



Motorist Modernization

**Motorist Modernization Advisory Board – Phase I Monthly Meeting
November 13, 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-202

August 14, 2018

1 to 2 p.m.

WELCOME AND INTRODUCTIONS

- The meeting was called to order at 1:01 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:

- Deb Roby
 - Ed Broyles
 - Pace Callaway (absent)
 - April Edwards (via phone)
 - Lisa Cullen
 - Kelley Scott (via phone)
 - William Washington (via phone)
- Additional DHSMV members present included Terrence Samuel, Kristin Green, Scott Tomaszewski, Aundrea Andrades, Felecia Ford, Judy Johnson, Cathy Thomas, Laura Freeman, Craig Benner, Cheryl Dent and Janis Timmons.
 - Visitors included Alyene Calvo and Colin Stephens from Ernst & Young, and Michelle McGinley from Accenture.

REVIEW AND APPROVAL OF THE LAST MEETING MINUTES

- Rachel Graham reviewed the meeting minutes from July 10, 2018. No corrections or comments were identified. A motion to approve the minutes was accepted by the board members and the July 10, 2018, meeting minutes were approved.

IV&V UPDATE

- Ms. Alyene Calvo walked through the June 2018 report for Phase I. 76 of 3,065 tasks were late. The schedule performance index was .988. The program was within the established performance thresholds and the overall risk state was amber due to inefficiencies in Organizational Change Management. The program completion date is forecast to be 26.9 days late and the Schedule Quality Score was at 94.5.

STAKEHOLDER OUTREACH

- Mr. Terrence Samuel stated conference calls have been held recently with the insurance industry to discuss any technical issues with structural testing.
 - Scott Tomaszewski added that all insurance companies are now signed up for structural testing.
- Mr. Samuel stated a conference call was held with the IT Coalition to discuss the new cashiering process. A secondary meeting has been scheduled with them for September 12.
- Mr. Samuel discussed the Tax Collector Educational Forum the week of August 27. Demos of MyDMV Portal and DL Issuance systems will be performed.

POLICY AND DECISION REVIEW

- There were no policy and decision items to review at the meeting.

FINANCIAL REVIEW

- Ms. Janis Timmons stated the Phase I budget for the 2018/19 fiscal year is \$7.5 million, with \$604,940 expended as of July 30. The budget to actual variance for July 2018 was 0. The budget for Phase II for the 2018/19 fiscal year is \$5 million with \$70,270 expended as of July 30. The budget to actual variance for July 2018 was 0.

PROJECT UPDATES

- MyDMV Portal – Ms. Aundrea Andrades stated the team was working on developing sanctions, insurance verification, notice of non-ownership and print and certify mail driver license record transcript requests in Milestone G. In Milestone H, the team was working on the BAR ORION stories, military status verification, transaction update stories and a pending change request regarding modifications to the dashboard. Ms. Andrades stated the team was waiting on a change request to address the non-FR sanction requirements, as well as working with Novitex on printing certified transcripts. The team was also short two developers. A new issue was opened to address the reduction in development resources.
- Renewal Notification – Cheryln Dent stated the team is preparing for Motor Vehicle Renewal Notification go-live on September 9. An implementation was scheduled for August 26 for updates to the renewal application. A deployment for the Informatica piece and data seed will begin on August 16. The team was also working on fee bugs and structural testing. The Direct Mail high speed file was successfully processed. There were no new risks or issues to report.
- CDLIS/Citation Processing – Cheryln Dent stated the team was working in Milestone E. The team has completed all the functionality development and are working to resolve bugs.
- Motorist Maintenance and Financial Responsibility – Scott Tomaszewski stated the team closed Milestone H. They are currently working on critical change stories to support customer merge, link and unlink, AAMVA features MM/FR letter stories and FR reports. The team was trending behind on testing letters due to a dependency on Citation Processing. Testing was also behind due to testers working on the legislative release.
 - Insurance Companies Onboarding Progress for XML Testing – Out of 337 total insurance companies, 249 were signed up with 87 companies who do not report to Florida.
 - 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 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.
- DL Issuance – The team completed testing for Milestone I, which should close the milestone today. The team was also working on scan-only transactions, voluntary contributions/transcripts transactions, public record requests, administrative bar filings, end-of-day functions, reports and batch jobs. The team is trending behind in development and testing for Milestone J. The Policy and Procedure group last met in Tampa on July 17 and will meet again on August 17. The DL User Guide team last met on August 6 and will meet again on September 10. The draft of the User Guide has been given to the UAT team.
 - Issue 39 – ASPII candidates have been selected to fill two vacant positions.
 - Issue 92 – Mr. Weldon stated the team is missing several applications in UAT.
 - Issue 93 – FCCC indicated they would not be able to start development on the batch transcripts until after January 2019. There would also be additional work to be completed by the Clerk of Courts; therefore, this work may not be completed until after go-live.
 - Issue 95 – Mr. Weldon stated this involves upgrading the passport service.
 - Issue 96 – This issue involves the VLS 3.2 update per a mandate from AAMVA.

- Issue 97 – This issue involves a public record request for a transaction that had been blocked.
- Terrence Samuel reiterated that letters, change requests and loss of developers has caused delays in progress for Phase I.

CHANGE REQUEST REVIEW

- CR#127 – Exempting Fees for Veterans – Legislative WRAP #3495 – Cheryl Dent stated 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 change request was motioned for approval.
- CR#133 - Dynamic URLs in OMM Letters – Ms. Dent stated 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. This change request was motioned for approval.
- CR#134 – Training Task Elaboration - Michelle McGinley stated this change request 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 under CR#52 as well as adding new tasks. This change request also addresses recommendations from IV&V regarding additional specificity in the IMS for the remaining training development items. This change request was motioned for approval.

COMMUNICATION UPDATE

- There was no communications update at the meeting.

Q&A

- There were no questions or concerns from members present.

ADJOURNMENT

- Mr. Samuel adjourned the meeting at approximately 1:37 p.m.
- The next Advisory Board Meeting for Phase I is scheduled for September 11, 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 7/10/18	4 Pages
Policy & Decision Document	6 Pages
Change Requests (#127, 133, 134)	17 Pages
MM Phase I Financial Review	9 Pages
MM Phase I Traffic Light Reports	2 Pages

Motorist Modernization Program (Phase I)

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

Independent verification and validation (IV&V)
Monthly Assessment Report Summary
September 2018

30 October 2018



Building a better
working world

Topics for discussion

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

Data contained in this MAR is as of 18 October 2018

General IV&V overview

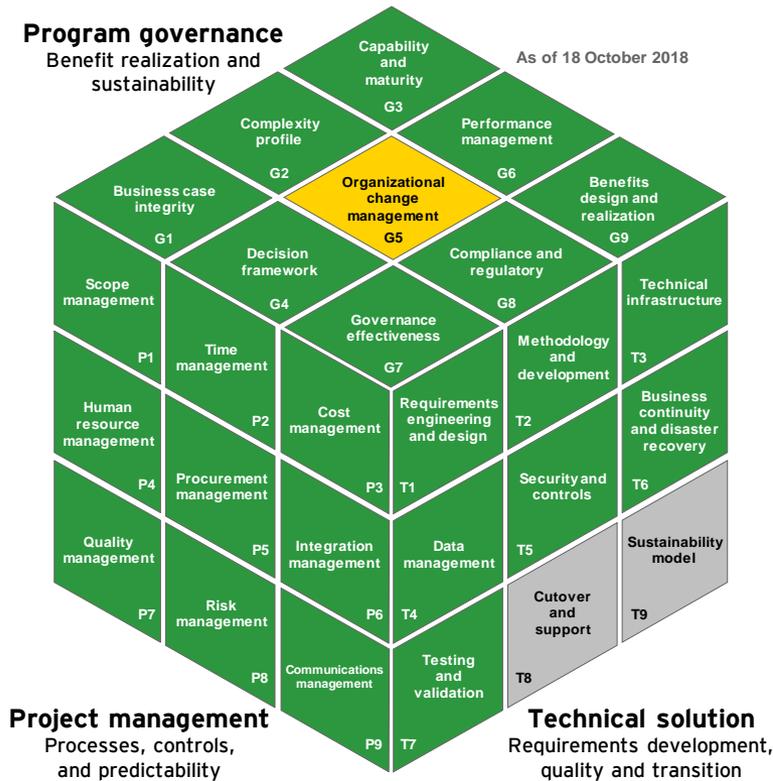
Overall IV&V risk state:

Amber

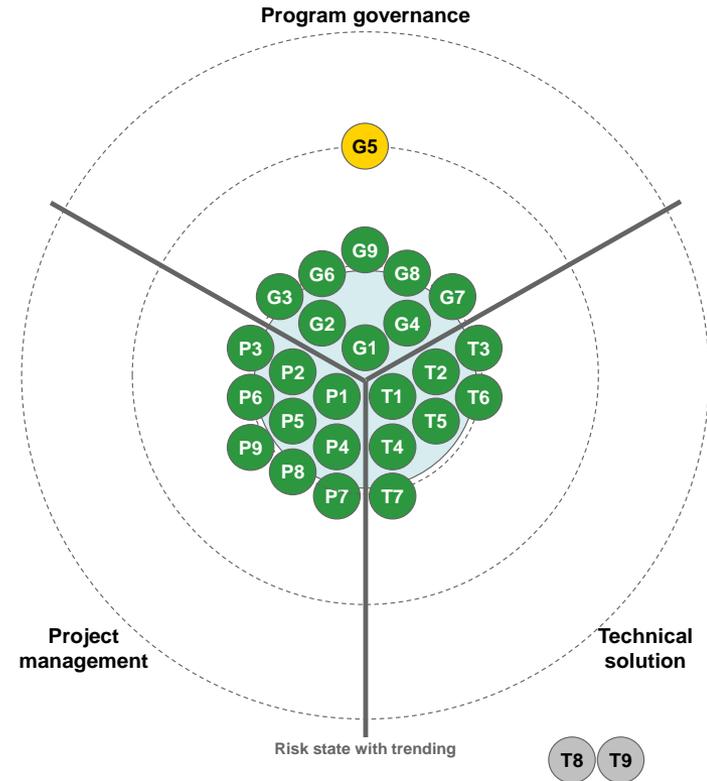
- ▶ There are no open IV&V deficiencies.
 - ▶ No additional facets evaluated
 - ▶ No new deficiencies identified since the last report
 - ▶ One process improvement recommendation identified since the last report
- ▶ The Program is within established schedule performance thresholds
 - ▶ The schedule performance index (SPI) is 0.974
 - ▶ 154 of 3,094 total tasks (4.98%) contained in the project schedule are late.
 - ▶ 148 of 2,500 total tasks (5.92%) 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 Program is behind schedule
 - ▶ The Program completion date is forecast to be 26 October 2019, 58.5 days late
 - ▶ Future milestones are projected to be completed behind schedule
 - ▶ The amount of time the project is behind schedule is increasing

Overall risk state and trending

Risk state of the MM Program (Phase I)

