A SAFER
FLORIDA
HIGHWAY SAFETY AND MOTOR VEHICLES

ORION
ONLINE REGISTRATION AND
IDENTITY OPERATING NETWORK

Motorist Modernization

Motorist Modernization Advisory Board – Phase I Monthly Meeting
December 11, 2018
Neil Kirkman Building, Conference Room B-202
2900 Apalachee Parkway, Tallahassee Florida 32399
1 to 2 p.m., EST

Invitees	Representing
Deb Roby	DHSMV
Ed Broyles	DHSMV
Kelley Scott	DHSMV
Pace Callaway	DHSMV
April Edwards	DHSMV
William Washington	Florida Court Clerks & Comptrollers
Lisa Cullen	Florida Tax Collectors

Agenda

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

MOTORIST MODERNIZATION ADVISORY BOARD PHASE I

Monthly Meeting Minutes
Kirkman Building Conference Room B-202
November 13, 2018
1 to 2 p.m.

WELCOME AND INTRODUCTIONS

- The meeting was called to order at 1:03 p.m. Mr. Terrence Samuel began the meeting by welcoming the attendees and proceeded with the roll call of board members.

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

- Additional DHSMV members present included Terrence Samuel, Koral Griggs, Cheryln Dent, Scott Tomaszewski, Aundrea Andrades, Felecia Ford, Laura Freeman, Sonia Nelson, Judy Johnson, Cathy Thomas, Jessica Espinoza, Felecia Ford, Chad Hutchinson, Craig Benner and Janis Timmons.
- Visitors included Alyene Calvo from Ernst & Young, and Joseph Weldon from Accenture. Joe Kalicki and Selma Sauls from Auto Data Direct, Inc. also attended.

REVIEW AND APPROVAL OF THE LAST MEETING MINUTES

- Rachel Graham reviewed the meeting minutes from August 14, 2018. No corrections or comments were identified. A motion to approve the minutes was accepted by the board members and the August 14, 2018, meeting minutes were approved.

IV&V UPDATE

- Ms. Alyene Calvo walked through the September 2018 report. The overall risk state was amber, and the schedule performance index was .974. 154 of 3,094 tasks were late. The program was within the established performance thresholds. The program completion date is forecast to be 58.5 days late. There were currently no open deficiencies and the Schedule Quality Score was at 94.3.

STAKEHOLDER OUTREACH

- Jessica Espinoza stated the team is in the process of rescheduling the Phase I DL Issuance and MyDMV Portal Focus Group Meetings due to Hurricane Michael.
- Cathy Thomas stated the team had a technical conference call with the insurance industry on October 30, 2018. They will continue to have these conference calls monthly. One vendor that has 99 insurance companies, Verisk, is almost finished with their structural testing. Direct General Insurance Company and Ocean Harbor Insurance Company are also almost finished with structural testing.
    - Mr. Samuel mentioned some of the insurance companies stated they delayed starting XML structural testing due to a lack of resources.

POLICY AND DECISION REVIEW

- POR35 – Shopping Cart – Jessica Espinoza stated the team had questions on whether MyDMV Portal customers that use the guest logon must use a credit card in their name to pay for their purchases. She stated this item was deferred to Phase II.
- FR02 – XML Insurance Companies Onboarding – Cathy Thomas stated this item was discussed previously.
- FR04 – Child Support Suspensions from DOR – Ms. Thomas stated the decision was made by the ESC to perform this WRAP in production (currently prioritized as #14) and then initiate a change request in OMM.

FINANCIAL REVIEW

- Ms. Janis Timmons stated the Phase I budget for the 2018/19 fiscal year is $7.5 million, with $2.7 million expended. $4.8 million is remaining for the fiscal year. The Phase II budget for the 2018/19 fiscal year was $5 million, with $1.2 million expended. $3.7 million is remaining for the fiscal year.

