

## Motorist Modernization

**Motorist Modernization Advisory Board – Phase I Monthly Meeting**  
**August 14, 2018**  
**Neil Kirkman Building, Conference Room B-202**  
**2900 Apalachee Parkway, Tallahassee Florida 32399**  
**1 to 2 p.m., EST**

### Invitees

Deb Roby  
Ed Broyles  
Kelley Scott  
Pace Callaway  
April Edwards  
William Washington  
Lisa Cullen

### Representing

DHSMV  
DHSMV  
DHSMV  
DHSMV  
DHSMV  
Florida Court Clerks & 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
  - Financial Review
  - Change Request Review
  - Project Updates
- Communications Update
- Q&A
- Adjourn

## **MOTORIST MODERNIZATION ADVISORY BOARD PHASE I**

### **Monthly Meeting Minutes**

**Kirkman Building Conference Room B-203**

**July 10, 2018**

**1 to 2 p.m.**

### **WELCOME AND INTRODUCTIONS**

- The meeting was called to order at 1:01 p.m. Mr. Terrence Samuel began the meeting by welcoming the attendees, and proceeded with the roll call of board members.

Advisory Board members present included:

- Deb Roby
  - Ed Broyles
  - Pace Callaway (via phone)
  - April Edwards (via phone)
  - Lisa Cullen
  - Kelley Scott (via phone)
  - William Washington (via phone)
- Additional DHSMV members present included Terrence Samuel, Koral Griggs, Kristin Green, Cheryl Dent, Scott Tomaszewski, Aundrea Andrades, Felecia Ford, Sonia Nelson, Judy Johnson, Cathy Thomas, Jessica Espinoza, Felecia Ford, Chad Hutchinson and Janis Timmons.
  - Visitors included Alyene Calvo, Chris Wade and Colin Stephens from Ernst & Young, Joseph Weldon from Accenture and Ken Burton from the Florida Tax Collectors. Leticia Torres also attended.

### **REVIEW AND APPROVAL OF THE LAST MEETING MINUTES**

- Ms. Koral Griggs reviewed the meeting minutes from June 12, 2018. No corrections or comments were identified. A motion to approve the minutes was accepted by the board members and the June 12, 2018, meeting minutes were approved.

### **IV&V UPDATE**

- Ms. Alyene Calvo walked through the May 2018 report. 48 of 3,061 tasks were late. The schedule performance index was .992. The program was within the established performance thresholds and the overall risk state was green. The program completion date is forecast to be 10.8 days late. There were currently no open deficiencies. The Schedule Quality Score was at 94.5.

### **STAKEHOLDER OUTREACH**

- Mr. Terrence Samuel stated a conference call was held recently with the IT Coalition to discuss the high-speed renewal file. As a result of that call, a WebEx to discuss the cashiering process and solid database with the IT Coalition is scheduled for July 26. A Steering Committee meeting with the tax collectors will take place on July 12.
  - Ms. Lisa Cullen asked if the tax collector vendors were going to attend the WebEx to discuss cashiering.
  - Mr. Samuel confirmed.

### **POLICY AND DECISION REVIEW**

- POR31 – Express Shipping – Ms. Judy Johnson stated the express shipping request for DL/ID cards will be moved from Phase I development of the MyDMV Portal project per change request 117. This item will be addressed after Phase I, and prior to Phase II.
- FR02 – XML Insurance Companies Onboarding – Ms. Catherine Thomas stated there were 337 total insurance companies; 217 were signed up, 50 were not signed up and 70 companies do not report to Florida. The Business held a four-hour conference call on June 26 with the insurance companies to review the structural testing process. Ms. Thomas stated a second conference call has been scheduled with the technical group for July 31. An update from the Business on the progress of the structural testing is forthcoming.
  - Mr. Samuel stated in addition to the quarterly meetings with the insurance companies, meetings are also being held with the IT staff for the insurance companies.
- ENTP01 – FDLE Requirements in MyDMV Portal and ORION – Ms. Johnson stated the acceptance document was signed and accepted by Special Agent in Charge Donna M. Uzzell with FDLE. This item is now closed.

### **FINANCIAL REVIEW**

- Ms. Janis Timmons stated the 2017/18 fiscal year closed on June 30. The Phase I budget for the 2017/18 fiscal year was \$9.8 million, with \$1,296 contracted services funds remaining. The Phase II budget for the 2017/18 fiscal year was \$4 million, with \$341 remaining funds. The team is currently working on a budget request for the upcoming legislative session.

### **CHANGE REQUEST REVIEW**

- There were no change requests reviewed at the meeting.

### **PROJECT UPDATES**

- Motorist Maintenance and Financial Responsibility – Mr. Scott Tomaszewski stated the team was working in Milestones G, H and I. They have been working on critical change stories to support systems bypass, quick adds, special functions, inventory, over-the-counter and batch letters, customer merge, link and unlink and AAMVA features. The team was trending behind on development due to UAT. Testing was also behind due to testers working on the legislative release and other Enterprise projects. Mr. Tomaszewski stated Milestone G was completed on July 6, and a product demo will be held with the Product Owner today. The team faced challenges with letters in Sprint 25 and 26, which have now been remedied. The team was red for business actions, development and testing, and green for technical debt for the sprint and milestone according to the Traffic Light Report.
  - Insurance Companies Onboarding Progress for XML Testing - The onboarding planning sessions are scheduled from the end of July through August. Mr. Tomaszewski stated 14 insurance companies are actively submitting files to the FTP server. He stated a letter would be sent to the insurance companies who have not responded regarding structural testing.
  - Risk 20 – Common rule changes impacting already developed features in FR – Mr. Tomaszewski stated this was opened to ensure any already developed features that are changed do not impact Financial Responsibility.
  - Issue 13 – Improvement of Quality Requirements - Mr. Tomaszewski stated decomposition meetings were set up to discuss improving the quality requirements.
  - Issue 15 – Impacts on Completing Structural Testing for Schedule – This issue was created for insurance companies who signed up for structural testing but did not meet their objective.
  - Issue 16 – Bolt Transcript Service – The team is working to optimize the Bolt Transcript Service for the go-live.

- Change request 115 to address gaps in the clearance process, suspension notifications and handling business action codes was still being reviewed.
- MyDMV Portal – Ms. Aundrea Andrades stated the team is currently in Milestones G and H. The team was working on developing sanctions, insurance verification, notice of non-ownership and print and certify mail driver's license record transcript requests in Milestone G. The team was also working on Milestone H stories including, performing commercial driver license renewal transaction update and updates to motor voter information in the Department of State file. Ms. Andrades stated the BAR function will be developed, along with the military status verification and other transaction update stories. Development, testing and technical debt were red, and business actions were green for both the sprint and milestone. Ms. Andrades stated development and testing were delayed due to external dependencies. The team was waiting on a change request to address the non-FR sanction requirements, as well as coding for the common rules eligibility, common services for the motor voter DOS file, sanction reports, assistance with ORION BAR screens and working with Novitex on printing certified transcripts. The team also experienced environmental outages during Milestone G. A new issue was opened to address the reduction in development resources.
- DL Issuance – Mr. Joe Weldon stated only one story related to batch transcripts and the change to the data model remains open for Milestone H. The team was working in Milestone I, which includes work on the Manager Queue. Development was completed for the Manager Queue and testing was halfway complete. The team was also working on scan-only transactions, exam-only transactions and other outstanding transactions, as well as updates to the CIPS process in Milestone J, Sprint 27. The Policy and Procedure group continues to meet in Tampa. The DL User Guides team last met on June 26 and will meet again in August.
  - Risk 69 – This risk involving Idemia making updates to the card print was now closed.
  - Issue 39 – Interviews have been scheduled for the new ASPII position.
  - Change Requests - A change request was pending to address the non-FR sanction requirements. The team had a pending change request, which includes updates to the passport service and VLS3.0 in ORION. Another change request involving the tax collectors and cashing was also pending.
- CDLIS/Citation Processing – Ms. Sonia Nelson stated the team was working in Milestone E. The team is working on testing of 49 letters and three functional areas; financial obligation, support delinquency and a change request involving CDLIS batch processing. The team was also performing pre-casual testing for AAMVA scheduled to end on July 18. There were no new risks, issues or change requests to report.
- Renewal Notification – Mr. Samuel stated the launch of the new Renewal Notification system was scheduled for August 6. He stated he was going to recommend to the ESC that we delay the launch due to fee discrepancies discovered, testing environment issues and remaining questions from a tax collector vendor. He stated a new date will be chosen within the next week. Mr. Samuel commented that both Polk and Lee Counties had completed structural testing.
  - Ms. Judy Johnson stated she had recently emailed the tax collector vendor to answer some of their questions.

### **COMMUNICATION UPDATE**

- Ms. Koral Griggs stated the Renewal Notification User Guide will be presented to the ESC for review and approval.

### **Q&A**

- There were no questions or concerns from members present.



**ADJOURNMENT**

- Mr. Samuel adjourned the meeting at approximately 1:36 p.m.
- The next Advisory Board Meeting for Phase I is scheduled for August 14, 2018.