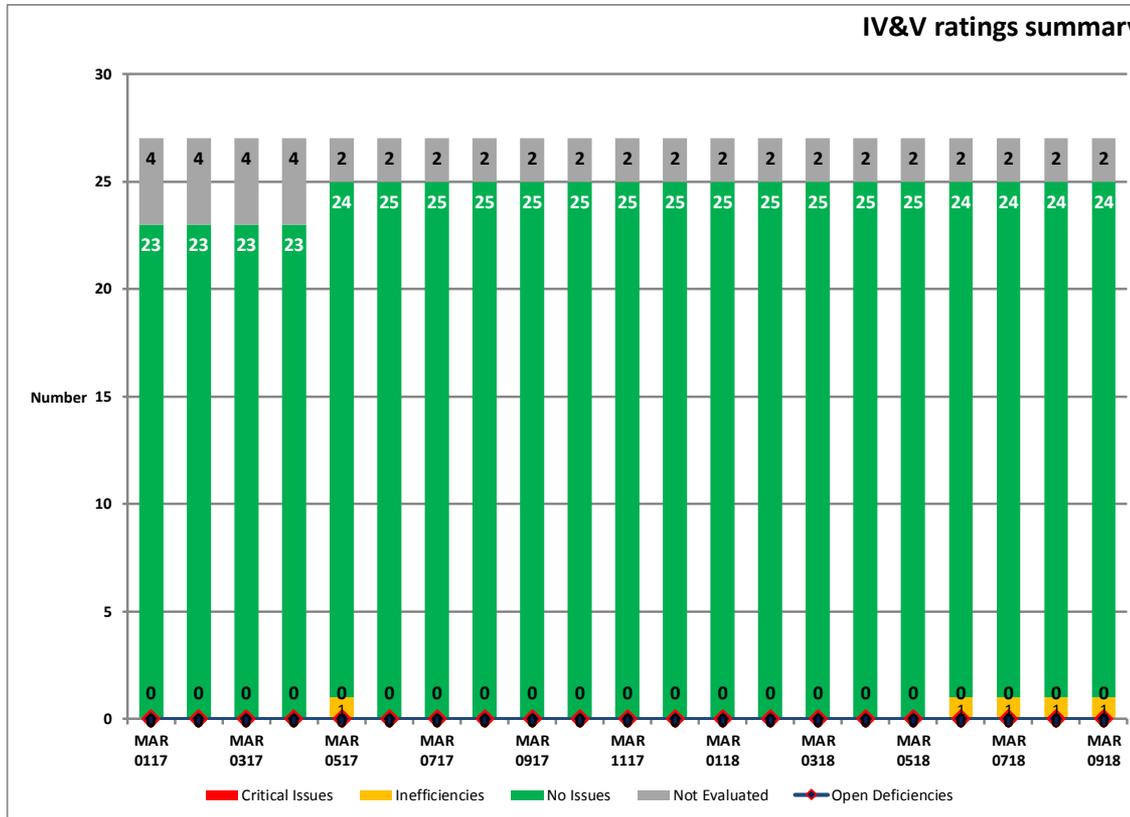


Risk state with trending



-  Indicates that the area being assessed has critical issues that will result in significant risk to the project most likely resulting in either the inability to achieve the outcomes, inability to meet the projected schedule, or a significant cost over-run. Requires immediate action.
-  Indicates that the area being assessed has issues that need to be resolved; inefficiencies exist. Current process/method can be used with refinement.
-  Indicates that the area being assessed did not have significant issues to report. Continued monitoring should be performed.
-  Indicates that the area being assessed has incomplete information available for a conclusive finding or is not applicable.

Overall IV&V ratings summary

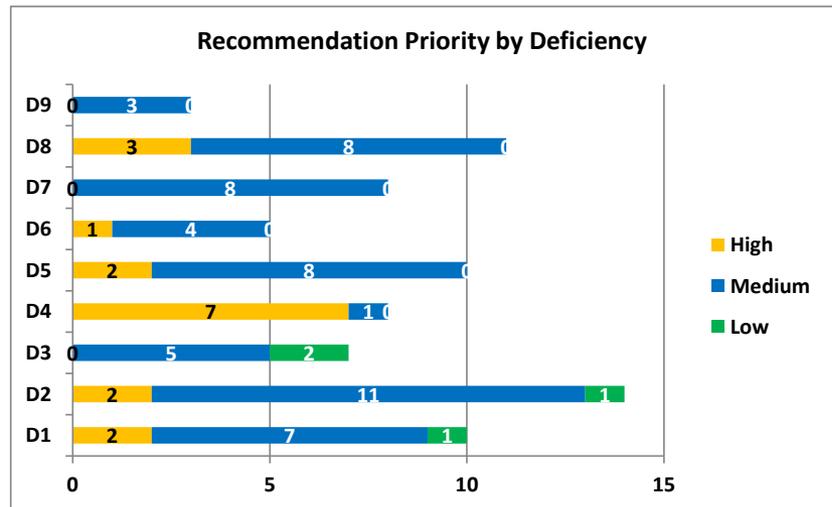
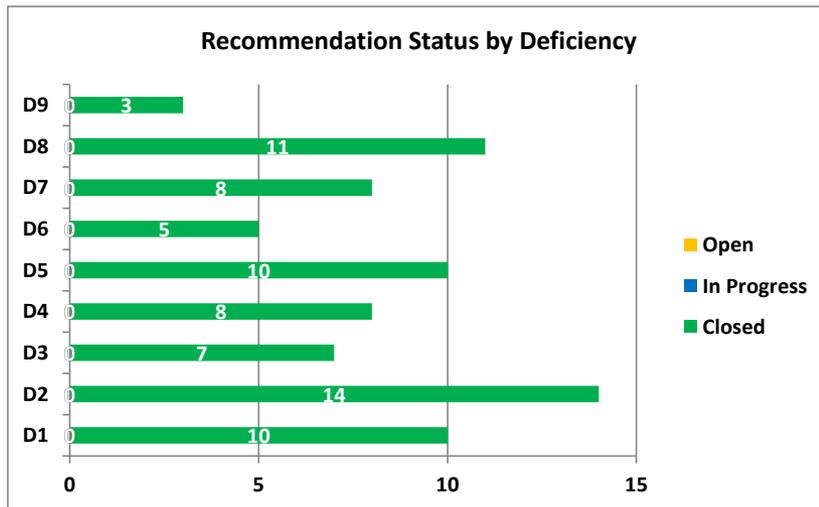
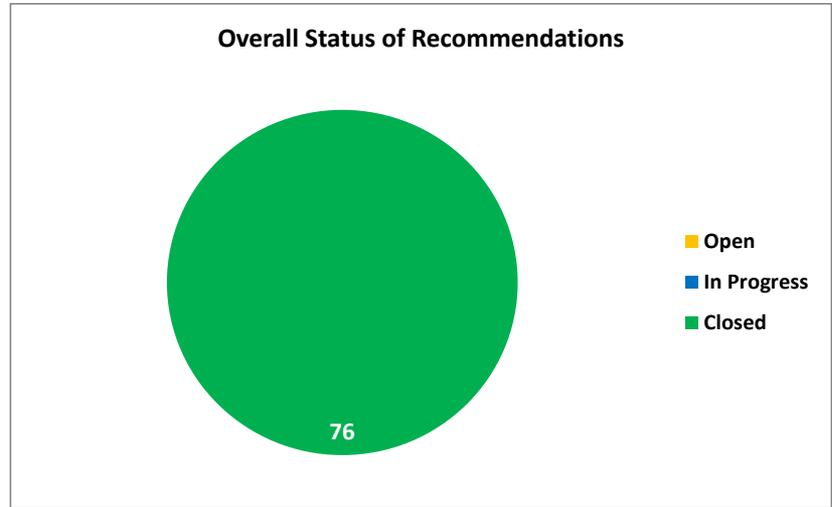
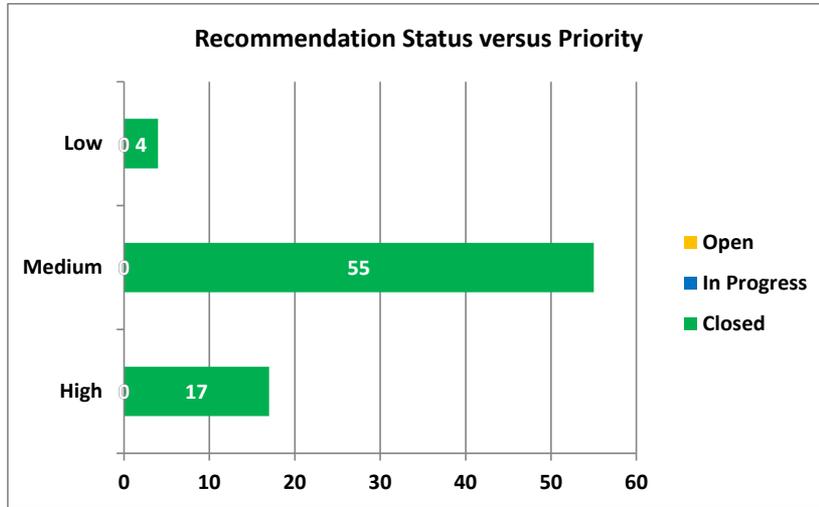


- This chart shows a summary of the IV&V cube facet ratings (red, amber, green and gray), and open deficiencies.
- Facet risk rating totals are as follows:
 - Red (critical issues): 0
 - Amber (issues): 1
 - Green (no issues): 24
 - Gray (not evaluated): 2
- Open deficiencies: 0
- Conclusions:
 - The MM Program Team is currently working to resolve the deficiencies identified by the IV&V Team.

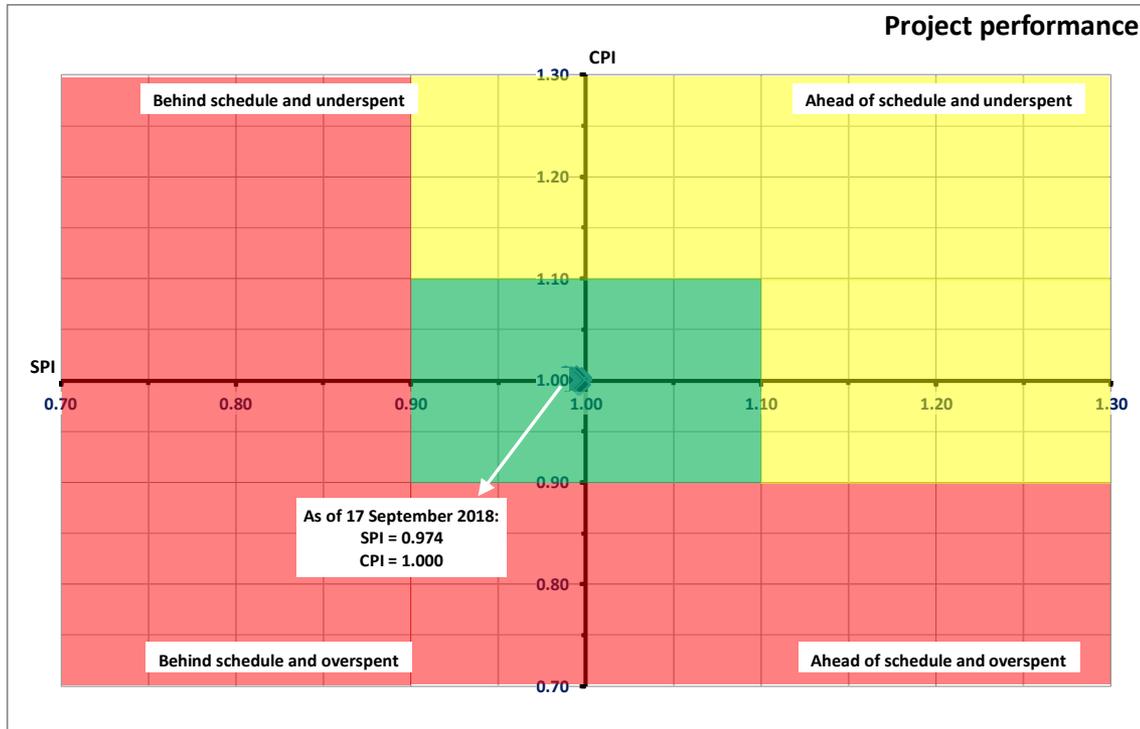
Key indicators

Indicator	Value	Comment
Is the project approach sound?	Yes	<ul style="list-style-type: none"> ▶ The overall project approach is based on industry leading practices, methodologies and tools that have been used for other DHSMV projects.
Is the project on time?	Yes	<ul style="list-style-type: none"> ▶ The Program is within established schedule performance thresholds. ▶ The schedule performance index (SPI) is 0.974. ▶ 154 of 3,094 total tasks (4.98%) contained in the project schedule are late. ▶ 148 of 2,500 total tasks (5.92%) for the current period are late.
Is the project on budget?	Yes	<ul style="list-style-type: none"> ▶ 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.
Is scope being managed so there is no scope creep?	Yes	<ul style="list-style-type: none"> ▶ 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.
What are the project's future risks?	OCM	<ul style="list-style-type: none"> ▶ If the OCM plan is not fully developed, there is a risk of the user community not adopting and using the new system.
Are the project's risks increasing or decreasing?	Increasing	<ul style="list-style-type: none"> ▶ The OCM plan lacks maturity and specificity to manage required OCM activities.
Are there new or emerging technological solutions that will affect the project's technology assumptions?	No	<ul style="list-style-type: none"> ▶ New and emerging technologies were considered in the Feasibility Study. ▶ None have an adverse effect on the project's technological assumptions.

