Motorist Modernization Advisory Board – Phase I Monthly Meeting
Tuesday, December 10, 2019
1:00 to 2:00 PM, EST
Neil Kirkman Building, Conference Room B-202
2900 Apalachee Parkway, Tallahassee Florida 32399

Invitees	Representing
Deb Roby	FLHSMV
Ed Broyles	FLHSMV
Pace Callaway	FLHSMV
April Edwards	FLHSMV
Kevin Bailey	FLHSMV
William Washington	Florida Court Clerks & Comptrollers
Lisa Cullen	Florida Tax Collectors

Agenda

- Roll Call

- Welcome

- Review and Approval of Last Meeting Minutes

- Stakeholder Outreach Update

- MM Phase I Program Update

    o OCM Update

    o Financial Review

    o Project Updates

- Communications Update

- Q&A

- Adjourn

MOTORIST MODERNIZATION ADVISORY BOARD PHASE I
Monthly Meeting Minutes
Tuesday, October 8, 2019
1:00 to 2:00 PM
Kirkman Building Conference Room B-202

WELCOME AND INTRODUCTIONS

- The meeting was called to order at 1:05 p.m. Terrence Samuel began the meeting by welcoming the attendees and proceeded with the roll call of board members.

  Advisory Board members present included:
  - Deb Roby (via phone)
  - Ed Broyles
  - Pace Callaway (absent)
  - Lisa Cullen (absent)
  - April Edwards
  - William Washington (via phone)
  - Kevin Bailey (via phone)

- Additional FLHSMV members present included Kristin Green, Terrence Samuel, Jessica Espinoza, Cathy Thomas, Scott Tomaszewski, Aundrea Powell, Laura Freeman, Felecia Ford, Jeff Marsey, Craig Benner, Chad Hutchinson, Cheryln Dent, Elissa Cullen, Julie Larsen, Scott Lindsay and Janis Timmons.
- Visitors included Michelle McGinley from Accenture, Carl Ford from J Ford Consulting and Scott Lunsford from the Florida Tax Collectors. Joe Weldon from Accenture and Joe Sverak from the IT Coalition attended via phone.

REVIEW AND APPROVAL OF THE LAST MEETING MINUTES

- Rachel Graham reviewed the meeting minutes from September 10, 2019. No corrections or comments were identified. A motion to approve the minutes was accepted by the board members and the September 10, 2019, meeting minutes were approved.

STAKEHOLDER OUTREACH

- There was no stakeholder outreach update at the meeting.

ORGANIZATIONAL CHANGE MANAGEMENT UPDATE

- Craig Benner stated the team continued to finalize the various engagement plans. The Change Champion Kick-Off meeting is now scheduled for November 13, 2019. He stated the team started the implementation phase of the OCM schedule. He further stated the team has begun meeting with Motorist Services Bureau Chiefs.

FINANCIAL REVIEW

- Janis Timmons presented a Phase I and II financial review. The Phase I budget for fiscal year of 2019-2020 is $2.3 million with $412K expended. There was a 0% variance with approximately $1.9 million in remaining funds. The budget for Phase II for fiscal year 2019-2020 is $13.7 million with $1.8 million expended. There was a 0 % variance with approximately $11.8 million in remaining funds.