**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 6/12/18	4 Pages
MM Phase I IV&V Status	31 Pages
MM Phase I Decision Document	9 Pages
MM Phase I Financial Review	9 Pages
MM Phase I Traffic Light Reports	2 Pages

Item No.	Add Date	Function Area	Requested Functionality	Decision Needed By Date	Impact	Recommendation/ Advisory Board (AB) Comments	Bureau Chief Recommendation/ Approval by Name(s)	AB Status	AB Date	Executive Steering Committee (ESC) Comments	ESC Status	ESC Close Date
FR02	08/14/17	FR	The FR team is looking for a decision as to whether we should roll out the insurance companies XML onboarding as a "Big Bang" approach or a "Staggered" approach. We have more than 500 insurance companies that need to be moved to the new system. They will have more than a year for structured testing and preparing for the conversion, as FR development is complete in January 2018. We groomed our requirements to go with the "Big Bang" approach.	6/30/2018	If the "Big Bang" solution the team developed requirements for does not happen, additional hours unaccounted for will need to be considered to keep the old and new systems running parallel before we go live.	After discussion with the team, we determined that there are 3 options available:  Option 1: Big Bang Approach - This is the way the team groomed the requirements.  Option 2: Phased roll-out - Old and new FR systems run concurrently (2 different letters and rules are sent to customers) - Vendors/companies roll out over X amount of time (Drop dead date TBD) - When all vendors/companies have rolled out, the old FR system is retired  <i>CR Required</i>		Require additional information		<b>08/17/17 Update</b> ESC would like to postpone making a decision until we can finish development of XML and get 4-6 companies structural testing and see how many issues they are having. Hopefully will have an answer by the next ESC meeting.  <b>09/21/17 Update</b> FR team still working on getting confirmations from insurance companies/vendors to start structural testing. State Farm Ins. has backed out. Farmers, Mercury, Verisk and Lexis Nexis are still on board to be involved in the pilot. Diana suggested that we go ahead and start the structural testing with the ones that have confirmed within the next week.  <b>10/24/17 Update</b> The team spoke to Pat Porter and we have 5 confirmations from insurance companies/vendors to start structural testing.	Require additional information	
FR02 Cont....	08/14/17	FR				Option 3: DHSMV Big Bang + Phased Vendor/Companies Roll-out - Change requirements to accept Flat Files and Old XML in New FR system - Stage 1: New FR system will process all existing files (Big Bang for department. No changes to vendors/companies) - Stage 2: Vendors/companies will roll out over X amount of time to the new XML (Drop dead date TBD) - 2 Large Deployments  <i>CR Required</i> High level Estimated hours - 2,100 (not including testing)		Require additional information		Progressive (Flat file) AIG (XML/Flat) Farmers (New to FL- XML) Verisk (vendor-XML/Flat) United Automobile (Flat file)  The team is reviewing the test scripts that SEU provided. The XML Deliverable 48 will be finalized by 10/25/17. The drafted manual has not been sent out yet, but have asked for feedback from some companies on items that they thought might be confusing. We are looking for a firm date from the business when we plan to provide the manual draft to all pilot insurance companies/vendors.  <b>11/13/17 Update</b> Draft XML Manual has been published on the Department's FR website. FR has created a spreadsheet to track the progress on SharePoint and are having weekly conference calls with pilot companies. FR will send a letter to all insurance companies listed with OIR in an attempt to reach companies that may not be aware of the changes.	Require additional information	
FR02 Cont....	08/14/17	FR						Require additional information		<b>12/06/17 Update</b> The pilot companies are still working through development issues on their side. The team's holding weekly conference calls with the companies to answer any questions or concerns. Currently, they are not ready to start structural testing. DBA's are assisting SEU with protecting the records needed for the testing (Curt is helping with this) Pat Porter is working on the letter to all insurance companies listed with OIR.  <b>12/19/17 Update</b> Last week's conference call was canceled, but the team is continuing the weekly calls and working through any issues or questions they are still having.  The test data that has been locked down was confirmed by another team and it's ready to go.  Test data records were placed in the companies output folders for the first round of structural testing.	Require additional information	

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FR02 Cont....	08/14/17	FR						Require additional information		<b>12/19/17 Update Continued...</b> We are following up with the pilot companies as to where they are with modifying their systems. United Auto Insurance stated they are in the process of getting their software up to speed, and hoping to convert to XML after the new year. AIG has sent and processed files successfully and will start structural testing hopefully this week. Verisk has not started anything as of yet, they are experiencing production issues. They have verified they can see the folders, but no further update at this time.  The Stage Environment is being set up for January 2018 for all companies to use to structured test.  <b>01/04/18 Update</b> The Stage Environment is due to be ready by January 8, 2018.  Pat Porter has completed the letter to the insurance companies and It is in the review process at this time. This letter includes important dates as well as a January 31, 2018, deadline to have a contact person identified and an email address for structural testing.	Require additional information	
FR02 Cont....	08/14/17	FR						Require additional information		<b>01/04/18 Update Continued...</b> We are still holding the weekly pilot company testing progression call. AIG is moving quickly with their structural testing and haven't run into any major issues. Verisk has been struggling with production issues. One issue was related to AST, as their reload file was too large. We were told there were no limitations. Also, there was an anti-virus issue with files timing out. Verisk still has not started any pilot structural testing. United Automobile is having a problem related to the dummy NAIC codes we provided and getting them programmed in their system. The FR team is setting up a conference call with them and our technical team to help solve their issues. At this time, they have not started any pilot structural testing.	Require additional information	
FR02 Cont....	08/14/17	FR						Require additional information		<b>01/12/18 Update</b> The Stage Environment is ready to begin structural testing with the insurance companies.  The team's continuing the weekly pilot company progression calls, but last week no companies were on the call. This week all three companies participated.  Per Leadership's request for one of the top five largest independent companies to join testing, the business had a conference call with Allstate and USAA regarding participating in some pre-structural testing. Allstate requested a letter with the directive that DHSMV's converting to total XML. USAA is talking to upper management as they have funding needs for the development of XML.	Require additional information	

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FR02 Cont....	08/14/17	FR						Require additional information		<p><b>01/12/18 Update Continued...</b></p> <p>The FR team held a conference call with United Automobile Ins Co. with our tech team. The recommendation was it might be easier for them to start structural testing now that the stage environment is ready, since they are having problems with the mocked/test data not originally generated from their third party vendor's system. We are looking for them to submit their files to the stage environment, allowing us to smoke test the environment with an actual insurance company. AIG is working through testing. They have nine tests that he did not get the expected results. They need a developer to look at it. Verisk said due to production issues they haven't started yet.</p> <p><b>01/25/18 Update</b></p> <p>The team's continuing the weekly pilot company progression calls. This week all three companies participated.</p> <p>The insurance letter was approved and mailed out to the companies on January 18. The team is getting responses from the companies with their contact person and phone numbers.</p> <p>We will have approximately 159 accounts to bring over to XML throughout this year; 592 companies.</p>	Require additional information	
FR02 Cont....	08/14/17	FR						Require additional information		<p><b>01/25/18 Update Continued...</b></p> <p>The stage environment had an issue with the verification batch job not working. Jon Hall found the solution and corrected the issue.</p> <p>Verisk still has not started with any testing. AIG is working through their test cases. United Auto Insurance Company is moving slowly. The team would like to start moving companies over to the stage environment.</p> <p>Allstate and USAA have not responded with any additional information regarding helping with structural testing. We are reaching out to them again now that they have received the letter.</p> <p>The final XML manual edits have been completed and posted to the Department's FR website.</p> <p><b>02/12/18 Update</b></p> <p>The business is moving forward to establish points of contact to coordinate final structural testing for all insurance companies by December 2018.</p> <p>Out of the Pilot Testing, it was discovered a production issue impacting RELOAD would impact OMM. Coordinating resolution with ISA Production staff.</p>	Require additional information	
FR02 Cont....	08/14/17	FR						Require additional information		<p><b>03/02/18 Update</b></p> <p>The team sent a letter Friday, March 2, 2018, to the insurance industry for additional communication regarding structural testing notification and signing up for the testing cycles. The letter states the companies have until COB on Monday, March 19, 2018, to select their testing cycle. If they fail to reply, a structural testing period will be assigned to them. The first testing cycle will begin on March 26, 2018, and the last testing cycle will be completed on December 14, 2018.</p> <p>ISA is currently working on a Reload Wrap and are planning on this being completed by March 16, 2018. The Purge Wrap has about one and a half weeks left of testing.</p> <p>Interviews are being conducted for OPS staff to assist with the XML conversion process.</p>	Require additional information	



