

**Motorist Modernization**

**Motorist Modernization Advisory Board Monthly Meeting  
October 24, 2017  
Neil Kirkman Building, Conference Room B-202  
2900 Apalachee Parkway, Tallahassee Florida 32399  
1 to 3 p.m., EST**

**Invitees**

Deb Roby  
Ed Broyles  
Kelley Scott  
Pace Callaway  
April Edwards  
William Washington  
Linda Fugate

**Representing**

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

**Agenda**

- Roll Call
- Welcome
- Review and Approval of Last Meeting Minutes
- Advisory Board Charter
- IV&V Update
- Stakeholder Outreach Update
- Policy and Decisions Review
- MM Phase I Program Update
  - Financial Review
  - Change Request Review
  - Program & Project Updates
  - Communications/OCM Update
- Q&A
- Adjourn

## **MOTORIST MODERNIZATION ADVISORY BOARD**

**Monthly Meeting Minutes**  
**Kirkman Building Conference Room B-202**  
**August 8, 2017**  
**1:00 to 3:00 p.m.**

### **WELCOME AND INTRODUCTIONS**

- The meeting was called to order at 1:05 p.m. Ms. Green began the meeting with the *Welcome and Introductions*, and proceeded with the roll call of board members.

Advisory board members present included:

- Pace Callaway
  - Deb Roby
  - April Edwards (absent)
  - Ed Broyles (via phone)
  - Beth Allman (absent)
  - Linda Fugate (via phone)
  - Kelley Scott (via phone)
- Additional DHSMV members present included - Kristin Green, Koral Griggs, Sonia Nelson, CherylN Dent, Scott Tomaszewski, Judy Johnson, Aundrea Andrades, Jessica Espinoza, Laura Freeman, Janis Timmons, Joe Weldon (Accenture) and Kelly Shannon.
  - Visitors included – Michelle Morris and Joe from Palm Beach County (via phone), Chris Wade and Gary Didio (via phone) from IV&V.

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

- Ms. Green reviewed the meeting minutes from July 11, 2017. There were no changes, revisions or corrections from members. A motion to approve the July 11, 2017 minutes was unanimously accepted by the board members.

### **IV&V UPDATE**

- Mr. Chris Wade from IV&V, provided the update and stated the overall risk state is green. The schedule performance index (SPI) is 1.00. There were no additional facets evaluated. No new deficiencies were identified since the last report. The MM program team has satisfactorily addressed all deficiencies identified by the IV&V Team. The program is currently on schedule and is within established performance thresholds. Future milestones are trending slightly behind schedule, but within established performance parameters. The overall schedule quality is 94.9 and is consistent and excellent.

### **STAKEHOLDER OUTREACH UPDATE**

- Ms. Green indicated we are not reviewing this topic today.

### **POLICY AND DECISION REVIEW**

- Ms. Green indicated we are not reviewing this topic today.

### **FINANCIAL REVIEW**

- Ms. Timmons reported on June and July financials. The variance between budget and actuals for June 2017 was less than 1%. Fiscal Year 2016-2017 has been closed. For Fiscal Year 2017-2018, we received \$9.8 M for Phase I activities. July 2017 financials reflect a 0% variance between budget and actuals. We are expecting several large purchases of software and software tools during this current year, and will continue our Deliverable based contract with Accenture and Ernst & Young.

### **CHANGE REQUEST REVIEWS – LEVEL III**

- CR #63 (Level III, Medium) - Ms. Green indicated this was not included in the email packet sent to members before the meeting. It was taken to the Change Control Board this morning however, that meeting did not have quorum. It was reviewed with the CCB for information purposes only. We would like an approval recommendation from the Advisory Board for this DL Issuance request. Mr. Weldon stated this is a name change prompting customer inquiry and AAMVA checks to reduce the possibility of creating duplicate customers. There will be no impacts to the data tier, database or schedule. Ms. Green asked for a motion to approve, and all were in favor and Change Request # 63 was approved. This change request will be submitted to the ESC next week.

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### **CHANGE REQUEST REVIEWS – LEVEL I AND II**

- PMCR 109 - DL Issuance, Joe Weldon - Move Print Political Party Button - Cancelled, did as part of FR33550.
- PMCR 110 - DL Issuance, Joe Weldon – Refresh Queue – Cancelled 7/10/17 as not needed.
- PMCR 111 - DL Issuance, Joe Weldon – Update MV Inquiry Screen – Deferred on 7/10/17, can be addressed in Phase II.
- PMCR 126- DL Issuance, Joe Weldon – Change to Scan Document Screen- Cancelled, Work completed without a change request.
- PMCR 132 - DL Issuance, Joe Weldon – Revise FR33270 – Send to Signature Pad to Opt In/Opt Out. Cancelled, work completed without a change request.
- PMCR 137 - DL Issuance, Joe Weldon – Change NLETS labels- Deferred, Phase II Change Request.
- PMCR 139 - DL Issuance, Joe Weldon – Label Change on Batch Details – Approved 7/17/17.
- PMCR 143 - DL Issuance, Joe Weldon – Modify Opt-in/Opt-Out – Approved on 7/17/17.
- PMCR 144 - DL Issuance, Joe Weldon – Add Motor Voter Address Info Screen – Approved by PO on 6/6/17.
- PMCR 150 - DL Issuance, Joe Weldon – Auto-Select SSN Required for Non-Immigrant - Approved on 7/25/17.
- PMCR 151 - DL Issuance, Joe Weldon – Auto-Populate state of residence – Cancelled, don't want to auto populate.
- PMCR 153 - DL Issuance, Joe Weldon – Rework required docs – Cancelled, Covered on PMCR-279.
- PMCR 169 - DL Issuance, Joe Weldon – Limit name and address changes on non-issuance. Approved 7/25/17.
- PMCR 171 - DL Issuance, Joe Weldon – Update background color for photo – Approved 7/25/17.

- PMCR-172 - DL Issuance, Joe Weldon – Create Parental Consent Story. Approved July 25, 2017.
- PMCR-173 – DL Issuance, Joe Weldon –Remove Extra Spaces in Name. Approved July 25, 2017.
- PMCR-174 – DL Issuance, Joe Weldon – Archive FR 24075. Approved July 17, 2017.
- PMCR-185 – DL Issuance, Joe Weldon – Add Placeholder End-to-End Testing for Original DL. Approved July 25, 2017.
- PMCR-186 – DL Issuance, Joe Weldon – Add Placeholder End-to-End Testing for Renew DL. Approved July 25, 2017.
- PMCR-187 – DL Issuance, Joe Weldon – Add Placeholder End-to-End Testing for Replace DL. Approved on July 25, 2017.
- PMCR-188 – DL Issuance, Joe Weldon – Update rules on Selective Service Signature Pad. Approved July 25, 2017.
- PMCR-190 – DL Issuance, Joe Weldon – Update rules on Max Value for Voluntary Contributions. Approved July 25, 2017.
- PMCR-192 – MyDMV Portal, Aundrea Andrades – Cart Item Count. Approved July 17, 2017.
- PMCR-193 – MyDMV Portal, Aundrea Andrades – Print Preview Card next Button. Approved July 17, 2017.
- PMCR-195 – DL Issuance, Joe Weldon – Update Rules to Handle Null Issue Date. Handled as a bug, CR cancelled on July 10, 2017.
- PMCR-196 – DL Issuance, Joe Weldon – Archive TC Miscellaneous Transactions. Approved July 17, 2017.
- PMCR-198 – DL Issuance, Joe Weldon – Update to Edit Functionality on Temporary Address. Approved July 25, 2017.
- PMCR-200 – DL Issuance, Joe Weldon – Set 100% Disabled Flag. Approved July 25, 2017.
- PMCR-204 – DL Issuance, Joe Weldon – Create Motor Voter App Type Sig Pad. Approved July 25, 2017.
- PMCR-205 – DL Issuance, Joe Weldon – Create Spanish Version of Motor Voter Sig Pad. Approved July 25, 2017.
- PMCR-208 – MyDMV Portal, Aundrea Andrades – MV Services Display of Registration in MyDMV Portal. Approved July 17, 2017 by PO.
- PMCR 211 - My DMV Portal, Aundrea Andrades – Motor Voter Changes within MyDMV Portal. Approved 7/31/17.
- PMCR 216 – Renewal, Sonia Nelson – Archive FR 14526. Create CRS deposit for mail in renewals. Approved on 7/31/17.
- PMCR 217 – Renewal, Sonia Nelson – Archive FR19631, High Speed – Scan Documents. Approved 7/31/17.
- PMCR 218 – Renewal, Sonia Nelson – Archive FR2277707, Update CRS transaction for Motor Vehicle Renewals. Approved 7/31/17.
- PMCR 221 – Citation Processing, Sonia Nelson – Connecting the DUI dispositions to the DUI revocation. Approved on 7/31/17.
- PMCR 222 – Citation Processing, Sonia Nelson – Connecting dispositions to the sanction commercial disqualification. Approved 7/31/17.
- PMCR 223 – Renewal, Sonia Nelson – Archive FR9255, Compare Motor Vehicle Renewal and FRVIS fees. Story no longer needed. Approved 7/31/17.
- PMCR 224 - Renewal, Sonia Nelson – Duplicate Story should be archived. Approved 7/31/17.
- PMCR 225 – Renewal, Sonia Nelson – This is a missed requirement. Approved 7/31/17.
- PMCR 226 - Renewal, Sonia Nelson – This is a missed requirement. Approved 7/31/17.

- PMCR 227 – Renewal, Sonia Nelson – Add County time frame drop down box. Approved 7/31/17.
- PMCR 228 – Renewal, Sonia Nelson – Add History to vendor details. Approved 7/31/17.
- PMCR 229 – Citation Processing, Sonia Nelson – DUI Court ordered time period code. Approved 7/31/17.

## **PROJECT UPDATES**

- DL Issuance – Mr. Weldon stated the team is currently in Milestone E which ends 10/18/17. Included in this Milestone is the functionality to complete an Original DL Issuance, Replace DL Issuance and Renew DL Issuance. The team is in Sprint 15, which ends on 8/16/17. The team is working on new screens, calls for test data from third party and STS as well as the change requests and screens for Motor Voter. Based on capacity, the stop light indicators for the Sprint are green for Development and Technical Debt, and red for Business Actions and Testing, due to six open design questions from the Sprints and twelve open design questions for BA's in the current Sprint. The stoplight indicators for the Milestone reflect green for Technical Debt and yellow for Business Actions, Development and Testing.
- The Policy and Procedures group is continuing their meetings on a weekly basis via conference calls. The team met last on 7/25/17 through 7/27/17 (the end of Milestone D). The team meets next on 9/12-14, 2017. No project risks reported for the current period. There is one project issue that remains open:
  - DL Issuance Developer Pulled, DL – 8/1/17 Update – Application Systems Programmer III Background check came back good. Start date 8/14/17. Applications Systems Programmer II – Advertisement was extended. Will close on 8/8/17/.

There are no change requests or action items to report during this period.

- MyDMV Portal – Ms. Andrades stated the team is currently in Milestone D, which ends on 8/29/17. The team is ending Sprint 16 on 8/8/17. We will be starting the HIP Sprint on 8/9/17, and ends on 8/28/17. In Sprint 16, we developed and tested the issuance of a Motor Vehicle Parking Permit Renewal, Commercial Learners Permit Replacement and Generated Documents. In HIP, we will be testing Commercial Learner Permit Renewal, the last issuance for MyDMV. The Stoplight Report indicates red in Business Actions and Testing as the developers are over capacity and are behind on completing all work for the Sprint. For the Milestone stoplight update, we are green in Business Actions, Development, Testing and Technical Debt. There are no risk issues or action items to report during the current period.
- Renewal Notification – Ms. Nelson stated that the team is in Milestone D for Renewal Processing. The team started Sprint 16 on 7/19/17 and ends on 8/8/17. This is the fourth of four planned sprints for this milestone. The milestone ends 8/29/17. The team is working on the Renewal Notice, GHQ Renewal Validation, Renewal Vendor File and TC Renewal Reports. For the current Sprint, we have committed 34 stories for completion. Based on capacity, our Stoplight indicators for the Sprint are green for Business Actions and Technical Debt and red for Testing and Development. For the milestone stoplight report, we are green for the Business Actions and Technical Debt and yellow for Testing and Development. No project risks or issues reported for the current period. There were eleven (11) Level I/II change requests were submitted and approved by the Product Owner on 8/1/17.
- CDLIS/Citation Processing – Ms. Nelson stated the team is working on Milestone C which ends on 10/3/17. The team is working to complete Sprint 13 which ends on 8/1/17. In this milestone we will work on stories for DUI Revocation, Mandatory Revocation, HTO Revocation,

Point Suspension Process, Youthful Offender, Miscellaneous Revocation, Verify ID Process and Violation of Restriction Sanction. Based on capacity, our stoplight indicators for the Sprint are green for all four areas. For the Milestone, our stoplight indicators are yellow for Business Actions, Development and Testing and green for Technical Debt. There were three (3) Level I/II change requests submitted and approved by the Product Owner on 8/1/17. No specific risks reported for the current period.

- Motorist Maintenance – Mr. Tomaszewski stated that the team is in Milestone D, which ends on 8/30/17. Work included in this milestone are Disposition features needed by the Citation Processing team to meet their testing obligations. The HIP Sprint started on 8/13/17 and ends on 8/30/17. The bugs associated with the remaining approved Disposition change story is targeted for completion in the Sprint. Also, critical and high reported bugs reported against the disposition service by other team members will also be addressed. The Sprint Stoplight Report reflects green for all categories as the team is on schedule and within planned capacity for the sprint. The Milestone Stoplight report reflects green for all categories as the developers and testers have the capacity to complete all Milestone objectives. There are no risks, issues or change requests for the current period.
- Financial Responsibility – Mr. Tomaszewski stated the team is in Milestone D which ends on 8/30/17. Included in this milestone are the Sanction Creation Data Tier work to satisfy the approved Change Request #48 and the Insurance Data Exchange (XML) backend process. The HIP Sprint started on 8/3/17 and ends on 8/30/17. The team committed to completed testing and bugs registered against the Sanction Creation Data Tier work and Transaction daily reporting. Technical Debt related to broken unit tests will also be addressed. For the Sprint Stoplight, we are green in Business Actions and Technical Debt and yellow in Development and Testing. The developers and testers have the capacity to complete the Sprint objectives. The Milestone Stoplight report reflects green in all areas as the developers and testers have the capacity to complete their planned Milestone objectives. There are no new risks or issues reported for the current period.

#### **COMMUNICATION UPDATE**

- Ms. Griggs stated the names for all the working groups have been finalized. The next step is getting schedules from the Project Managers. Schedules are due by Friday, 8/11/17. This information will be presented to the ESC on Thursday, 8/17/17.
- There are now two processes for reviewing the MyDMV Portal with the Communication team. One process is for reviewing previously developed screens and the second process is for new screens or undeveloped screens, which are reviewed in refinement meetings.

#### **Q&A**

- There were no questions or concerns from members present.

#### **ADJOURNMENT**

- Ms. Green requested a motion to adjourn the meeting and the meeting was adjourned at approximately 1:42 p.m.
- The next Advisory Board Meeting is scheduled for September 12, 2017.

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

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

MM Advisory Board Agenda	1 Page
MM Advisory Board Monthly Meeting Minutes dated 7/11/17	7 Pages
MM Phase I Project Manager Log of Agile Development Change Requests	4 Pages
MM Level III (Medium) Change Request #63	4 Pages
MM Program Glossary	2 Pages
MM Stoplight Reports for Sprint & Milestone Updates	2 Pages



**Department of Highway Safety and Motor Vehicles**  
**Motorist Modernization Phase I Advisory Board Charter**

**I. Board Name**

This Charter constructs a standing board officially named as the Department of Highway Safety & Motor Vehicles (DHSMV) Motorist Modernization Advisory Board.

**II. Purpose**

The Advisory Board is created for the purpose of providing strategic input to the Motorist Modernization Program Director, and the Executive Steering Committee (ESC) on matters relevant to the Motorist Modernization program's first phase. The specific purposes of the board may include the following responsibilities:

- Facilitate cooperation and communication between the DHSMV and stakeholders impacted by the Motorist Modernization program;
- Offer recommendations for program improvement and stakeholder management and outreach; and
- Make recommendations for establishing priorities which includes participating in ongoing program planning.