Motorist Modernization Phase I Advisory Board Meeting

PROJECT UPDATES

- Informatica – Cheryln Dent stated the team deployed the bi- directional CDC/Landing tables workflows into Production on August 29. The Core CDC/ETL bi-directional workflows were scheduled to be deployed in STAGE by September 30; however, the team encountered environmental issues and the workflows were deployed on October 3. SEU will help identify workflow development priorities for the remaining workflows. She stated testing of the Core workflows is scheduled to be completed by December 6. Development of the remaining non-Core bi-directional workflows is scheduled to be completed by December 31 with testing of all workflows to be completed by January 31. Key risks and issues for the team included: Informatica schedule impacts based on new timelines (Issue 135). She stated the team had a conference call with Plante Moran to discuss the latency issue and stabilization.
- DL Issuance – Joe Weldon stated the team is working on 43 performance test scenarios with all tests developed. He stated 24 have successfully been completed so far. The team is also working on 48 UAT test scenarios with all completed.
  - Key implementation activities included:
    - Vendor Structural Testing
      - Batch Transcripts
      - DL Penny Vendor
    - End to End Testing for DL Notices
    - AAMVA Structural Testing
  - Key risks and issues for the team included:
    - Issue 39 – Short one FTE Developer
    - Issue 59 – Batch Vendors
    - Issue 105 – Batch Transcript Testing
    - Issue 129 – Informatica Impact on UAT
  - The team completed sprint development and testing as well as UAT.
- Motorist Maintenance and Financial Responsibility (FR) – Scott Tomaszewski stated the team is working on 24 total performance test scenarios with 21 developed and 15 pending execution. He stated the team continued to work on the nine scripts for the XML batch jobs. The team is also working on 32 UAT test scenarios with 23 completed so far. The team continued to mitigate bugs. Key dependencies for the team included: UAT bug triage and resolution to block bugs (war room three times daily) and stability in enterprise services while UAT bugs and performance issues are fixed.
  - Key risks and issues for the team included:
    - Issue 31 – Availability of external resources to address UAT blocks.
  - The team completed sprint development and testing. The revised UAT completion date has not been determined, yet.
- MyDMV Portal – Aundrea Powell stated the team is working on 15 total performance test scenarios. All 15 are developed and 3 are pending execution. There are 12 in the process of execution. The team has 33 total UAT test scenarios with all scripts completed. The team continued to mitigate bugs. Key dependencies for the team included: Informatica testing (specifically the VO Regression Test) and WRAPs/change requests for critical exceptions only. There were no risk or issues to report. The team completed all sprint development, sprint testing, and UAT.
  - Key implementation activities for the team included:
    - Vendor Structural Testing
      - Bulk Transcript Testing

- MyDMV Portal Dependency Updates
- User Guide Documentation
- Additional ADA enhancements

- CDLIS/CP – Ms. Powell stated the team is working on 19 performance test scenarios with 18 developed and two successfully completed. The team is working on 87 UAT test scenarios with 83 scripts completed. Key dependencies for the team included: Planet Press environmental and performance issues. There were no risks or issues to report. Sprint development and testing were complete. The revised UAT completion date has not been determined, yet.
- Renewal Notification – Ms. Powell stated the team completed UAT and is still working on performance testing. She stated the team is working on four total performance test scenarios with three completed. Key implementation activities for the team included: end-to-end testing for DL notices (receipt of the printed letters).
  - Key risks and issues for the team included:
    - Email Service Rewrite – Testing

CASHIERING DISCUSSION
- Joe Sverak stated they have been contacting all counties and their vendors to ensure a smooth and successful migration from SOLID to the ORION FDLIS third-party cashiering API. He stated the main vendors are well into their development cycle. It was discovered that some jurisdictions were under the impression they were using a third-party cashiering system when they were not.
- Terrence Samuel stated he would schedule a touch base meeting with Mr. Sverak and Lisa Cullen next week.

COMMUNICATION UPDATE
- The Phase I Communications Plan was presented at the meeting.

Q&A
- Carl Ford stated he has been reviewing the cashier specs with non-public agencies. In reviewing, it was noticed there was no reference to commercial customers, which may be an issue in Phase II. When looking at the customer aspects of the transactions, they were all listed as if they were individuals. He stated some data items were not applicable or not listed in the layout.

ADJOURNMENT
- Mr. Samuel adjourned the meeting at approximately 1:29 p.m.
- The next Advisory Board Meeting for Phase I is scheduled for November 12, 2019.