CHANGE REQUEST REVIEW

- Cheryln Dent presented an overview of the change request iteration process. She stated change requests are now approved by the ESC rather than the product owners. Product owners will be invited, when necessary, to ESC meetings to participate in the change request review process.
- Terrence Samuel discussed the change request decision inventory list and how change requests and WRAPs will impact the schedule and original go-live date.

PROJECT UPDATES

- Motorist Maintenance and Financial Responsibility – Scott Tomaszewski stated the team was working in Milestones I and J mitigating bugs impacting core critical features and planning for the completion of the Phase I development schedule. The remaining work includes change stories supporting letters and FR reports. The team was behind due to UAT, aiding insurance company structural testing and bugs. The team was red for business actions, development and testing, and green for technical debt on to the Traffic Light Report.
  - Mr. Samuel discussed the challenges with letters across all teams. He stated there will also be a Lessons Learned Meeting prior to starting Phase II.
- MyDMV Portal – Aundrea Andrades stated the team is currently in Milestones G and H. The team was red for business actions, development and testing and green for technical debt. The team is working on the certified mail transcripts, CRS process update and change requests involving veteran's fees, guest logon, changes to the dashboard, updating transaction activity tab and deaf/hard of hearing. The team had dependencies on the reduction in development resources, sanction clearances and new leadership for the BAR functionality.
  - Koral Griggs stated the team is working on gathering information needed for MyDMV Portal Focus Groups. The team is working with a group at the University of Florida, which another state agency is using, to develop these focus groups.
- CDLIS/Citation Processing – Sonia Nelson stated the team completed Milestone E. The team is working on structural testing and UAT. The team is working on getting certification for CDLIS 5.3.3. for structural testing. She stated the team finished the first pass of structural testing, but due to the departure of the lead tester and bugs discovered, they are repeating the first pass again. She stated 5 out of 12 drivers are remaining. The team also has 70 hours of change requests to begin work on after approval from the ESC.
- Renewal Notification – Mr. Samuel stated the new JSON renewal file format was recently released. It was discovered that three fields were null, which was impacting the vendors being able to process the file. The file was then resubmitted to the test environment. He stated a conference call will be held with

Motorist Modernization Phase I Advisory Board Meeting

the print vendors to discuss any additional issues with the JSON file before the file is put into production.

- DL Issuance – Joe Weldon stated the team was currently behind. The team was working on end-of-day functions and reports, void functionality, critical batch jobs due to the database change and previously approved and pending change requests. The Policy and Procedure Group continues to meet about the operations manual. Risks and issues included:
  - Risk 85 – VLS 3.2 Upgrade
  - Issue 39 – Two open developer positions
  - Issue 59 – Some batch vendors are unwilling to make changes to modernize their current processes.
  - Issue 93 – FCCC delay in development
  - Issue 95 – External Security Service with Department of Justice
- Informatica – Cheryln Dent stated the SEU CDC testing entry criteria must be satisfied before SEU can officially begin their CDC testing. She stated SEU is working on preliminary testing to help identify issues with CDC mappings. Natasha White will also be involved in testing the CDC mappings. She stated Informatica is also down to one developer.
- Organizational Change Management (OCM) – Craig Benner stated a change readiness survey will be distributed soon. He stated the team has also been working on the Change Champion program. Change Champions will promote the Motorist Modernization project and be a primary point of contact during the change process.

COMMUNICATION UPDATE
- The communications update was previously discussed.

Q&A
- There were no questions or concerns from members present.

ADJOURNMENT
- Mr. Samuel adjourned the meeting at approximately 1:42 p.m.
- The next Advisory Board Meeting for Phase I is scheduled for December 11, 2018.