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FR02 Cont....	08/14/17	FR						Require additional information		<b>03/23/18 Update</b> The Business is continuing to schedule the insurance companies structural testing cycle period. Testing cycles 10-15 are no longer available.  Total Insurance Companies - 336 (not including 4 vendors) Signed Up Companies - 117 (including 2 vendors) Not signed up Companies - 221  The OIR meeting was held on Thursday, March 22, 2018, to discuss the XML onboarding process. The team requested assistance with contacting the insurance companies that have not responded. OIR will look at communication methods (email blast/newsletter) to reach out to the companies and "CEOs."	Require additional information	
FR02 Cont....	08/14/17	FR						Require additional information		<b>04/16/18 Update</b> The Business is continuing to schedule the insurance companies structural testing cycle period. Testing cycles 6-15 are no longer available.  Total Insurance Companies - 337 (added one new company) Signed Up Companies - 169 Not Signed Up Companies - 168  Mechell Walker, Pat Porter and Kristin Green are traveling to Denver, CO this week to attend the IICMVA conference.  Interviews are complete for the OPS staff to assist with the XML conversion process. The plan is to hire five people.  The Florida Office of Insurance Regulation is sending out a memorandum to all property and casualty insurers authorized to do business in Florida, strongly encouraging the insurance companies who have not responded to the department's attempt to get everyone scheduled for their testing cycles to contact the department immediately.	Require additional information	
FR02 Cont....	08/14/17	FR						Require additional information		<b>04/26/18 Update</b> The business is continuing to schedule the insurance companies structural testing cycle periods. Testing cycles 3 and 4 are still open.  Total Insurance Companies - 337 Signed Up Companies - 179 Not Signed Up Companies - 158  The Florida Office of Insurance Regulation has decided NOT to send out a blast memorandum to all insurance companies, as I reported last meeting. Instead, they are going to send an email targeting the specific companies that have not responded.  We have four OPS staff going through the onboarding process at this time. The team is looking forward to them starting.	Require additional information	

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FR02 Cont....	08/14/17	FR						Require additional information		<b>05/10/18 Update</b> Total Insurance Companies - 337 Signed Up Companies - 179 Not signed Up Companies - 158 (Out of the 158, 12 do not report)  Three OPS staff have started and one is still going through the onboarding process.  The remaining testing cycles are now full; although, the team is still scheduling and making adjustments. Five companies are scheduled for cycle 5 ( May 21 - June 1): Auto Club South Farmers Insurance Exchange Infinity Insurance Company Pennsylvania Manufacturers Assoc. Insurance Co Ascendent Commercial Insurance  <b>05/16/18 Update</b> Total Insurance Companies- 337 Signed Up Companies - 182 Not Signed Up Companies - 114 Companies that do not report to FL - 40 Companies that will not participate in XML Conversion due to policies expiring prior to the go-live date - 1		
FR02 Cont....	08/14/17	FR						Require additional information		<b>05/24/18 Update</b> Total Insurance Companies - 337 Signed Up Companies - 185 Not Signed Up Companies - 106 Companies that do not report to FL - 46  <b>05/30/18 Update</b> Total Insurance Companies - 337 Signed Up Companies - 188 Not Signed Up Companies - 100 Companies that do not report to FL - 49  <b>06/07/18 Update</b> Total Insurance Companies - 337 Signed Up Companies - 191 Not Signed Up Companies - 97 Companies that do not report to FL - 49  The business is holding a four-hour conference call on June 26 from 1 to 5 p.m. with the insurance companies to review the process again, and show a PowerPoint presentation of what is expected and the steps to follow. Hopefully this will help with the confusion and questions the insurance companies are having.		

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FR02 Cont....	08/14/17	FR						Require additional information		<b>06/13/18 Update</b> Total Insurance Companies - 337 Signed Up Companies - 202 Not Signed Up Companies - 84 Companies that do not report to FL - 51  <b>06/20/18 Update</b> Total Insurance Companies - 337 Signed Up Companies - 205 Not Signed Up Companies - 74 Companies that do not report to FL - 58  <b>06/27/18 Update</b> Total Insurance Companies - 337 Signed Up Companies - 217 Not Signed Up Companies - 57 Companies that do not report to FL - 63  The team held an Insurance Company Conference Call on June 26, 2018, with a PowerPoint presentation. There were more than 100 participants on the call. The insurance companies had a lot of great questions and we had good team conversation to discuss some issues and concerns. The meeting was a success. We are scheduling a follow-up technical conference call for the end of July.		
FR02 Cont....	08/14/17	FR						Require additional information		<b>07/09/18 Update</b> Total Insurance Companies - 337 Signed Up Companies - 217 Not Signed Up Companies - 50 Companies that do not report to FL - 70  <b>07/10/18 Update</b> The follow-up structural testing conference call with the insurance companies is scheduled for July 31, 2018, from 1:30 - 3 p.m.  The business is sending out another email communication this month to the insurance companies that have not responded since the first letter went out in January 2018.  Total Insurance Companies - 337 Signed Up Companies - 227 Not Signed Up Companies - 31 Companies that do not report to FL - 79  <b>07/19/2018 Update</b> Scott Tomaszewski will present the XML update after today. We will leave this item open until various insurance companies complete structural testing per the ESC meeting on July 19. The "Big Bang" approach was agreed upon.		



# **A SAFER FLORIDA**

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## **HIGHWAY SAFETY AND MOTOR VEHICLES**



## **Motorist Modernization Financials**

**August 13, 2018**



# Motorist Modernization Phase I Financial Review

## Phase I LBR Requests – Total Project

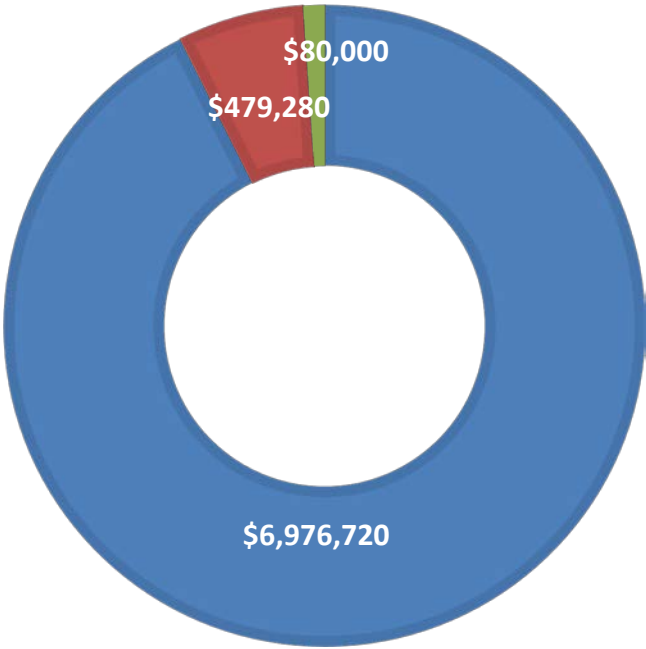
Fiscal Year	Total Request	Contracted Services	IV&V Services	Expense (Software, Travel, etc.)	OCO
2014-2015	\$ 2,500,000 *	\$ 1,514,762	\$ 619,186	\$ 61,478	\$ -
2015-2016	\$ 6,362,609	\$ 5,468,933	\$ 479,280	\$ 382,501	\$ 31,895
2016-2017	\$ 8,749,351	\$ 7,907,512	\$ 479,280	\$ 336,688	\$ 25,871
2017-2018	\$ 9,857,775	\$ 8,506,720	\$ 479,280	\$ 865,000	\$ 6,775
2018-2019	\$ 7,536,000	\$ 6,976,720	\$ 479,280	\$ 80,000	\$ -
2019-2020	\$ 1,823,620	\$ 1,803,620		\$ 20,000	\$ -
Total	\$ 36,829,355	\$ 32,178,267	\$ 2,536,306	\$ 1,745,667	\$ 64,541

