

Motorist Modernization Advisory Board – Phase I Monthly Meeting
Tuesday, October 13, 2020
1:00 to 2:00 PM, EST
VIA: GoToMeeting

Invitees

Ed Broyles
Pace Callaway
April Edwards
Kevin Bailey
Mary Ross
William Washington
Lisa Cullen

Representing

FLHSMV
FLHSMV
FLHSMV
FLHSMV
FLHSMV
Florida Court Clerks & Comptrollers
Florida Tax Collectors

Agenda

- Roll Call
- Welcome
- Review and Approval of Last Meeting Minutes
- Stakeholder Outreach Update
- MM Phase I Program Update
 - Financial Review
 - Project Updates
- Communications Update
- Q&A
- Adjourn

MOTORIST MODERNIZATION ADVISORY BOARD PHASE I
Monthly Meeting Minutes
Tuesday, September 8, 2020
1:00 to 2:00 PM
VIA: GoToMeeting

WELCOME AND INTRODUCTIONS

- The meeting was called to order at 1:00 p.m. Kristin Green began the meeting by welcoming the attendees and proceeded with the roll call of board members.

Advisory Board members present included:

- Mary Ross
 - Ed Broyles
 - Pace Callaway
 - Lisa Cullen
 - April Edwards
 - William Washington
 - Kevin Bailey (absent)
- Additional FLHSMV members included: Kristin Green, Brenda Washington, Scott Tomaszewski, Rachel Graham, Craig Benner, Aundrea Powell, Cheryl Dent, Koral Griggs, Laura Freeman, Jessica Espinoza, Janis Timmons, Chad Hutchinson, Tiffany Elkins, Mike Anderson, Stacey Bayyari and Cathy Thomas.
 - Visitors included: Michelle McGinley and Joseph Weldon from Accenture. Beth Allman and Melvin Cox with the Florida Clerks, Gary Axtell with Civitek, Carl Ford with J Ford Consulting, Megan Fay with Capital City Consulting and Scott Lunsford with the Florida Tax Collectors attended. Melissa Primm and Rebekah Orf also attended.

REVIEW AND APPROVAL OF THE LAST MEETING MINUTES

- Rachel Graham reviewed the meeting minutes from August 11, 2020. No corrections or comments were identified. A motion to approve the minutes was accepted by the board members and the August 11, 2020, meeting minutes were approved.

STAKEHOLDER OUTREACH

- Jessica Espinoza discussed the conference call held on September 8 with the cashier vendors to support third-party cashiering. She also stated the team will be participating in the virtual Tax Collector Education Forum on September 15 – 16.
- Cathy Thomas stated the Sr. Business Analysts and SEU have been working with LDO on train-the-trainer sessions and answering any usability questions participants may have. They completed their final training session on September 1.
- Koral Griggs stated she plans to update the various external distribution lists to ensure communications are sent to the appropriate members.

PROJECT UPDATES

- Michelle McGinley stated with the approval of CR211, the revised dates for Phase I go-live are December 2020 thru early spring of 2021. The CDLIS Baseline final review was passed by AAMVA and VLS testing was completed and confirmed by AAMVA. The first pass of PDPS testing was also

Office of Motorist Modernization

completed and confirmed by AAMVA. There are three drivers remaining to finalize this testing. She stated the final Smoke Test will be scheduled with AAMVA. She stated the OCM team received feedback on the Tax Collector Engagement Plan. These suggested edits will be made, and the updated plan will be routed to the ESC members once completed.