Status of key deficiency recommendations



Overall performance

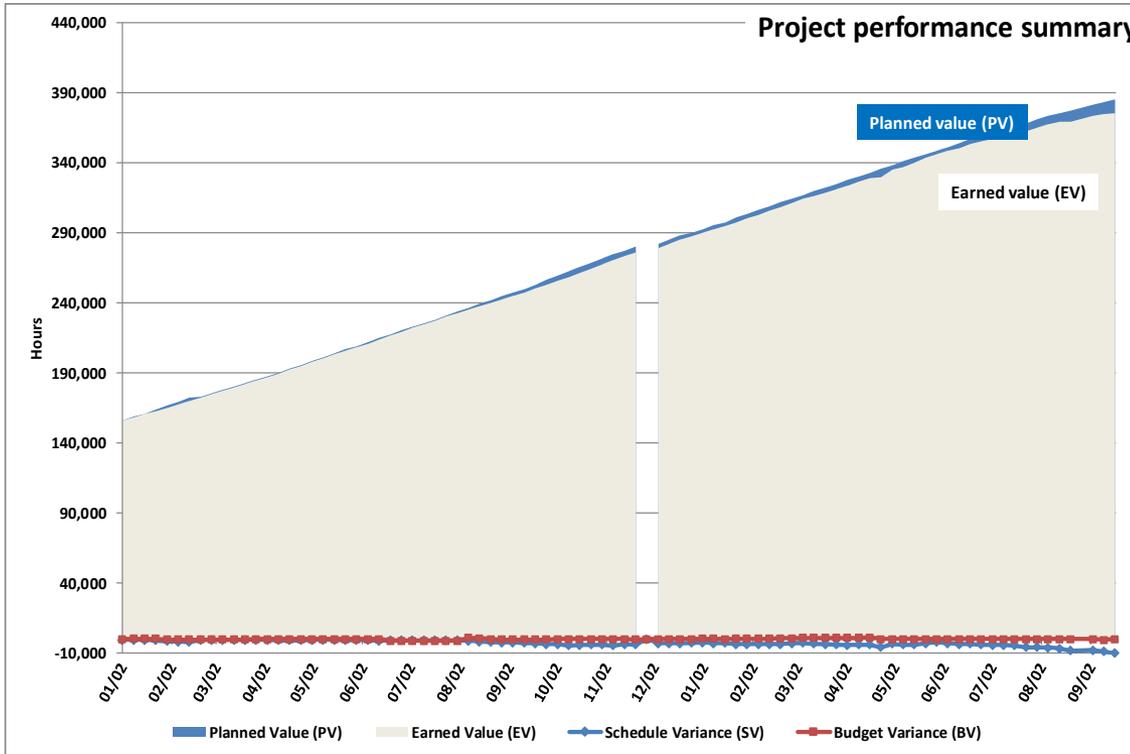


- This chart shows the SPI and CPI plotted as points against the tolerance ranges set up for the project.
- Summary:
 - Schedule and cost performance are within established thresholds.
- Conclusions:
 - The Program is currently trending behind schedule but is on budget.

- ▶ 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)

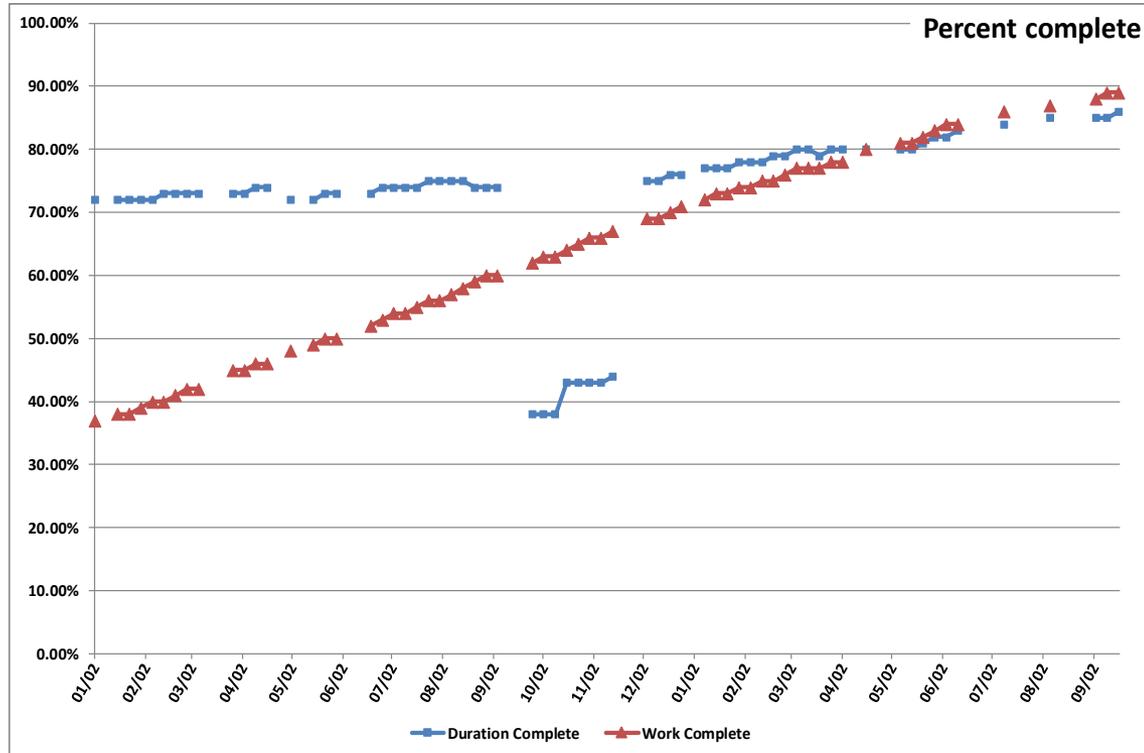


- This chart shows the cumulative planned value (PV) and earned value (EV) for the project.
- Summary:
 - Total EV is less than PV, indicating there is scheduled work that is not being completed as scheduled.
 - The total amount of work not completed as scheduled is 9,903.2 hours.
- Conclusions:
 - The Program is trending 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.

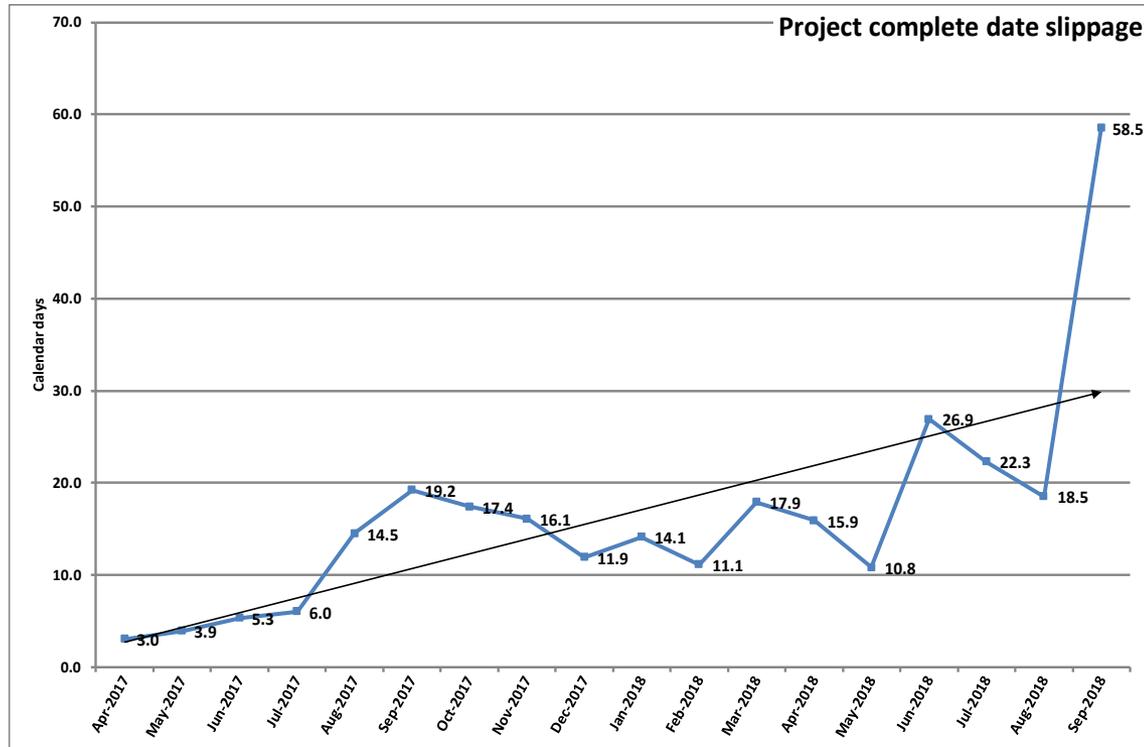
Overall performance (continued)



- 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 CR 68 (Informatica) introduced a large number of long duration activities with little work, greatly impacting percent duration complete.
 - The modification of the schedule due to CR 79 (detailed Informatica tasks) reduced the number of long duration activities.
- Conclusions:
 - None.

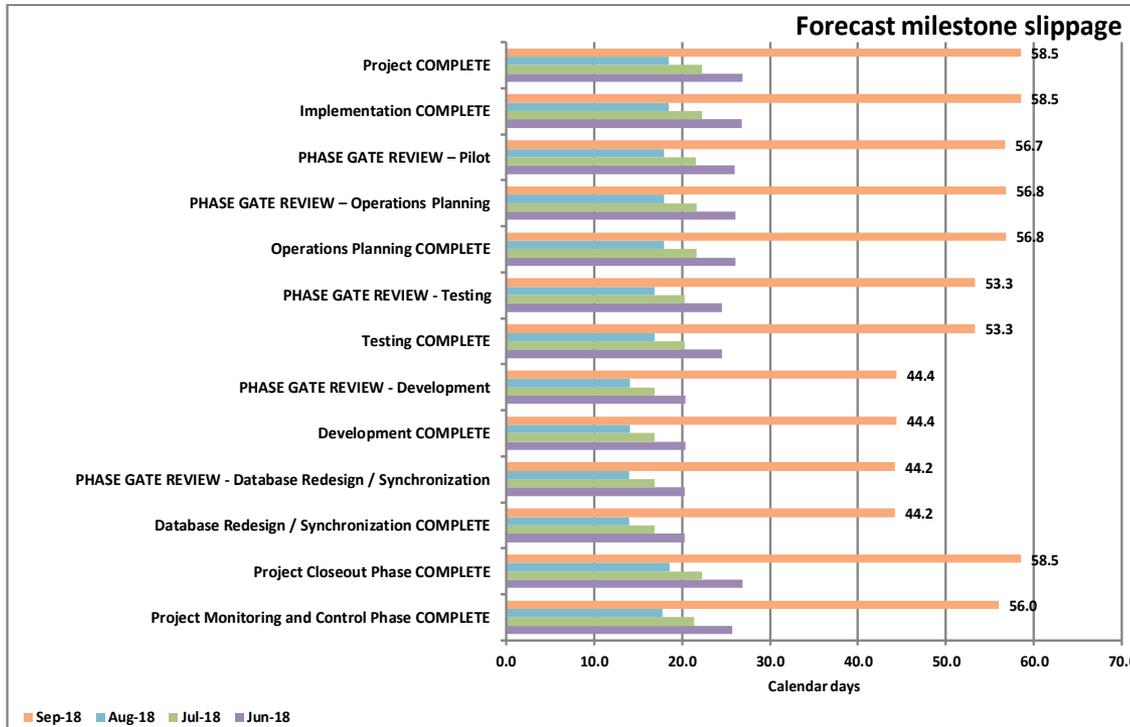
- ▶ Blue line is duration percent complete.
- ▶ Red line is work percent complete

Project complete date slippage



- This chart shows the forecast slippage of the project complete milestone based on historical performance using the schedule performance index (SPI).
- Summary:
 - The Program is trending behind schedule.
 - The Program completion date is forecast to be 26 October 2019, 58.5 days late.
- Conclusions:
 - The project is trending behind schedule.