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 (9/10/19)	3 Pages
OCM Update Report	2 Pages
MM Phase I Financial Review	7 Pages
MM Phase I State-of-the-State Presentation	7 Pages
Phase I Communications Plan	4 Pages
ORION Third-Party Cashiering Presentation	19 Pages

FLHSMV OCM Team Summary – Phase I

ORION
ONLINE REGISTRATION AND
IDENTITY OPERATING NETWORK

Planning
- Engagement Plans
- Change Champion Kickoff

Implement Change
- DAS
- FHP
- ISA
- MS
- OED

Measure & Evaluate
- Readiness Survey

Key Risks and Issues

- *Loss of Communications members with outstanding tasks.*
- *Knowledge Transfer Plan is late.*
- *Tax Collector Engagement Plan is late.*
- *Pending question on ORION Access*
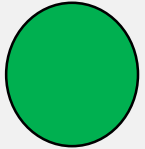
SUMMARY & HIGHLIGHTS
- *Change Champion Kickoff held November 13th*
  - *53 of the 55 Change Champions attended.*
- *Next Change Champion Meeting Planned for December 17th*
- *SharePoint site completed and released.*
- *Completed Engagement Plan meetings with MS, ISA, DAS and OED.*
  - *Scheduled periodic follow-up meetings*
  - *Weekly meetings with MS Bureau Chiefs*

Tasks In Progress
- Engagement Meetings set with MS, ISA, OED & DAS.
- ISA Knowledge Transfer Plan.
- Tax Collector Engagement Plan.
- Developing Readiness Assessment Questions for January 2020.
- Facilitating meetings on ORION associate/disassociate procedures.
- Facilitating meetings on TAC, FSC, SEU phone calls and troubleshooting.
- Conducting feedback survey on change champion kickoff meeting (Nov 13)

Report: December 2019

FLHSMV OCM Team Summary – Phase II

ORION
ONLINE REGISTRATION AND
IDENTITY OPERATING NETWORK

Planning

Key Risks and Issues

Tasks In Progress

- Drafting OCM schedule
- Phase I Change Champion program kicked off. – can be leveraged for Phase II

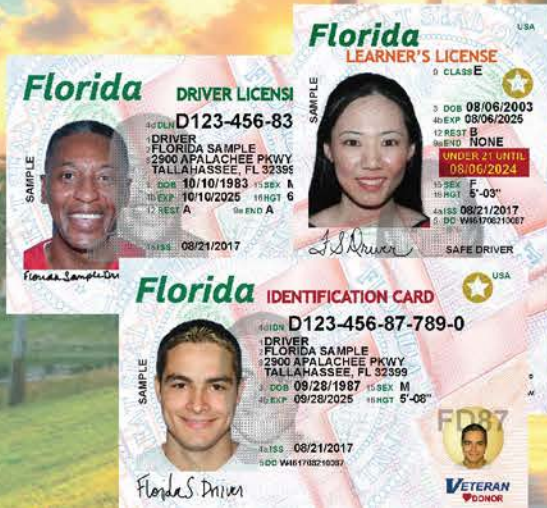## SUMMARY & HIGHLIGHTS

- *Added Lisa Thompson (Accenture) to the OCM Team*
- *SharePoint site completed and released.*