- Cheryln Dent stated the Informatica team is approximately 81% complete with Core testing and 34% complete with non-Core testing. The Data Validation Seed Testing is approximately 85% complete. The team is awaiting updates on bug fixes before finalizing this testing. The statewide production deployment is scheduled for November 15 while a smaller deployment is scheduled for October 4.
- Ms. McGinley stated formal regression testing for ORION has been completed. Development for CR210 was complete except for testing data source. Development and testing for amended CR213 has commenced. She stated the team is on track to complete this work by September 21. She stated all teams have completed their performance test script execution and resolved performance testing bugs, although FR panels seek additional review. Additional field office performance testing is also being conducted. Ms. McGinley stated the issue regarding obtaining results of Security Testing execution has been closed. The teams will work through remediation as part of CR213 technical debt, which is planned through September 25. All teams have completed their initial round of ORION code deployment and dependency scripts, including database level, and are currently updating for change requests. The secondary round of code deployment tests is dependent on the Shadow Stage Refresh, which will begin when the Informatica Data Seeding is complete.
- Koral Griggs stated legal has completed their review of the Operations Manual. It will be provided to the ESC for final review next week. The DL Issuance User Guide is completed and posted to PartnerNet. She stated the Supergroup and MyDMV Portal User Guides are currently under review and will be sent to the ESC for final review by the end of the month.
- Ms. McGinley stated there were a few counties who had not coordinated their train-the-trainer sessions for LDO, yet. LDO is in the process of contacting them; however, majority of the counties have completed the training.

COMMUNICATION UPDATE

- Koral Griggs stated a formal communication was sent at the end of August to the Tax Collectors, insurance companies, external stakeholders and internal FLHSMV members regarding the revised Phase I schedule.

Q&A

- Lisa Cullen asked when Informatica will be complete?
- Cheryln Dent stated they plan to have all deployments for Informatica completed by mid-November.

ADJOURNMENT

- Ms. Green adjourned the meeting at approximately 1:17 p.m.
- The next Advisory Board Meeting for Phase I is scheduled for October 13, 2020.

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 (8/11/20)	3 Pages
Phase I Team Updates – Key Enablers	4 Pages
Informatica Update – State of the State	1 Page



FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



Financial Update Motorist Modernization

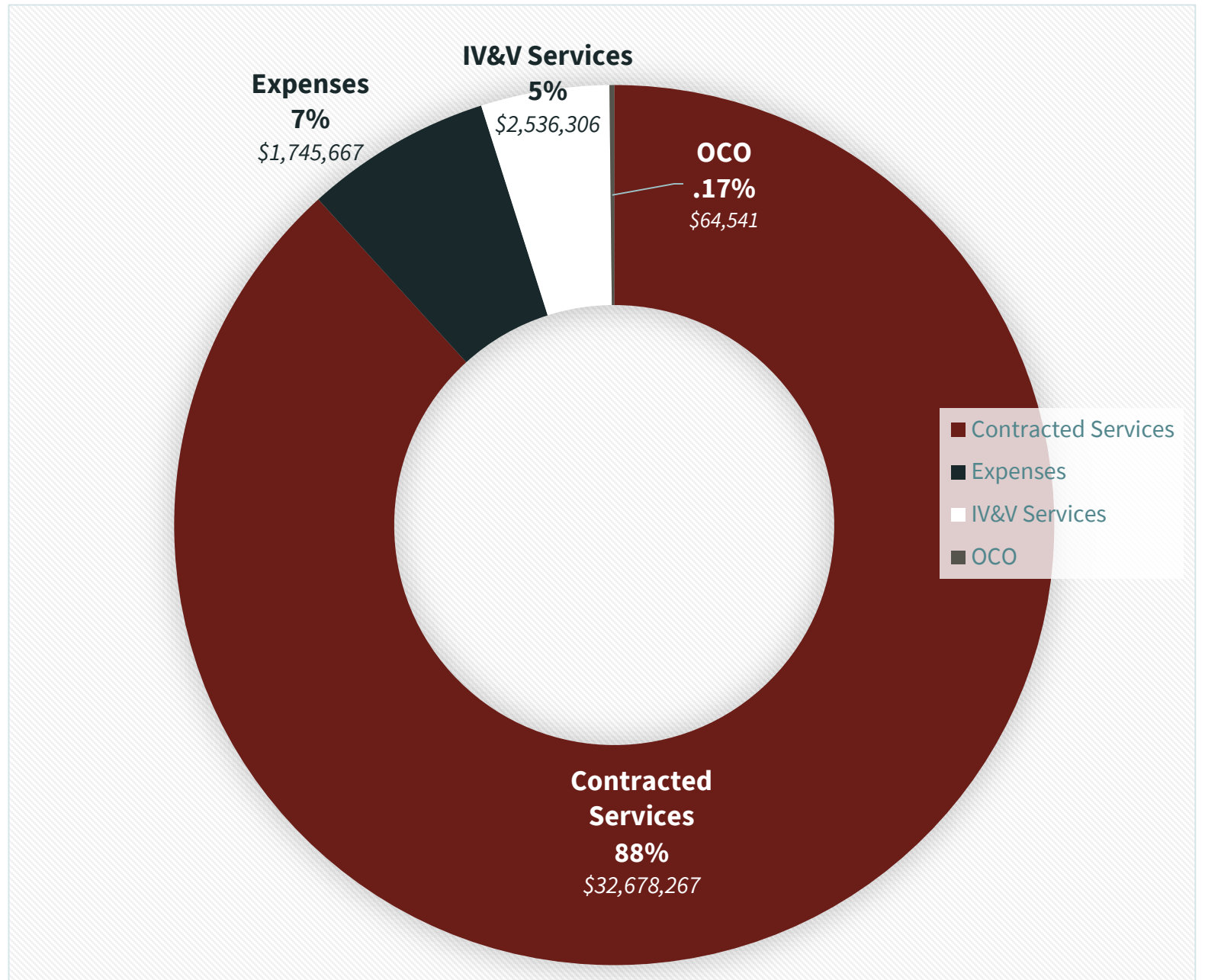
OCTOBER 10, 2020



Phase I LBR Requests

<i>Fiscal Year</i>	<i>Total Request</i>	<i>Contracted Services</i>	<i>IV&V Services</i>	<i>Expenses</i>	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	\$2,323,620	\$2,303,620	-	\$20,000	-
TOTAL	\$37,329,355	\$32,678,267	\$2,536,306	\$1,745,667	\$64,541