Note: Handouts at this meeting included:

Consolidated in a meeting packet and emailed to members:
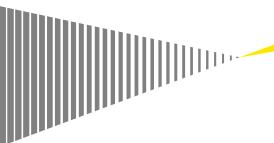
MM Advisory Board Agenda	1 Page
MM Advisory Board Monthly Meeting Minutes dated 8/14/18	3 Pages
MM Phase I IV&V Status	32 Pages
MM Phase I Decision Document	6 Pages
MM Phase I Financial Review	9 Pages
MM Phase I Traffic Light Reports	2 Pages

Motorist Modernization Phase I Advisory Board Meeting

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
November 2018

30 November 2018

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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 15 November 2018

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General IV&V overview
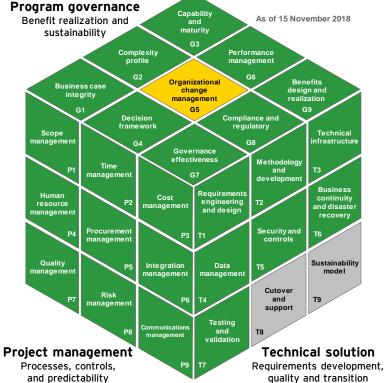
Overall IV&V risk state:	Amber

▶ 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 0.951

    ▶ 172 of 3,106 total tasks (5.54%) contained in the project schedule are late.

    ▶ 134 of 2,327 total tasks (5.76%) 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

    ▶ Schedule variance is currently (19,507.1). Based on 41 weeks, 11.8 full-time resources would need to be added to meet the original August 29, 2019 deadline

    ▶ The amount of time the project is behind schedule is increasing
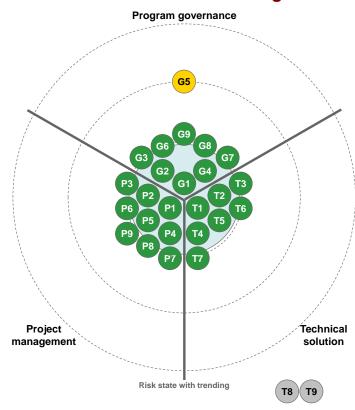
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Overall risk state and trending

Risk state of the MM Program (Phase I)

Program governance
Benefit realization and sustainability

As of 15 November 2018

- Capability and maturity — G3
- Complexity profile — G2
- Performance management — G6
- Business case integrity — G1
- Organizational change management — G5
- Benefits design and realization — G9
- Decision framework — G4
- Compliance and regulatory — G8
- Technical infrastructure — T3
- Scope management — P1
- Governance effectiveness — G7
- Methodology and development — T2
- Human resource management — P2
- Time management — P4
- Cost management — P3
- Requirements engineering and design — T1
- Business continuity and disaster recovery — T6
- Quality management — P4
- Procurement management — P5
- Integration management — P6
- Security and controls — T5
- Sustainability model — T9
- Risk management — P7
- Data management — T4
- Cutover and support — T8
- Communications management — P8
- Testing and validation — P9/T7