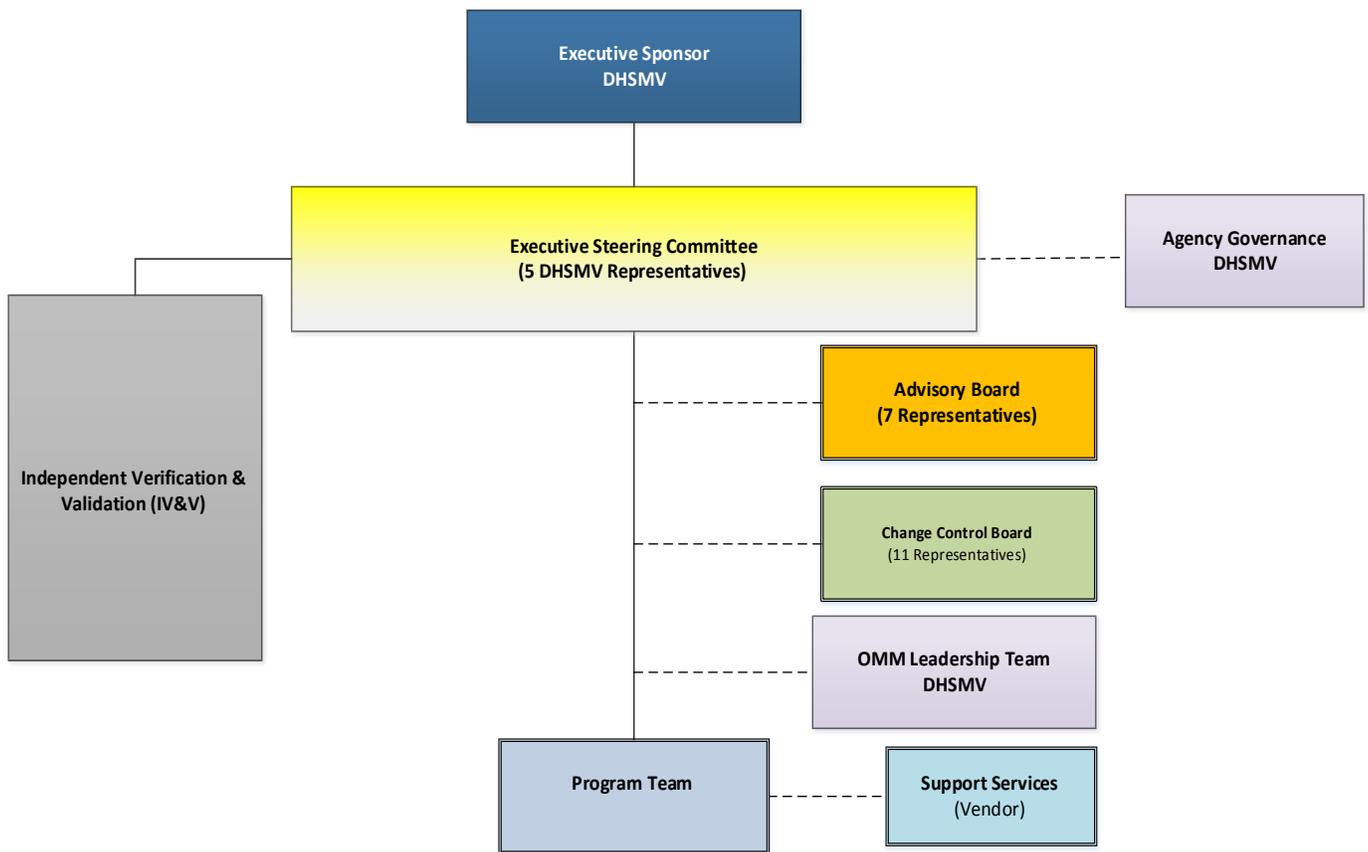
**III. Duration**

The Motorist Modernization Phase I Advisory Board shall be a standing Board that will be in existence until the DHSMV Executive Director disbands the body. It is assumed that this body will remain intact throughout the Motorist Modernization program's lifecycle.



#### IV. Motorist Modernization Program Structure

The Motorist Modernization program structure is critical to the success of the program. The program structure consists of five (5) major entities that share the common goal of a successful completion of the Motorist Modernization program, so it can achieve its planned benefits and anticipated outcomes. Figure 1 below depicts the Motorist Modernization program's organizational chart.



**Figure 1**



## V. Motorist Modernization Program Responsibilities

### a. **Executive Sponsor**

- Initiate and provide overall funding for the program;
- Advocate the program both internally and externally;
- Review any major deliverables; and
- Support the Motorist Modernization Program Director to successfully deliver the program.

### b. **Executive Steering Committee**

Ensure the program meets overall objectives and:

- Provide management direction and support to the Program Team;
- Assess the program's alignment with the strategic goals of the Department;
- Review and approve or disapprove high-priority changes to the program's scope, schedule and costs;
- Review and approve or disapprove major program deliverables, based on recommendations from the Motorist Modernization Program Director; and
- Recommend suspension or termination of the program (or any of its sub-project initiatives) to the Governor, the President of the Senate, and the Speaker of the House of Representatives if determined that the primary objectives cannot be achieved.

### c. **Advisory Board**

Provide input and strategic guidance to the Motorist Modernization Program Team and the ESC to assist in decision-making. Members should advise, assist, support, and advocate for the program. Responsibilities will include the following:

- Provide support to the Program Team;
- Review and make recommendations related to any changes to the program's scope, schedule, and cost;
- Review any major deliverables;
- Review requirements for all projects in the Motorist Modernization program;
- Attend / participate in each Advisory Board meeting;
- Identify issues vital to their interest on the Board and help to build consensus for the program;
- Support the implementation goals and schedule adopted for the program; and
- Balance their specific interests with an understanding of the overall goal to better serve the citizens of Florida.



**d. Independent Verification and Validation (IV&V)**

Perform an independent assessment of the Motorist Modernization program to ensure that the deliverables meet defined requirements/specifications in accordance with industry leading practices. The IV&V vendor reports to the ESC.

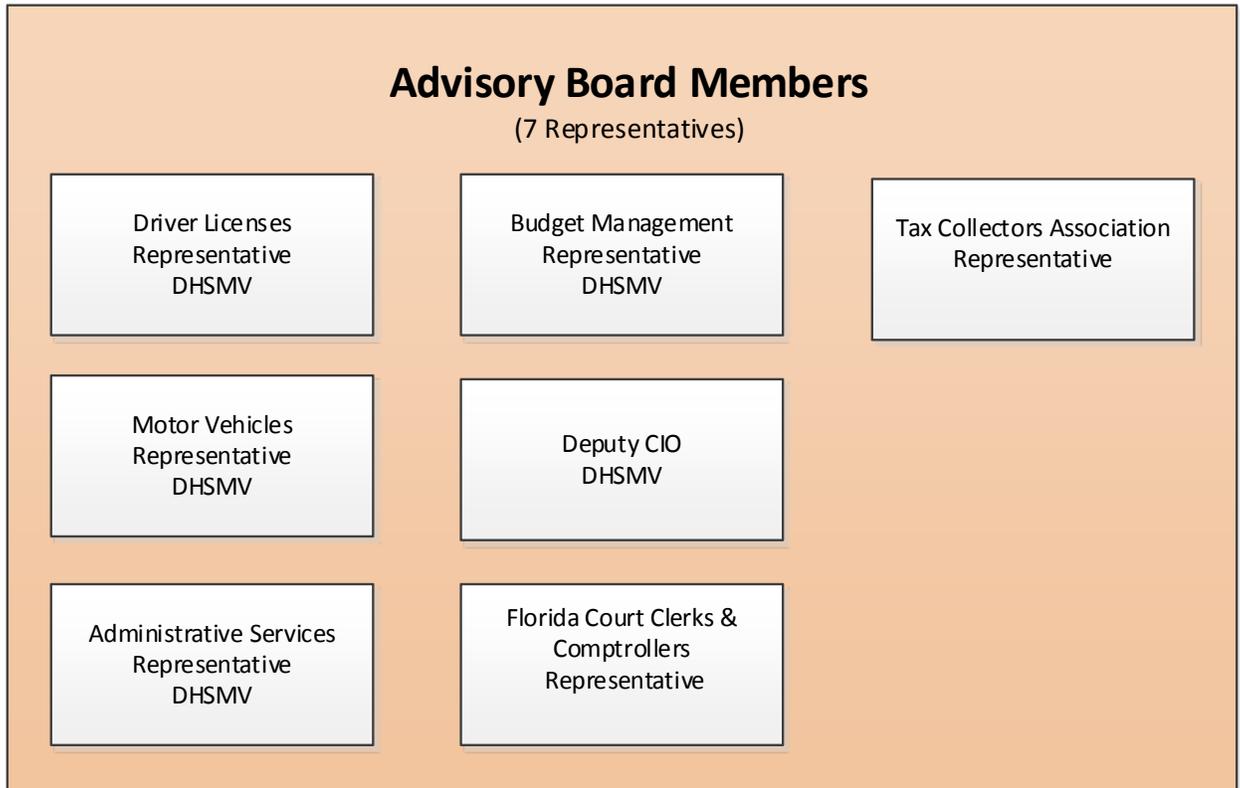
**e. Program Team**

The Program Team, led by the Motorist Modernization Program Director, is responsible for providing daily planning, management and oversight of the Motorist Modernization program. The responsibilities of the Program Team also include the following:

- Submit written monthly program status reports to the ESC which include:
  - Planned vs. actual program costs;
  - An assessment of the status of major milestones and deliverables;
  - Identification of any issues requiring resolution, proposed resolution for these issues and information regarding the status of the resolution; and
  - Identification of risks that must be managed.
- Review and approve or disapprove all deliverables. Major program deliverables may also require ESC approval.
- Identification of necessary changes in the scope, schedule, or costs. All recommended changes must be reviewed by program stakeholders before submission to the ESC.



## VI. Motorist Modernization Advisory Board Members



### a. Official Members

- The Advisory Board membership shall be comprised of members approved by the DHSMV Executive Director. The Advisory Board shall consist of 7 members. Members will be selected and appointed by their respective stakeholder organizations. The following are the designated representation for the Advisory Board:
  - Department of Highway Safety and Motor Vehicles (5 representatives)
  - Florida Court Clerks and Comptrollers (1 Representative)
  - Florida Tax Collector Association (1 Representative)



## **VII. Meetings**

The Advisory Board shall meet monthly, and all meetings shall be facilitated by the Motorist Modernization Program Director. All meetings must adhere to the Sunshine Law. A vital element of the Sunshine Law is the requirement that Boards subject to the law provide "reasonable notice" of all meetings. The Motorist Modernization Program Director shall establish and publish a schedule for all Advisory Board meetings. The Director may call ad hoc meetings at their discretion. A conference line will be provided for every meeting for those members that are not able to attend in person.

The Motorist Modernization Program Director shall update the Advisory Board on all matters related to the Motorist Modernization program, including, budget, scope, schedule, resources management, stakeholder outreach, status updates, risks, issues and other relevant program information.

Any strategic program decisions will be presented to the Advisory Board members to document their insight and direction for presentation to the Executive Steering Committee.

Agenda and supporting materials will be provided to the Advisory Board members no later than three (3) business days prior to the scheduled meeting.

A quorum of (5) Advisory Board members must be present in person or via a conference line before the board can conduct business.

The Motorist Modernization Program Team will prepare and distribute the draft meeting minutes to the membership as a part of the next meeting's packet. The final minutes will be stored as permanent records on the Advisory Board's public-facing website.

## **VIII. Discussion and Decision Making**

The Motorist Modernization Advisory Board is intended to facilitate open discussion of issues and options. Program Team members will provide background information related to key issues that the Advisory Board may consider and provide recommendations on. The Advisory Board will strive to provide consensus-based recommendations to the Motorist Modernization Program Director and the Executive Steering Committee. (Consensus is a preponderance of opinion. It does not mean "unanimity".)

If Advisory members find that consensus cannot be achieved, the Advisory Board will send the complete range of their input to Executive Steering Committee for final consideration.



**IX. Signature and Acceptance Page**

We have reviewed the Motorist Modernization Advisory Board Charter and agree that the content is accurate and agreed upon by the Board.

\_\_\_\_\_  
Name William Washington  
Representing: Florida Clerk Courts and Comptrollers  
Date \_\_\_\_\_

\_\_\_\_\_  
Name Ed Broyles  
Representing: DHSMV  
Date \_\_\_\_\_

\_\_\_\_\_  
Name April Edwards  
Representing: DHSMV  
Date \_\_\_\_\_

\_\_\_\_\_  
Name Pace Callaway  
Representing: DHSMV  
Date \_\_\_\_\_

\_\_\_\_\_  
Name Linda Fugate  
Representing: Florida Tax Collector Association  
Date \_\_\_\_\_

\_\_\_\_\_  
Name Deb Roby  
Representing: DHSMV  
Date \_\_\_\_\_

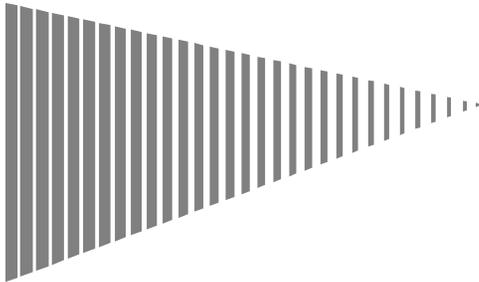
\_\_\_\_\_  
Name Kelley Scott  
Representing: DHSMV  
Date \_\_\_\_\_

# Motorist Modernization Program (Phase I)

State of Florida Department of Highway Safety  
and Motor Vehicles (DHSMV)

Independent verification and validation (IV&V)  
Monthly Assessment Report Summary  
*September 2017*

20 October 2017



**EY**

Building a better  
working world

# Topics for discussion

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- ▶ General IV&V overview
- ▶ Overall risk state and trending
- ▶ IV&V ratings summary
- ▶ Key indicators
- ▶ Status of key deficiency recommendations
- ▶ Overall performance
- ▶ Forecast milestone completion
- ▶ Open deficiencies and actions
- ▶ Performance improvement recommendations
- ▶ Upcoming IV&V activities
- ▶ Supporting information
  - ▶ Summary of changes
  - ▶ Open deficiencies
  - ▶ Project milestones
  - ▶ Late tasks
  - ▶ Project schedule quality
  - ▶ Project budget

Data contained in this MAR is as of 13 October 2017

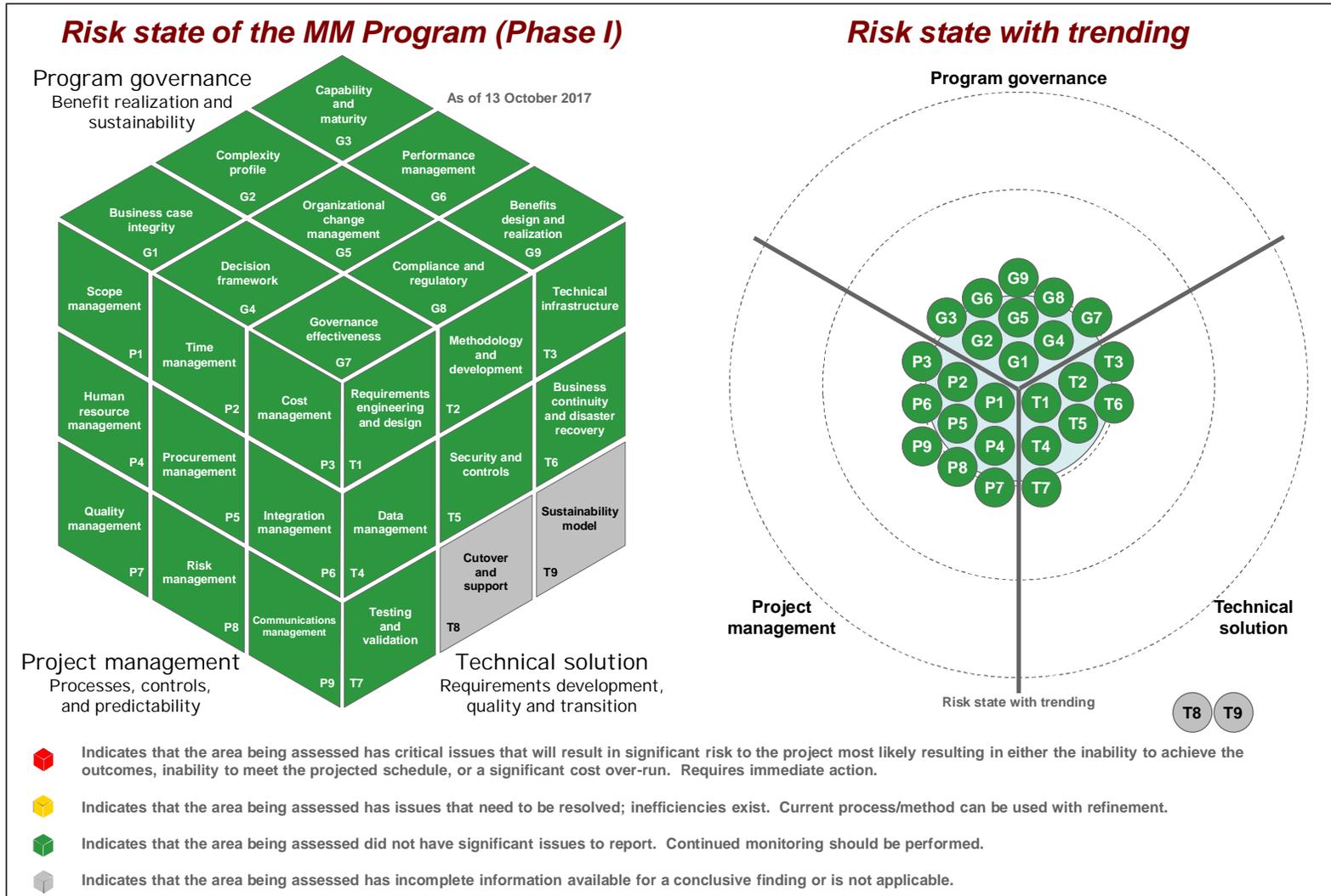
# General IV&V overview

Overall IV&V risk state:

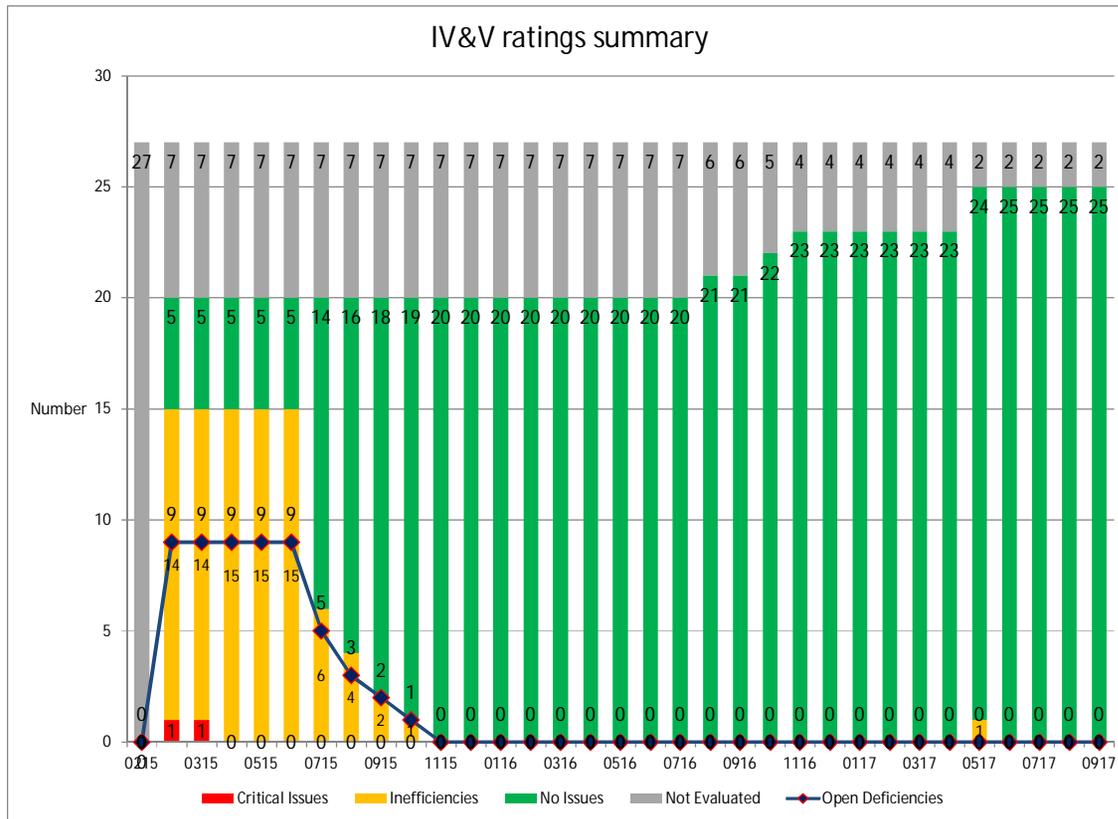
Green

- ▶ There are no open IV&V deficiencies.
  - ▶ No additional facets evaluated.
  - ▶ No new deficiencies identified since the last report.
- ▶ The Program is within established schedule performance thresholds.
  - ▶ The schedule performance index (SPI) is 0.984.
  - ▶ 190 of 2,854 total tasks (6.66%) contained in the project schedule are late.
  - ▶ 181 of 2,050 tasks (8.83%) for the current period are late.
- ▶ The Program is within established cost performance thresholds.
  - ▶ The cost performance index (CPI) is 1.000.
  - ▶ The Program is currently on budget based on provided budget and spending information.
- ▶ The project is falling behind schedule.
  - ▶ Future milestones are projected to be completed behind schedule.
  - ▶ Projected future milestone completion dates are trending negative.
  - ▶ Project completion date forecast to be 17 September 2019, 19.2 days late.

# Overall risk state and trending



# Overall IV&V ratings summary



§ This chart shows a summary of the IV&V cube facet ratings (red, amber, green and gray), and open deficiencies.

§ Facet risk rating totals are as follows:

- § Red (critical issues): 0
- § Amber (issues): 0
- § Green (no issues): 25
- § Gray (not evaluated): 2
- § Open deficiencies: 0

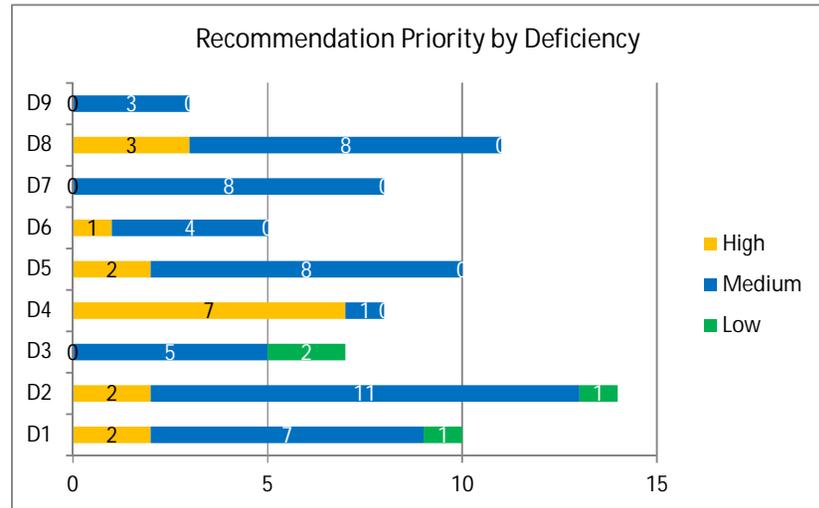
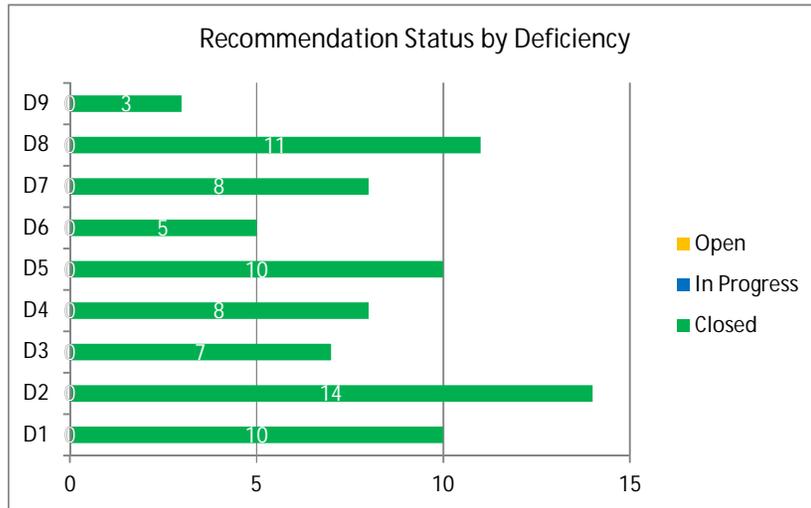
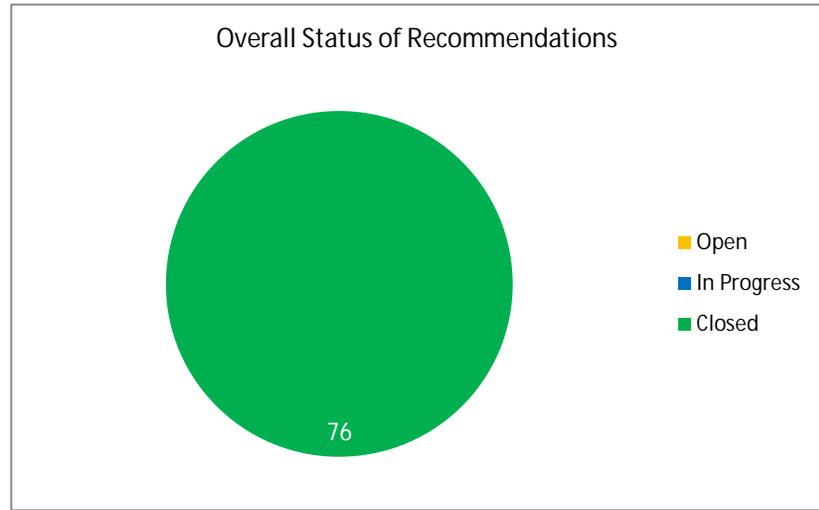
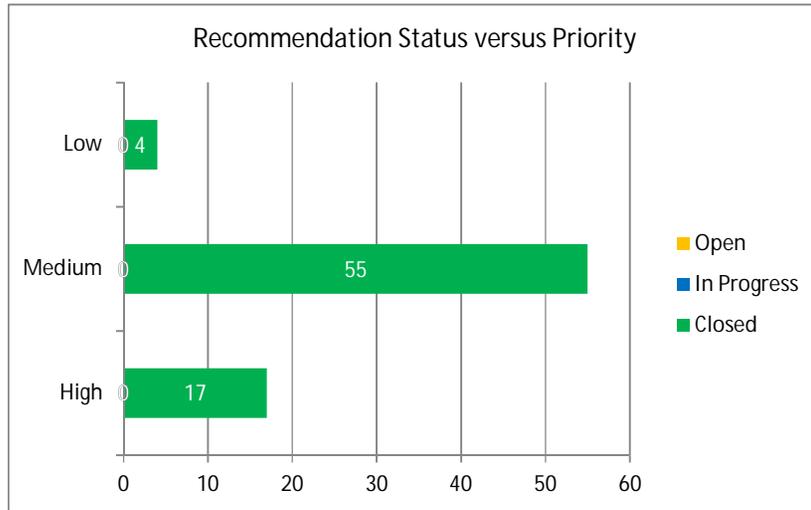
§ Conclusions:

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

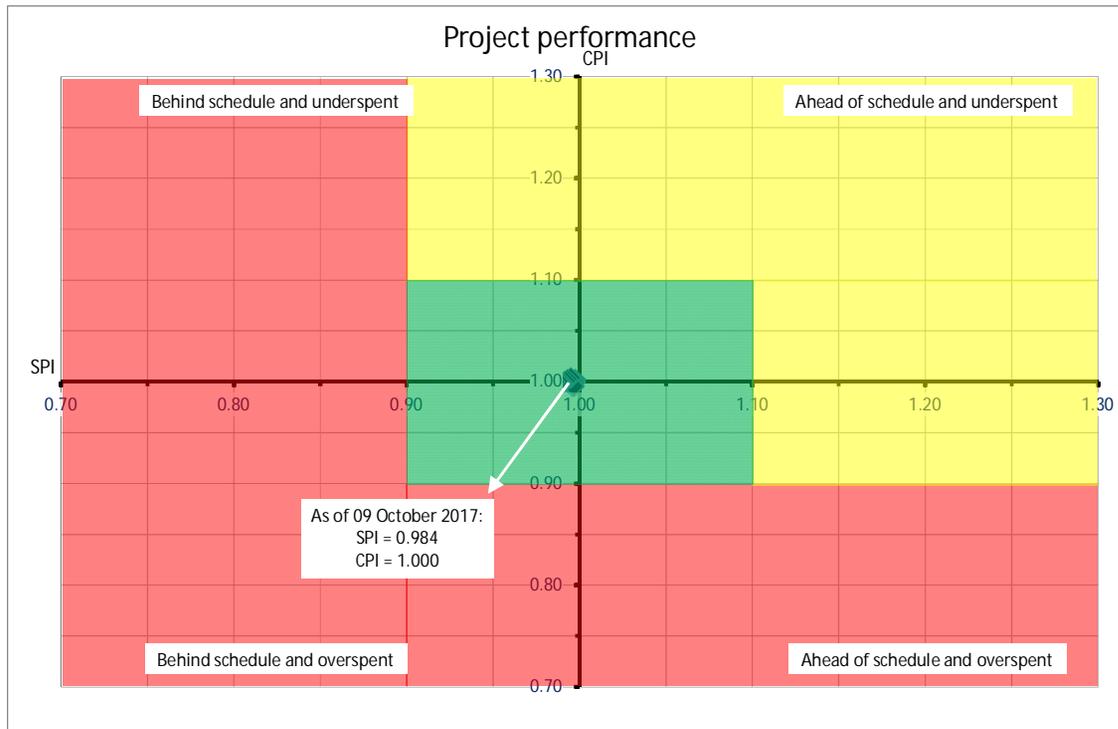
# Key indicators

Indicator	Value	Comment
Is the project approach sound?	Yes	<ul style="list-style-type: none"> <li>▶ The overall project approach is based on industry leading practices, methodologies and tools that have been used for other DHSMV projects.</li> </ul>
Is the project on time?	Yes	<ul style="list-style-type: none"> <li>▶ The Program is within established schedule performance thresholds.</li> <li>▶ The schedule performance index (SPI) is 0.984.</li> <li>▶ 190 of 2,854 total tasks (6.66%) contained in the project schedule are late.</li> <li>▶ 181 of 2,050 tasks (8.83%) for the current period are late.</li> </ul>
Is the project on budget?	Yes	<ul style="list-style-type: none"> <li>▶ The Program is within established cost performance thresholds.</li> <li>▶ The cost performance index (CPI) is 1.000.</li> <li>▶ The Program is currently on budget based on provided budget and spending information.</li> </ul>
Is scope being managed so there is no scope creep?	Yes	<ul style="list-style-type: none"> <li>▶ The work being completed as part of the MM Program (Phase I) is within the scope of the project as defined in the Schedule IV-B Feasibility Study.</li> </ul>
What are the project's future risks?	Unknown	<ul style="list-style-type: none"> <li>▶ The MM Program Team has satisfactorily addressed all deficiencies identified by the IV&amp;V Team.</li> </ul>
Are the project's risks increasing or decreasing?	Steady	<ul style="list-style-type: none"> <li>▶ The MM Program Team has satisfactorily addressed all deficiencies identified by the IV&amp;V Team.</li> </ul>
Are there new or emerging technological solutions that will affect the project's technology assumptions?	No	<ul style="list-style-type: none"> <li>▶ New and emerging technologies were considered in the Feasibility Study.</li> <li>▶ None have an adverse effect on the project's technological assumptions.</li> </ul>

# Status of key deficiency recommendations



# Overall performance



§ This chart shows the SPI and CPI plotted as points against the tolerance ranges set up for the project.

§ Summary:

§ Schedule and cost performance are within established thresholds.