# Motorist Modernization Phase I Financial Review



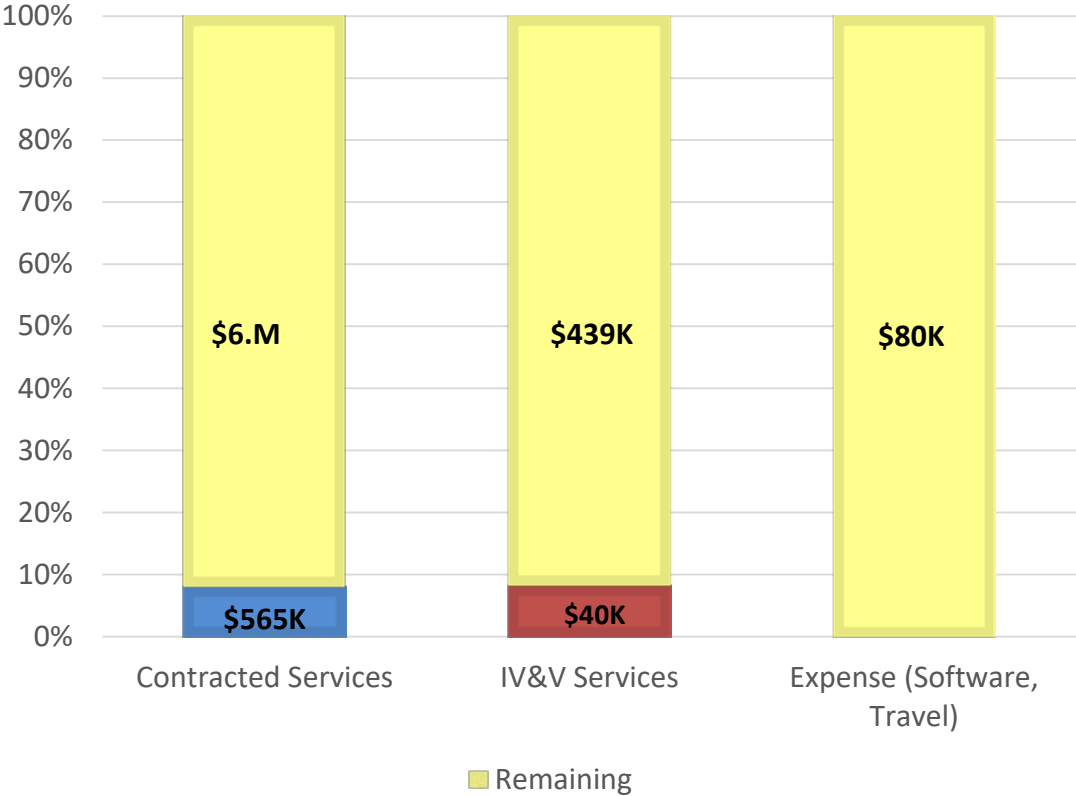
*Budget and Actuals: Current Fiscal Year through July 30, 2018*

**BUDGET: \$7,536,000**



■ Contracted Services   ■ IV&V Services   ■ Expense (Software, Travel)

**ACTUALS: \$604,940**



# Motorist Modernization Phase I Financial Review

## *Budget and Actuals: Overview*

Description	Budget Total	Actuals to Date	Variance (Budget to Actual)
Fiscal Year 2018-2019 Total Funding	\$7,536,000		
Fiscal Year to Date	\$604,940	\$604,940	0%
Month to Date (July 2018)	\$604,940	\$604,940	0%
Remaining Funds	\$6,931,060		

# Motorist Modernization Phase II Financial Review



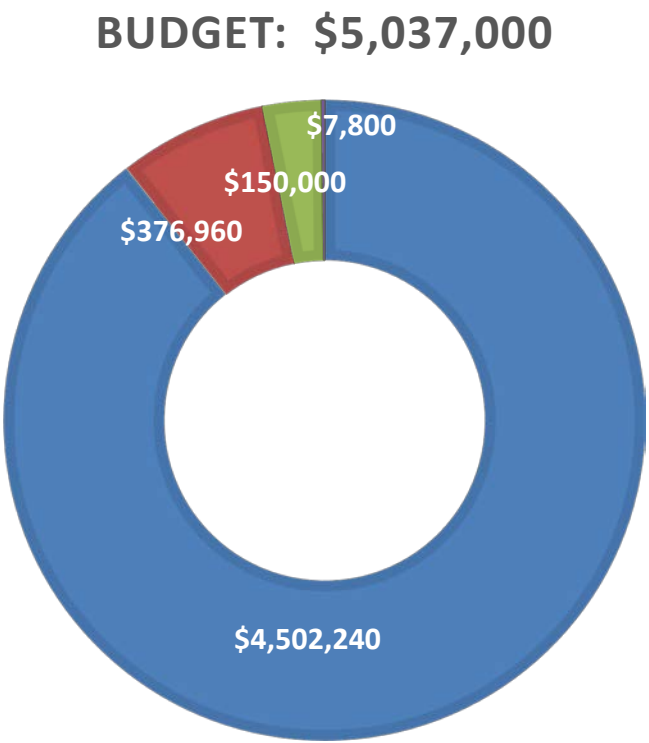
## Phase II LBR Requests – Total Project

Fiscal Year	Total Request	Contracted Services	IV&V Services	Expense (Software, Travel, etc.)	OCO
2017-2018	\$ 4,132,180	\$ 3,575,240	\$ 357,190	\$ 179,850	\$ 19,900
2018-2019	\$ 5,037,000	\$ 4,379,200	\$ 500,000	\$ 150,000	\$ 7,800
2019-2020	\$ 8,426,200	\$ 7,239,200	\$ 500,000	\$ 670,000	\$ 17,000
2020-2021	\$ 8,219,700	\$ 7,239,200	\$ 500,000	\$ 476,500	\$ 4,000
2021-2022	\$ 6,907,700	\$ 5,939,200	\$ 500,000	\$ 464,500	\$ 4,000
2022-2023	\$ 3,806,700	\$ 2,871,200	\$ 500,000	\$ 431,500	\$ 4,000
Total	\$ 36,529,480	\$ 31,243,240	\$ 2,857,190	\$ 2,372,350	\$ 56,700

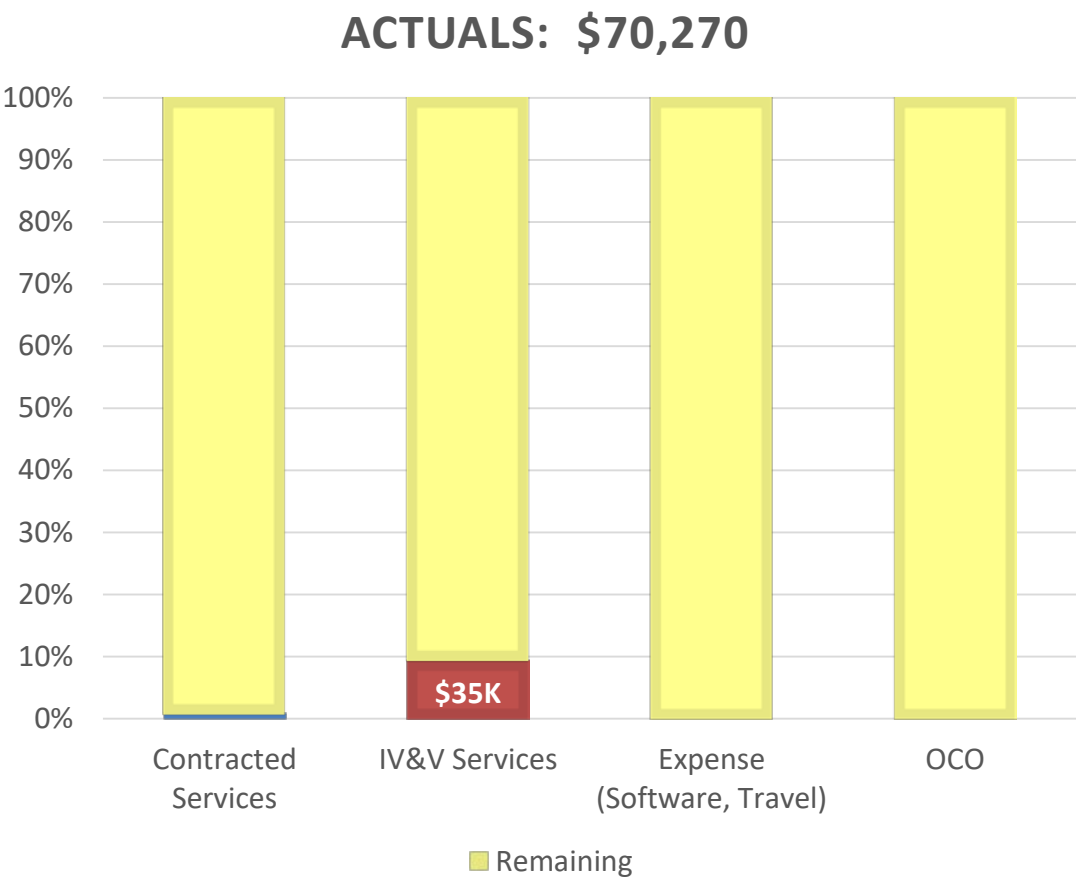


# Motorist Modernization Phase II Financial Review

*Budget and Actuals: Current Fiscal Year through July 30, 2018*



■ Contracted Services ■ IV&V Services ■ Expense (Software, Travel) ■ OCO



# Motorist Modernization Phase II Financial Review

## *Budget and Actuals: Overview*

Description	Budget Total	Actuals to Date	Variance (Budget to Actual)
Fiscal Year 2018-2019 Total Funding	\$5,037,000		
Fiscal Year to Date	\$70,270	\$70,270	0%
Month to Date (July 2018)	\$70,270	\$70,270	0%
Remaining Funds	\$4,966,730		

# Questions?

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THANK  
YOU



**Office of Motorist Modernization  
Change Request Form – Agile Project**

General Information	
Agile Project Name	Motorist Modernization Phase I – DL Issuance, Portal and Renewal Notifications
Change Request Title	Exempting fees for Veterans – Legislative WRAP #3495
Change Requested By	Cheryl Dent
Product Owner	Barbara Peacock, Deepa Vasudevan, and Thomas Wilson
Date Requested	05/18/18