Project management
Processes, controls, and predictability

Technical solution
Requirements development, quality and transition

Risk state with trending

Program governance

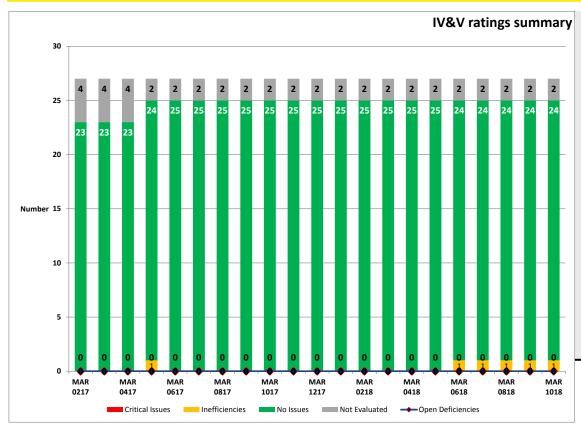Project management

Technical solution

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

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:
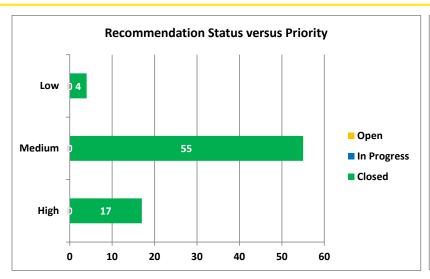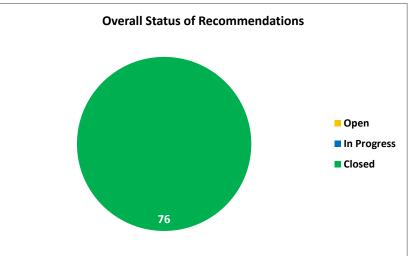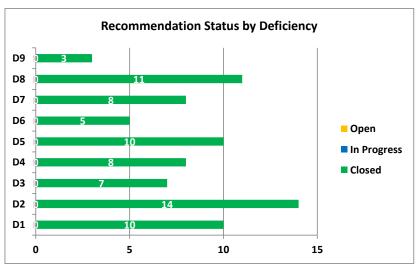 - The MM Program Team is currently working to resolve the deficiencies identified by the IV&V Team.

Legend: ■ Critical Issues ■ Inefficiencies ■ No Issues ■ Not Evaluated ◆ Open Deficiencies

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Key indicators

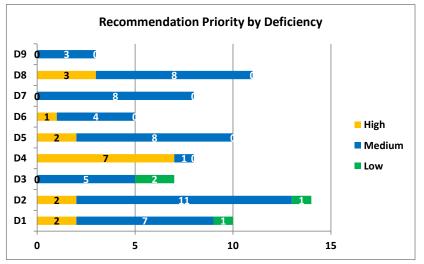| Indicator	Value	Comment
Is the project approach sound?	Yes	► The overall project approach is based on industry leading practices, methodologies and tools that have been used for other DHSMV projects.

Is the project on time?	No	► The Program is within established schedule performance thresholds.
		  ► The schedule performance index (SPI) is 0.951.
		  ► 172 of 3,106 total tasks (5.54%) contained in the project schedule are late.
		  ► 134 of 2,327 total tasks (5.76%) for the current period are late.

Is the project on budget?	Yes	► 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	► 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	► 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	► 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	► New and emerging technologies were considered in the Feasibility Study. ► None have an adverse effect on the project's technological assumptions.

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Status of key deficiency recommendations

Recommendation Status versus Priority

Priority	Open	In Progress	Closed
Low	0	0	4
Medium	0	0	55
High	0	0	17

Overall Status of Recommendations

Closed: 76

Recommendation Status by Deficiency

Deficiency	Open	In Progress	Closed
D9	0	0	3
D8	0	0	11
D7	0	0	8
D6	0	0	5
D5	0	0	10
D4	0	0	8
D3	0	0	7
D2	0	0	14
D1	0	0	10

Recommendation Priority by Deficiency

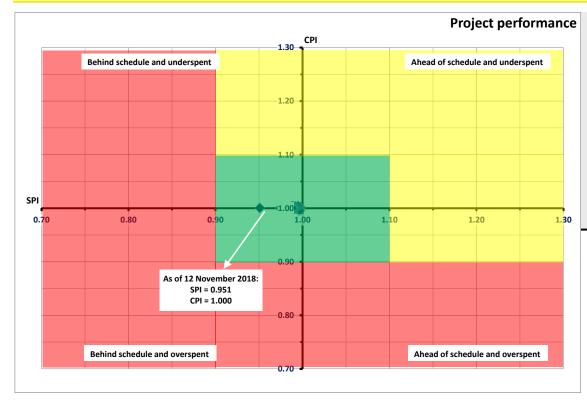| Deficiency	High	Medium	Low
D9	0	3	0
D8	3	8	0
D7	0	8	0
D6	1	4	0
D5	2	8	0
D4	7	1	0
D3	0	5	2
D2	2	11	1
D1	2	7	1