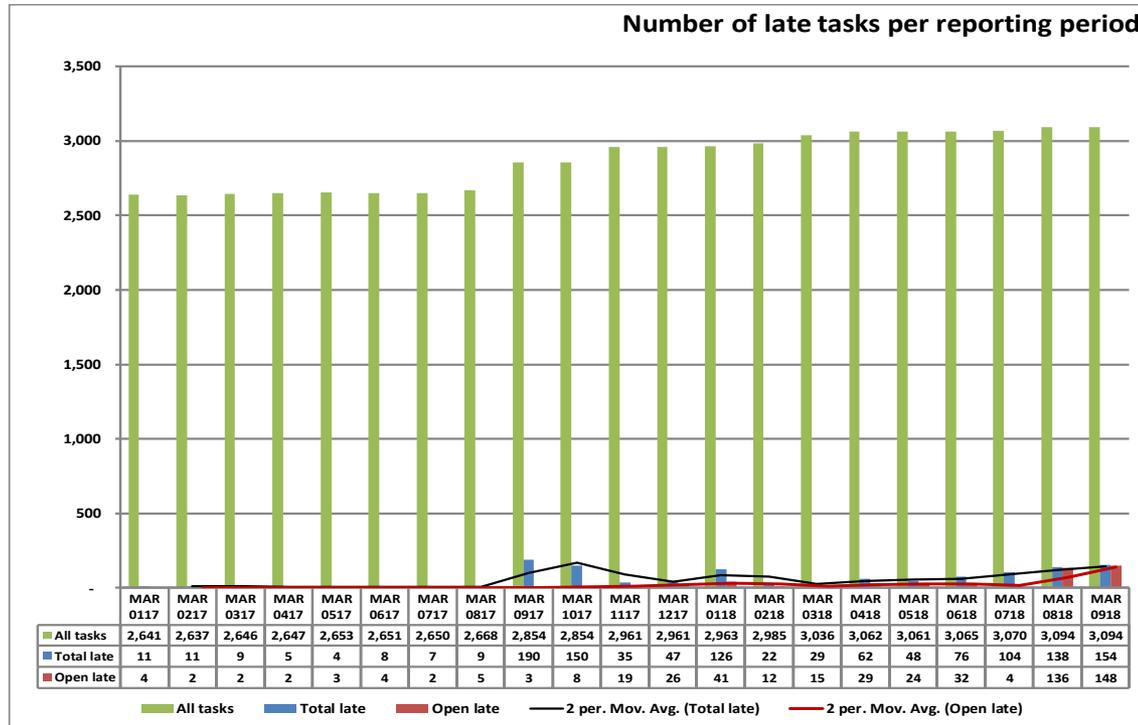
Forecast milestone slippage



- This chart shows the projected completion dates for future milestones based on historical performance using the schedule performance index (SPI).
- Summary:
 - The Program is trending behind schedule.
 - The Program completion date is forecast to be 26 October 2019, 58.5 days late.
- Conclusions:
 - The project is trending behind schedule.

Late tasks

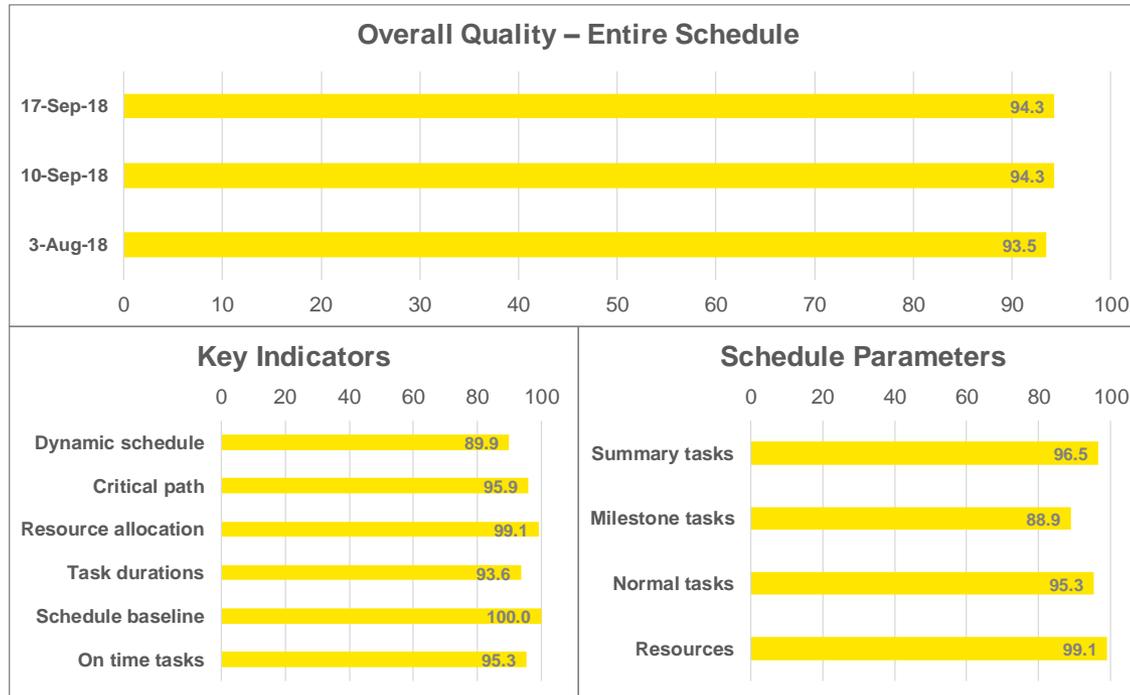
Supporting information



- 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: 3,094
 - Total tasks late: 154
 - Total open tasks late: 148
- Conclusions:
 - The total number of tasks designated as late is 4.98% of the total number of tasks.

Project schedule quality

Entire schedule: 11/01/2013 to 08/29/2019 *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

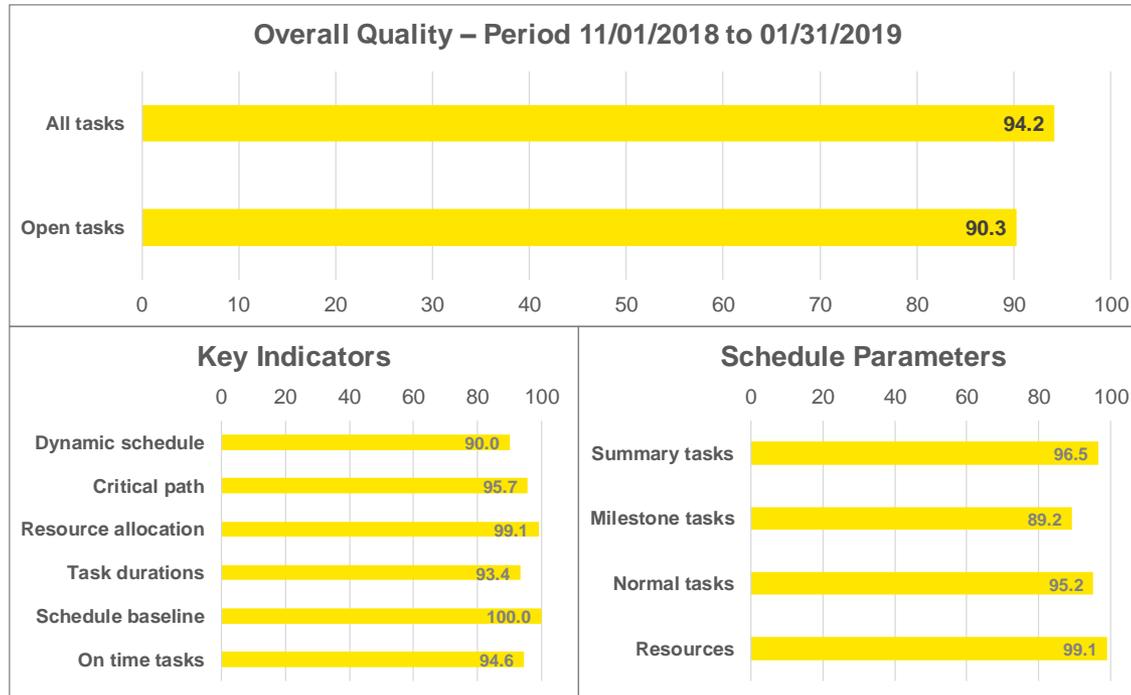
- ▶ Dynamic schedule – Task dependencies and constraints
- ▶ Critical path – Task dependencies
- ▶ Resource allocation – Resource assignments

- ▶ 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: 11/01/2018 to 01/31/2019

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: 94.2
- 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

Open deficiencies and actions

Deficiency	Actions taken

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

Performance improvement recommendations

Recommendation	Progress update / resolution	Status
<ul style="list-style-type: none"> ▶ Review the approved OCM approach and confirm staff roles and responsibilities. 	<ul style="list-style-type: none"> ▶ The OCM Core Team has reviewed the approved OCM approach. The OCM Core Team is awaiting approval on the roles and responsibilities. 	<ul style="list-style-type: none"> ▶ In progress
<ul style="list-style-type: none"> ▶ Develop the Consolidated Gap Analysis Summary, Implementation Readiness Checklists, and Executive Level Summaries as defined in Deliverable #21. 	<ul style="list-style-type: none"> ▶ The OCM Team has reviewed the previously completed Consolidated Gap Analysis Summary and has started meeting with Product Owners to update the respective plans. ▶ The OCM Core Team is in the process of developing the Implementation Readiness Checklists. ▶ The OCM Core Team is reporting on the Executive Level Summaries and submitting reports on a weekly basis. 	<ul style="list-style-type: none"> ▶ In progress
<ul style="list-style-type: none"> ▶ Resume periodic updates by the combined OCM Team to the Consolidated Gap Analysis Summary. 	<ul style="list-style-type: none"> ▶ Meetings are being held with OMM, Product Owners, and business areas to identify changes and make updates to the Consolidated Gap Analysis. Additionally, LDO is addressing issues relevant to training. ▶ Once complete, schedules for periodic reviews of the Consolidated Gap Analysis will be established. 	<ul style="list-style-type: none"> ▶ In progress

Performance improvement recommendations

continued

Recommendation	Progress update / resolution	Status
<ul style="list-style-type: none"> ▶ Develop and periodically update the Implementation Readiness Checklists and Executive Level Summaries to support the OCM activities. 	<ul style="list-style-type: none"> ▶ The OCM Core Team is developing Implementation Readiness Checklists. Once completed, periodic reviews will be established to support OCM activities. 	<ul style="list-style-type: none"> ▶ In progress
<ul style="list-style-type: none"> ▶ Develop and incorporate detailed and sequenced tasks with dependencies and resources in the MM Phase I Program Schedule for all OCM activities in accordance with approved methodology. 	<ul style="list-style-type: none"> ▶ The OCM Core Team developed the OCM Plan and associated milestones. ▶ The OCM Core Team submitted a chance request to incorporate milestones into the MM Phase I Program Schedule. 	<ul style="list-style-type: none"> ▶ In progress
<ul style="list-style-type: none"> ▶ Verify alignment between the detailed training development tasks contained in the LDO OMM Phase I Detailed Development Schedule and the MM Phase I Master Program Schedule. This helps alleviate status reporting inconsistencies and increases awareness around the level of effort involved in training tasks. 	<ul style="list-style-type: none"> ▶ LDO Leadership is included in the OCM Core Team. LDO is attending meetings and providing Training schedules and milestones to the team. The schedule is being coordinated with the OCM project plan in development. ▶ LDO schedules have been developed and incorporated into the MM Program Schedule via the change request process. ▶ OCM Core Team and LDO Leadership will continue to monitor and control OCM and training activities. 	<ul style="list-style-type: none"> ▶ Closed

Supporting information

- ▶ Upcoming IV&V activities
- ▶ Summary of changes
- ▶ Open deficiencies
- ▶ Project milestones
- ▶ Project budget

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 – Jul 2018 (IVV-302BP)	08/14/2018	08/29/2018	08/29/2018	▶ Complete
MAR – Aug 2018 (IVV-302BQ)	09/17/2018	10/02/2018	09/29/2018	▶ Complete
MAR – Sep 2018 (IVV-302BR)	10/18/2018	11/02/2018	10/30/2018	▶ Complete
MAR – Oct 2018 (IVV-302BS)	11/14/2018	11/30/2018		▶ Future task
MAR – Nov 2018 (IVV-302BT)	12/14/2018	01/02/2019		▶ Future task
MAR – Dec 2018 (IVV-302BU)	01/15/2019	01/30/2019		▶ Future task
MAR – Jan 2019 (IVV-302BV)	02/14/2019	03/01/2019		▶ Future task
MAR – Feb 2018 (IVV-302BW)	03/14/2019	03/29/2019		▶ Future task
MAR – Mar 2018 (IVV-302BX)	04/12/2019	04/29/2019		▶ Future task
MAR – Apr 2018 (IVV-302BY)	05/14/2019	05/29/2019		▶ Future task
MAR – May 2018 (IVV-302BZ)	06/14/2019	07/01/2019		▶ Future task
MAR – Jun 2018 (IVV-303CA)	07/15/2019	07/30/2019		▶ Future task

Summary of changes

Supporting information

Item	Description
Deficiencies addressed	▶ There are no open IV&V deficiencies.
New process improvement	▶ One process improvement recommendation identified since the last report.
New deficiencies	▶ No new deficiencies identified since the last report.
Risk ratings	▶ No risk rating changes since the last report.
Maturity ratings	▶ No maturity rating changes since the last report.
Interviews conducted	▶ Two interviews conducted since the last report
Artifacts received	▶ Numerous artifacts received.