Report: December 2019

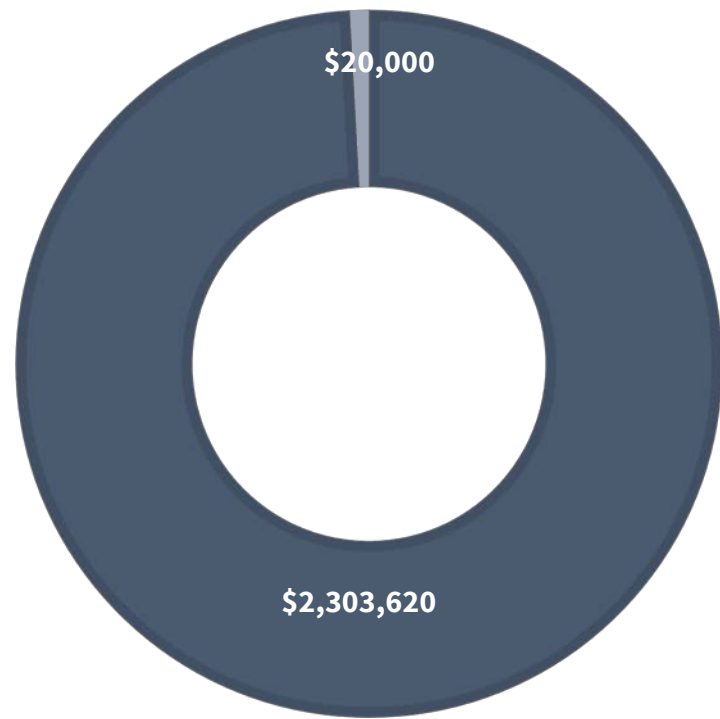# Motorist Modernization Financials

DECEMBER 10, 2019
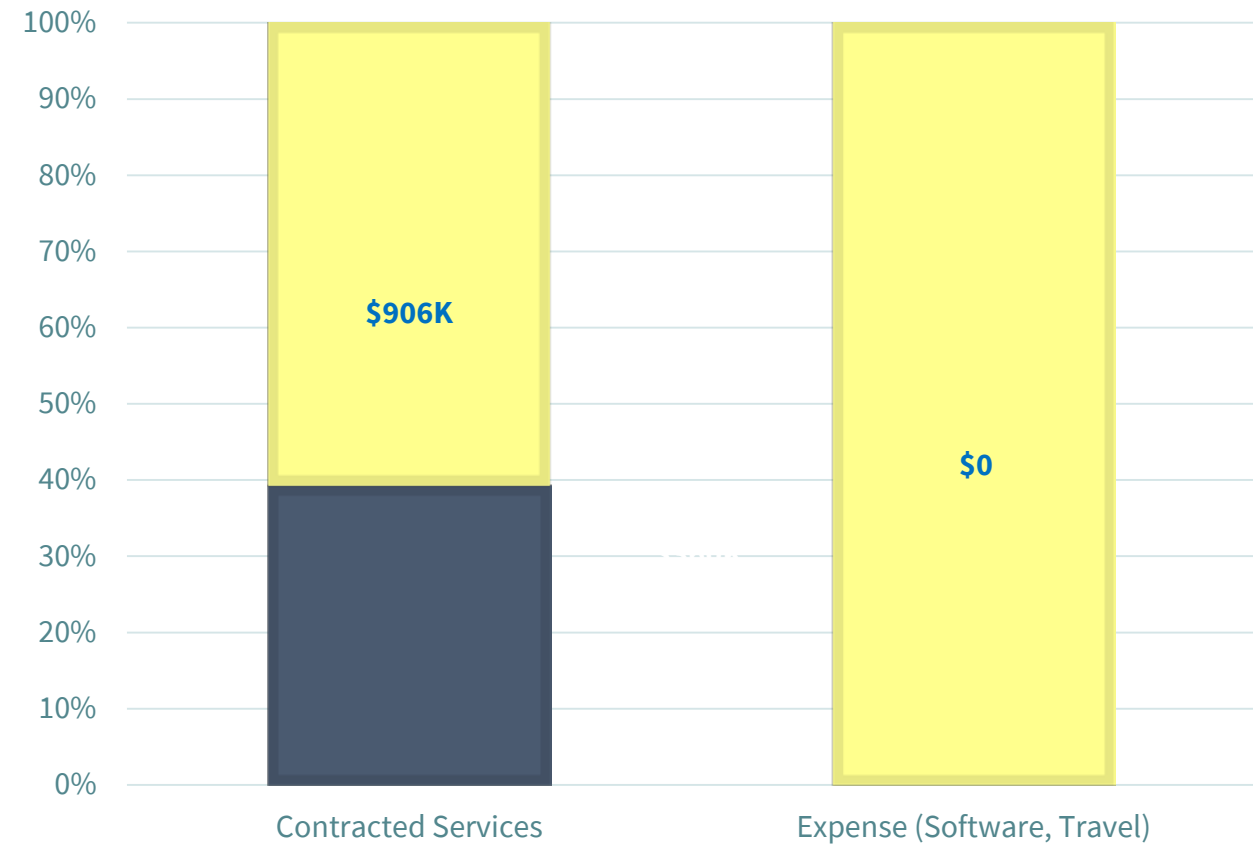
Phase I
Total Project

LBR Requests - Updated

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	$ 2,323,620	$ 2,303,620		$ 20,000	$ -
Total	$ 37,329,355	$ 32,678,267	$ 2,536,306	$ 1,745,667	$ 64,541