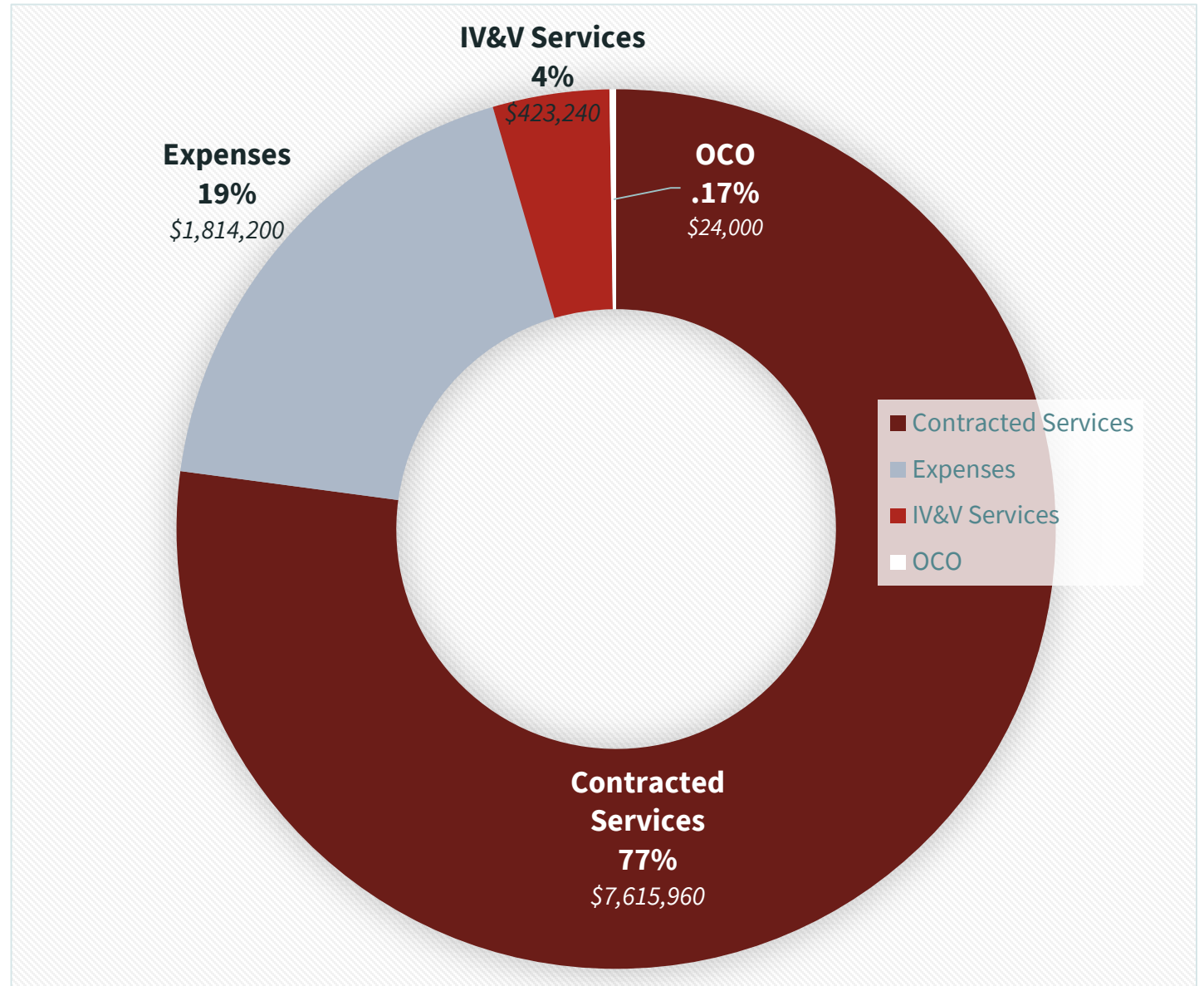
Phase I Total Actuals 2014-2020



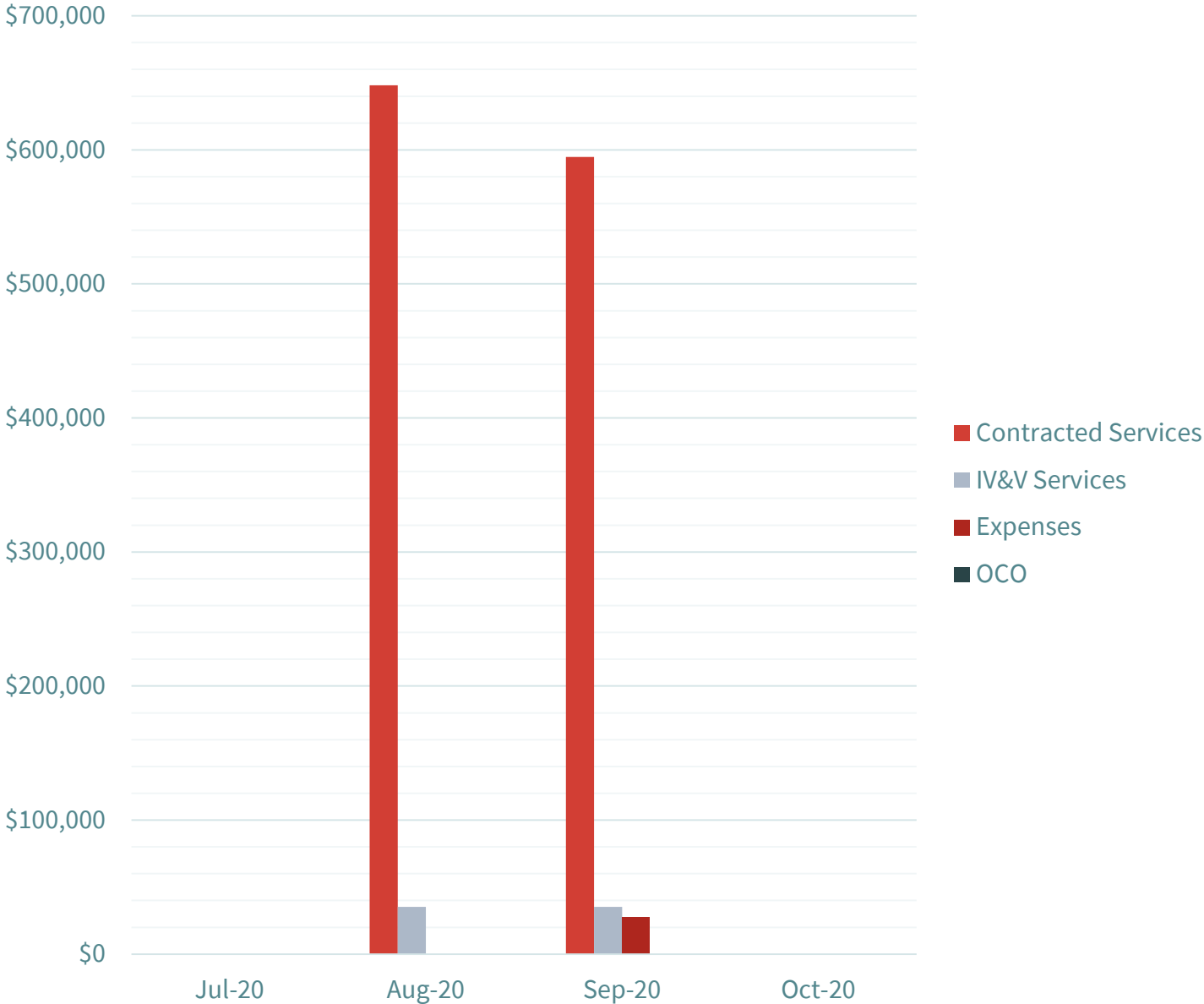
Phase II LBR Requests

<i>Fiscal Year</i>	<i>Total Request</i>	<i>Contracted Services</i>	<i>IV&V Services</i>	<i>Expenses</i>	<i>OCO</i>
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	\$10,639,010	\$9,278,070	\$423,240	\$904,700	\$33,000
2022-2023	\$10,400,830	\$9,065,890	\$423,240	\$887,700	\$24,000
2023-2024	\$7,467,560	\$6,132,620	\$423,240	\$887,700	\$24,000
TOTAL	\$53,828,620	\$43,707,080	\$2,473,390	\$7,506,450	\$141,700

Phase II Total Budget 2020-2021



Phase II Expenditures by Month



Phase II Budget v. Actuals

Description	Budget Total	Budget to Date	Actuals to Date	Variance
Fiscal Year to Date	\$9,877,400			
Month to Date (September 2020)		\$1,340,851	\$1,340,851	0%
Remaining Funds	\$8,536,549			

Phase II – Budget Amendment

ORIGINAL REQUEST

Contracted Services	• \$7,615,960
IV&V Services	• \$423,240
Expenses	• \$1,814,200
OCO	• \$24,000

BA REVISION REQUEST

Contracted Services	• \$8,715,960
IV&V Services	• \$423,240
Expenses	• \$714,200
OCO	• \$24,000

Critical Path for MM Phase I Pilot & Statewide Go-Live (as of Oct. 13, 2020)



User Acceptance Testing (execution)

Complete



Original Development Sprints (Dev. & Test)

Complete



External Vendor Testing (i.e., XML)