Open deficiencies

Supporting information

Areas and implications	Recommendations	Actions taken
None		

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

Project milestones

Supporting information

WBS	Title	Completion date				
		Original	Scheduled	Planned	Forecast	Actual
1.3.12	Project Monitoring and Control Phase COMPLETE	06/28/2019	06/28/2019	06/28/2019	08/23/2019	
1.4.8	Project Closeout Phase COMPLETE	06/28/2019	08/29/2019	08/29/2019	10/26/2019	
8.2	Database Redesign / Synchronization COMPLETE	05/01/2018	09/07/2018	09/07/2018	10/21/2018	
8.4	PHASE GATE REVIEW - Database Redesign / Synchronization	06/20/2018	09/07/2018	09/07/2018	10/21/2018	
8.5.10	Development COMPLETE	05/25/2018	09/13/2018	09/13/2018	10/27/2018	
8.6	PHASE GATE REVIEW – Development	07/27/2018	09/13/2018	09/13/2018	10/27/2018	
8.7.5	Testing COMPLETE	02/20/2019	04/22/2019	04/22/2019	06/14/2019	
8.7.7	PHASE GATE REVIEW – Testing	04/22/2019	04/22/2019	04/22/2019	06/14/2019	
8.8.4	Operations Planning COMPLETE	03/02/2018	12/28/2018	07/19/2019	09/13/2019	
8.8.5	PHASE GATE REVIEW – Operations Planning	07/20/2018	07/19/2019	07/19/2019	09/13/2019	
8.9.3.5	PHASE GATE REVIEW – Pilot	07/15/2018	07/15/2019	07/15/2019	09/09/2019	
8.9.5	Implementation COMPLETE	06/27/2019	08/28/2019	08/28/2019	10/25/2019	
8.10	Project COMPLETE	06/28/2019	08/29/2019	08/29/2019	10/26/2019	
▶ Additional milestones will be added as the project progresses						

1. Items highlighted are either currently late or projected to be late.
2. Original – Original contract completion date.
3. Scheduled – Scheduled completion date based on the latest schedule baseline.

4. Planned – Planned completion date (should be the same as scheduled).
5. Forecast – Based on ES calculations and the current SPI.
6. Actual – The actual completion date