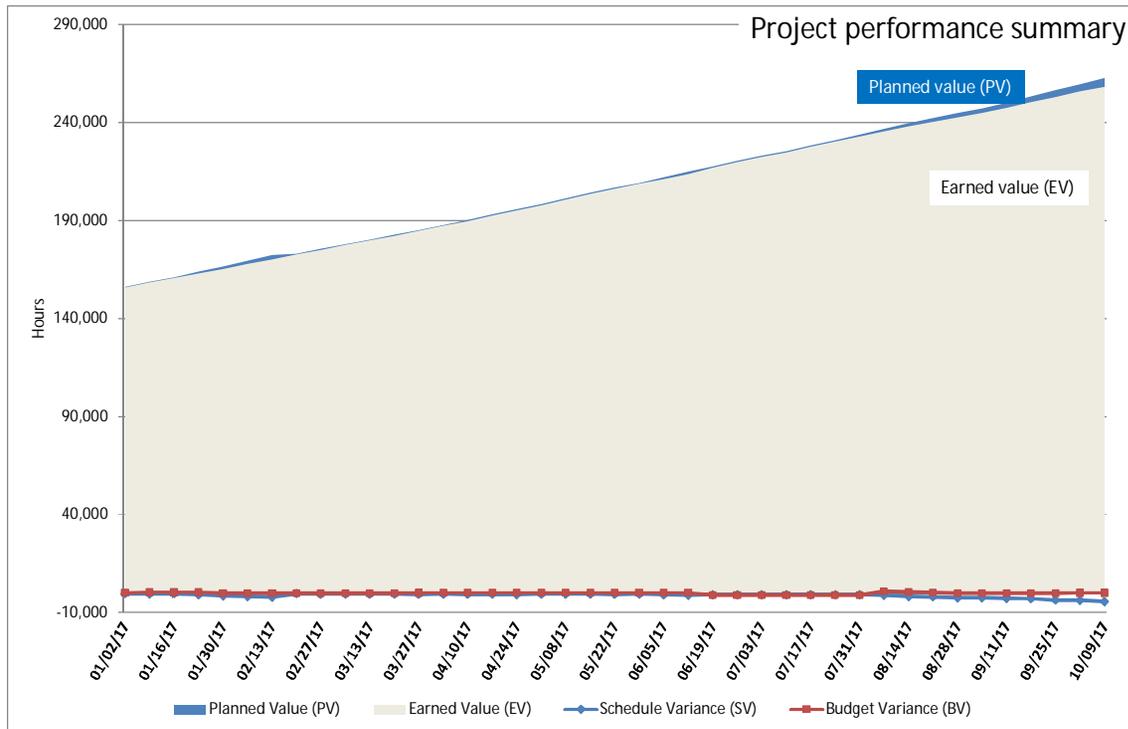
§ Conclusions:

§ The Program is currently on schedule and on budget.

- ▶ Green area indicates within tolerance of +/- 10% for both SPI and CPI.
- ▶ Amber area indicates review is required and corrective actions may be necessary.

- ▶ Red area indicates out-of-tolerance and corrective actions are necessary.

# Overall performance (continued)

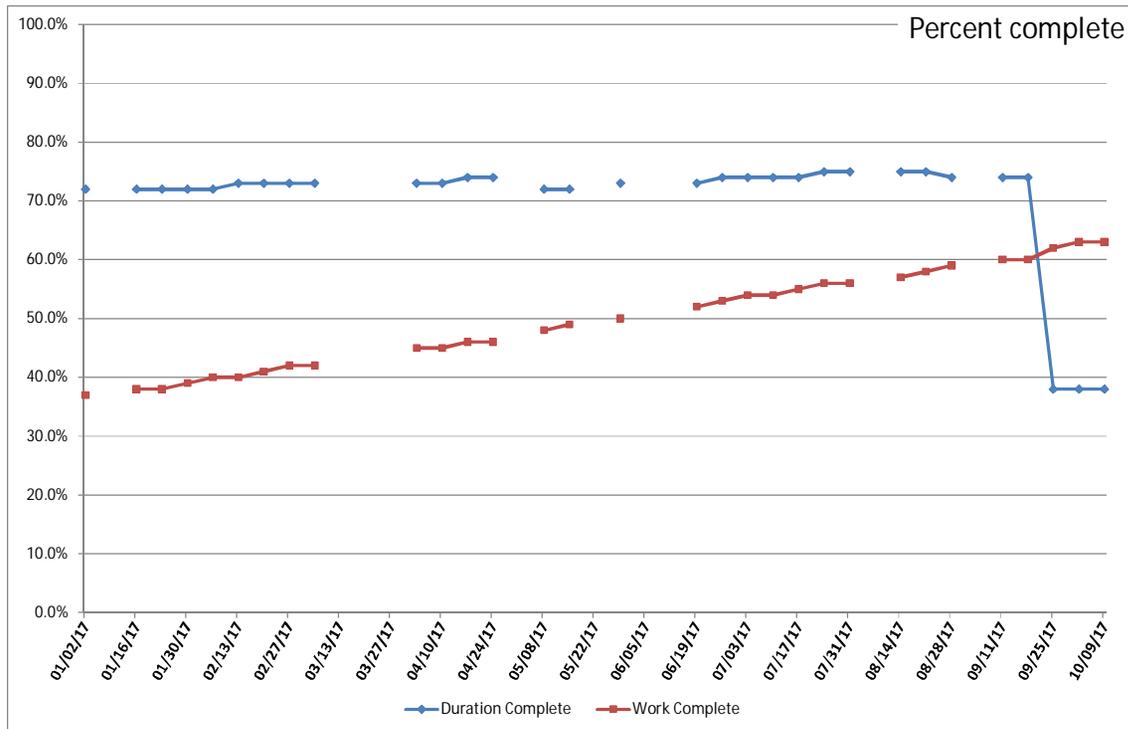


- § This chart shows the cumulative planned value (PV) and earned value (EV) for the project.
- § Summary:
  - § Total EV is less than PV, indicating there is scheduled work that is not being completed as scheduled.
  - § The total amount of work not completed as scheduled is 4,301.6 hours.
- § Conclusions:
  - § The Program is behind schedule.

- ▶ Blue area indicates the cumulative PV as of the current reporting period.
- ▶ Grey area indicates the cumulative EV as of the current reporting period.

- ▶ PV is the work scheduled to be accomplished.
- ▶ EV is the value of the work actually performed.

# Overall performance (continued)



§ This chart shows the percent complete for duration and work for the project.

§ Summary:

§ Duration and work complete has been consistent since the beginning of the project

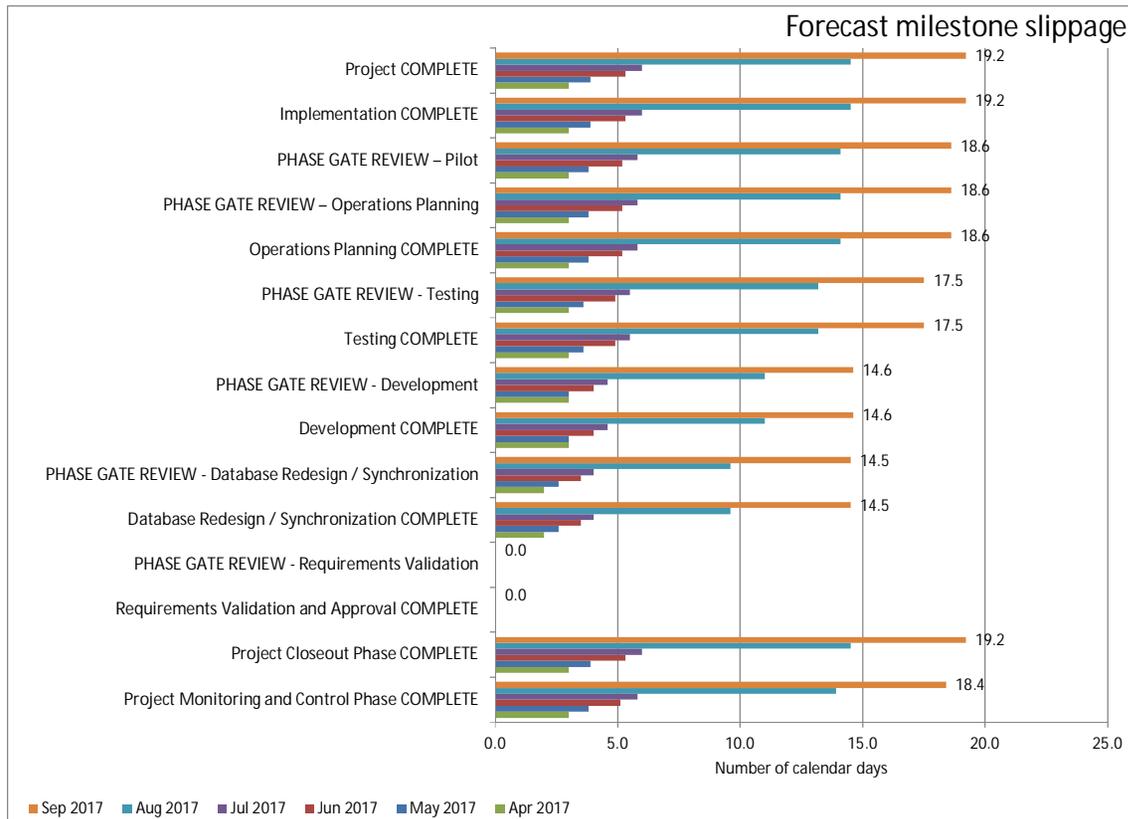
§ The modification of the schedule due to CR68 (Informatica) introduced a large number of long duration activities with little work, greatly impacting percent duration complete.

§ Conclusions:

§ None.

- ▶ Blue line is duration percent complete.
- ▶ Red line is work percent complete

# Forecast milestone completion



§ This chart shows the projected completion dates for future milestones based on historical performance using the schedule performance index (SPI).

§ Summary:

§ Future milestones are projected to be completed behind schedule.

§ Projected future milestone completion dates are trending negative.

§ Conclusions:

§ The project is behind schedule.

# Open deficiencies and actions

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Deficiency	Actions taken

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

# Performance improvement recommendations

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Recommendation	Progress update / resolution	Status

The DHSMV MM Program Team has satisfactorily addressed all performance improvement recommendations identified by the IV&V Team.

# Upcoming IV&V activities

- ▶ Participate in IV&V and Program meetings
- ▶ Review draft and final MM Program materials provided to the IV&V Team
- ▶ Conduct interviews as required
- ▶ Schedule of immediate IV&V deliverables is as follows:

Deliverable	Planned draft	Planned final	Actual final	Comment
MAR – Feb 2017 (IVV-302AY)	14 March 2017	29 March 2017	21 March 2017	▶ Complete
MAR – Mar 2017 (IVV-302AZ)	14 April 2017	01 May 2017	21 April 2017	▶ Complete
MAR – Apr 2017 (IVV-302BA)	12 May 2017	30 May 2017	19 May 2017	▶ Complete
MAR – May 2017 (IVV-302BB)	14 June 2017	29 June 2017	21 June 2017	▶ Complete
MAR – Jun 2017 (IVV-302BC)	17 July 2017	01 August 2017	24 July 2017	▶ Complete
MAR – Jul 2017 (IVV-302BD)	14 August 2017	29 August 2017	21 August 2017	▶ Complete
MAR – Aug 2017 (IVV-302BD)	14 September 2017	29 September 2017	22 September 2017	▶ Complete
MAR – Sep 2017 (IVV-302BE)	13 October 2017	30 October 2017	20 October 2017	▶ Complete
MAR – Oct 2017 (IVV-302BF)	14 November 2017	30 November 2017		
MAR – Nov 2017 (IVV-302BG)	14 December 2017	01 January 2018		
MAR – Dec 2017 (IVV-302BH)	15 January 2018	30 January 2018		

# Supporting information

- ▶ Summary of changes
- ▶ IV&V ratings summary
- ▶ Open deficiencies
- ▶ Project milestones
- ▶ Late tasks
- ▶ Project budget

# Summary of changes

## Supporting information

Item	Description
Deficiencies addressed	<ul style="list-style-type: none"> <li>▶ There are no open IV&amp;V deficiencies.</li> </ul>
New deficiencies	<ul style="list-style-type: none"> <li>▶ No new deficiencies identified since the last report.</li> </ul>
Risk ratings	<ul style="list-style-type: none"> <li>▶ No risk rating changes since the last report</li> </ul>
Maturity ratings	<ul style="list-style-type: none"> <li>▶ G6 – Performance management changed from level 3 (defined) to level 4 (managed).</li> <li>▶ G8 – Compliance and regulatory changed from level 2 (repeatable) to level 3 (defined).</li> <li>▶ P2 – Time management changed from level 3 (defined) to level 4 (managed).</li> <li>▶ T2 – Methodology and development changed from level 2 (repeatable) to level 3 (defined).</li> </ul>
Interviews conducted	<ul style="list-style-type: none"> <li>▶ No interviews conducted since last report</li> </ul>
Artifacts received	<ul style="list-style-type: none"> <li>▶ Numerous artifacts received.</li> </ul>

# Open deficiencies

## *Supporting information*

Areas and implications	Recommendations	Actions taken
None		

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

# Project milestones

## Supporting information

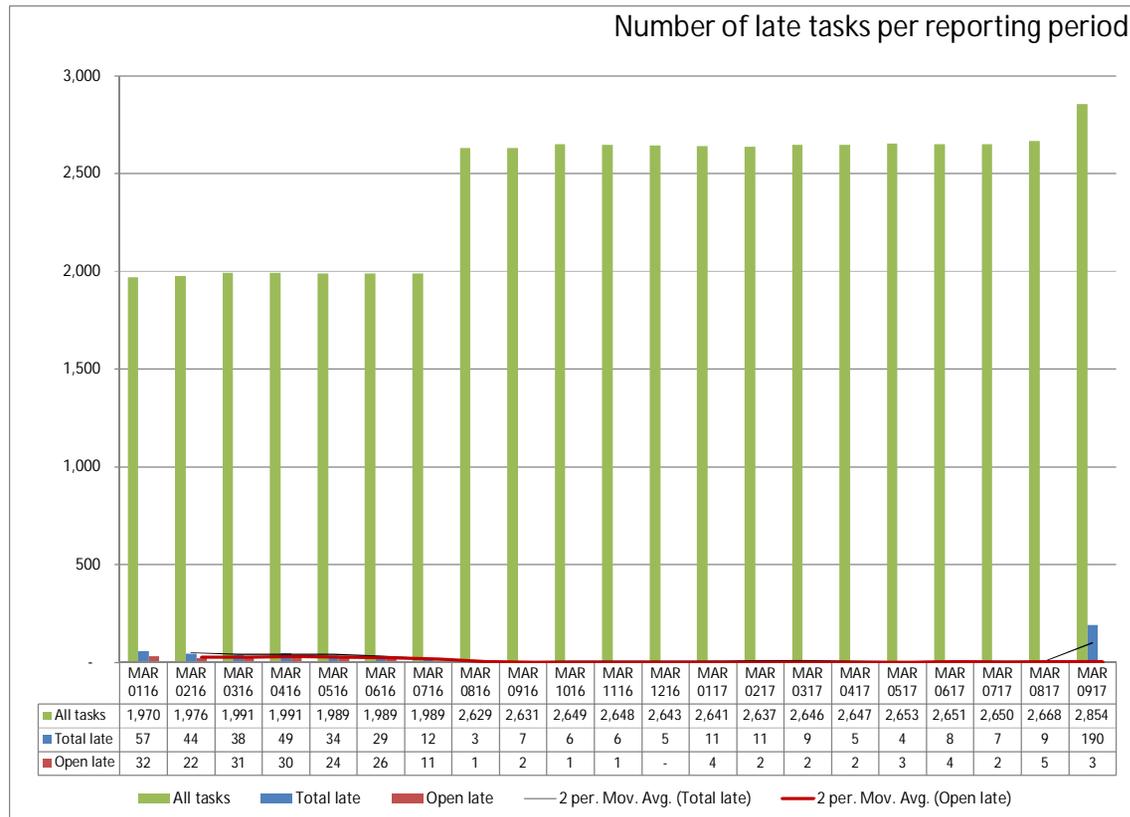
WBS	Title	Completion date				
		Original	Scheduled	Planned	Forecast	Actual
1.3.12	Project Monitoring and Control Phase COMPLETE	06/28/2019	06/28/2019	06/28/2019	07/16/2019	
1.4.8	Project Closeout Phase COMPLETE	06/28/2019	08/29/2019	08/29/2019	09/17/2019	
8.2	Database Redesign / Synchronization COMPLETE	05/01/2018	09/07/2018	09/07/2018	09/21/2019	
8.4	PHASE GATE REVIEW - Database Redesign / Synchronization	06/20/2018	09/07/2018	09/07/2018	09/21/2019	
8.5.10	Development COMPLETE	05/25/2018	09/13/2018	09/13/2018	09/27/2018	
8.6	PHASE GATE REVIEW - Development	07/27/2018	09/13/2018	09/13/2018	09/27/2018	
8.7.5	Testing COMPLETE	02/20/2019	04/22/2019	04/22/2019	05/09/2019	
8.7.7	PHASE GATE REVIEW – Testing	04/22/2019	04/22/2019	04/22/2019	05/09/2019	
8.8.4	Operations Planning COMPLETE	03/02/2018	12/28/2018	07/19/2019	08/06/2019	
▶ Additional milestones will be added as the project progresses						

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Original – Original contract completion date.</li> <li>2. Scheduled – Scheduled completion date based on the latest schedule baseline.</li> <li>3. Planned – Planned completion date (should be the same as scheduled).</li> </ol> | <ol style="list-style-type: none"> <li>4. Forecast – Based on the current schedule performance index.</li> <li>5. Actual – The actual completion date</li> </ol> |
|--|--|

Late

# Late tasks

## Supporting information



- § This chart shows the number of tasks that are late for each of the IV&V reports for the following:
  - § Total tasks late.
  - § Tasks that are open (task completion percentage is greater than 0% and less than 100%).
- § A task is automatically designated as “late” if it is not complete and the project status date is later than the baseline finish date for the task.
- § Summary:
  - § Total normal tasks: 2,854
  - § Total tasks late: 190
  - § Total open tasks late: 3
- § Conclusions:
  - § The total number of tasks designated as late is 6.66% of the total number of tasks.

