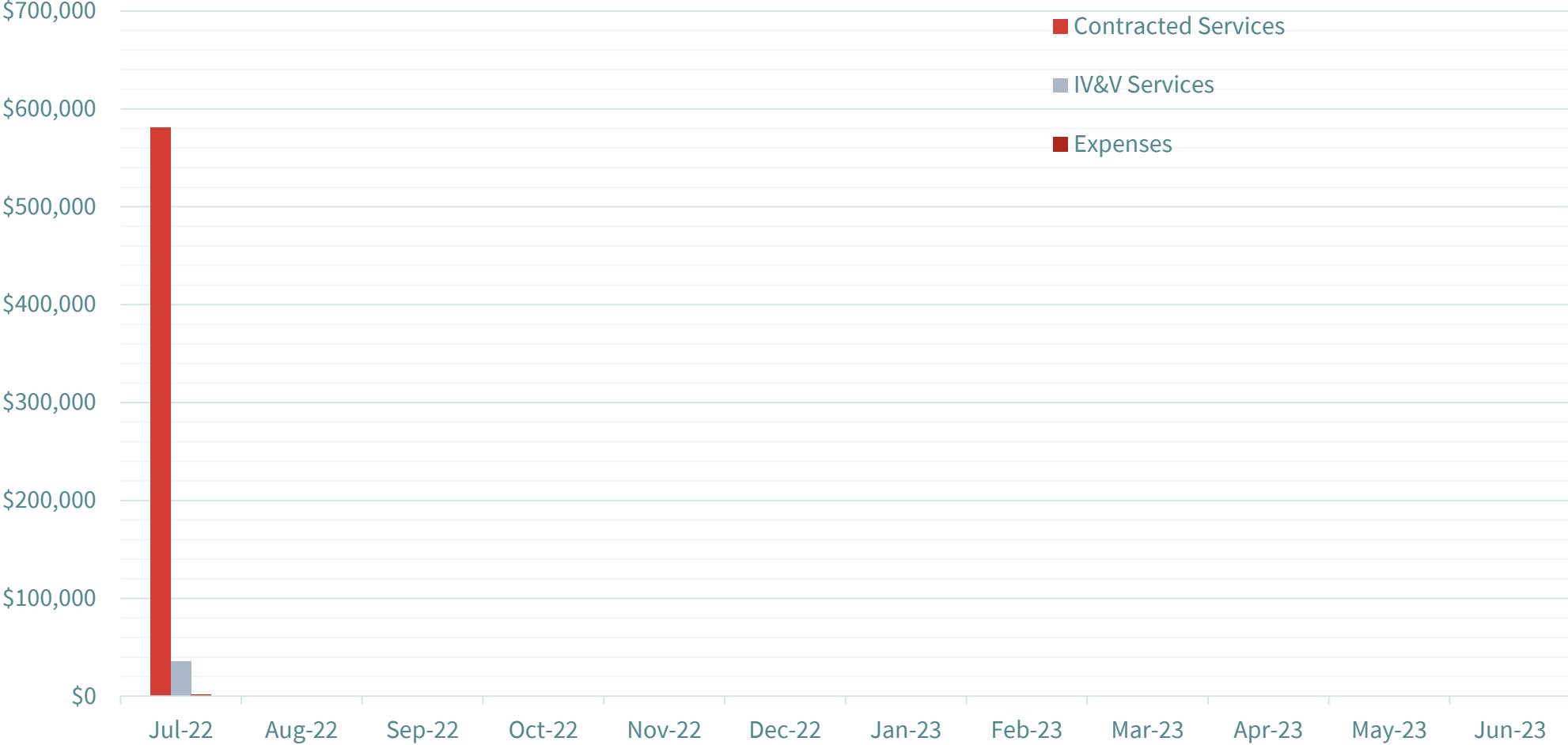
Phase II Budget v. Actuals

DESCRIPTION	BUDGET TOTAL	BUDGET TO DATE	ACTUALS TO DATE	VARIANCE
Fiscal Year to Date	$9,993,740	$617,977	$617,977	0%
Month to Date (July 2022)		$617,977	$617,977	0%
Remaining Funds	$9,375,763			

FLHSMV — FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

Motorist Modernization – Phase II: Office of Motorist Modernization
Weekly Status Report for the week ending July 29, 2022

Phase II - Stoplight Report - as of 07/29/2022

Team A - T&R Issuance
Current Sprint: HIP Sprint K (Ends 08/02/2022)

Milestone:	I (01/18/2022)	J (04/26/2022)	Full Backlog
Development:	Green	Red	Red
Testing:	Red	Red	Red
Business Actions:	Green	Red	Yellow
Technical Debt:	Green	Green	Green
Backlog Health:	Green	Red	Red