Budget and Actuals: Current Fiscal Year through November 2019

Budget and Actuals

Phase I Overview

Description	Budget Total	Actuals to Date	Variance
Fiscal Year 2019-2020 Total Funding	$2,323,620		
Fiscal Year to Date	$905,748	$905,748	0%
Month to Date (November 2019)	$256,437	$256,437	0%
Remaining Funds	$1,417,872		

FLORIDA
HIGHWAY SAFETY AND MOTOR VEHICLES

ORION
ONLINE REGISTRATION AND
IDENTITY OPERATING NETWORK

Phase II
Total Project

LBR Requests

Fiscal Year	Total Request	Contracted Services	IV&V Services	Expense	OCO
2017-2018	$ 4,132,180	$ 3,575,240	$ 357,190	$ 179,850	$ 19,900
2018-2019	$ 5,037,000	$ 4,455,960	$ 423,240	$ 150,000	$ 7,800
2019-2020	$ 13,742,200	$ 9,715,960	$ 423,240	$ 3,570,000	$ 33,000
2020-2021	$ 7,619,700*	$ 6,915,960	$ 423,240	$ 276,500	$ 4,000
2021-2022	$ 6,036,700*	$ 5,580,460	$ 423,240		$ 33,000
2022-2023	$ 2,906,700*	$ 2,479,460	$ 423,240		$ 4,000
Total	$ 39,474,480*	$ 32,723,040	$ 2,473,390	$ 4,176,350	$ 101,700

Phase II
Total Project

LBR Requests Updated

Fiscal Year	Total Request	Contracted Services	IV&V Services	Expense	OCO
2017-2018	$4,132,180	$3,575,240	$357,190	$179,850	$19,900
2018-2019	$5,037,000	$4,455,960	$423,240	$150,000	$7,800
2019-2020	$13,742,200	$9,715,960	$423,240	$3,570,000	$33,000
2020-2021	$9,877,400	$7,615,960	$423,240	$1,814,200	$24,000
2021-2022	$7,377,440	$6,689,200	$423,240	$232,000	$33,000
2022-2023	$4,408,260	$3,781,020	$423,240	$200,000	$4,000
Total	$44,574,480	$35,833,340	$2,473,390	$6,146,050	$121,700

FLORIDA
HIGHWAY SAFETY AND MOTOR VEHICLES

ORION
ONLINE REGISTRATION AND
IDENTITY OPERATING NETWORK

BUDGET: $13,742,200

- $33,000
- $3,570,000
- $423,240
- $9,715,960
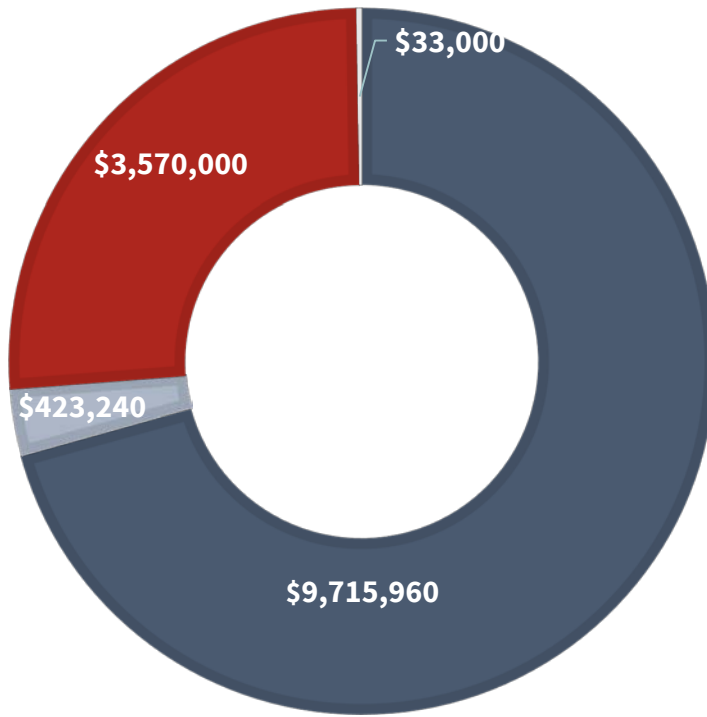
Contracted Services | IV&V Services | Expense (Software, Travel) | OCO