# Project schedule quality

Entire schedule: 11/1/2013 to 8/29/2019

## Supporting information



§ This chart shows the quality of the project schedule within each of the following areas:

§ Overall quality with trending

§ Key indicators

§ Schedule parameters

§ Summary:

§ Overall quality: 94.3

§ Conclusions:

§ Overall schedule quality is consistent and excellent

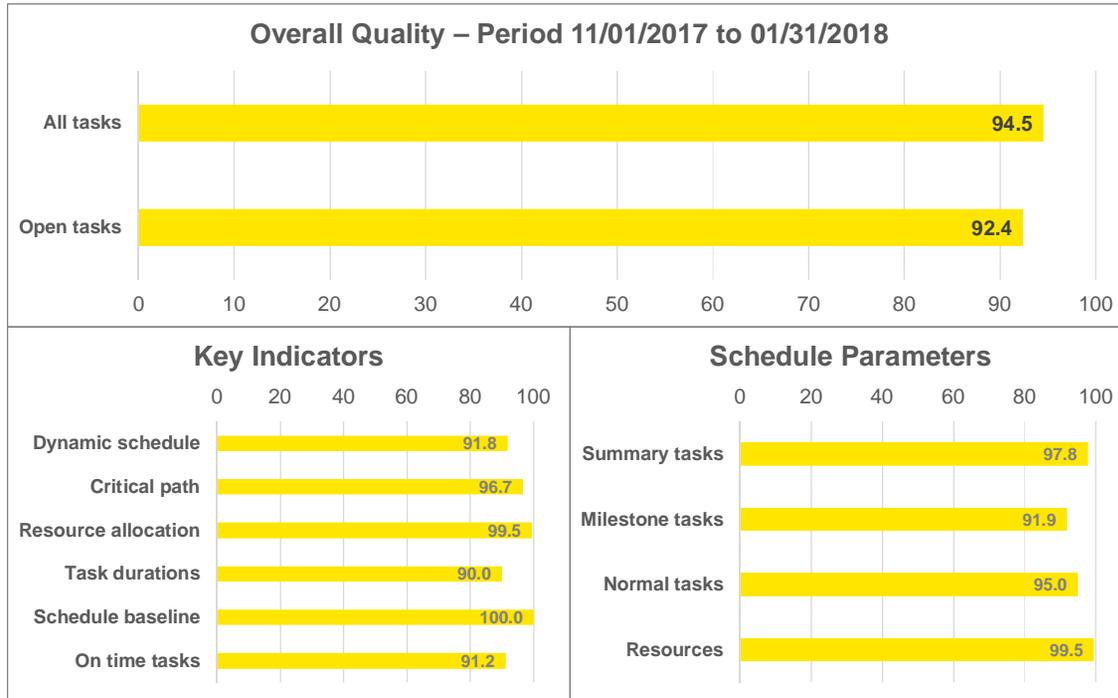
- ▶ Dynamic schedule – Task dependencies and constraints
- ▶ Critical path – Task dependencies
- ▶ Resource allocation – Resource assignments

- ▶ Task durations – Task durations other than 8 to 80 hours
- ▶ Baseline – Full baseline defined for all tasks
- ▶ On time tasks – Tasks that are not late

# Project schedule quality

## Period: 11/01/2017 to 01/31/2018

### Supporting information



§ This chart shows the quality of the project schedule within each of the following areas:

- § Overall quality with trending
- § Key indicators
- § Schedule parameters

§ Summary:

§ Overall quality: 94.5

§ Conclusions:

§ Overall schedule quality is consistent and excellent

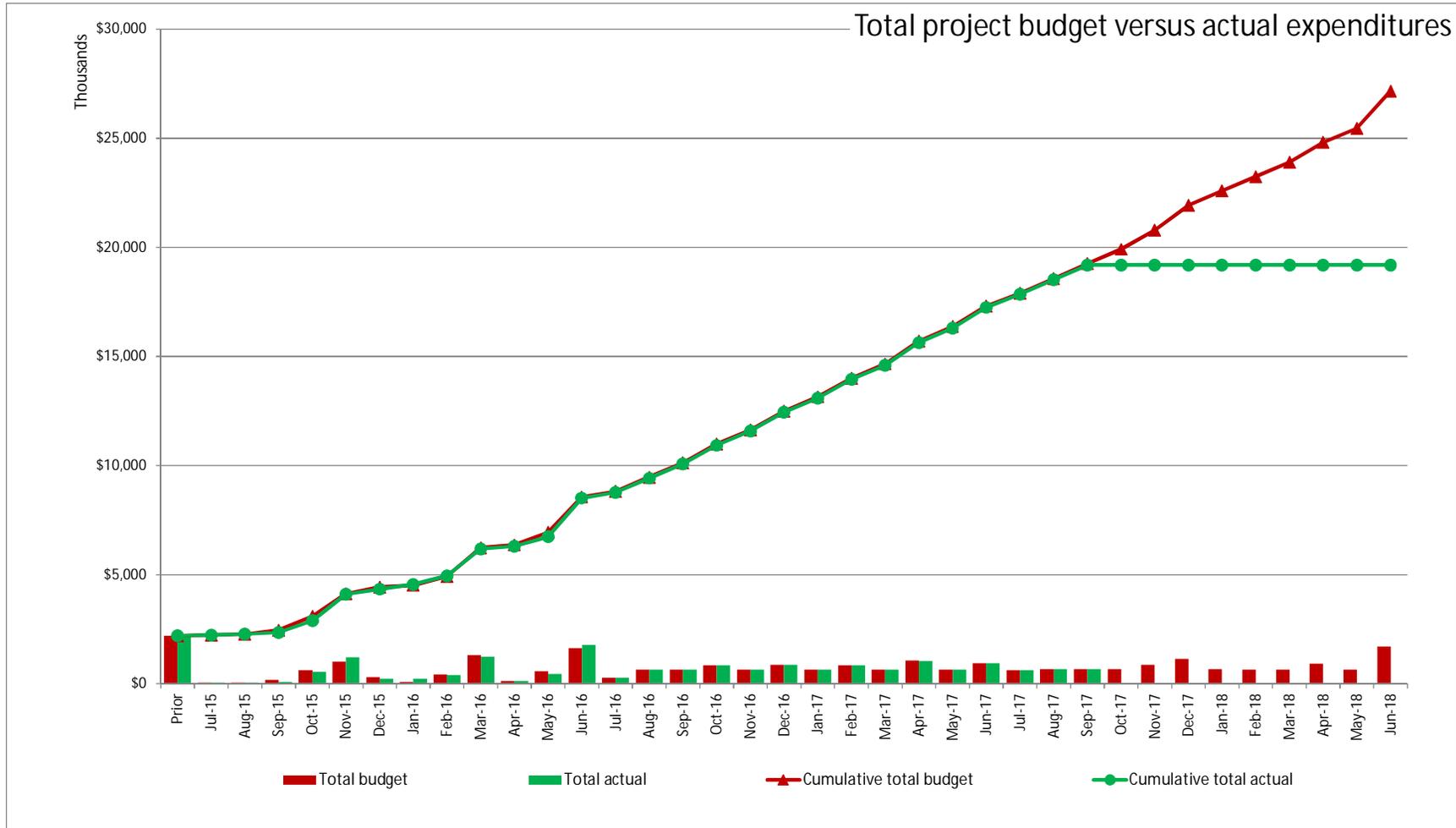
- ▶ Dynamic schedule – Task dependencies and constraints
- ▶ Critical path – Task dependencies
- ▶ Resource allocation – Resource assignments

- ▶ Task durations – Task durations other than 8 to 80 hours
- ▶ Baseline – Full baseline defined for all tasks
- ▶ On time tasks – Tasks that are not late