	Stories	Change	Dev Est	Dev	Stories	Stories	Change	Dev Est	Dev	Stories	Stories	Change	Dev Est	Dev	Stories
Not Started	-		-	0.0%	0.0%	42	-5	616	27.1%	12.9%	1,642	-89	17,066	69.2%	62.9%
Refinement	-		-	0.0%	0.0%	19	+8	242	10.7%	5.8%	42	+21	538	2.2%	1.6%
Development	-		-	0.0%	0.0%	8		20	0.9%	2.5%	12		60	0.2%	0.5%
Testing	82	-2	588	53.2%	22.3%	59	-7	617	27.2%	18.2%	160	-9	1,325	5.4%	6.1%
Done	285	+2	518	46.8%	77.7%	173	+10	382	16.8%	53.2%	728	+45	5,257	21.3%	27.9%
Blocked	-		-	0.0%	0.0%	24	-7	394	17.3%	7.4%	26	-7	414	1.7%	1.0%
Total:	367		1,106			325	-1	2,271			2,610	-39	24,660		

Team B - MV Globals
Current Sprint: HIP Sprint K (Ends 08/03/2022)

Milestone:	J (04/26/2022)	K (08/03/2022)	Full Backlog
Development:	Red	Red	Red
Testing:	Red	Red	Red
Business Actions:	Green	Green	Green
Technical Debt:	Green	Green	Green
Backlog Health:	Green	Red	Red

	Stories	Change	Dev Est	Dev	Stories	Stories	Change	Dev Est	Dev	Stories	Stories	Change	Dev Est	Dev	Stories
Not Started	-		-	0.0%	0.0%	102	-5	2,016	81.8%	70.8%	667	-5	8,408	60.1%	62.2%
Refinement	-		-	0.0%	0.0%	24	+5	208	8.4%	16.7%	26	+5	232	1.7%	2.4%
Development	-	-2	-	0.0%	0.0%	3	-1	24	1.0%	2.1%	5	-3	-	0.0%	0.5%
Testing	4	+1	80	14.7%	17.4%	2	-1	40	1.6%	1.4%	8	-1	120	0.9%	0.7%
Done	19	+1	464	85.3%	82.6%	13	+2	176	7.1%	9.0%	363	+3	5,192	37.1%	33.8%
Blocked	-		-	0.0%	0.0%	-		-	0.0%	0.0%	4		40	0.3%	0.4%
Total:	23		544			144		2,464			1,073		13,992		

Enterprise Team
Current Sprint: HIP Sprint K (Ends 08/02/2022)

Milestone:	Milestone J	Milestone K	Full Backlog
Development:	Red	Green	Yellow
Testing:	Green	Green	Green
Business Actions:	Green	Green	Green
Technical Debt:	Green	Green	Yellow
Backlog Health:	Red	Green	Green

	Stories	Change	Dev Est	Dev	Stories	Stories	Change	Dev Est	Dev	Stories	Stories	Change	Dev Est	Dev	Stories
Not Started	1		n/a	n/a	-	-		n/a	n/a	-	66		n/a	n/a	64.7%
Refinement	-		n/a	n/a	-	-		n/a	n/a	-	-		n/a	n/a	0.0%
Development	3		n/a	n/a	-	-		n/a	n/a	-	6		n/a	n/a	5.9%
Testing	-		n/a	n/a	-	-		n/a	n/a	-	1		n/a	n/a	1.0%
Done	-		n/a	n/a	-	-		n/a	n/a	-	28		n/a	n/a	27.5%
Blocked	-		n/a	n/a	-	-		n/a	n/a	-	1		n/a	n/a	1.0%
Total:	4		-			-		-			102		-		

Portal/Fleet Team
Current Sprint: HIP Sprint K (Ends 08/04/2022)

Milestone:	K (08/04/2022)	L (10/20/2022)	Full Backlog
Development:	Red	Green	Yellow
Testing:	Red	Green	Yellow
Business Actions:	Green	Green	Green
Technical Debt:	Green	Green	Green
Backlog Health:	Yellow	Green	Yellow