<b>Change Request #</b> <i>(To be assigned by CCB Chair)</i>	<b>127</b>
<input checked="" type="checkbox"/> New Request	<input type="checkbox"/> Resubmitted / Amended Request

Change Request Information (completed by the requestor)
<p>Description of Change:</p> <p>This change request is being created to add the word “Veteran” to an Identification Card or Driver License, if the required evidence of veteran status is provided. It also prohibits Tax Collectors from charging Driver License service fees to veterans, if the required evidence of veteran status is provided. This is a legislative mandate.</p>
<p>Classification: Critical <input checked="" type="checkbox"/></p> <p><i>Due to the level of classification (Level III) and potential impact to the scope, schedule (on the critical path, milestone impact, and/or &gt;10 business days/81 hours), and/or budget (&gt;\$500, increase to overall program budget), this change request must be reviewed by the Change Control Board and approved by the Executive Steering Committee in accordance with the MM Phase I Program Management Plan.</i></p>
<p>Change Request Type: <i>(This change is associated with the following.)</i></p> <p> <input checked="" type="checkbox"/> New (Unplanned/Missed) Work Effort      <input type="checkbox"/> Re-work  <input type="checkbox"/> New (Expanded) Work Effort      <input type="checkbox"/> Removal/Archival </p>

Business Need / Justification (completed by the requestor)
<p>Description: Legislative mandate SB100, which becomes effective July 1, 2018, calls for waiving fees for adding the word “Veteran” to an Identification Card or Driver License, if the required evidence of veteran status is provided. It also prohibits Tax Collectors from charging Driver License service fees to veterans, if the required evidence of veteran status is provided. This change is needed to comply with the legislative mandate.</p>

Impact Analysis
<p><b>Requirements Change Description:</b></p> <ul style="list-style-type: none"> <li>The word “Veteran” may be exhibited on the Driver License or Identification Card of a veteran upon presentation of a copy of the person’s DD Form 214, issued by the United States Department of Defense, or a <u>Veteran Health Identification Card</u> or a <u>Veteran Identification Card</u>, issued by the United States Department of Veterans Affairs or another acceptable form specified by the Department of Veterans’ Affairs.</li> <li>Eliminate \$1 fee for Veterans designation being added on an original or renewal Driver License or Identification Card transactions.</li> </ul>

**Office of Motorist Modernization  
Change Request Form – Agile Project**

- Eliminate \$2 fee for replacement Driver License or Identification Card Designation added to Replacement Credential Transaction(s): Class E, CDL or ID Card
- If the customer is not making changes affecting the Driver License or Identification Card, a replacement Driver License or Identification Card may be issued with the word “Veteran” without payment of the \$25 replacement fee required by s. 322.21(1)(e).

The Replacement fee will not be exempt if the customer is requesting an address change, adding designations other than Veteran, or adding or deleting endorsements or restrictions not being requested by the department. (This will be handled by policy and procedures and will be included in the statewide TA)

**Renewals Impact**

**Estimate:**

- 1 Hour – BA/Refinement
  - 18 Hours – Development (Includes modifying the fee service)
  - 2 Hours – QA
  - 12 Hours – SEU Testing
    - 6 Hours – TEST
    - 6 Hours – STAGE
- Hours Total - 33**

**DL Impact**

**Estimate:**

- 2 Hours - Refinement
  - 16 Hours – Development
  - 3 Hours – QA
  - 23.5 Hours – SEU Testing
    - 13 Hours – TEST
      - 4 Hours – Test case writing
      - 9 Hours – Test case execution
    - 10.5 Hours – STAGE
      - 3.5 Hours – Test case writing
      - 7 Hours – Test case execution
- Hours Total – 44.5**

**Portal Impact**

**Estimate:**

- 1 Hours - Refinement
  - 12 Hours – Development
  - 20 Hours – SEU Testing
    - 10 Hours – TEST
    - 10 Hours – STAGE
- Hours Total – 33**

**Office of Motorist Modernization  
Change Request Form – Agile Project**

<p><b><u>CDLIS/CP Processing Impact</u></b> No impact.</p> <p><b><u>MM/FR Impact</u></b> No impact.</p>
<p><b>Technical Change Description:</b> There are no impacts to the data tier, databases or the synchronization processes.</p>
<p><b>Associated Wrap Number?</b> #3495</p>
<p><b>Impact on Backlog:</b> This work will require new stories to be added to the backlog and prioritized.</p> <p>DL, Portal and Renewals will add the necessary tasks to each of their product backlogs.</p>
<p><b>Impact on Schedule:</b>  <input type="checkbox"/> No Project / Program schedule change      <input checked="" type="checkbox"/> Project / Program schedule change         </p>
<p><b>Schedule Change Description:</b> The original project milestones and sprints will not be changed. Here is the recommended option for incorporating this request:</p> <ol style="list-style-type: none"> <li>The work may be planned for a post-development Change Request iteration period immediately following development of core critical user stories. This request will expand beyond the planned User Acceptance Testing period and places the targeted Pilot and Production Go-Live dates at risk. Additionally, resources will need to be available to complete this work:             <ol style="list-style-type: none"> <li>MyDMV Portal CR Iteration September 5 – 18, 2018</li> <li>DL Issuance existing Sprint 29/Existing Hip Sprint August 30 – September 11, 2018</li> <li>Renewal Notification CR Iteration October 15 - 26, 2018</li> </ol> </li> </ol>
<p><b>Change may be addressed within:</b> This request will utilize a combination of existing (DL Issuance) vs. new (MyDMV Portal, Renewal Notification) milestones/sprints.</p> <p> <input type="checkbox"/> New Milestone    <input type="checkbox"/> Existing Milestone    <input type="checkbox"/> New Sprint    <input type="checkbox"/> Existing Sprint         </p>
<p><b>Provide detail for when this change will be implemented:</b></p>

**Office of Motorist Modernization  
Change Request Form – Agile Project**

The work to make the legislative changes will be targeted for each impacted team as follows:

- DL Issuance – Sprint 29 – work would be wrapped into planned BAR Issuance work (so, no trade-offs necessary)
- Renewals – CR Iteration October 15 - 26, 2018
  - Task ID – Exempting fees for Veterans – Legislative WRAP #3495 – Renewals (CR 127).
  - Resources will be assigned from available developers to complete this task (see resource section).
  - This work is scheduled to be completed after the end of UAT for Renewals and will include additional hours for regression testing in the STAGE environment.
- Portal – CR Iteration September 5 – 18, 2018
  - Task ID – Exempting fees for Veterans – Legislative WRAP #3495 – Portal (CR 127).
  - This work is scheduled to be completed after the end of Portal development (but within the UAT period) and will include additional hours for regression testing in the STAGE environment.
  - Portal has a dependency on the DL Issuance development.

**Current Schedule:**

**DL issuance**

Task Name	Duration	Baseline4 Start	Baseline4 Finish	Status
<b>MILESTONE GROUP J</b>	<b>53 days</b>	<b>Thu 6/28/18</b>	<b>Wed 9/12/18</b>	<b>Future Task</b>
Sprint 27	14 days	Thu 6/28/18	Wed 7/18/18	Future Task
Sprint 28	15 days	Thu 7/19/18	Wed 8/8/18	Future Task
Sprint 29	15 days	Thu 8/9/18	Wed 8/29/18	Future Task
DL HIP Sprint - Milestone Group J	8 days	Thu 8/30/18	Tue 9/11/18	Future Task
DL Milestone Retrospective - Milestone J	1 day	Wed 9/12/18	Wed 9/12/18	Future Task



**Office of Motorist Modernization  
Change Request Form – Agile Project**

**Proposed Schedule:** Since this change comes after the end of development for Portal and Renewals, tasks will be created for this work which will be added and tracked in the IMS schedule.

**DL Issuance**

Task Name	Duration	Baseline4 Start	Baseline4 Finish	Status
<b>MILESTONE GROUP J</b>	<b>53 days</b>	<b>Thu 6/28/18</b>	<b>Wed 9/12/18</b>	<b>Future Task</b>
Sprint 27	14 days	Thu 6/28/18	Wed 7/18/18	Future Task
Sprint 28	15 days	Thu 7/19/18	Wed 8/8/18	Future Task
Sprint 29	15 days	Thu 8/9/18	Wed 8/29/18	Future Task
<b>DL HIP Sprint - Milestone Group J</b>	<b>8 days</b>	<b>Thu 8/30/18</b>	<b>Tue 9/11/18</b>	<b>Future Task</b>
DL Milestone Retrospective - Milestone J	1 day	Wed 9/12/18	Wed 9/12/18	Future Task

**Renewals – CR Iteration October 15 - 26, 2018**

- Task ID – Exempting fees for Veterans – Legislative WRAP #3495 – Renewals (CR 127).

**Portal – CR Iteration September 5 – 18, 2018**

- Task ID – Exempting fees for Veterans – Legislative WRAP #3495 – Portal (CR 127).

**Impact on Cost:** No direct impact to the Motorist Modernization Phase I budget. This work effort will be performed by existing resources.