# Project budget

## Total project funding

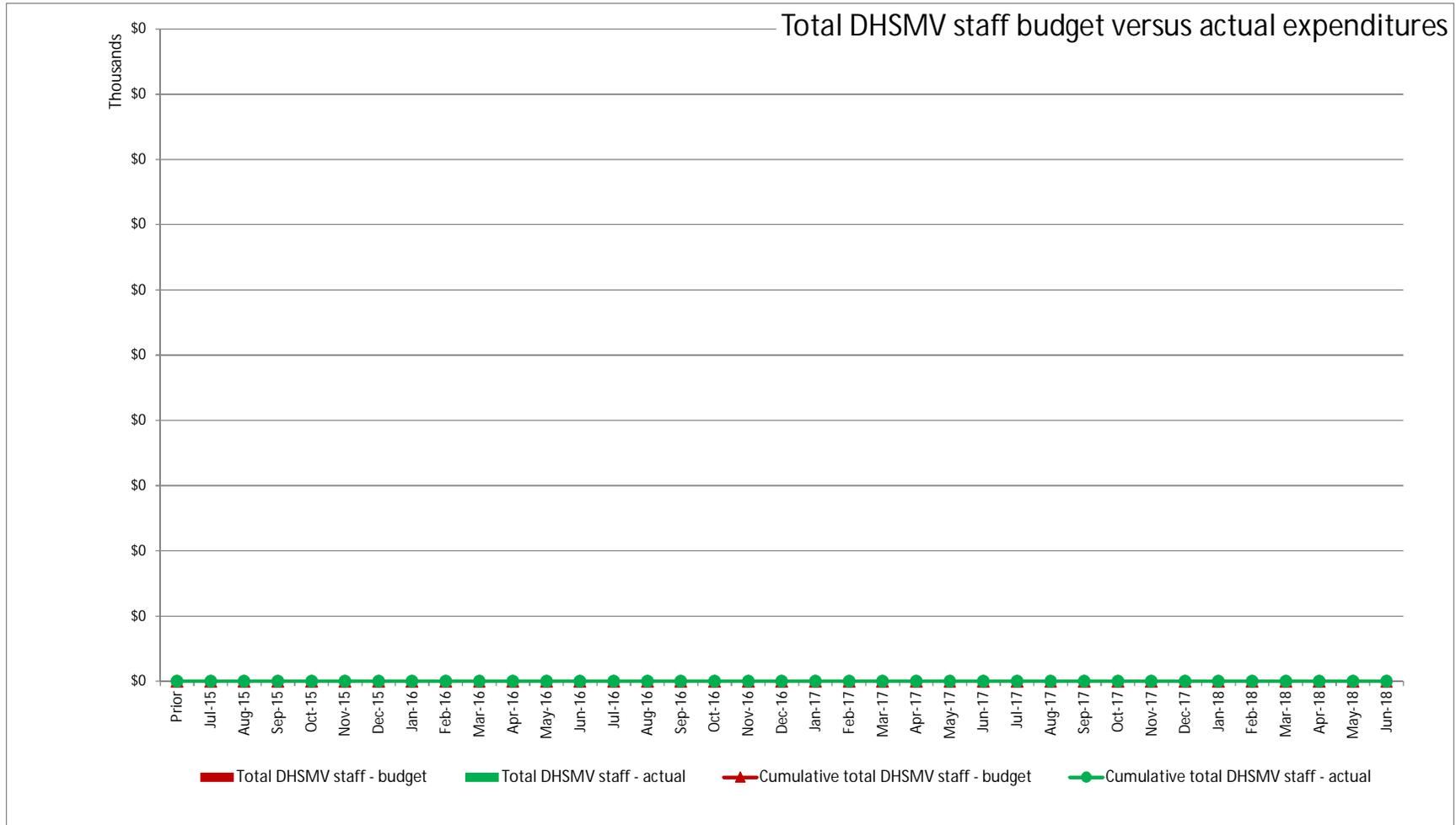
Supporting information



# Project budget

## DHSMV staff funding

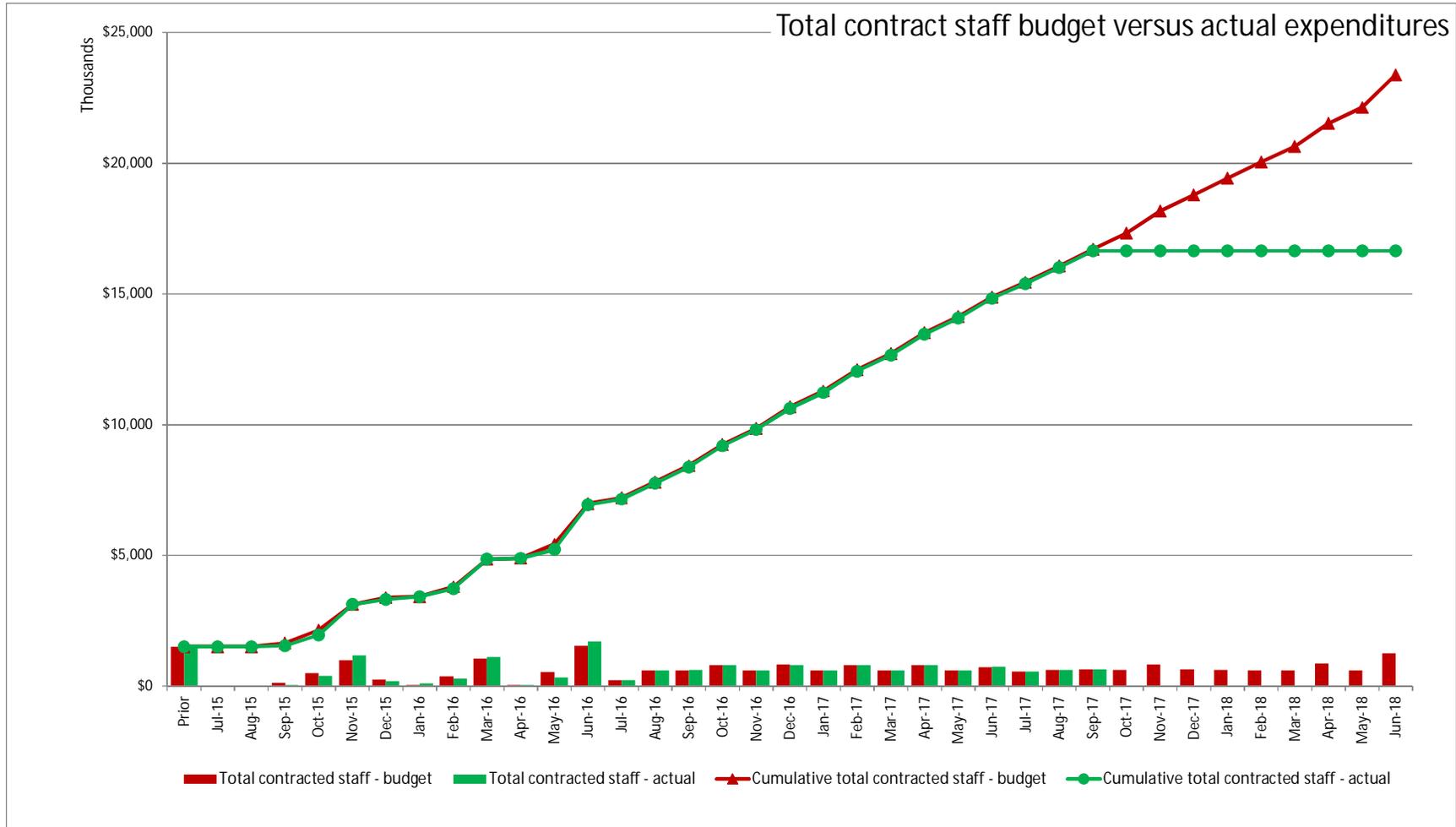
*Supporting information*



# Project budget

## Contract staff funding

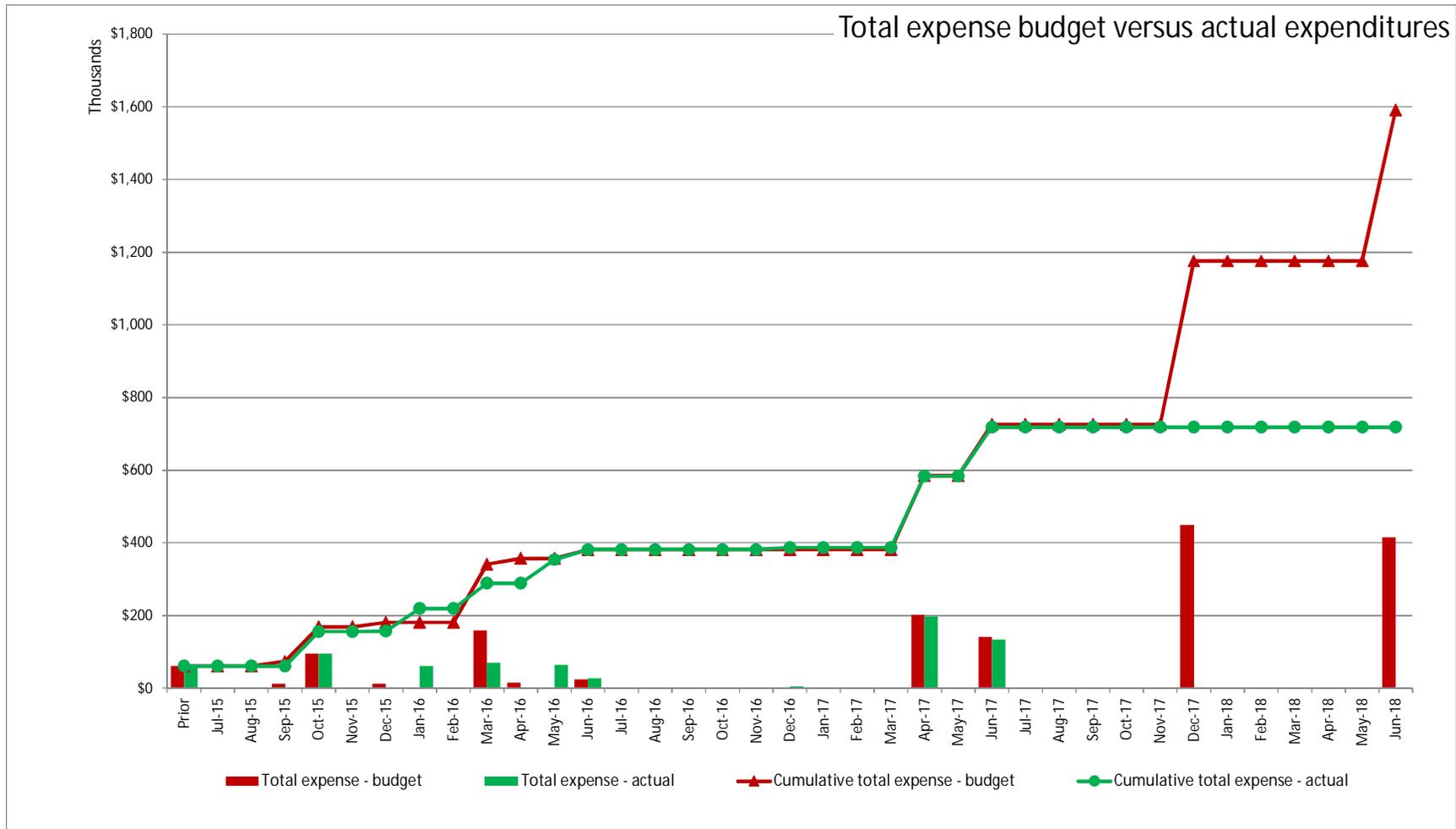
Supporting information



# Project budget

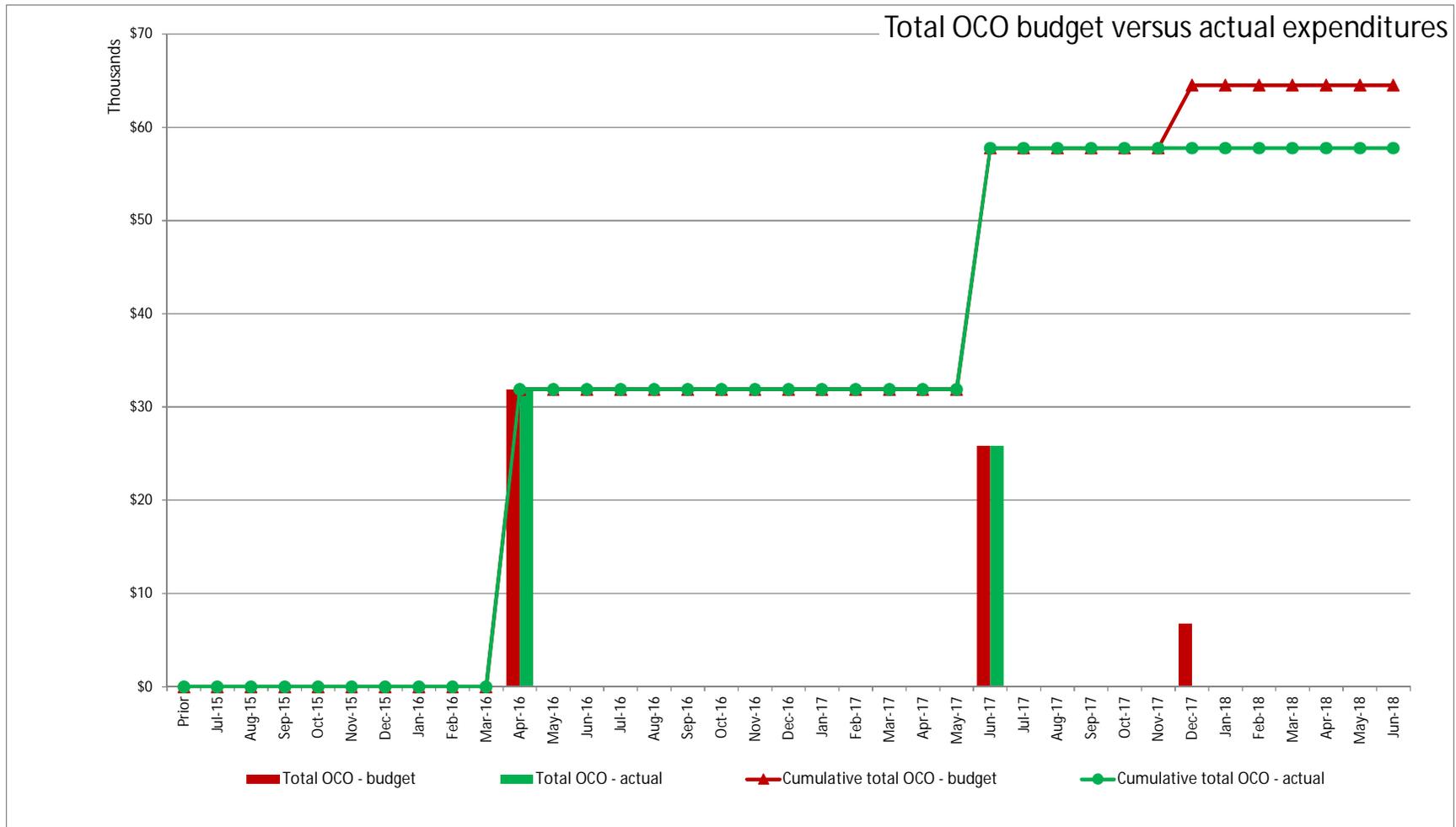
## Expense funding

Supporting information



# Project budget OCO funding

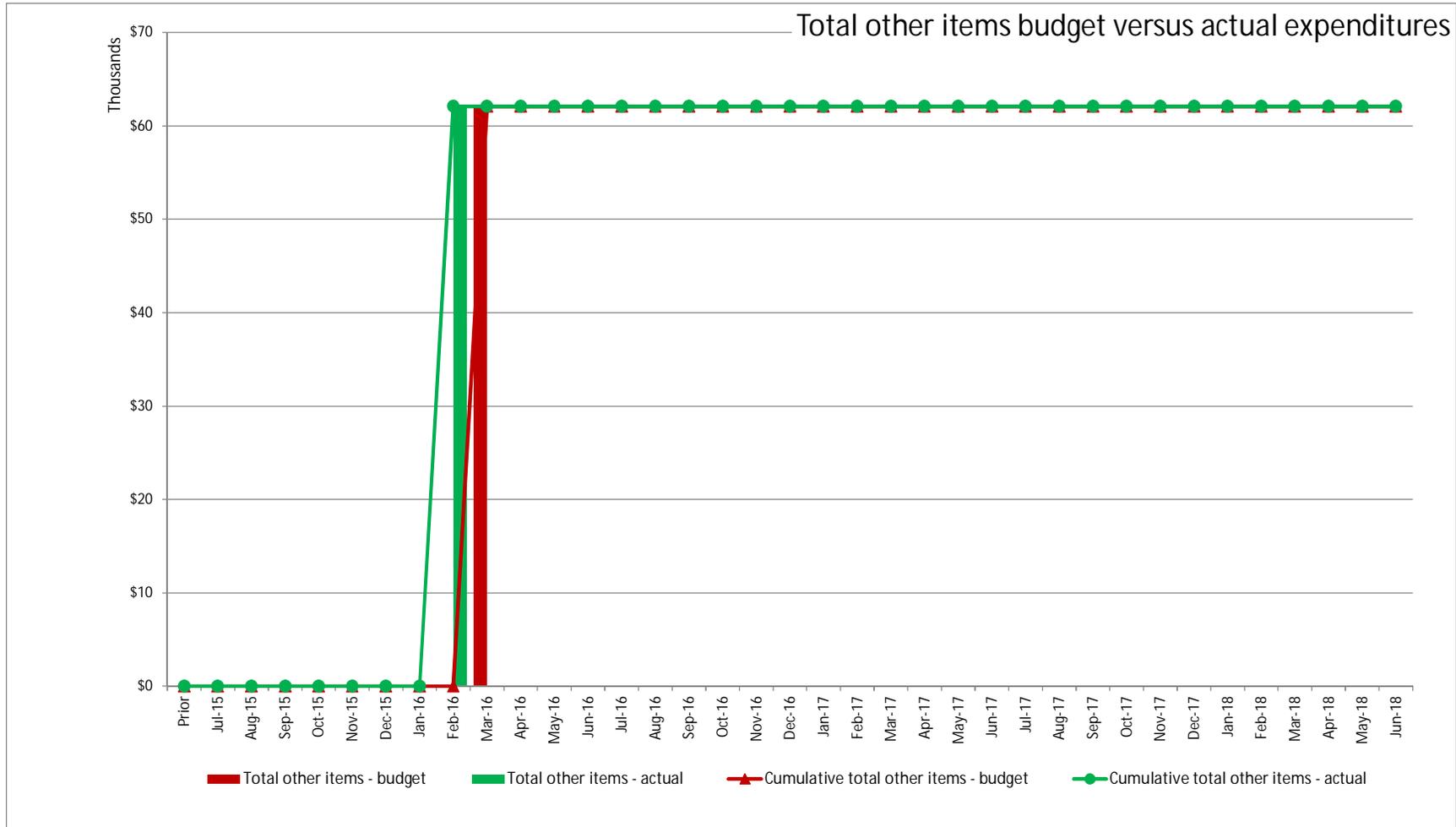
Supporting information



# Project budget

## Other items funding

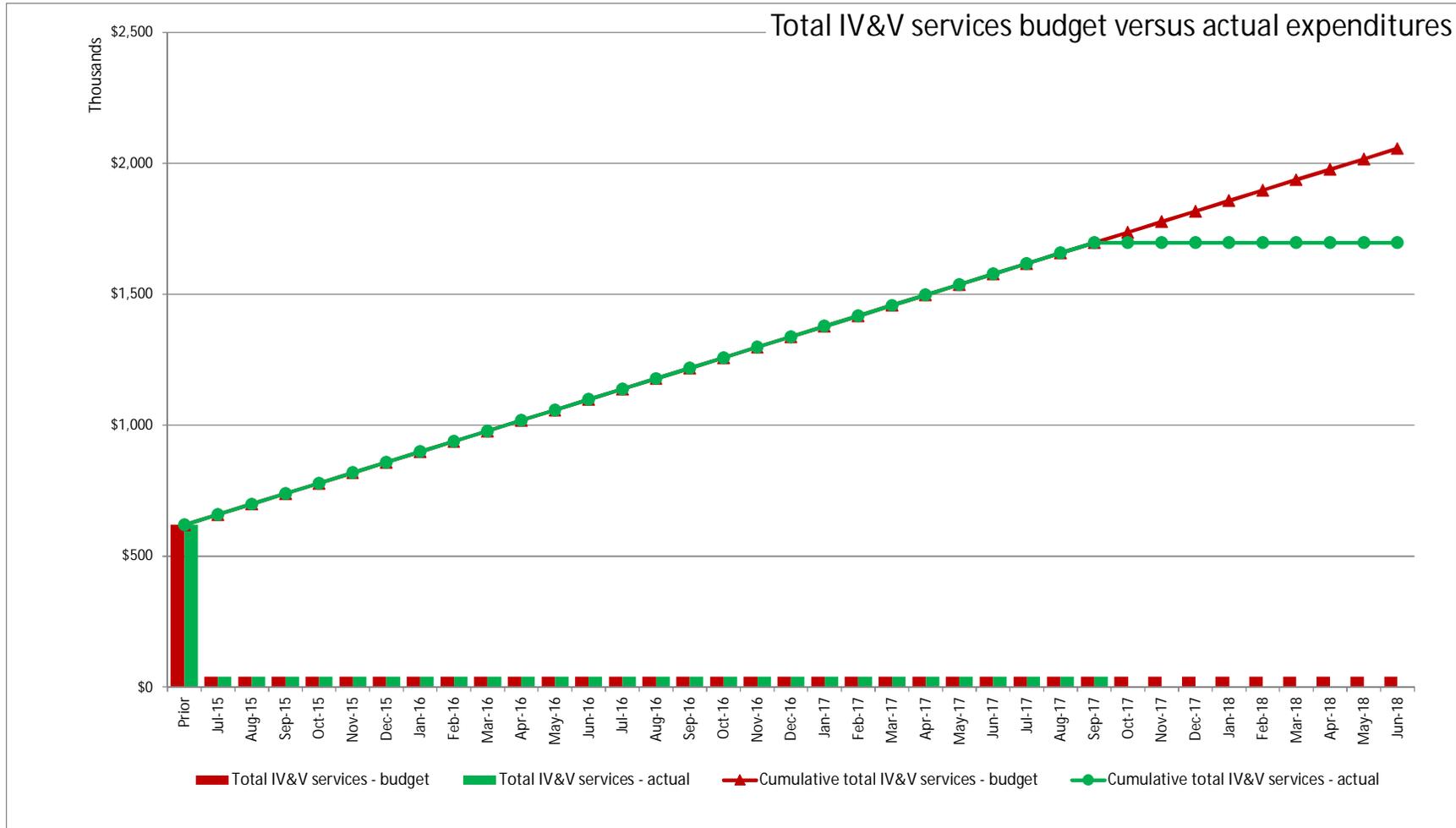
Supporting information



# Project budget

## IV&V services funding

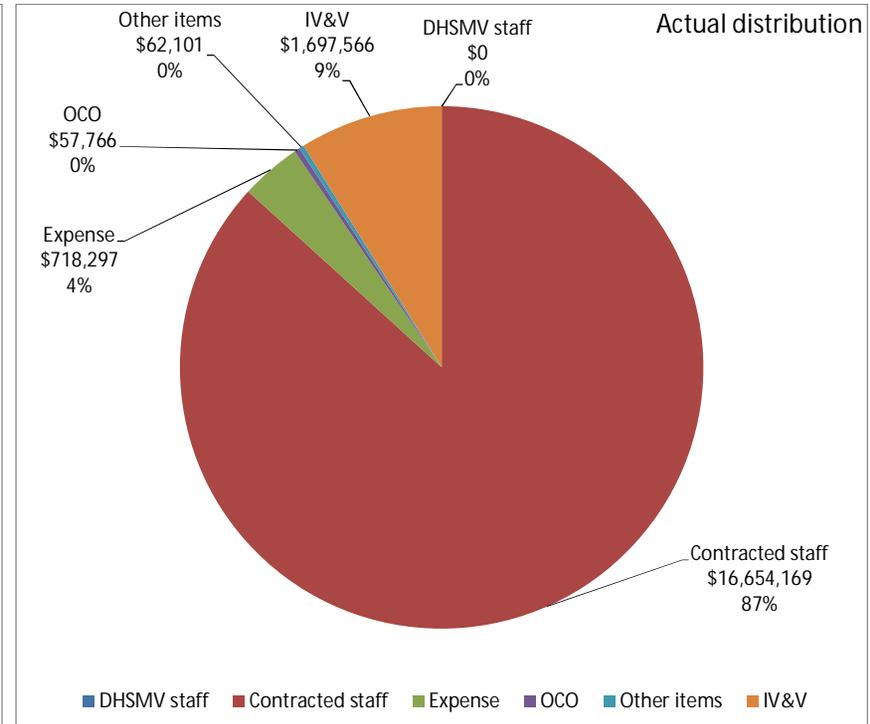
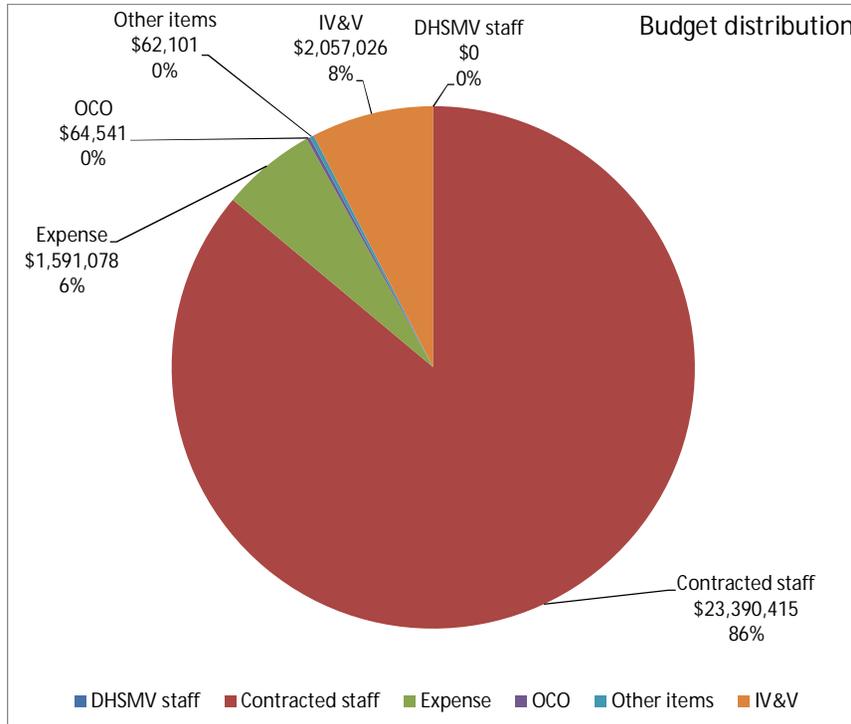
Supporting information