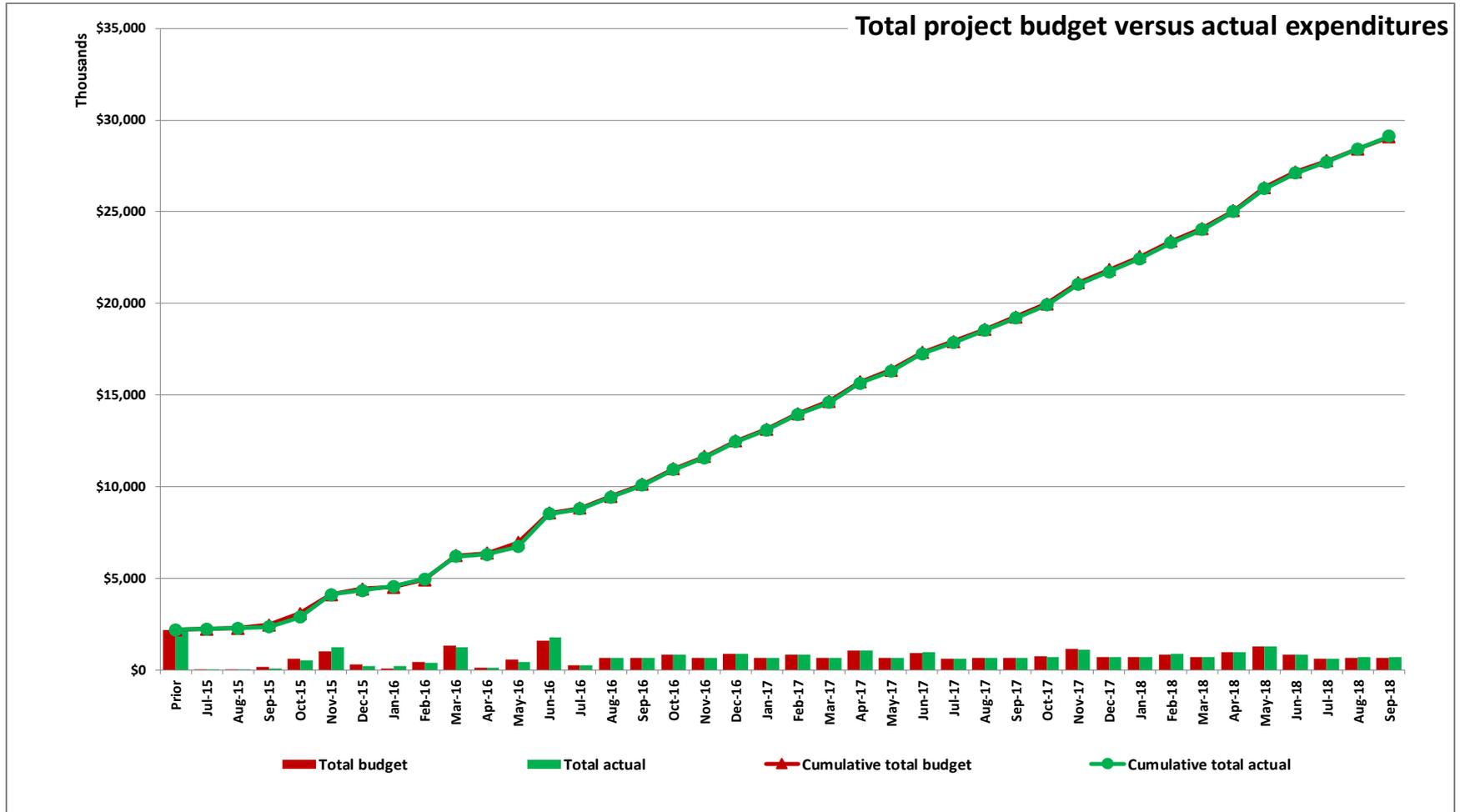
Late

58.5

Project budget

Total project funding

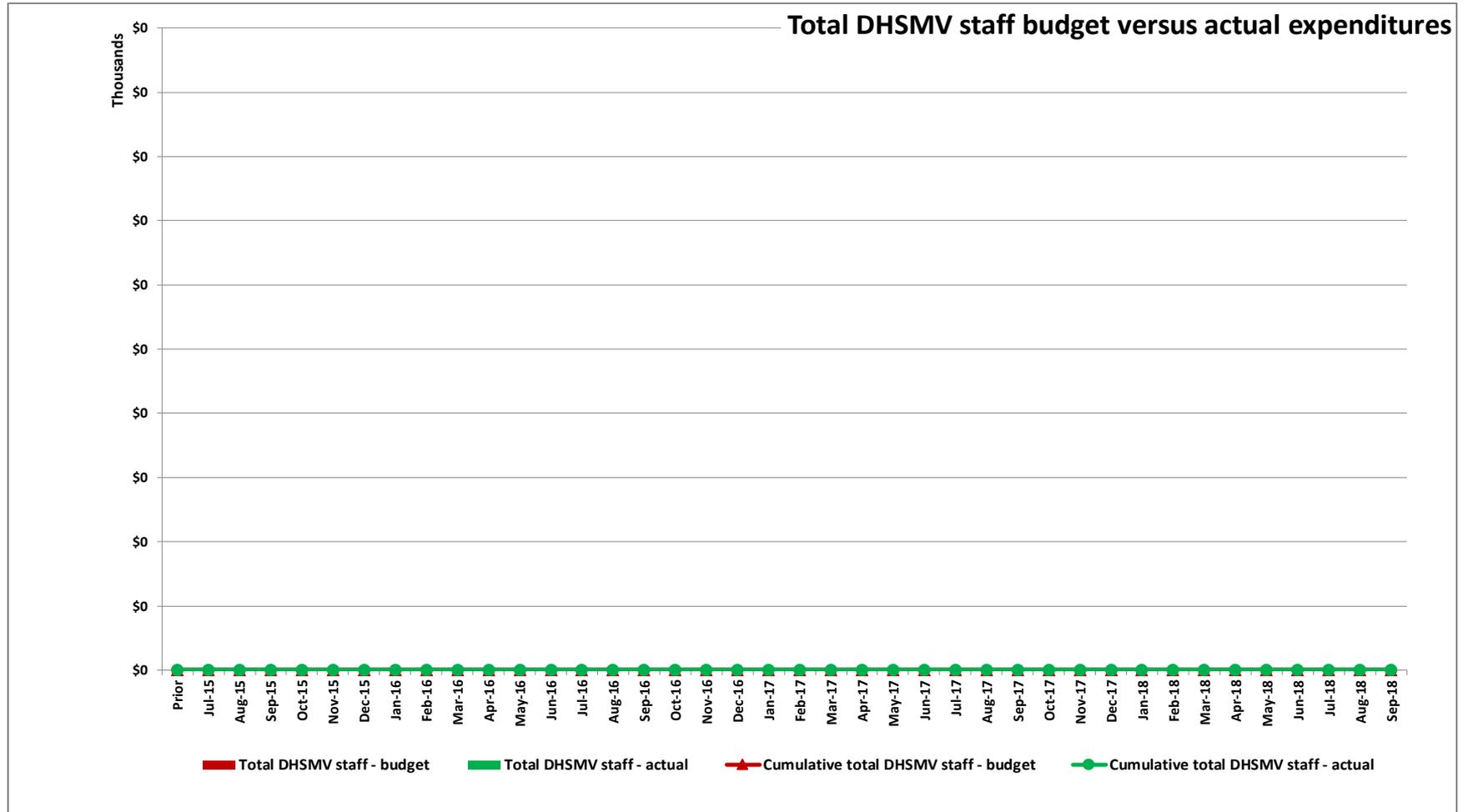
Supporting information



Project budget

DHSMV staff funding

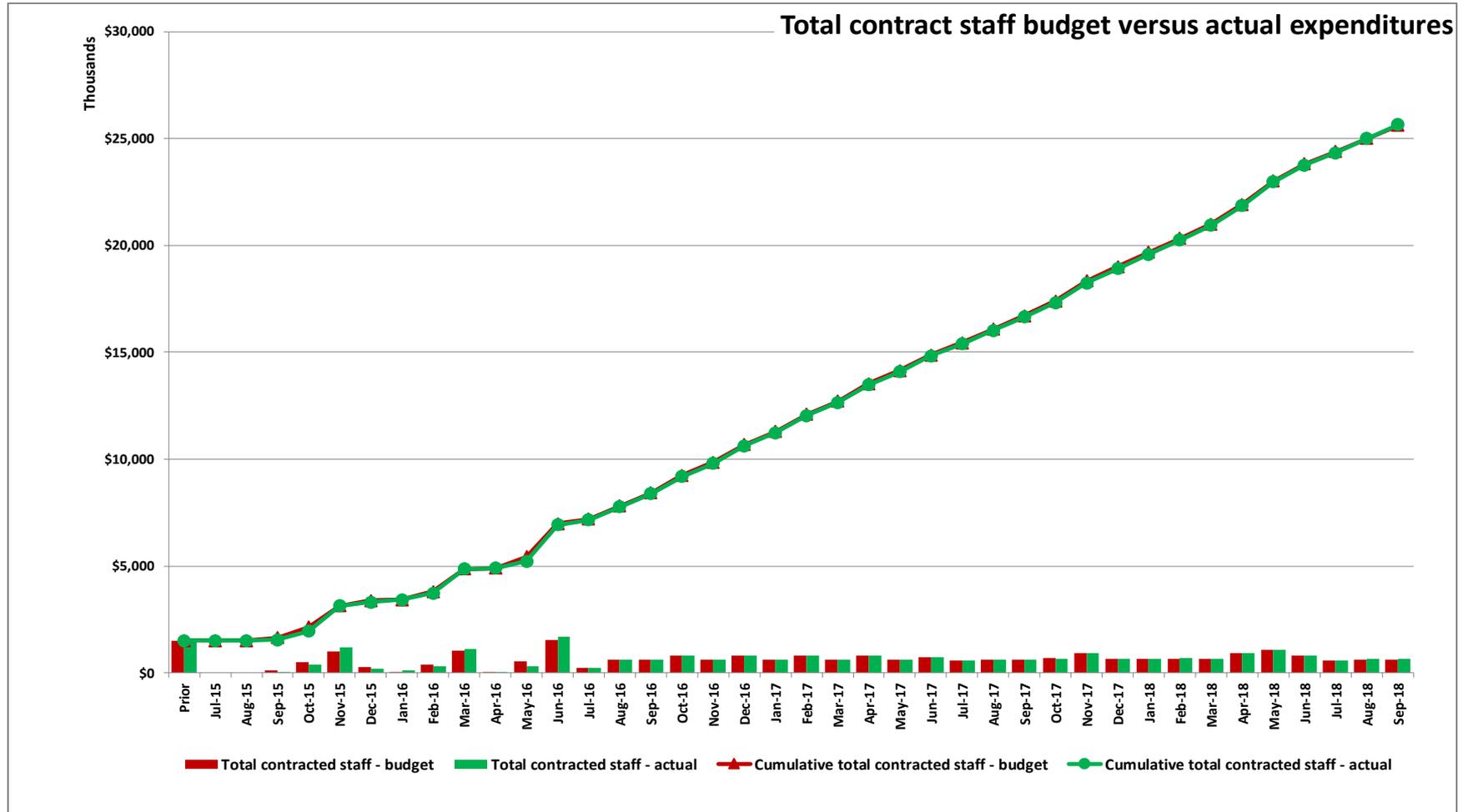
Supporting information



Project budget

Contract staff funding

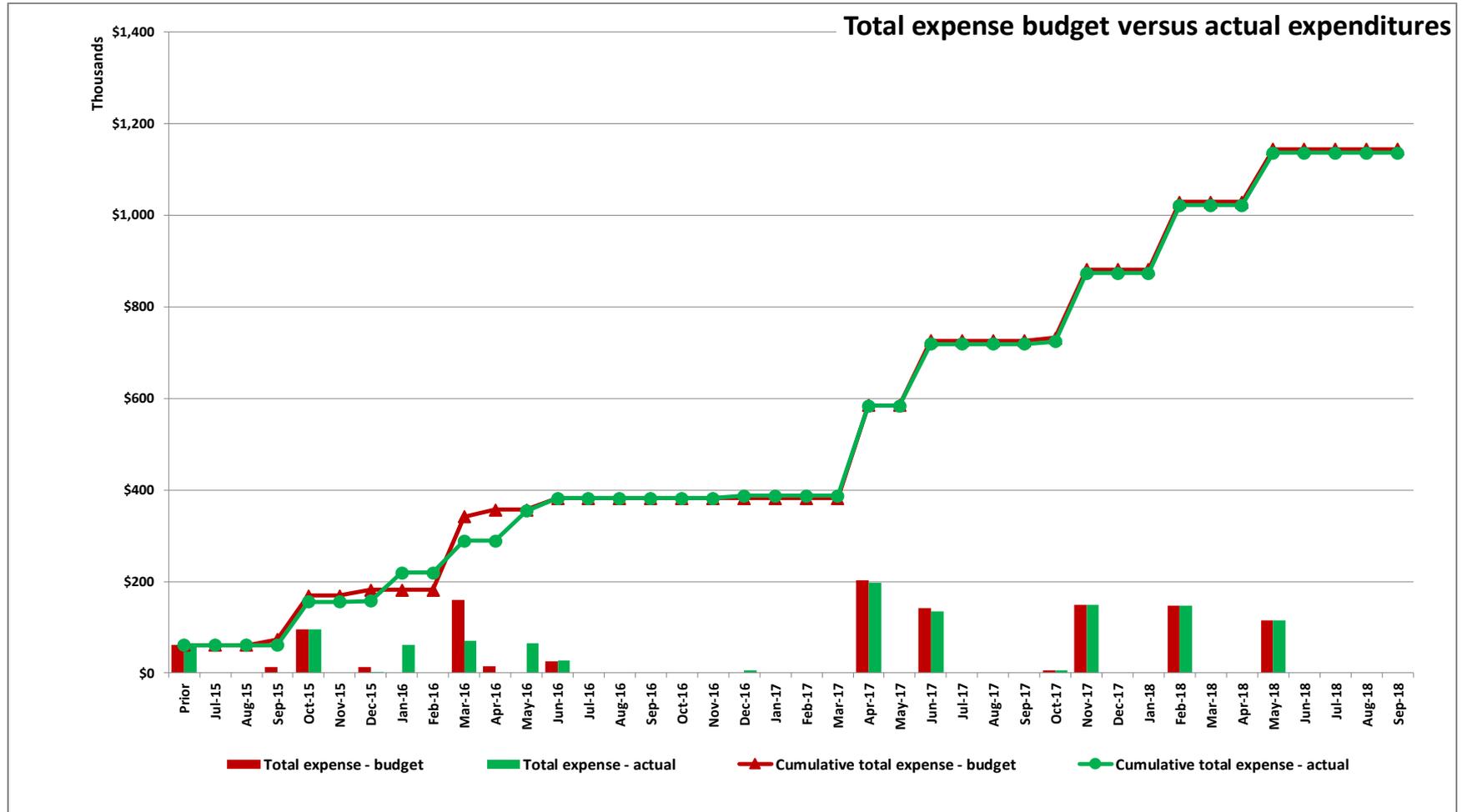
Supporting information



Project budget

Expense funding

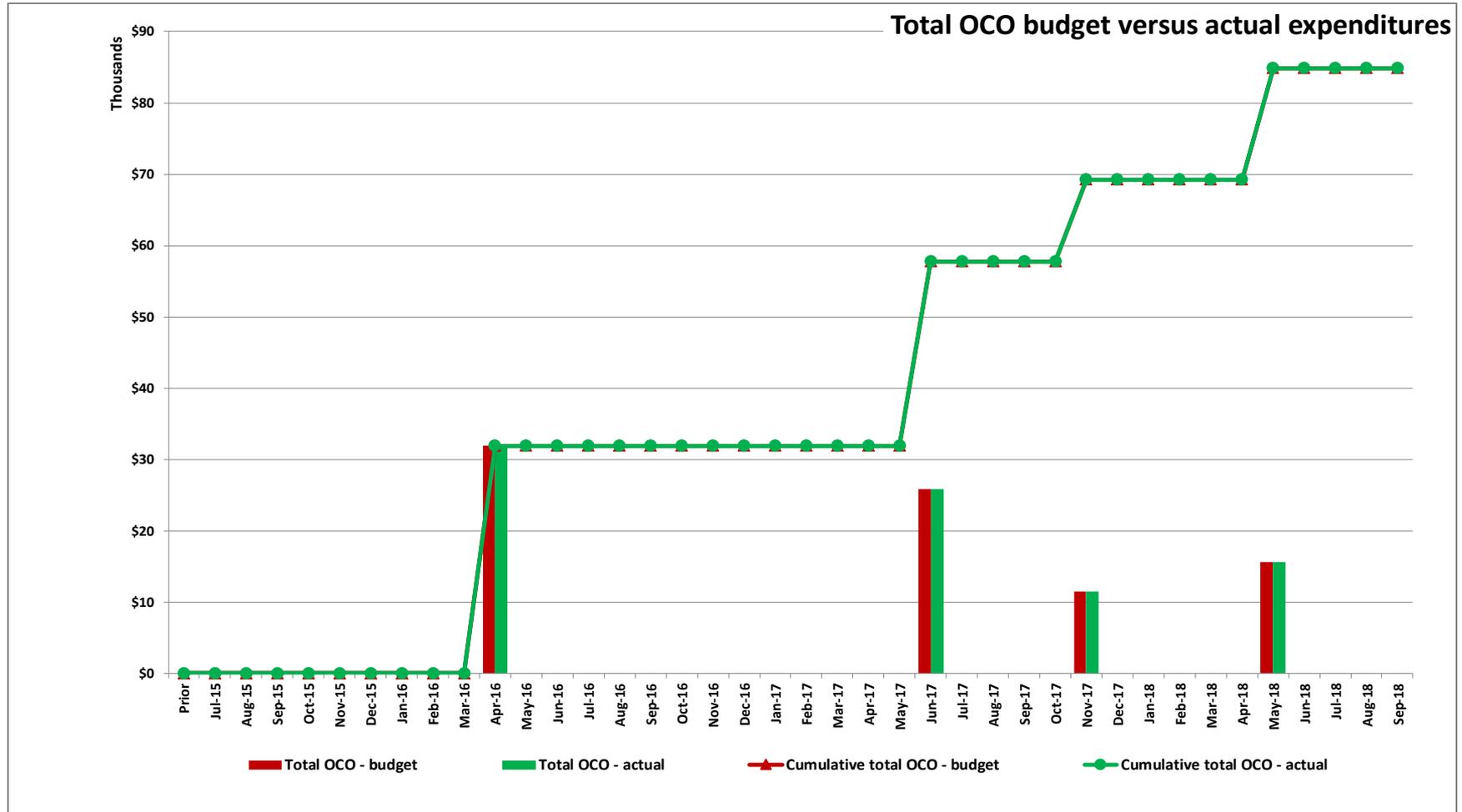
Supporting information



Project budget

OCO funding

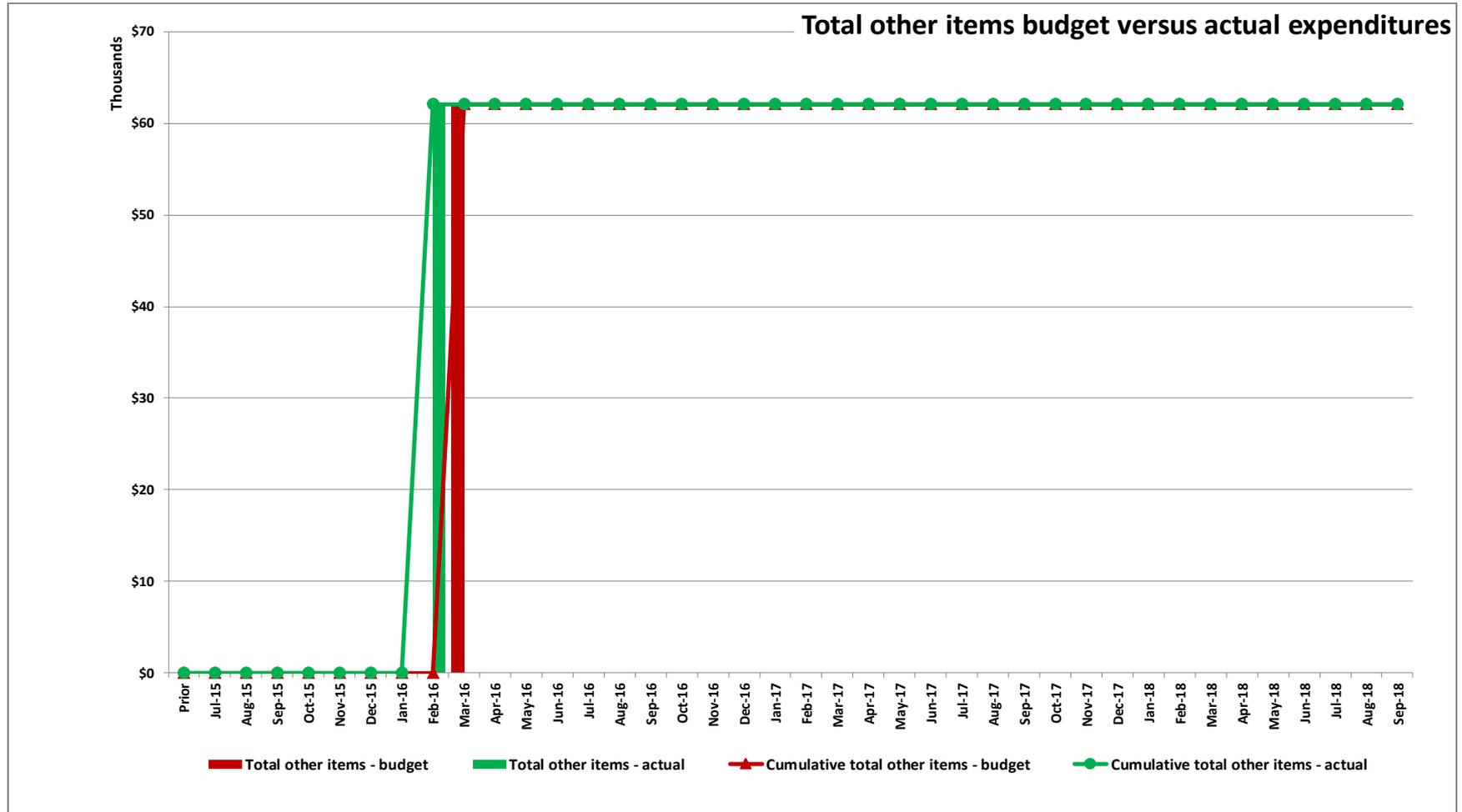
Supporting information



Project budget

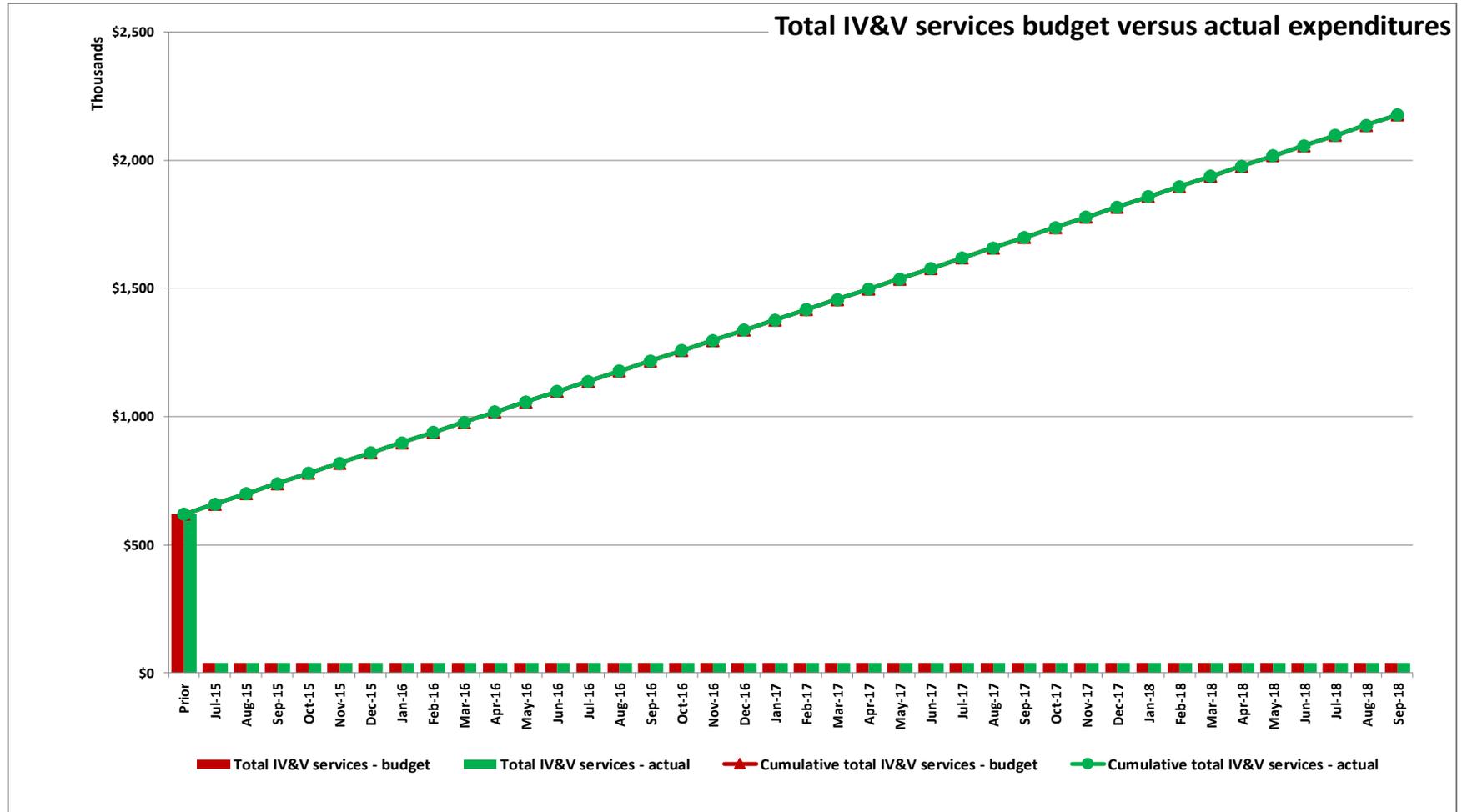
Other items funding

Supporting information



Project budget IV&V services funding