Resources Needed to Support this Request	Program (P) or Operational (O)	Work Effort (Hours)	% Allocation to Program
DL Issuance Team Development – Milestone J resource	P	44.5	100
Portal Development – Derek Valldejuli-Gardner	P	33	100
Renewals Team Development – Brad Cote	P	33	100
<b>Total</b>		<b>110.5</b>	

**Work Effort:** 110.5 hours of effort.

**Alternatives to the Requested Change:** None identified.

**Office of Motorist Modernization  
Change Request Form – Agile Project**

<b>Impact on Training:</b> No impacts.	
<b>Impact on Policies and/or Procedures:</b> No impacts.	
<b>The project/program manager attests that all impacts and alternatives have been vetted by the following members:</b>	<b>List Individual Name(s) &amp; Review Notes</b>
<input checked="" type="checkbox"/> Product Owner	Barbara Peacock
<input checked="" type="checkbox"/> Product Owner	Thomas Wilson
<input checked="" type="checkbox"/> Product Owner	Deepa Vasudevan
<input type="checkbox"/> Scrum Master	Kathy Reeves
<input type="checkbox"/> Scrum Master	Pavel Machado Sardinas
<input checked="" type="checkbox"/> Scrum Master	Catherine Alvarez
<input checked="" type="checkbox"/> Program Manager	Cheryl Dent
<input checked="" type="checkbox"/> Project Manager	Joseph Weldon
<input checked="" type="checkbox"/> Project Manager	Sonia Nelson
<input checked="" type="checkbox"/> Project Manager	Aundrea Andrades
<input type="checkbox"/> Sr. Business Analyst	Jessica Espinosa
<input type="checkbox"/> Sr. Business Analyst	Catherine Thomas
<input type="checkbox"/> Sr. Business Analyst	Judy Johnson
<input type="checkbox"/> Lead Developer / Software Architect	Patrick Robbins
<input type="checkbox"/> Lead Developer / Software Architect	Brad Cote
<input type="checkbox"/> Lead Developer / Software Architect	Derek Valldejuli-Gardner
<input type="checkbox"/> Enterprise Technical Team Representative	Thomas Culbertson
<input type="checkbox"/> Testing Manager	Lacey Lowers
<input checked="" type="checkbox"/> Testing Manager	Kelsey Parten
<input checked="" type="checkbox"/> LDO Representative	Jennifer Ford, Sarah Pope
<input checked="" type="checkbox"/> Financial Representative (DAS/OFM)	Steve Burch
<input checked="" type="checkbox"/> Other Operational / Business Manager(s)	Mark Miller, Donnie Cannon, Tamil Dhanabalan

**Office of Motorist Modernization  
Change Request Form – Agile Project**

<b>Change Control Board Recommendation</b>
Decision: <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer <input type="checkbox"/> N/A
Comments: Recommended for approval by the CCB on 8/13/18.

<b>Advisory Board Recommendation</b>
Decision: <input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer <input type="checkbox"/> N/A
Comments:

<b>Executive Steering Committee Decision</b>
Decision: <input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer
Comments:

Approver	Signature	Date
Terry Rhodes Executive Director, DHSMV		
Robert Kynoch Director of Motorist Services, DHSMV		
Boyd Dickerson-Walden Chief Information Officer, DHSMV		
Deb Dobson Program Manager – FLOW, DHSMV		

**Office of Motorist Modernization  
Change Request Form – Agile Project**

General Information	
Agile Project Name	Motorist Modernization Phase I – Enterprise Team (Renewals, MM CDLIS/CP)
Change Request Title	Dynamic URLs in OMM Letters
Change Requested By	Cheryl Dent
Product Owner	Chad Hutchinson
Date Requested	06/19/2018

<b>Change Request #</b> <i>(To be assigned by CCB Chair)</i>	<b>133</b>
<input checked="" type="checkbox"/> New Request	<input type="checkbox"/> Resubmitted / Amended Request

Change Request Information (completed by the requestor)
Description of Change: This change request is to implement a dynamic solution for URLs in letters to eliminate issues if the URL changes. The solution would use a snippet of code (in Planet Press) for all URLs in letters.
Classification: Critical <input checked="" type="checkbox"/>
<i>Due to the level of classification (Level III) and potential impact to the scope, schedule (on the critical path, milestone impact, and/or &gt;10 business days/81 hours), and/or budget (&gt;\$500, increase to overall program budget), this change request must be reviewed by the Change Control Board and approved by the Executive Steering Committee in accordance with the MM Phase I Program Management Plan.</i>
Change Request Type: <i>(This change is associated with the following.)</i>
<input checked="" type="checkbox"/> New (Unplanned/Missed) Work Effort <input type="checkbox"/> Re-work <input type="checkbox"/> New (Expanded) Work Effort <input type="checkbox"/> Removal/Archival

Business Need / Justification (completed by the requestor)
Description: Some of the OMM letters were hard-coded with URLs that are invalid, and when copied into a browser address bar navigates to a page not found. This would improve maintenance of URLs if they are modified. Only the code snippet would need to be modified instead of each letter.

Impact Analysis
<b>Requirements Change Description:</b> The solution would use a snippet of code for all URLs in letters. If the URL changes, there would be no need to modify the letters. The URL would be changed in one location and picked up dynamically in the letter at the time of generation. At this time the final URL for MyDMVPortal has not been determined. The default URL for MyDMVPortal will be gorennew.com ( <a href="https://services.flhsmv.gov/VirtualOffice/">https://services.flhsmv.gov/VirtualOffice/</a> ). All other URLs should be defined in the letter requirements.
<b>Letter updates</b> <b>Estimate:</b> 20 Hours - Development 16 Hours – Functional Test <b>36 Total Hours</b>

**Office of Motorist Modernization  
Change Request Form – Agile Project**

**Renewals Impact**

- 1 Hour refinement
- 12 Hours – SEU Testing
  - 6 Hours – TEST
  - 6 Hours – STAGE

**13 Total Hours**

**CDLIS/CP Processing Impact**

- 1 Hour refinement
  - 2 Hours – SEU testing
- NOTE: SEU will test 3 – 4 Letters and this will take 2 hours. We will test the rest of the letters during UAT.

**3 Total Hours**

**MM Impact**

- 1 Hour refinement
- 40 Hours – SEU testing

**41 Total Hours**

**DL Issuance Impact**

**No impact**

**Portal Impact**

**No impact**

**Technical Change Description:**

There will be no impacts to the data tier, databases and the synchronization processes. This change will only occur within Planet Press.

**Office of Motorist Modernization  
Change Request Form – Agile Project**

<b>Associated Wrap Number?</b> N/A
<b>Impact on Backlog:</b> This work will require new stories to be added to the backlog and prioritized.
<b>Impact on Schedule:</b> <input checked="" type="checkbox"/> No Project / Program schedule change <input type="checkbox"/> Project / Program schedule change
<b>Schedule Change Description:</b> The work to make the changes will be targeted for each impacted team as follows: <ul style="list-style-type: none"> <li>• Renewals – CR Iteration September 17 - 28, 2018</li> <li>• CDLIS/CP – CR Iteration August 27 - 31, 2018</li> <li>• MM/FR – CR Iteration November 12 - 30, 2018</li> </ul>
<b>Change may be addressed within:</b> <input type="checkbox"/> New Milestone <input checked="" type="checkbox"/> Existing Milestone <input type="checkbox"/> New Sprint <input checked="" type="checkbox"/> Existing Sprint
<b>Provide detail for when this change will be implemented:</b> The original project milestones and sprints will not be changed. Here is the recommended option for incorporating this request: <ol style="list-style-type: none"> <li>The work may be planned for a post-development Change Request iteration period immediately following development of core critical user stories. This request will expand beyond the planned User Acceptance Testing period and places the targeted Pilot and Production Go-Live dates at risk. Additionally, resources will need to be available to complete this work:             <ol style="list-style-type: none"> <li>Renewals – CR Iteration September 17 - 28, 2018                 <ul style="list-style-type: none"> <li>Task ID – Dynamic URLs in OMM Letters – Renewals (CR XXX)</li> <li>This work is scheduled to be completed after the end of UAT for Renewals and will include additional hours for regression testing in the STAGE environment.</li> </ul> </li> <li>CDLIS/CP – CR Iteration August 27 - 31, 2018                 <ul style="list-style-type: none"> <li>Task ID – Dynamic URLs in OMM Letters – CDLIS/CP (CR XXX)</li> <li><b>NOTE:</b> SEU will test 3 – 4 Letters and this will take 2 hours. We will test the rest of the letters during UAT.</li> </ul> </li> <li>MM/FR – CR Iteration November 12 - 30, 2018                 <ul style="list-style-type: none"> <li>Task ID – Dynamic URLs in OMM Letters – MM/FR (CR XXX)</li> <li>This work is scheduled to be completed after the end of UAT.</li> </ul> </li> </ol> </li> </ol>
<b>Current Schedule:</b>
<b>Proposed Schedule:</b> Since this change comes after the end of development for some teams, tasks will be created for this work which will be added to the IMS schedule. Other teams with remaining Sprints/Milestones will schedule the work for an existing Sprint/Milestone.
<b>Impact on Cost:</b> No direct impact to the Motorist Modernization Phase I budget. This work effort will be performed by existing resources.