ACTUALS: $3,305,582

	Contracted Services	IV&V Services	Expense (Software, Travel)	OCO
	$3.1M	$176K	$0	$33K

Remaining
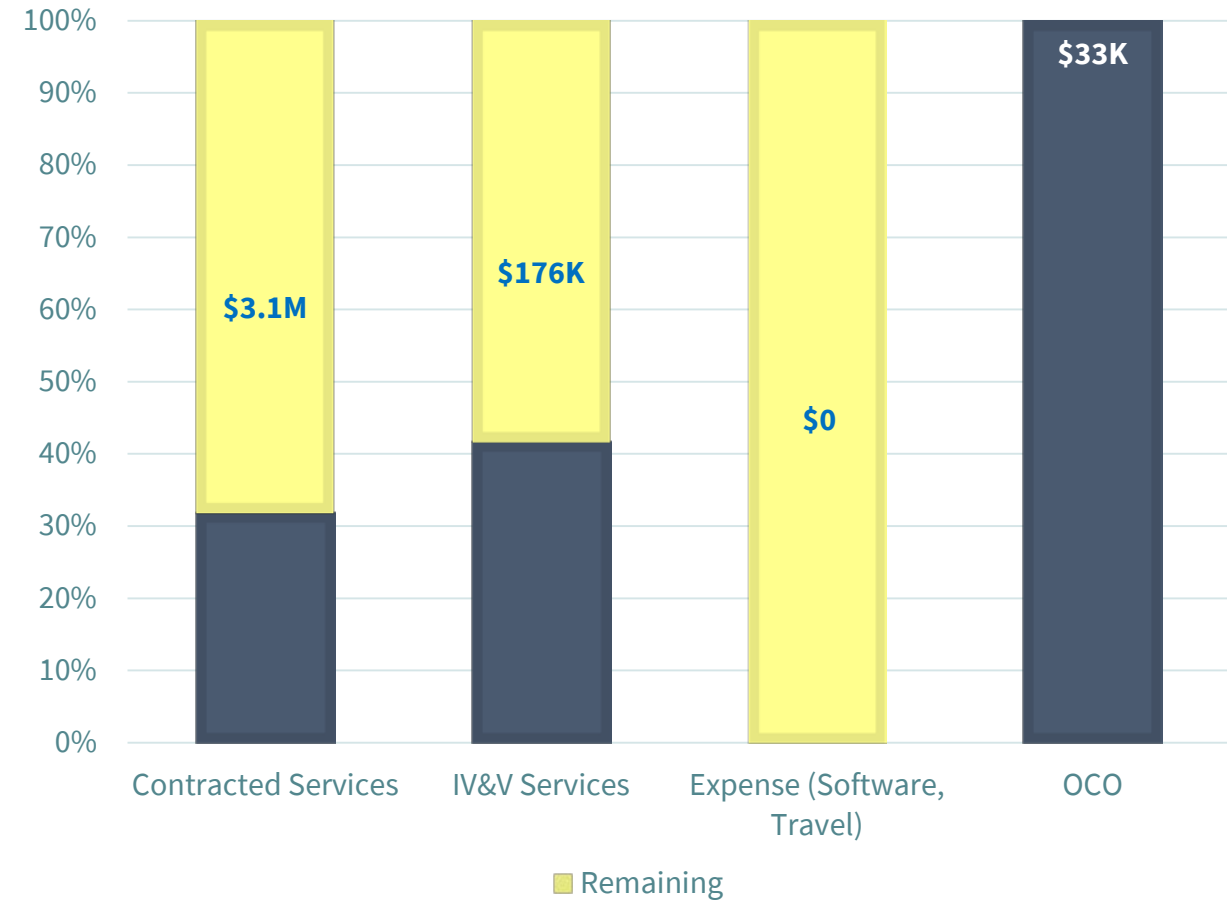
Budget and Actuals: Current Fiscal Year through November 2019