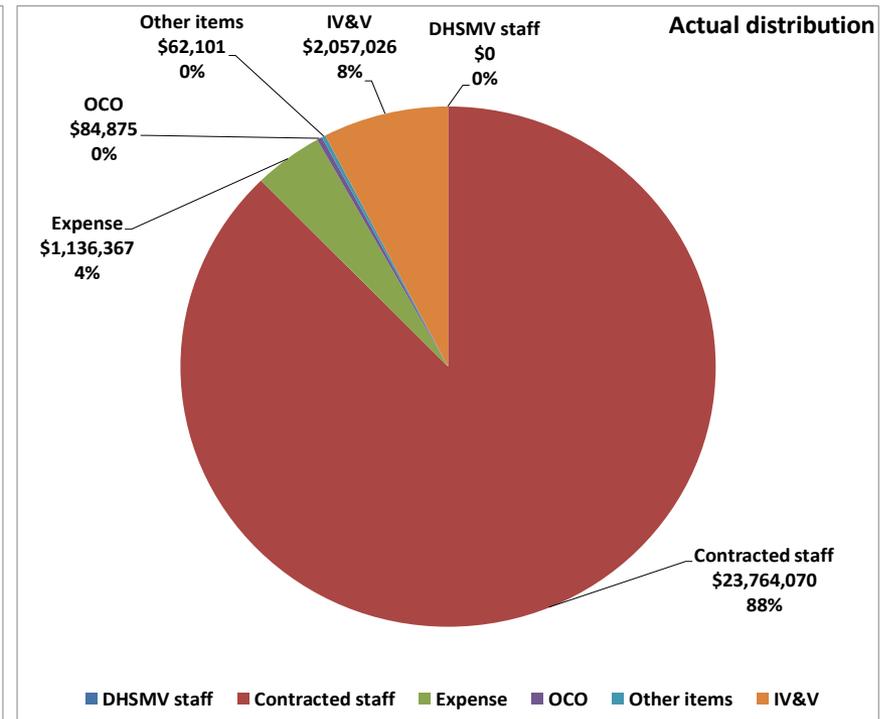
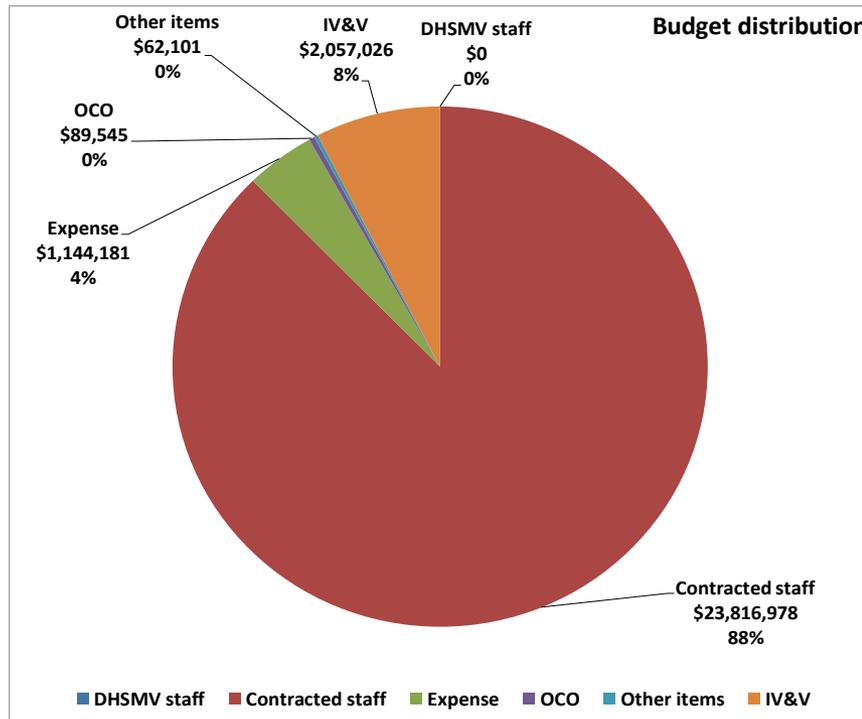
Supporting information



Project budget

Budget and actual distribution

Supporting information



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A SAFER FLORIDA

HIGHWAY SAFETY AND MOTOR VEHICLES



ONLINE REGISTRATION AND
IDENTITY OPERATING NETWORK

Motorist Modernization Financials

November 13, 2018



Motorist Modernization Phase I Financial Review



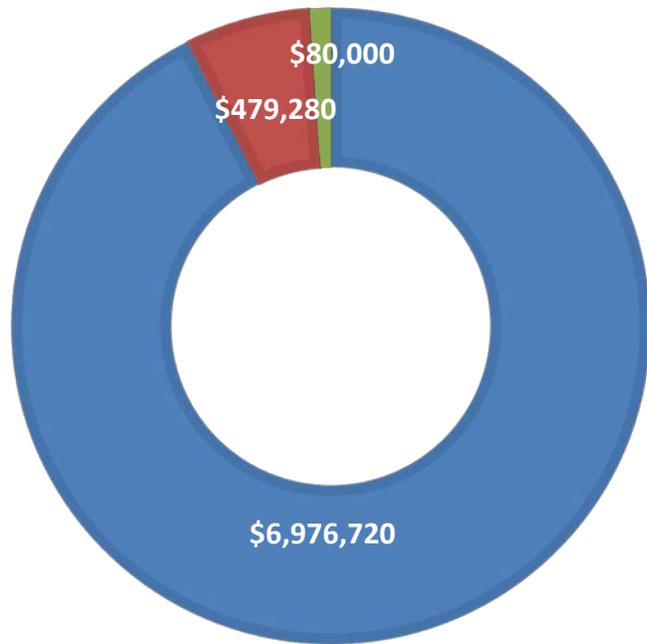
Phase I LBR Requests – Total Project

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

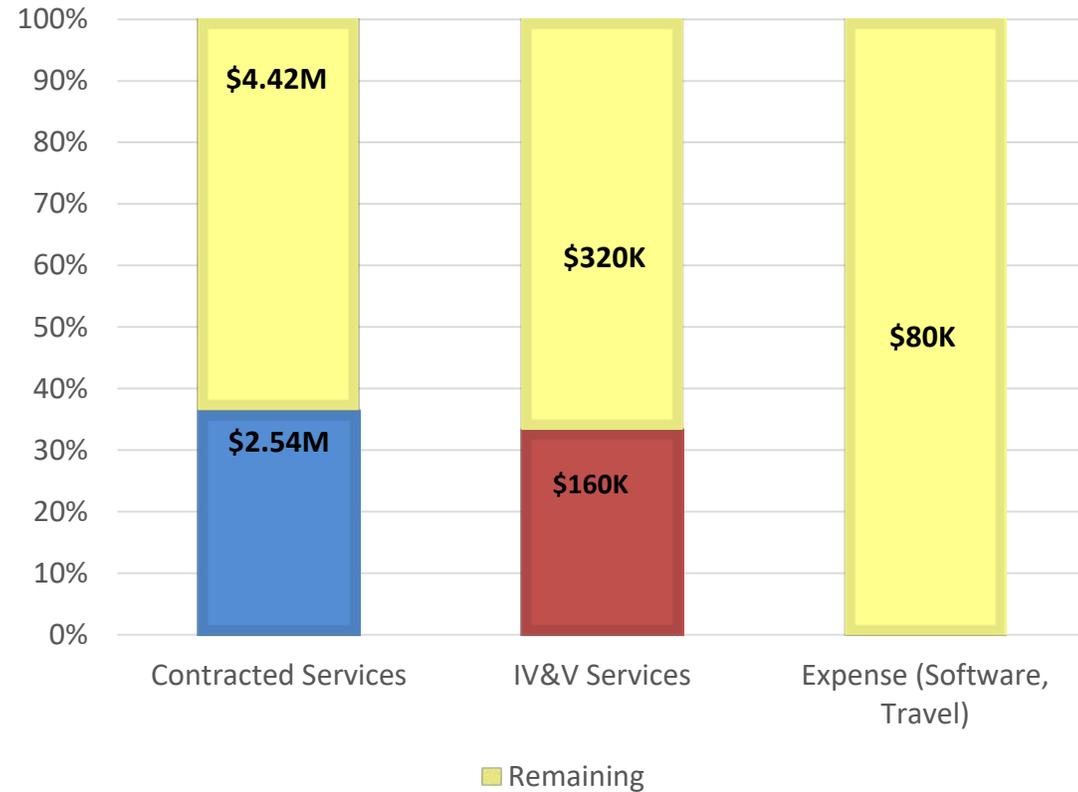
Budget and Actuals: Current Fiscal Year through October 31, 2018