	Stories	Change	Dev Est	Dev	Stories	Stories	Change	Dev Est	Dev	Stories	Stories	Change	Dev Est	Dev	Stories
Not Started	6	-89	28	10.4%	13.6%	192		1,088	95.1%	94.6%	645		5,196	74.0%	66.4%
Refinement	10	-8	44	16.4%	22.7%	11		56	4.9%	5.4%	22	-8	100	1.4%	2.3%
Development	4		36	13.4%	9.1%	-		-	0.0%	0.0%	5		36	0.5%	0.5%
Testing	10	+6	44	16.4%	22.7%	-		-	0.0%	0.0%	12	+6	44	0.6%	1.2%
Done	13	+1	100	37.3%	29.5%	-		-	0.0%	0.0%	287	+1	1,634	23.3%	29.5%
Blocked	1	+1	16	6.0%	2.3%	-		-	0.0%	0.0%	1	+1	16	0.2%	0.1%
Total:	44		268			203		1,144			972		7,026		

IFTA/IRP
Current Sprint: HIP Sprint F (Ends 08/02/2022)

Milestone:	F (08/02/2022)	G (10/18/2022)	Full Backlog
Development:	Red	Green	Green
Testing:	Green	Green	Green
Business Actions:	Green	Green	Green
Technical Debt:	Green	Green	Green
Backlog Health:	Red	Green	Green

	Stories	Change	Dev Est	Dev	Stories	Stories	Change	Dev Est	Dev	Stories	Stories	Change	Dev Est	Dev	Stories
Not Started	1		-	0.0%	2.9%	27		680	100.0%	96.4%	65		758	15.3%	25.6%
Refinement	3	-2	47	3.2%	8.6%	-		-	0.0%	0.0%	10	-2	441	8.9%	3.9%
Development	-	-3	-	0.0%	0.0%	-		-	0.0%	0.0%	2	-3	-	0.0%	0.8%
Testing	4	+3	126	8.7%	11.4%	1		-	0.0%	3.6%	22	+3	168	3.4%	8.7%
Done	26	+2	1,241	85.4%	74.3%	-		-	0.0%	0.0%	154	+2	3,544	71.6%	60.6%
Blocked	1		40	2.8%	2.9%	-		-	0.0%	0.0%	1		40	0.8%	0.4%
Total:	35		1,454			28		680			254		4,951		

Florida Smart ID
Current Sprint: Phase II - Sprint 19 - Production Support (Ends 08/09/2022)

Milestone:	D (Aug 2022)	Full Backlog
Development:	Yellow	Green
Testing:	Yellow	Green
Business Actions:	Green	Green
Technical Debt:	Green	Green
Backlog Health:	Yellow	Green

	Stories	Change	Dev Est	Dev	Stories	Stories	Change	Dev Est	Dev	Stories
Not Started	-		-	n/a	0.0%	-		-	n/a	0.0%
Refinement	4		-	n/a	66.7%	4		-	n/a	3.4%
Development	-		-	n/a	0.0%	-		-	n/a	0.0%
Testing	-		-	n/a	0.0%	-		-	n/a	0.0%
Done	2		-	n/a	33.3%	113		-	n/a	96.6%
Blocked	-		-	n/a	0.0%	-		-	n/a	0.0%
Total:	6		-			117		-		

Motorist Modernization
Phase II – August 9, 2022

STATE OF THE STATE

IFTA / IRP Project Update

Key Dates, Activities Milestones

Contract Signed – **06/2020 to Celtic**

Deliverables in next 30-60 Days & Status

- No current Deliverables being reviewed

Important Activities – August
- Complete development of two late IFTA VOID endpoints.
- Continue bug support resolution with Vendor.
- Business/SEU Prepare for code release 2 (IRP) – 8/18/22.

Key Dependencies/Assumptions

- Dependent enterprise core services being stable and available ahead of IFTA/IPR planned development.

IFTA/IRP Specific Risks & Issues – Program Level

- P2 – Risk #177 – Solution gap identified for manual IFTA Distribution process
- Issue #69 – COTS payment escrow feature creates CRS gaps when transactions are voided.

Team Profile
User Stories: 559*
Developers: 2.5 *
Testers: 3*
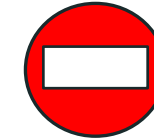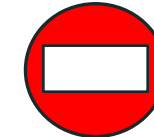
- Business Actions
- COTS Configuration
- ORION Integration
- Data Conversion
- Scope / Schedule
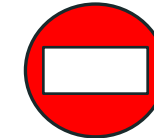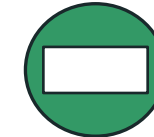
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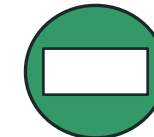
Florida Smart ID Project Update

Key Dates, Activities Milestones

Contract Signed – **06/2020 to Thales**

Deliverables in next 30-60 Days & Status
- Onboarding Additional mDL Vendors – *04/12/2021 – 06/11/2021*