# Project budget

## Budget and actual distribution

Supporting information



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General Information	
Agile Project Name	Motorist Modernization Phase I – Citation Processing
Change Request Title	Citation Processing – Rework stories for Driving Under the Influence (DUI) and Commercial Disqualification
Change Requested By	Sonia Nelson
Product Owner	Deborah Todd
Date Requested	September 29, 2017

Change Request # <i>(To be assigned by CCB Chair)</i>	69
<input checked="" type="checkbox"/> New Request	<input type="checkbox"/> Resubmitted / Amended Request

Change Request Information <small>(completed by the requestor)</small>
<p><b>Description of Change:</b> The purpose of this change request is to add stories/tasks for the necessary rework of the DUI and Commercial Disqualification functional areas stories. In August 2017, the Enterprise Architecture team for Motorist Modernization made a change to the technical design for Citation Processing policies, which caused development done prior to the technical change to be restructured to work with the new design.</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:</p> <p> <input type="checkbox"/> New (Unplanned/Missed) Work Effort                      <input checked="" type="checkbox"/> Re-work  <input type="checkbox"/> New (Expanded) Work Effort                                      <input type="checkbox"/> Removal/Archival </p>

Business Need / Justification <small>(completed by the requestor)</small>
<p><b>Description:</b> Sprint 14 for Citation Processing introduced a new technical design that any future development in the Citation Processing module must adhere to. Development done prior to the infrastructure change must be restructured to work with the new design.</p> <p>Prior to August 2017, Sprint 14, the following policies for Citation Processing were developed and must be restructured:</p> <ul style="list-style-type: none"> <li>• DUI Revocation Process 1<sup>st</sup> DUI – Add Revocation</li> <li>• DUI Revocation Process 2<sup>nd</sup> DUI – Add Revocation</li> <li>• DUI Revocation Process 3<sup>rd</sup> DUI – Add Revocation</li> <li>• DUI Revocation Process 4<sup>th</sup> &amp; Subsequent – Add Revocation</li> <li>• DUI Revocation Process Manslaughter – Add Revocation</li> <li>• Commercial Disqualification Process – Receive and Evaluate Dispositions</li> </ul>

<b>Impact Analysis</b>					
<b>Requirements Change Description:</b> There are no blueprint requirement changes. The changes are technical in nature and should be considered as technical debt.					
<b>Technical Change Description:</b> At the beginning of the Citations Processing project, the design for processing a disposition was based on stories prioritized in the beginning of the project. The stories in the front of the backlog had a design approach for each story resulting in a single type of Sanction. This led to a design where the disposition was inspected and sent to the correct sanction type service. Stories developed later broke this design. A single disposition could return different types of sanctions based on the data within the disposition. In order to accommodate these later policies, we changed the design to iterate through all policies. While designing the new approach, we also looked at the end-to-end process and optimized the data access to improve throughput for the processing. This also led to a more maintainable design, where each policy is processed individually. If bugs are found or changes in the future agency policy leads to changes, they can be compartmentalized to only the policies that are affected, and not have unknown side effects.					
<b>Associated Wrap Number?</b> N/A					
<b>Impact on Backlog:</b> Milestone D (10/4/17 – 3/20/18) is 114 days. The team has six full-time developers, making our capacity for the Milestone an estimated 4101 hours. Current work already in the Milestone is estimated to be 3198 hours. Estimations show there is capacity to absorb this change in Milestone D.  The following rework stories would be added to backlog with the following estimates for effort.					
No.	DUI Rework	DEV Hours	SEU Hours	Total Hours	MS
1	Rework DUI 1st Disposition	10	36	46	D
2	Rework DUI 2nd Disposition	11	20	31	D
3	Rework DUI 3rd Disposition	11	20	31	D
4	Rework DUI 4th or more Disposition	11	20	31	D
5	Rework DUI - DUI Manslaughter Disposition	74	80	154	D
6	ReWork Disqualification Major Offense Felony Possession (RQ17044)	16	6.5	22.5	D
7	ReWork Disqualification Serious Violations (RQ17056)	16	6.5	22.5	D
8	ReWork Disqualification Railroad-Highway Grade Crossing (RQ17068)	16	15.5	31.5	D
9	ReWork Disqualification CLP or CDL Fraud (RQ18597)	16	15.5	31.5	D
10	ReWork Disqualification Major Offense (RQ15239)	24	13	37	D
11	ReWork Disqualification Violation of Out of Service Order (RQ17069)	16	13	29	D
<b>Total Hours</b>				<b>467</b>	<b>D</b>

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

<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> No changes are required to the Integrated Master Schedule (IMS).				
<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>				
Milestone D. Milestone begins October 4, 2017, ends March 12, 2018.				
<b>Current Schedule:</b>				
Task Name	Duration	Start	Finish	
<b>Team C - CDLIS &amp; Citation Processing</b>	<b>478 days</b>	<b>Wed 7/27/16</b>	<b>Fri 5/25/18</b>	
<b>MILESTONE GROUP C</b>	<b>73 days</b>	<b>Wed 6/21/17</b>	<b>Fri 9/29/17</b>	
Sprint 11	14 days	Wed 6/21/17	Mon 7/10/17	
Sprint 12	15 days	Wed 7/12/17	Tue 8/1/17	
Sprint 13	15 days	Wed 8/2/17	Tue 8/22/17	
Sprint 14	14 days	Wed 8/23/17	Mon 9/11/17	
CP HIP Sprint - Milestone Group C	14 days	Wed 9/13/17	Mon 10/2/17	
CP Milestone Retrospective - Milestone C	1 day	Tue 10/3/17	Tue 10/3/17	
<b>MILESTONE GROUP D</b>	<b>114 days</b>	<b>Wed 10/4/17</b>	<b>Mon 3/12/18</b>	
Sprint 15	15 days	Wed 10/4/17	Tue 10/24/17	
Sprint 16	14 days	Wed 10/25/17	Mon 11/13/17	
Sprint 17	13 days	Wed 11/15/17	Fri 12/1/17	
Sprint 18	14 days	Wed 12/6/17	Mon 12/25/17	
Sprint 19	13 days	Wed 12/27/17	Fri 1/12/18	
Sprint 20	15 days	Wed 1/17/18	Tue 2/6/18	
Sprint 21	15 days	Wed 2/7/18	Tue 2/27/18	
CP HIP Sprint - Milestone Group D	14 days	Wed 2/28/18	Mon 3/19/18	
CP Milestone Retrospective - Milestone D	1 day	Tue 3/20/18	Tue 3/20/18	
<b>MILESTONE GROUP E</b>	<b>64 days</b>	<b>Wed 3/21/18</b>	<b>Mon 6/18/18</b>	
Sprint 22	15 days	Wed 3/21/18	Tue 4/10/18	
Sprint 23	15 days	Wed 4/11/18	Tue 5/1/18	
Sprint 24	15 days	Wed 5/2/18	Tue 5/22/18	
CP HIP Sprint - Milestone Group E	18 days	Wed 5/23/18	Fri 6/15/18	
CP Milestone Retrospective - Milestone E	1 day	Tue 6/19/18	Tue 6/19/18	
<b>Proposed Schedule:</b>				
No change to current schedule.				
<b>Impact on Cost:</b>				
No impact to current costs.				

**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
Khadija Harris	P		100%
Albert Phillips	P		100%
Amit Roy	P		100%
Lee Green	P		100%
Vikas Vedprakash	P		100%
Leelarani Katam	P		100%
SEU Testers	P		100%
<b>Total</b>		<b>467</b>	

**Work Effort:**

A total of 467 hours will be added to the backlog. Development estimate is 221 hours, SEU testing estimate is 246 hours.

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

**Impact on Training:** No known impact to training

**Impact on Policies and/or Procedures:** No known impact to policies or procedures.

**The project/program manager attests that all impacts and alternatives have been vetted by the following members:**

**List Individual Name(s) & Review Notes**

<input checked="" type="checkbox"/> Product Owner	Deborah Todd
<input checked="" type="checkbox"/> Scrum Master	Paula Griner
<input checked="" type="checkbox"/> Program Manager	CherylN Dent
<input checked="" type="checkbox"/> Project Manager	Sonia Nelson
<input checked="" type="checkbox"/> Sr. Business Analyst	Catherine Thomas
<input checked="" type="checkbox"/> Lead Developer / Software Architect	Khadija Harris
<input checked="" type="checkbox"/> Enterprise Technical Team Representative	Patrick Robbins
<input checked="" type="checkbox"/> Testing Manager	Shari McDuffie
<input checked="" type="checkbox"/> LDO Representative	Anat Michaeli-Ling
<input type="checkbox"/> Financial Representative (DAS/OFM)	Steve Burch
<input type="checkbox"/> Other Operational / Business Manager(s)	

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

<b>Change Control Board Recommendation</b>			
Decision:	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer <input checked="" type="checkbox"/> N/A
Comments: This request was reviewed by the CCB on 10/17/17. However, an approval recommendation was not solicited because quorum was not established at the meeting.			

<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		
Diana Vaughn Deputy 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 – Citation Processing
Change Request Title	Citation Processing – Rework Disqualification story to Add HTO and Point Suspension stories for Disqualification
Change Requested By	Sonia Nelson
Product Owner	Deborah Todd
Date Requested	September 25, 2017

<b>Change Request #</b> <i>(To be assigned by CCB Chair)</i>	<b>70</b>
<input checked="" type="checkbox"/> New Request	<input type="checkbox"/> Resubmitted / Amended Request

Change Request Information <small>(completed by the requestor)</small>
<p><b>Description of Change:</b>            The purpose of this change request is to modify the story, Add Commercial Disqualification – Disqualify – Serious Violations (RQ17056), through the creation of a rework story that would include the necessary tasks to add a disqualification for the functional areas of Habitual Traffic Offender (HTO) and Point Suspension. This request would also be used to archive the individual add disqualification stories that are currently included in the development tasks for both functional areas.</p>
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: <input type="checkbox"/> New (Unplanned/Missed) Work Effort <input checked="" type="checkbox"/> Re-work <input type="checkbox"/> New (Expanded) Work Effort <input checked="" type="checkbox"/> Removal/Archival

Business Need / Justification <small>(completed by the requestor)</small>
<p>Description:            The Disqualification – Serious Violations process has already been developed and will require a rework story to include disqualification tasks for HTO and Point Suspension. Approval of this change request would add 14 hours of re-work and archive the following stories, totaling 164 hours.</p> <p><b>HTO stories to archive</b>            FR15141            FR15144            FR15142            FR15146</p> <p><b>Point Suspension stories to archive</b>            FR15222            FR15227            FR15228            FR33450</p>

**Impact Analysis**

**Requirements Change Description:**

RQ17056 currently reads –

**Evaluate the Driver Record and Add the Disqualification**

- If the driver has three or more Serious Violations that occurred out of separate incidents, occurring within any three year period from the Compare Date, THEN
  - The system will process a Disqualification for 120 days using [RQ15236: Disqualify - Notice Provided and Effective Date](#)
  - The projected expiration date will be calculated using [RQ27146: Sanction Projected Expiration Date](#)
  - Connect all dispositions that contributed to the disqualification using [RQ26540: Sanction and Disposition Connectors](#)
  - Check to determine if a PDPS Pointer is needed using [RQ24746: Common - Pointer Maintenance - Add](#)
  - Maintain the Ineligibility Flag using [RQ25055: Common - Ineligible Flag Maintenance](#)
  - Check to determine if the Safe Driver Date must be re-calculated using [RQ24764: Common - Update Customer - Calculate Safe Driver Date](#)
  - Check for deceased date using [RQ17721: Deceased Date](#)
    - If "Deceased Date" check passes, create the disqualification using the letter template named DISQ and [RQ17796: Disqualification](#)

**OTHERWISE**

- If the driver has two Serious Violations that occurred out of separate incidents, occurring within any three year period calculated from the Compare Date, THEN
  - The system will process a Disqualification for 60 days using [RQ15236: Disqualify - Notice Provided and Effective Date](#)
  - The projected expiration date will be calculated using [RQ27146: Sanction Projected Expiration Date](#)
  - Connect all dispositions that contributed to the disqualification using [RQ26540: Sanction and Disposition Connectors](#)
  - Check to determine if a PDPS Pointer is needed using [RQ24746: Common - Pointer Maintenance - Add](#)
  - Maintain the Ineligibility Flag using [RQ25055: Common - Ineligible Flag Maintenance](#)
  - Check to determine if the Safe Driver Date must be re-calculated using [RQ24764: Common - Update Customer - Calculate Safe Driver Date](#)
  - Check for deceased date using [RQ17721: Deceased Date](#)
    - If "Deceased Date" does not exist, create the disqualification letter using the template named DISQ and [RQ17796: Disqualification](#)

The RQ will be updated to read –

**Evaluate the Driver Record and Add the Disqualification**

- If the driver has three or more Serious Violations that occurred out of separate incidents, occurring within any three year period from the Compare Date, THEN
  - The system will process a Disqualification for 120 days using [RQ15236: Disqualify - Notice Provided and Effective Date](#)
  - The projected expiration date will be calculated using [RQ27146: Sanction Projected Expiration Date](#)
  - If the inbound disposition does not indicate a CMV AND the system has taken another sanction action on the inbound disposition
    - Use Disqualification reason code will be 25 - 3 SER TRAF VIO W/I 3 YEARS IN NON-CMV

- If the inbound disposition does indicate a CMV
  - Use Disqualification reason code 02 - THREE SERIOUS TRAFFIC VIOLATIONS WITHIN 3 YEARS IN CMV
- Connect all dispositions that contributed to the disqualification using [RQ26540: Sanction and Disposition Connectors](#)
- Check to determine if a PDPS Pointer is needed using [RQ24746: Common - Pointer Maintenance - Add](#)
- Maintain the Ineligibility Flag using [RQ25055: Common - Ineligible Flag Maintenance](#)
- Check to determine if the Safe Driver Date must be re-calculated using [RQ24764: Common - Update Customer - Calculate Safe Driver Date](#)
- Check for deceased date using [RQ17721: Deceased Date](#)
  - If "Deceased Date" check passes, create the disqualification using the letter template named DISQ and [RQ17796: Disqualification](#)

**OTHERWISE**

- If the driver has two Serious Violations that occurred out of separate incidents, occurring within any three year period calculated from the Compare Date, THEN
  - The system will process a Disqualification for 60 days using [RQ15236: Disqualify - Notice Provided and Effective Date](#)
  - The projected expiration date will be calculated using [RQ27146: Sanction Projected Expiration Date](#)
  - If the inbound disposition does not indicate a CMV AND the system has taken another sanction action on the inbound disposition
    - Use Disqualification reason code will be 24 - 2 SER TRAF VIO W/I 3 YEARS IN NON-CMV
  - If the inbound disposition does indicate a CMV
    - Use Disqualification reason code 01 - TWO SERIOUS TRAFFIC VIOLATIONS WITHIN 3 YEARS IN CMV
  - Connect all dispositions that contributed to the disqualification using [RQ26540: Sanction and Disposition Connectors](#)
  - Check to determine if a PDPS Pointer is needed using [RQ24746: Common - Pointer Maintenance - Add](#)
  - Maintain the Ineligibility Flag using [RQ25055: Common - Ineligible Flag Maintenance](#)
  - Check to determine if the Safe Driver Date must be re-calculated using [RQ24764: Common - Update Customer - Calculate Safe Driver Date](#)
  - Check for deceased date using [RQ17721: Deceased Date](#)
    - If "Deceased Date" does not exist, create the disqualification letter using the template named DISQ and [RQ17796: Disqualification](#)

**Technical Change Description:**

The add Commercial Disqualification stories will be modified to include functionality necessary to review and annotate a Driver's record to indicate HTO and/or Point Suspension.