BUDGET: \$7,536,000



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

ACTUALS: \$2,708,763



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	\$2,708,763	\$2,708,843	0.00%
Month to Date (October 2018)	\$693,277	\$693,277	0.00%
Remaining Funds	\$4,827,158		

Motorist Modernization Phase II Financial Review



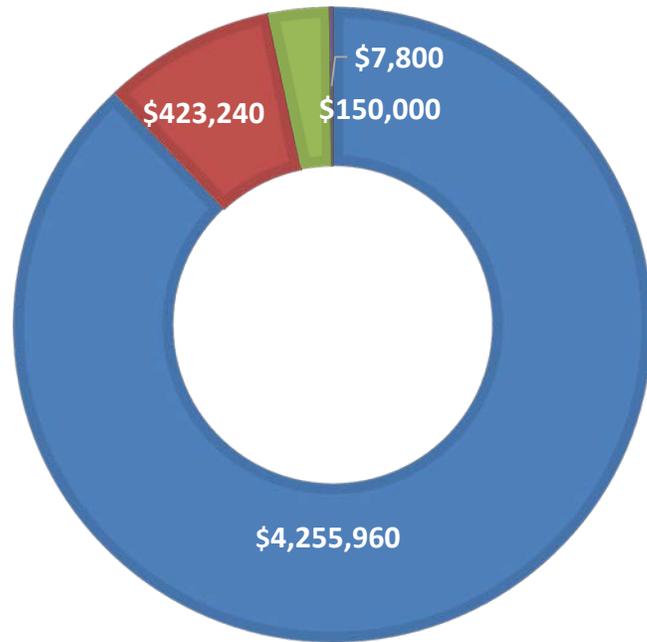
Phase II LBR Requests – Total Project

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

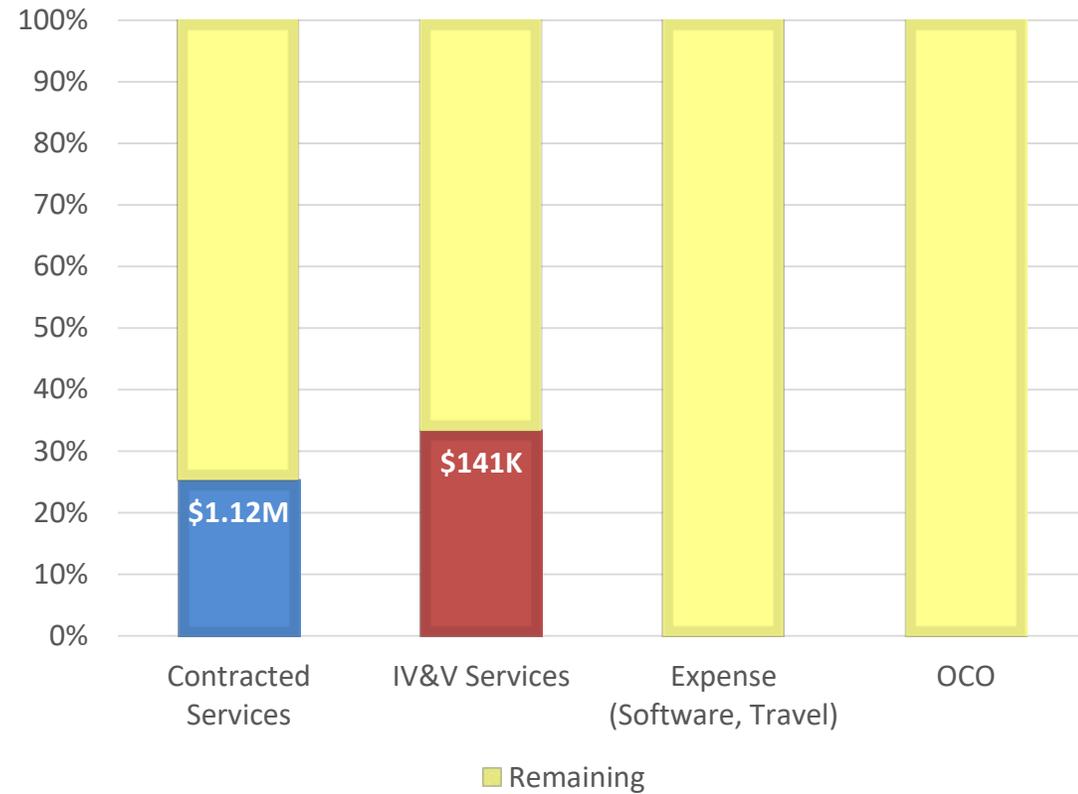
Budget and Actuals: Current Fiscal Year through October 31, 2018

BUDGET: \$5,037,000



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

ACTUALS: \$1,270,797



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	\$1,270,820	\$1,270,797	0.00%
Month to Date (October 2018)	\$349,850	\$349,850	0.00%
Remaining Funds	\$3,766,203		

Questions?



THANK YOU



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
POR35	10/23/18	Shopping Cart	Portal customers that use the guest logon must use a credit card in their name to pay for their Portal purchases.	10/26/2018						10/26/2018 Update New item.	Deffered to Phase II	11/1/2018
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	08/17/17 Update 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. 09/21/17 Update 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. 10/24/17 Update 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. 11/13/17 Update 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		12/06/17 Update 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. 12/19/17 Update 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		<p>12/19/17 Update Continued... 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.</p> <p>The Stage Environment is being set up for January 2018 for all companies to use to structured test.</p> <p>01/04/18 Update The Stage Environment is due to be ready by January 8, 2018.</p> <p>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.</p>	Require additional information	
FR02 Cont....	08/14/17	FR						Require additional information		<p>01/04/18 Update Continued... 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.</p>	Require additional information	
FR02 Cont....	08/14/17	FR						Require additional information		<p>01/12/18 Update The Stage Environment is ready to begin structural testing with the insurance companies.</p> <p>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.</p> <p>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.</p>	Require additional information	

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FR02 Cont....	08/14/17	FR						Require additional information		<p>01/12/18 Update Continued... 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>01/25/18 Update 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. 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>01/25/18 Update Continued... The stage environment had an issue with the verification batch job not working. Jon Hall found the solution and corrected the issue. 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>02/12/18 Update 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>03/02/18 Update 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		<p>03/23/18 Update The Business is continuing to schedule the insurance companies structural testing cycle period. Testing cycles 10-15 are no longer available.</p> <p>Total Insurance Companies - 336 (not including 4 vendors) Signed Up Companies - 117 (including 2 vendors) Not signed up Companies - 221</p> <p>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."</p>	Require additional information	
FR02 Cont....	08/14/17	FR						Require additional information		<p>04/16/18 Update The Business is continuing to schedule the insurance companies structural testing cycle period. Testing cycles 6-15 are no longer available.</p> <p>Total Insurance Companies - 337 (added one new company) Signed Up Companies - 169 Not Signed Up Companies - 168</p> <p>Mechell Walker, Pat Porter and Kristin Green are traveling to Denver, CO this week to attend the IICMVA conference.</p> <p>Interviews are complete for the OPS staff to assist with the XML conversion process. The plan is to hire five people.</p> <p>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.</p>	Require additional information	
FR02 Cont....	08/14/17	FR						Require additional information		<p>04/26/18 Update The business is continuing to schedule the insurance companies structural testing cycle periods. Testing cycles 3 and 4 are still open.</p> <p>Total Insurance Companies - 337 Signed Up Companies - 179 Not Signed Up Companies - 158</p> <p>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.</p> <p>We have four OPS staff going through the onboarding process at this time. The team is looking forward to them starting.</p>	Require additional information	

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FR02 Cont....	08/14/17	FR						Require additional information		<p>05/10/18 Update Total Insurance Companies - 337 Signed Up Companies - 179 Not signed Up Companies - 158 (Out of the 158, 12 do not report)</p> <p>Three OPS staff have started and one is still going through the onboarding process.</p> <p>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</p> <p>05/16/18 Update 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</p>		
FR02 Cont....	08/14/17	FR						Require additional information		<p>05/24/18 Update Total Insurance Companies - 337 Signed Up Companies - 185 Not Signed Up Companies - 106 Companies that do not report to FL - 46</p> <p>05/30/18 Update Total Insurance Companies - 337 Signed Up Companies - 188 Not Signed Up Companies - 100 Companies that do not report to FL - 49</p> <p>06/07/18 Update Total Insurance Companies - 337 Signed Up Companies - 191 Not Signed Up Companies - 97 Companies that do not report to FL - 49</p> <p>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.</p>		

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 Cont....	08/14/17	FR						Require additional information		<p>06/13/18 Update Total Insurance Companies - 337 Signed Up Companies - 202 Not Signed Up Companies - 84 Companies that do not report to FL - 51</p> <p>06/20/18 Update Total Insurance Companies - 337 Signed Up Companies - 205 Not Signed Up Companies - 74 Companies that do not report to FL - 58</p> <p>06/27/18 Update Total Insurance Companies - 337 Signed Up Companies - 217 Not Signed Up Companies - 57 Companies that do not report to FL - 63</p> <p>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.</p>		
FR02 Cont....	08/14/17	FR						Require additional information		<p>07/09/18 Update Total Insurance Companies - 337 Signed Up Companies - 217 Not Signed Up Companies - 50 Companies that do not report to FL - 70</p> <p>07/10/18 Update The follow-up structural testing conference call with the insurance companies is scheduled for July 31, 2018, from 1:30 - 3 p.m.</p> <p>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.</p> <p>Total Insurance Companies - 337 Signed Up Companies - 227 Not Signed Up Companies - 31 Companies that do not report to FL - 79</p> <p>07/19/2018 Update 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.</p>		
FR04	10/16/18	FR	<p>WRAP 3856 - Child Support Suspensions from DOR Updating Title IVD and Non IVD fees in FDLIS Created 12/2017</p> <p>When a driver is suspended for failure to pay child support and is suspended by the Department of Revenue, the reinstatement fee for the suspension should be \$45. The current amount charged is \$60. This is a current FDLIS bug.</p> <p>The same sanction code is being used for two different fee amounts. Based on where the sanction is coming from (DOR or the Courts), a person could be charged a fee of \$45 or \$60. DHSMV is using the same sanction code for both amounts. The decision needed is to either correct this problem now or wait until after ORION is implemented.</p>	11/15/2018	If this is not completed in FDLIS, then it will have to wait until Phase I is implemented and corrected as a Change Request.					<p>10/26/2018 Update The decision was made to perform this WRAP in production (currently prioritized #14) and then initiate a change request in OMM.</p>		10/26/2018

Motorist Modernization Traffic Light Report

Sprint/Change Request Update

As of Thursday, November 8, 2018 at 1 p.m.



	Business Actions	KEY 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							
	Testing							
	Technical Debt							
	Business Actions							
	Development							
	Testing							
	Technical Debt							
	Business Actions							
	Development							
	Testing							
	Technical Debt							

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

Motorist Modernization Traffic Light Report

Milestone/Change Request Update

As of Thursday, November 8, 2018 at 1 p.m.

Milestone J June 28 - Sep 12 Change Requests	Milestone N/A	Milestone G May 16 - July 3 Change Requests	Milestone F Dec 20 - Feb 6('18) Change Requests	Milestone I June 28 - Aug 15 Change Requests	Milestone I June 28 - Aug 15 Change Requests	Milestone E Mar 21 - June 19 Change Requests	Milestone E Mar 21 - June 19 Change Requests

 	Business Actions	KEY 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							
	Testing							
	Technical Debt							
	Business Actions							
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