**Office of Motorist Modernization  
Change Request Form – Agile Project**

Resources Needed to Support this Request	Program (P) or Operational (O)	Work Effort (Hours)	% Allocation to Program
Letter updates Developer – Teresa Scudder	P	36	100%
Renewals	P	12	100%
CDLIS/CP	P	2	100%
MM/FR	P	40	100%
<b>Total</b>			
<b>Work Effort:</b> 90 hours of effort.			
<b>Alternatives to the Requested Change:</b> None identified.			
<b>Impact on Training:</b> None identified.			
<b>Impact on Policies and/or Procedures:</b> No impacts.			
<b>The project/program manager attests that all impacts and alternatives have been vetted by the following members:</b>		<b>List Individual Name(s) &amp; Review Notes</b>	
<input type="checkbox"/> Product Owner		Chad Hutchinson	
<input type="checkbox"/> Scrum Master		N/A	
<input checked="" type="checkbox"/> Program Manager		Cheryl Dent	
<input checked="" type="checkbox"/> Project Manager		Joseph Weldon	
<input checked="" type="checkbox"/> Project Manager		Sonia Nelson	
<input checked="" type="checkbox"/> Project Manager		Aundrea Andrades	
<input checked="" type="checkbox"/> Project Manager		Scott Tomaszewski	
<input type="checkbox"/> Sr. Business Analyst		N/A	
<input type="checkbox"/> Lead Developer / Software Architect		Tamil Dhanabalan	
<input checked="" type="checkbox"/> Enterprise Technical Team Representative		Donnie Cannon	
<input type="checkbox"/> Testing Manager		Kelsey Parten	
<input checked="" type="checkbox"/> Testing Manager		Shari McDuffie	
<input type="checkbox"/> Testing Manager		Paola Cline-Galindo	
<input type="checkbox"/> LDO Representative		Jennifer Ford/Sarah Pope	
<input type="checkbox"/> Financial Representative (DAS/OFM)		Steve Burch	
<input type="checkbox"/> Other Operational / Business Manager(s) DBA		Mark Miller, Donnie Cannon	

**Office of Motorist Modernization  
Change Request Form – Agile Project**

<b>Change Control Board Recommendation</b>
Decision: <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer <input type="checkbox"/> N/A
Comments: Recommended for approval by the CCB on 8/13/18.

<b>Advisory Board Recommendation</b>
Decision: <input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer <input type="checkbox"/> N/A
Comments:

<b>Executive Steering Committee Decision</b>
Decision: <input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer
Comments:

Approver	Signature	Date
Terry Rhodes Executive Director, DHSMV		
Robert Kynoch Director of Motorist Services, DHSMV		
Boyd Dickerson-Walden Chief Information Officer, DHSMV		
Deb Dobson Program Manager – FLOW, DHSMV		



**ISA/Project Management Office  
Change Request Form**

General Information	
Project Name	Motorist Modernization Phase I
Change Requested By	Jennifer Ford, Michelle McGinley
Project Sponsor	Robert Kynoch
Date Requested	8/5/2018

<b>Change Request #</b>	<b>134</b>
Change Request Information (completed by the requestor)	
<p>Description:</p> <p>The purpose of this change request (CR) is to provide additional detail within the LDO Training Development, Testing and Deployment tasks to provide more visibility into the progress of training module development based on the LDO reviews with each OMM Project Team. This further modifies tasks entered in the Integrated Master Schedule (IMS) under CR52 as well as adding new tasks.</p> <p>This CR also addresses recommendations from IV&amp;V regarding additional specificity in the IMS for the remaining training development items.</p> <p>Training deployment tasks will be further refined under a future CR as implementation details are finalized in Deliverables 58 and 59, Pilot and Statewide Implementation Plans respectively.</p>	
<p>Classification: Critical : <input checked="" type="checkbox"/> Medium : <input type="checkbox"/> Low : <input type="checkbox"/></p>	
<p><i>Due to the level of classification and potential impact to the scope, schedule, and/or budget, this change request must be approved by the Executive Steering Committee in accordance with the MM Phase I Program Management Plan.</i></p>	

Business Need / Justification (completed by the requestor)
<p>Description:</p> <p>Without this change request, the level of detail within the Integrated Master Schedule is insufficient to monitor the progress of LDO training development, review and deployment activities given the revised approach to training.</p> <p>This change request also consolidates the module development and module reviews into a concurrent period.</p>

Impact Analysis (completed by ISA)
<p><b>Specific Requirements Definition:</b></p> <p>Completed by: N/A</p>

## ISA/Project Management Office Change Request Form

### Impact on Schedule:

Completed by: Michelle McGinley, with review by LDO

### Current IMS Entries

Task Name	Duration	Baseline4 Start	Baseline4 Finish
▣ Training	704 days	Mon 10/3/16	Fri 7/19/19
▣ Remaining Phase I Rollout Training	639 days	Mon 1/9/17	Fri 7/19/19
Develop - Phase I Course Development (GHQ Users)	352 days	Mon 7/31/17	Fri 12/21/18
Develop - Phase I Course Development (Tax Collectors)	352 days	Mon 7/31/17	Fri 12/21/18
Develop - GHQ Course Quality Assurance	304 days	Mon 12/11/17	Mon 2/25/19
Develop - Tax Collector Course Quality Assurance	304 days	Mon 12/11/17	Mon 2/25/19
▢ Deployment & Evaluation - Phase I Training	68 days	Mon 4/15/19	Fri 7/19/19
▢ Rebuild Databases	241 days	Tue 2/20/18	Mon 2/4/19
▢ Informatica Operational Planning	127 days	Fri 3/23/18	Thu 9/20/18
Operations Planning COMPLETE	0 days	Fri 7/19/19	Fri 7/19/19
PHASE GATE REVIEW - Operations Planning	0 days	Fri 7/19/19	Fri 7/19/19
▣ Implementation	502 days	Thu 8/31/17	Wed 8/28/19
▢ Implementation Planning	391 days	Thu 8/31/17	Fri 3/22/19
▢ Production Deployment - MV Renewal Notification	44 days	Mon 7/2/18	Fri 8/31/18
▢ Production Deployment - Push-Pull Replacement	27 days	Mon 10/29/18	Fri 12/7/18
▣ Pilot Deployment	219 days	Thu 8/30/18	Mon 7/15/19
▣ Go-Live Preparation	5 days	Thu 8/30/18	Thu 9/6/18
Deploy CDC ETL Objects for production environment (MV to DL)	5 days	Thu 8/30/18	Thu 9/6/18
Schedule Downtime for Data Seed Load	1 day	Thu 8/30/18	Thu 8/30/18
Decision Point - GoNoGo Move to Pilot	1 day	Tue 4/23/19	Tue 4/23/19
Obtain Change Control Approval to move to Pilot Sites	1 day	Wed 5/1/19	Wed 5/1/19
▣ Release to Pilot Sites	2 days	Thu 5/9/19	Fri 5/10/19
▢ Informatica Pilot Deployment - Data Seeding validation and Enabling CDC from MV to DL	2 days	Thu 5/9/19	Fri 5/10/19
Pilot Stabilization Period	44 days	Mon 5/13/19	Mon 7/15/19
PHASE GATE REVIEW - Pilot	0 days	Mon 7/15/19	Mon 7/15/19
▣ Production Deployment	37 days	Tue 7/9/19	Wed 8/28/19
Decision Point - GoNoGo Move to Production	1 day	Tue 7/9/19	Tue 7/9/19
Obtain Change Control Approval to move Statewide	1 day	Wed 7/10/19	Wed 7/10/19
Release Statewide	1 day	Wed 7/17/19	Wed 7/17/19
Statewide Stabilization Period	30 days	Thu 7/18/19	Wed 8/28/19
Implementation COMPLETE	0 days	Wed 8/28/19	Wed 8/28/19
Project COMPLETE	0 days	Thu 8/29/19	Thu 8/29/19