The process for evaluating a commercial driver is complete, the team will add the policies for HTO and Point Suspension. The team estimates fourteen (14) hours development time.

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

<b>Associated Wrap Number?</b> N/A			
<b>Impact on Backlog:</b> The team would be archiving stories totaling 164 hours and requesting 14 hours of development time would be needed to rework the Commercial Disqualification stories.			
<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> No changes are required to the Integrated Master Schedule (IMS).			
<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>  Milestone D. Milestone begins October 4, 2017, ends March 12, 2018.			
<b>Current Schedule:</b>			
Task Name	Duration	Start	Finish
<b>Team C - CDLIS &amp; Citation Processing</b>	<b>478 days</b>	<b>Wed 7/27/16</b>	<b>Fri 5/25/18</b>
<b>MILESTONE GROUP C</b>	<b>73 days</b>	<b>Wed 6/21/17</b>	<b>Fri 9/29/17</b>
Sprint 11	14 days	Wed 6/21/17	Mon 7/10/17
Sprint 12	15 days	Wed 7/12/17	Tue 8/1/17
Sprint 13	15 days	Wed 8/2/17	Tue 8/22/17
Sprint 14	14 days	Wed 8/23/17	Mon 9/11/17
CP HIP Sprint - Milestone Group C	14 days	Wed 9/13/17	Mon 10/2/17
CP Milestone Retrospective - Milestone C	1 day	Tue 10/3/17	Tue 10/3/17
<b>MILESTONE GROUP D</b>	<b>114 days</b>	<b>Wed 10/4/17</b>	<b>Mon 3/12/18</b>
Sprint 15	15 days	Wed 10/4/17	Tue 10/24/17
Sprint 16	14 days	Wed 10/25/17	Mon 11/13/17
Sprint 17	13 days	Wed 11/15/17	Fri 12/1/17
Sprint 18	14 days	Wed 12/6/17	Mon 12/25/17
Sprint 19	13 days	Wed 12/27/17	Fri 1/12/18
Sprint 20	15 days	Wed 1/17/18	Tue 2/6/18
Sprint 21	15 days	Wed 2/7/18	Tue 2/27/18
CP HIP Sprint - Milestone Group D	14 days	Wed 2/28/18	Mon 3/19/18
CP Milestone Retrospective - Milestone D	1 day	Tue 3/20/18	Tue 3/20/18
<b>MILESTONE GROUP E</b>	<b>64 days</b>	<b>Wed 3/21/18</b>	<b>Mon 6/18/18</b>
Sprint 22	15 days	Wed 3/21/18	Tue 4/10/18
Sprint 23	15 days	Wed 4/11/18	Tue 5/1/18
Sprint 24	15 days	Wed 5/2/18	Tue 5/22/18
CP HIP Sprint - Milestone Group E	18 days	Wed 5/23/18	Fri 6/15/18
CP Milestone Retrospective - Milestone E	1 day	Tue 6/19/18	Tue 6/19/18
<b>Proposed Schedule:</b> No change to current schedule.			
<b>Impact on Cost:</b> No impact to current costs.			

**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
Khadija Harris	P		100%
Albert Phillips	P		100%
Amit Roy	P		100%
Lee Green	P		100%
Vikas Vedprakash	P		100%
Leelarani Katam	P		100%
SEU Testers	P		100%
<b>Total</b>		<b>14</b>	
<b>Work Effort:</b> Estimates for Development and Testing total 14 hours.			
<b>Alternatives to the Requested Change:</b> None identified.			
<b>Impact on Training:</b> No known impact to training. Modules have not yet been developed for this functionality.			
<b>Impact on Policies and/or Procedures:</b> No known impact to policies or procedures.			
<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	Deborah Todd		
<input checked="" type="checkbox"/> Scrum Master	Paula Griner		
<input checked="" type="checkbox"/> Program Manager	Cheryl Dent		
<input checked="" type="checkbox"/> Project Manager	Sonia Nelson		
<input checked="" type="checkbox"/> Sr. Business Analyst	Catherine Thomas		
<input checked="" type="checkbox"/> Lead Developer / Software Architect	Khadija Harris		
<input checked="" type="checkbox"/> Enterprise Technical Team Representative	Patrick Robbins		
<input checked="" type="checkbox"/> Testing Manager	Shari McDuffie		
<input checked="" type="checkbox"/> LDO Representative	Anat Michaeli-Ling		
<input checked="" type="checkbox"/> Financial Representative (DAS/OFM)	Steve Burch		
<input type="checkbox"/> Other Operational / Business Manager(s)			

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

<b>Change Control Board Recommendation</b>			
Decision: <input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer	<input checked="" type="checkbox"/> N/A
Comments: This request was reviewed by the CCB on 10/17/17. However, an approval recommendation was not solicited because quorum was not established at the meeting.			

<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		
Diana Vaughn Deputy 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 - Motorist Maintenance
Change Request Title	Move stories to the appropriate milestone
Change Requested By	Scott Tomaszewski
Product Owner	Dorothy Hill
Date Requested	10/10/2017

Change Request #	71
<input checked="" type="checkbox"/> New Request	<input type="checkbox"/> Resubmitted / Amended Request

Change Request Information (completed by the requestor)
<p>Description of Change: This request is to move Motorist Maintenance change-related stories in Milestone E to Milestones F and G due to the impact of the project issue # 39 reduced development staff impacting the project team. This request is to appropriately align the change stores and fixes to non-functioning web pages in production to their appropriate future milestone. This CR corrects the work planned for as part of the CR #45 to their appropriate future milestone.</p> <p>These stories need to be moved to 2018 milestones due to the need to share developer resources to support the new Batch project team and a reduction of development staff supporting the financial Responsibility development currently planned for in Milestone E.</p> <p>This request will include moving 20 Motorist Maintenance change stories (associated with Financial Responsibility) as part of the Motorist Maintenance change work planned for in 2018 milestones. There will be about 500 hours spread across the milestones in 2018.</p>
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 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: This request impacts Motorist Maintenance change stories and the timing of when the CDLIS development work needing MM UI to see Out of state crash incidents reported from other states to Florida.

Impact Analysis
<b>Requirements Change Description:</b> No impact to requirements/functional areas for Motorist Maintenance.
<b>Technical Change Description:</b> No technical changes above what was planned for were identified.

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

<b>Associated Wrap Number?</b> N/A					
<b>Impact on Backlog:</b> This CR will require the team to re-prioritize 20 stories back to their original milestone objectives in 2018.					
<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> No changes to the schedule are needed. However, additional developer resources will be required to join the team by March 2018 to address the reduction of developers supporting Motorist Maintenance development.					
<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> Will be pulled in and prioritized during regular refinement (Product Owner backlog review) when Developers and Testers rejoin the Motorist Maintenance effort. Below is the tentative plan to reallocate the stories to 2018 Milestones;					
Milestone	Sprint	ID	Name	Priority	Effort (Hrs)
F	22	FR24527	FR / FR Reports Screen - Data Tier: Display Sanction Error Queue	Critical	8
F	22	FR28432	FR / FR Reports Screen - Data Tier: Update Sanction Error Queue	Critical	8
F	22	FR24525	FR / FR Reports Screen - Data Tier: Display Logs and Files	Critical	8
F	22	FR23245	Changes - Search - Crashes screen. developed in conjunction with PMCR-34.	Critical	40
F	21	FR23120	Changes - Search - FR Sanctions	Critical	64
F	21	FR23342	Changes - Search - Maintenance link FR	Critical	24
F	21	FR23334	Changes - Search - "View FR Actions" button	Critical	56
F	21	FR28065	Changes - Search - Display FR History Details	Critical	48
F	21	FR28068	Changes - Search - Create FR History Details	Critical	8

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

Milestone	Sprint	ID	Name	Priority	Effort (Hrs)
G	23	FR23339	Changes - Search - Crash Report Link	Critical	72
G	24	FR24532	Changes - FR / View Insurance Company Screen	High	16
G	24	FR24536	Changes - FR / Judgments Screen	High	40
G	24	FR30413	Changes - FR / Insurance Policy Information Search Screen	High	16
G	24	FR24534	Changes - FR / Insurance Policy Information Results Screen	High	12
G	24	FR24539	Changes - FR / Crashes Screen	High	20
G	24	FR24541	Changes - FR / Add Crash Report Screen	High	16
G	24	FR24543	Changes - FR / Report Screen	High	4
G	24	FR24544	Changes - FR / Company Logs and Files Screen	High	8
G	24	FR24547	Changes - FR / Crash Error Reports Screen	High	48
G	24	FR24546	Changes - FR / Sanction Error Queue Screen	High	8

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

### Current Schedule:

ID	Change Request	% Complete	High Duration/Fixe Finish	Task Name	Duration	Start	Finish
<b>3271 8, CR41, CR48</b>	<b>31%</b>			<b>▲ MILESTONE GROUP E</b>	<b>84 days</b>	<b>Thu 8/31/17</b>	<b>Wed 1/3/18</b>
3273 8, CR41, CR48	80%			Sprint 17	15 days	Thu 9/21/17	Wed 10/11/17
3274 8, CR41, CR48	0%			Sprint 18	15 days	Thu 10/12/17	Wed 11/1/17
3275 8, CR41, CR48	0%			Sprint 19	14 days	Thu 11/2/17	Wed 11/22/17
3276 8, CR41, CR48	0%			Sprint 20	13 days	Mon 11/27/17	Wed 12/13/17
3277 8, CR41, CR48	0%			MM/FR Sprint - Milestone Group E	12 days	Thu 12/14/17	Tue 1/2/18
3278 8, CR41, CR48	0%			MM/FR Retrospective - Milestone E	1 day	Wed 1/3/18	Wed 1/3/18
<b>3279 8, CR41, CR48</b>	<b>0%</b>			<b>▲ MILESTONE GROUP F</b>	<b>44 days</b>	<b>Thu 1/4/18</b>	<b>Wed 3/7/18</b>
3280 8, CR41, CR48	0%			Sprint 21	14 days	Thu 1/4/18	Wed 1/24/18
3281 8, CR41, CR48	0%			Sprint 22	15 days	Thu 1/25/18	Wed 2/14/18
3282 8, CR41, CR48	0%			MM/FR Sprint - Milestone Group F	14 days	Thu 2/15/18	Tue 3/6/18
3283 8, CR41, CR48	0%			MM/FR Retrospective - Milestone F	1 day	Wed 3/7/18	Wed 3/7/18
<b>3284 8, CR41, CR48</b>	<b>0%</b>			<b>▲ MILESTONE GROUP G</b>	<b>40 days</b>	<b>Thu 3/8/18</b>	<b>Wed 5/2/18</b>
3285 8, CR41, CR48	0%			Sprint 23	15 days	Thu 3/8/18	Wed 3/28/18
3286 8, CR41, CR48	0%			Sprint 24	15 days	Thu 3/29/18	Wed 4/18/18
3287 8, CR41, CR48	0%			MM/FR Sprint - Milestone Group G	9 days	Thu 4/19/18	Tue 5/1/18
3288 8, CR41, CR48	0%			MM/FR Retrospective - Milestone G	1 day	Wed 5/2/18	Wed 5/2/18
<b>3289 8, CR41, CR48</b>	<b>0%</b>			<b>▲ MILESTONE GROUP H</b>	<b>39 days</b>	<b>Thu 5/3/18</b>	<b>Wed 6/27/18</b>
3290 8, CR41, CR48	0%			Sprint 25	15 days	Thu 5/3/18	Wed 5/23/18
3291 8, CR41, CR48	0%			Sprint 26	14 days	Thu 5/24/18	Wed 6/13/18
3292 8, CR41, CR48	0%			MM/FR Sprint - Milestone Group H	9 days	Thu 6/14/18	Tue 6/26/18
3293 8, CR41, CR48	0%			MM/FR Retrospective - Milestone H	1 day	Wed 6/27/18	Wed 6/27/18
<b>3294 8, CR41, CR48</b>	<b>0%</b>			<b>▲ MILESTONE GROUP I</b>	<b>34 days</b>	<b>Thu 6/28/18</b>	<b>Wed 8/15/18</b>
3295 8, CR41, CR48	0%			Sprint 27	14 days	Thu 6/28/18	Wed 7/18/18
3296 8, CR41, CR48	0%			Sprint 28	15 days	Thu 7/19/18	Wed 8/8/18
3297 8, CR41, CR48	0%			MM/FR HIP Sprint - Milestone Group I	4 days	Thu 8/9/18	Wed 8/14/18
3298 8, CR41, CR48	0%			MM/FR Retrospective - Milestone I	1 day	Wed 8/15/18	Wed 8/15/18
<b>3299 8, CR41, CR48</b>	<b>0%</b>			<b>▶ MILESTONE GROUP J</b>	<b>19 days</b>	<b>Thu 8/16/18</b>	<b>Wed 9/12/18</b>
3303	CR28 0%			Development COMPLETE	0 days	Thu 9/13/18	Thu 9/13/18
3304	CR07 0%			Internal OCM Readiness Assessment ?	5 days	Fri 9/14/18	Thu 9/20/18

**Proposed Schedule:** No change to planned IMS schedule requested.

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

An approval of this CR does not require a contractual amendment if the grooming, test case writing and development estimate validations are completed as part of Phase I software development.

Resources Needed to Support this Request	Program (P) or Operational (O)	Work Effort (Hours)	% Allocation to Program
Existing project development and testing resources.	P	500	100
<b>Total</b>		<b>500</b>	

**Work Effort:** Work effort of 500 hours that was included as part of Milestone E, would need to be addressed during the 2018 Milestones as part of the MM change stories.

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

<b>Alternatives to the Requested Change:</b> No alternatives identified.	
<b>Impact on Training:</b> No Impact since these stories will be addressed as part of the original timeframe when Motorist Maintenance change stories are to be addressed. The training unit has not begun development of modules associated with this functionality.	
<b>Impact on Policies and/or Procedures:</b> No changes to Policies or Procedures were identified.	
<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	Dorothy Hill via CCB on 10/17/17.
<input checked="" type="checkbox"/> Scrum Master	Hector Figueroa via CCB on 10/17/17.
<input checked="" type="checkbox"/> Program Manager	Cheryl Dent via CCB on 10/17/17.
<input type="checkbox"/> Project Manager	
<input checked="" type="checkbox"/> Sr. Business Analyst	Cathy Thomas & Laura Freeman via email on 10/12/17.
<input type="checkbox"/> Lead Developer / Software Architect	
<input type="checkbox"/> Enterprise Technical Team Representative	
<input type="checkbox"/> Testing Manager	
<input checked="" type="checkbox"/> LDO Representative	Anat Michaeli-Ling via CCB on 10/17/17.
<input checked="" type="checkbox"/> Financial Representative (DAS/OFM)	Pace Calloway via CCB on 10/17/17.
<input type="checkbox"/> Other Operational / Business Manager(s)	

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

<b>Change Control Board Recommendation</b>			
Decision: <input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer	<input checked="" type="checkbox"/> N/A
Comments: This request was reviewed by the CCB on 10/17/17. However, an approval recommendation was not solicited because quorum was not established at the meeting.			

<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		
Diana Vaughn Deputy Executive Director, DHSMV		
Robert Kynoch Director of Motorist Services, DHSMV		
Boyd Dickerson-Walden Chief Information Officer, DHSMV		
Deb Dobson Program Manager - FLOW, DHSMV		