Budget and Actuals

Overview

Description	Budget Total	Actuals to Date	Variance
Fiscal Year 2019-2020 Total Funding	$13,742,200		
Fiscal Year to Date	$3,272,582	$3,305,582	1.00%
Month to Date (November 2019)	$645,078	$676,886	4.93%
Remaining Funds	$10,436,618		

Motorist Modernization
Phase I – December 10, 2019

STATE OF THE STATE

Informatica Team Summary

Team Profile

Database tables: 200
Developers: 3 full-time, 3 part-time
Testers: 5 FTEs

Testing Summary

Tables to sync: app. 200
Tables Started: 23
Tables Completed: 0

Push/Pull Testing Complete: 30%

Stakeholder Testing Status
Not Started

Deployment Dates and Stabilization

Areas	Dates
Core bi-directional workflows to STAGE	10/3/2019 (Complete)
Core bi-directional workflows to Production (15 – 20 tables)	12/2019
All tables – bi-directional	2/2020
Informatica Stabilization	9/2019 – 2/2019

Key Dependencies & Assumptions

- Natasha White assisting with Push/Pull replacement testing and validation
- Kevin Gray assisting with Seed testing and validation

Key Risks and Issues

- Issue 135 – Informatica schedule impacts based on new timelines
  Update: *Based upon the findings from the technical teams' verification and validation, the decision to move forward with the production deployment on Sunday, December 15th cannot be supported at this point. The team is working to correct the errors that were identified during the validation period and to define a new timeline for production deployment by Friday, December 13th.*

Forecasted Key Dates

Deployment of core bi-directional workflows – ~~9/30/2019~~ 10/3/2019 (Complete)

Test core workflows – 12/6/2019 (Late)

Deployment of remaining bi-directional workflows – 12/31/2019

Test all workflows – 1/31/2020

DL Issuance Team Summary

Team Profile
User Stories: 971
Developers: 2.75
[1.75 FTEs; 1 Cont.]
Testers: 10 FTEs
(includes Field Testers)

Enterprise Testing Summary

Performance Test Scenarios (Total): 40

Tests Developed: 43
Pending Execution: 1
In Process of Execution: 18
Successfully Completed: 24

Security Testing Status

Not Started

Forecasted Key Dates

Sprint Development – **Done**
Sprint Testing – **Done**
UAT Completion – **Done**

CR Development - 12/13/2019
CR Testing – 12/20/2019

*** 1 addt'l CR is pending ESC review

Key Risks and Issues

- Issue 39 – Short 1 FTE Developers
- Issue 59 – Batch Vendors
- Issue 105 – Batch Transcript Testing
- Issue 129 – Informatica Impact on UAT

Key Implementation Activities

- Vendor Structural Testing:
  - Batch Transcripts
  - DL Penny Vendor
- End to End Testing for DL Notices
- AAMVA Structural Testing
- User set-up scripts

Key Dependencies/Assumptions

- Purge NOT in scope for Phase I
- Informatica Testing Dependencies
- Migrate remaining apps (issue open)
- Successful 2-way sync; Data seed issues resolved
- WRAPs/CRs are for critical exceptions only

MM/FR Team Summary

Team Profile

User Stories: 611
Developers: 6
[3 FTEs; 3 Cont.]
Testers: 2.5 FTEs

Enterprise Testing Summary

Performance Test Scenarios (Total): 24

Tests Developed: 21*
Pending Execution: 15*
In Process of Execution : 0
Successfully Completed: 9