## ISA/Project Management Office Change Request Form

### Proposed IMS Entries

Task Name	Duration	Start	Finish
▶ <b>Motor Vehicle Renewal Notification (GHQ &amp; TC) Training</b>	<b>445 days</b>	<b>Mon 10/3/16</b>	<b>Tue 7/10/17</b>
◀ <b>Remaining Phase I Training</b>	<b>639 days</b>	<b>Mon 1/9/17</b>	<b>Fri 7/19/18</b>
Design/Plan - Phase I Training Plan	69 days	Mon 1/9/17	Fri 4/14/17
Design/Plan - Review Phase I Training Plan	33 days	Mon 4/17/17	Thu 6/1/17
ORION Module Definition	163 days	Mon 7/31/17	Fri 3/23/18
▶ <b>Pilot Training Development &amp; Testing</b>	<b>236 days</b>	<b>Mon 3/26/18</b>	<b>Fri 3/1/19</b>
Module 1 - Customer Inquiry, Customer Summary, ORION Homepage Orientation	172 days	Mon 3/26/18	Wed 11/28/18
Module 1 - Configuration and Testing (LDO)	25 days	Thu 11/29/18	Fri 1/4/19
Module 2 - FDLE Letter, Class E Issuance (screening, exams, capture, documents, personal details, ECI, transaction complete)	182 days	Mon 4/2/18	Wed 12/19/18
Module 2 - Configuration and Testing (LDO)	24 days	Thu 12/20/18	Fri 1/25/19
Module 3 - CDL & CLP Issuances: Exams, License Details & CDL Med Cert/CMV; Temp. Permits	164 days	Mon 6/4/18	Tue 1/29/19
Module 3 - Configuration and Testing (LDO)	13 days	Wed 1/30/19	Fri 2/15/19
Module 4 - Transcripts; Vol. Contribution; Exam Only; Scan Only; Cashiering	118 days	Mon 8/20/18	Fri 2/8/19
Module 4 - Configuration and Testing (LDO)	10 days	Mon 2/11/19	Fri 2/22/19
Module 5 - Public Records Request; Admin BAR Filing; Browse Transaction Inquiry; Revenue Office Report; Badges; Reports; Field Manager; Class E Learner's Permit (Original, Renewal, Replacement)	118 days	Mon 8/27/18	Fri 2/15/19
Module 5 - Configuration and Testing (LDO)	10 days	Mon 2/18/19	Fri 3/1/19
Module 6 - Clearances (Fee, Insurance, Non-Insurance, Releaser)	154 days	Mon 4/9/18	Wed 11/14/18
Module 6 - Configuration and Testing (LDO)	18 days	Thu 11/15/18	Wed 12/12/18
Module 7 - Seized Tag, Security Deposit Refunds (Inquiry, Issuing), Sanction Maintenance, Sanction Deletion, Insurance Re-Suspension, Non-Insurance Re-Suspension	157 days	Mon 4/23/18	Wed 12/5/18
Module 7 - Configuration and Testing (LDO)	20 days	Thu 12/6/18	Fri 1/4/19
Module 8 - Performing Cancellation Add; System Availability & Maintenance; Interpreter Records; Address Verification; Adding a New Person; Driver Search; Commercial Exams; Class E / Motorcycle Exams;	153 days	Mon 6/4/18	Fri 1/11/19
Module 8 - Configuration and Testing (LDO)	19 days	Mon 1/14/19	Fri 2/8/19
Module 9 - Special Functions (e.g., Merge, Unlink, DVU work, Med. Cert. Queue); Inventory (OOS CDL Tracking, Add Vendor); Code Table; Medical Queue and Reporting	128 days	Mon 8/6/18	Fri 2/8/19

**ISA/Project Management Office  
Change Request Form**

Task Name	Duration	Start	Finish
Module 9 - Configuration and Testing (LDO)	15 days	Mon 2/11/19	Fri 3/1/19
▣ Statewide Training Development & Testing	275 days	Mon 4/30/18	Fri 5/31/18
Portal - CSC Hands-On Training Development	251 days	Mon 4/30/18	Fri 4/26/19
Module 10 - Portal	109 days	Mon 10/22/18	Fri 3/29/19
Module 10 - Configuration and Testing (LDO)	44 days	Mon 4/1/19	Fri 5/31/19
▣ Deployment & Evaluation - Phase I Training	98 days	Mon 3/4/19	Fri 7/19/19
Prepare for Training Launch (Pilot)	15 days	Mon 3/4/19	Fri 3/22/19
Conduct Pilot Sites Training	15 days	Mon 4/15/19	Fri 5/3/19
Complete Training Evaluation - GHQ (Pilot)	15 days	Mon 5/6/19	Fri 5/24/19
Prepare for Training Launch (Statewide - Portal Only)	15 days	Mon 6/3/19	Fri 6/21/19
Conduct Statewide Training	43 days	Mon 5/6/19	Fri 7/5/19
Update and Finalize Course(s)	15 days	Fri 6/28/19	Fri 7/19/19
▷ Rebuild Databases	241 days	Tue 2/20/18	Mon 2/4/19
▷ Informatica Operational Planning	127 days	Fri 3/23/18	Thu 9/20/18
Operations Planning COMPLETE	0 days	Fri 7/19/19	Fri 7/19/19
PHASE GATE REVIEW - Operations Planning	0 days	Fri 7/19/19	Fri 7/19/19
▣ Implementation	502 days	Thu 8/31/17	Wed 8/28/18
▷ Implementation Planning	391 days	Thu 8/31/17	Fri 3/22/19
▷ Production Deployment - MV Renewal Notification	44 days	Mon 7/2/18	Fri 8/31/18
▷ Production Deployment - Push-Pull Replacement	27 days	Mon 10/29/18	Fri 12/7/18
▣ Pilot Deployment	219 days	Thu 8/30/18	Mon 7/15/19
▣ Go-Live Preparation	5 days	Thu 8/30/18	Thu 9/6/18
Deploy CDC ETL Objects for production environment (MV to DL)	5 days	Thu 8/30/18	Thu 9/6/18
Schedule Downtime for Data Seed Load	1 day	Thu 8/30/18	Thu 8/30/18
Decision Point - GoNoGo Move to Pilot	1 day	Tue 4/23/19	Tue 4/23/19
Obtain Change Control Approval to move to Pilot Sites	1 day	Wed 5/1/19	Wed 5/1/19
▣ Release to Pilot Sites	2 days	Thu 5/9/19	Fri 5/10/19
▷ Informatica Pilot Deployment - Data Seeding validation and Enabling CDC from MV to DL	2 days	Thu 5/9/19	Fri 5/10/19
Pilot Stabilization Period	44 days	Mon 5/13/19	Mon 7/15/19
PHASE GATE REVIEW - Pilot	0 days	Mon 7/15/19	Mon 7/15/19
▣ Production Deployment	37 days	Tue 7/9/19	Wed 8/28/19
Decision Point - GoNoGo Move to Production	1 day	Tue 7/9/19	Tue 7/9/19
Obtain Change Control Approval to move Statewide	1 day	Wed 7/10/19	Wed 7/10/19
Release Statewide	1 day	Wed 7/17/19	Wed 7/17/19
Statewide Stabilization Period	30 days	Thu 7/18/19	Wed 8/28/19
Task Name	Duration	Start	Finish
Implementation COMPLETE	0 days	Wed 8/28/19	Wed 8/28/19
Project COMPLETE	0 days	Thu 8/29/19	Thu 8/29/19
<b>Impact on Cost: No Impact</b>			

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Change Request Form**

<b>Impact on Resources:</b> None		
Resource Requirements	Work Effort (Hours)	Cost
Not applicable	N/A	N/A
Total		
<b>Alternatives to the Requested Change:</b>		
No alternatives identified.		
Completed by: Michelle McGinley		

<b>Outcome</b>
Decision: <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer
Comments: Recommended for approval by the CCB on 8/13/18.

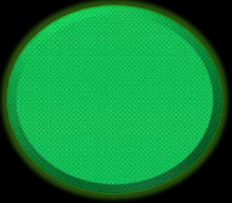


Executive Steering Committee Member	Signature	Date
Terry Rhodes Executive Director, DHSMV		
Robert Kynoch Director of Motorist Services, DHSMV		
Boyd Dickerson-Walden Chief Information Officer, DHSMV		
Deb Dobson Program Manager – FLOW, DHSMV		

# Motorist Modernization Traffic Light Report

## Sprint Update

As of Monday, August 13, 2018 at 12 p.m.

HIP Sprint May 31 - June 26	Sprint 5 Apr 10 - Apr 30	Sprint 28 May 16 - June 5	HIP Sprint Jan 31 - Feb 6	Sprint 25 May 3 - May 23	Sprint 27 June 28 - July 18	HIP Sprint May 23 - June 19	HIP Sprint May 23 - June 19
DL Issuance	Informatica	MyDMV Portal	Renewal Notifications	Motorist Maintenance	Financial Responsibility	CDLIS	Citation Processing

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

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

**Development** – Application Development

**Testing** – Application Testing

**Technical Debt** – Dependencies on infrastructure and associated processes (data model, enterprise code, operational changes, etc.)



# Motorist Modernization Traffic Light Report

## Milestone Update

*As of Monday, August 13, 2018 at 12 p.m.*

Milestone I	Milestone	Milestone G	Milestone F	Milestone H	Milestone I	Milestone E	Milestone E
May 31 - June 26	N/A	May 16 - July 3	Dec 20 - Feb 6('18)	May 3 - June 27	June 28 - Aug 15	Mar 21 - June 19	Mar 21 - June 19
DL Issuance	Informatica	MyDMV Portal	Renewal Notifications	Motorist Maintenance	Financial Responsibility	CDLIS	Citation Processing

[illegible]

**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.)