Complete

- *XML Testing and Book of Business Reload for Insurance Companies*
- *Idemia End-to-End Card Issuance Printing (DL issuance, Portal, Renewal)*
- *Main-In Renewals, NCOA, FDLE, etc.*
- *3rd Party Cashiering testing continuing and reports are “good”*

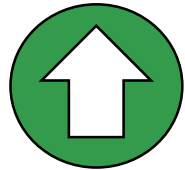


AAMVA Structural Testing & Certification

**Weeks prior
to go-live**

- *All prior AAMVA testing completed and approved by AAMVA.*
- *Final Smoke Test coordinated with and agreed to by AAMVA to commence Monday, October 12th and complete by October 30th.*

Critical Path for MM Phase I Pilot & Statewide Go-Live (as of Oct. 13, 2020)



Organizational Change Management

Complete

 *Efforts still continue to support Implementation Planning OCM activities*



Formal Regression Testing

Complete



Change Control – WRAPS & Approved CRs

Complete



Base Performance Testing

Complete

Originally Due 5/8/2020; revised to 9/18/2020 w/ CR213

 *All teams have completed their performance test script execution and resolved performance testing bugs. Field Office Performance Testing conducted.*

Additional execution planned for 2 additional counties.

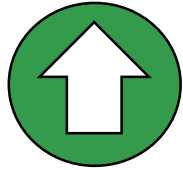


Enterprise Security Testing

Complete

Originally Due 05/15/2020; revised to 09/25/2020 w/CR213

Critical Path for MM Phase I Pilot & Statewide Go-Live (as of Oct. 13, 2020)



User Guides & Operations Manual

Due: 10/30/2020

- *Operations Manual should in review by ESC*
- *Supergroup and MyDMV Portal User Guides in review by ESC*
- *DL Issuance User Guide complete and posted to PartnerNet.*



Online Learning Courses Deployed (iLearn) Complete



FLHSMV Train the Trainer & SMEs Trained Complete (including CSC Trainers, Field Support, TC Liaisons)



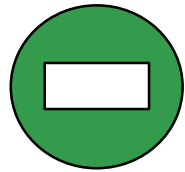
TC Train the Trainer Sessions Complete

- *Planned Train The Trainer Sessions are complete; 4 addt'l ones as make-up TC training will be completed next week (10/22)*

Critical Path for MM Phase I Pilot & Statewide Go-Live (as of Oct. 13, 2020)



Pre-ORION Projects & Dependencies



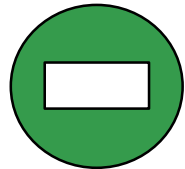
Informatica Seed & CDC Testing

Due: 11/15/20

Originally Due in 12/2019; CR211 approved for new dates

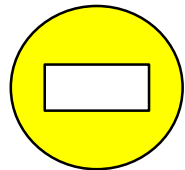
- *Informatica Project On-Target for October go-live*
- *Informatica Project On-Target for November go-live*

Complete



ISA Critical WRAPS & DOS Retrofit

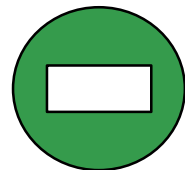
Due: Deploy prior to mid November 2020



FRVIS Refresh

Ahead of ORION DL Issuance Rollout

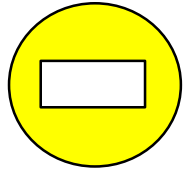
- *Yellow – Need to resolve a handful of offices whose schedules overlap*



CSC Disassociate Telephone

Due: 12/04/20

Critical Path for MM Phase I Pilot & Statewide Go-Live (as of Oct. 13, 2020)



ORION Production Code Deployments

Due: 11/20/2020

Due: 11/27/2020

Due: 12/04/2020

- *Secondary round of code deployment tests complete and updates are being applied to each team's Deployment spreadsheets.*
- *Proposed Tax Collector implementation schedule to be released this week.*
- *Will need to retain "old Stage" to practice deployments in October / November 2020*

8 weeks until ORION goes live