Security Testing Status

Not Started

Forecasted Key Dates

Sprint Development – **Done**
Sprint Testing – **Done**
UAT Completion – **Done**

MM CR Development - 12/13/2019
MM CR Testing – 12/20/2019
FR CR Development – 1/27/2020
FR CR Testing – 1/31/2020

*** 2 addt'l CRs are pending ESC review

Key Risks and Issues

- Risk 31- Quick CR Requirement Analysis and Requirement Updates
- Issue 31 - Availability of External Resources to address blocks for CR and Regression testing work.

Key Implementation Activities

- Insurance Company Book of Business file loads.   40% of files as of 12/4/19.

- Final regression testing early 2020.

Key Dependencies/Assumptions

- Quick Refinement of Transactions /Application Requirements (Largest effort in remaining CRs.
- Delaying any additional environment setup tasks pulling our Dev Leads away from CR work needed for Go Live.
- Legislative WRAPS that will be due prior to go –live should be handled by exception only.

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MyDMV Portal Team Summary

Team Profile

User Stories: 773
Developers: 1 and1/2
[1 FTE; 1 Cont.]
Testers: 4

Testing Summary

Performance Test Scenarios (Total): 15

Tests Developed: 15
Pending Execution: 3
In Process of Execution : 12
Successfully Completed: 0

Security Testing Status

Not Started

Forecasted Key Dates

Sprint Development – **Done**
Sprint Testing – **Done**
UAT Completion – **Done**

MyDMV CR Development - **Done**
MyDMV CR Testing – 11/20/2019
Revised to 12/13/2019

*** No addt'l CRs at this time

Key Risks and Issues

• None at this time

Key Implementation Activities

• Portal Dependency Updates
• User Guide Documentation (in review by Communications)
• Support LDO CSC Hands on Training Development
• Additional ADA enhancements

Key Dependencies/Assumptions

• Informatica Testing Dependencies
    • VO Regression Test Specifically
• WRAPs/CRs are for critical exceptions only

CDLIS/CP Team Summary

Team Profile

User Stories: 469
Developers: 4
[3 FTEs; 1 Cont.]
Testers: 5 FTEs

Testing Summary

Performance Test
Scenarios (Total): 19

Tests Developed: 18
Pending Execution: 2
In Process of Execution : 15
Successfully Completed: 2

Security Testing Status

Not Started

Forecasted Key Dates

Sprint Development – **Done**
Sprint Testing – **Done**
UAT Completion – **Done**

CP/CDLIS CR Development - 12/11/2019
       Revised to 1/7/2020

CP/CDLIS CR Testing – 12/20/2019
       Revised to 1/10/2020

*** 2 addt'l CRs are pending ESC review

Key Risks and Issues

- None at this time

Key Implementation Activities

- Continued AAMVA Structural Testing for 5.3.3 Compliance
- Preparation to deploy code to production following CR development & testing
- Final regression testing early 2020

Key Dependencies/Assumptions

- BizTalk skilled resources for development & testing

FLHSMV

ORION
ONLINE REGISTRATION AND
IDENTITY OPERATING NETWORK

Renewal Notification Team Summary

Team Profile

User Stories: 344
Developers: 0.3 FTE
Testers: 3 FTEs

Testing Summary

Performance Test
Scenarios (Total): 4

Tests Developed: 4
Pending Execution: 0
In Process of Execution :1
Successfully Completed: 3

Security Testing Status

Not Started

Forecasted Key Dates

Sprint Development – **Done**
Sprint Testing – **Done**
UAT Completion – **Done**

Renewal CR Development - **Done**

Renewal CR Testing – 11/20/2019
Revised to 12/13/2019

*** No addt'l CRs at this time

Key Risks and Issues

- None at this time

Key Implementation Activities

- End to End Testing for DL Notices (Receipt of the printed letters)

Key Dependencies/Assumptions

- Planet Press stability
- No further changes to DL Notices