Important Activities

- Release 3 – Nov 2022 (T):
  - Online Authentication
    - Design Session 6/6/2022
  - Registration/Insurance
    - Design Session 6/20/2022

Key Dependencies/Assumptions

- Keep initial release meaningful, but sized for "success" given short timeline
- Other vendors are dependent upon Thales Remote Enrollment updates

mDL Specific Risks & Issues – Program Level

- *Issue 42 - Risk 94 FSID Onboarding Realized*
- *Issue 62 - FSID Release 3 Delayed Start*

Team Profile
User Stories: 106
Developers: .5
Testers: 2+
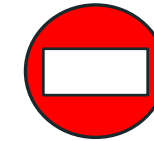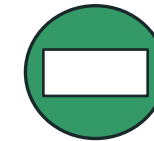
- Business Actions
- Florida SMART ID Configuration
- FLHSMV Integration
- Security / Technology
- Scope / Schedule
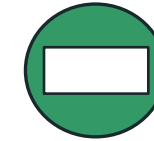
FLHSMV

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IDENTITY OPERATING NETWORK
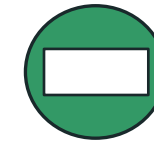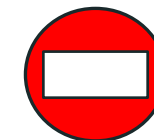
Enterprise Content Management (ECM) Project Update

Key Dates, Activities Milestones

- Contract Signed – **OnBase Software; 06/2020 to Next Phase Solutions**

Day 1 - Important Activities – Aug

- Deployed new ECM to production on 6 July
  - SEU Verification - Successful
  - TC Office Pilot – Successful
  - Statewide Cutover - Successful
- Final step is disabling the dual writing of documents later this month

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Day 2 - Important Activities – Aug

- Sample document creation/upload in progress (needed for sample conversion)
- Finalizing long-term storage plan
- Completing successful sample conversion prerequisite to starting document conversions

Key Dependencies/Assumptions

- Keep initial release meaningful, but sized for "success" given short timeline
- SEU production smoke testing doesn't exceed the planned 72 hours

ECM Specific Risks & Issues – Program Level

Risk 101 – IF NPS can't quickly configure new documents to be added to the ECM as they are identified and refined by the Phase II Team, THEN it could impact the schedule as the team waits for implementation of the new document in the ECM. (Opened 8/17/21)
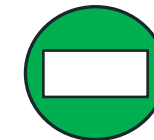
Risk 109 – If support for the OnBase COTS system isn't identified for internal staff and training received prior to Go-Live, then any OnBase support will need to be leveraged against the current vendor, NPS, and could incur additional cost for FLHSMV. (Opened 5/02/22)
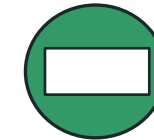
Team Profile

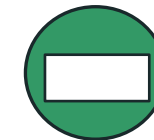\# User Stories: N/A
\# Developers: 2
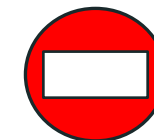\# Testers: 3+
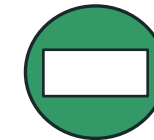
- Business Actions
- ECM Configuration
- ORION Integration
- Security / Technology
- Scope / Schedule

Portal Fleet(MyDMV Portal Phase II)Project Update

- *Milestone L Sprint 37*
  - *Developing and Testing Milestone K Stories*

  - *Prepping for Parking Permits(Renewals)*

  - *Prepping for FSID Authentication*

Important Activities – July
- *Renewal Notification CR changes Ready for Production – Deployed 7/13/2022 but the mail service hasn't been turned on in production*
- *Reviewing and re-aligning features with Team A coding*

Key Dependencies/Assumptions

- *Depends on the approval and prioritization of new features and any features that can be deployed earlier than the approved release schedule.*
- *Readiness of code from Team A and Globals –there's cross team dependencies*

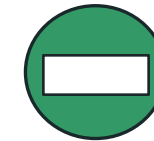## Portal Specific Risks & Issues – Program Level

- *Issue 15 – Have 1 developer positions currently open – team currently have 3 developers*
- *Risk 111 - Cross team dependency, so we continue to adjust what features we focus on to maintain progress on our backlog*
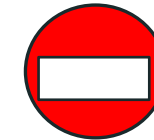
Team Profile
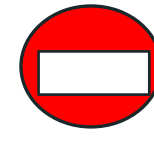*# User Stories: 1025*
 # Developers: 3
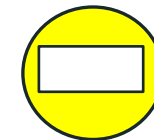*# Testers: 8+*
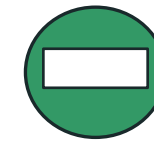
- Business Actions
- Technical Debt
- Development (K,L)
- Testing (K)
- Backlog Health