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Overall performance
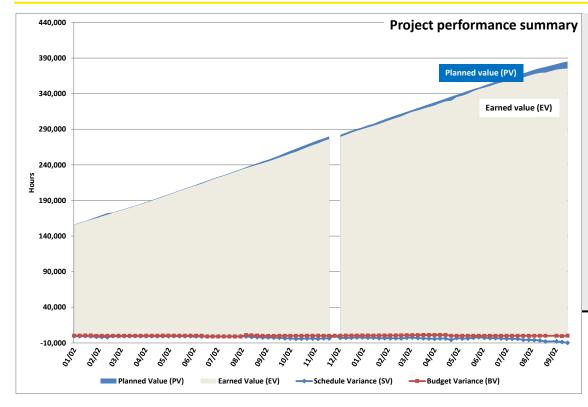

Project performance

- 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

Chart labels:
- Behind schedule and underspent
- Ahead of schedule and underspent
- Behind schedule and overspent
- Ahead of schedule and overspent
- As of 12 November 2018: SPI = 0.951 CPI = 1.000
- CPI axis: 0.70, 0.80, 0.90, 1.00, 1.10, 1.20, 1.30
- SPI axis: 0.70, 0.80, 0.90, 1.00, 1.10, 1.20, 1.30

► 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.

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Overall performance
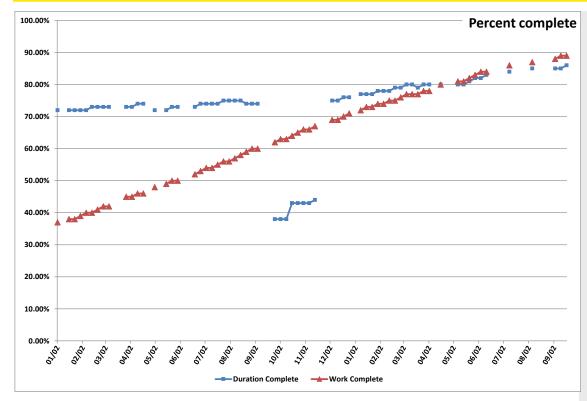## (continued)

Project performance summary

- 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 19,507.1 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.
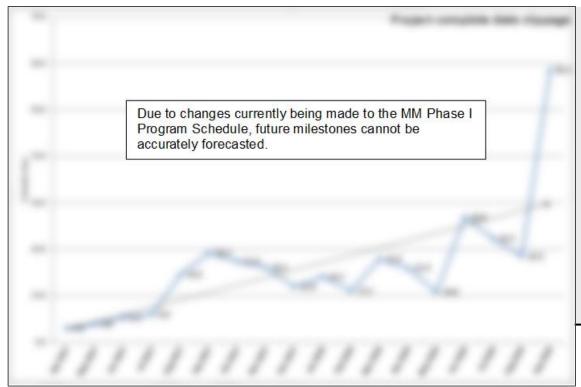
Overall performance
(continued)

- 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.

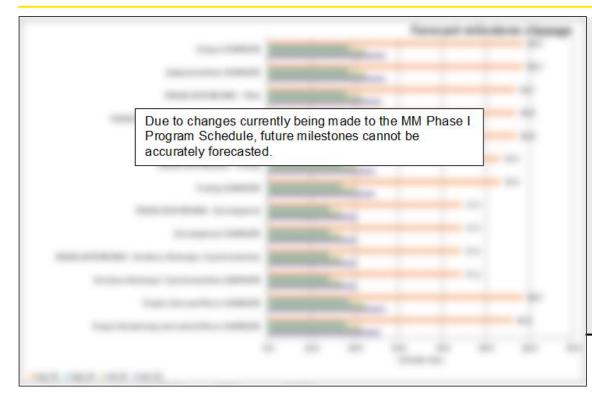► Red line is work percent complete

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Project complete date slippage

Due to changes currently being made to the MM Phase I Program Schedule, future milestones cannot be accurately forecasted.

- 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.
  - Due to changes being made to the MM Phase I Program Schedule, future milestones cannot be accurately forecasted.
- Conclusions:
  - The project is trending behind schedule.

EY
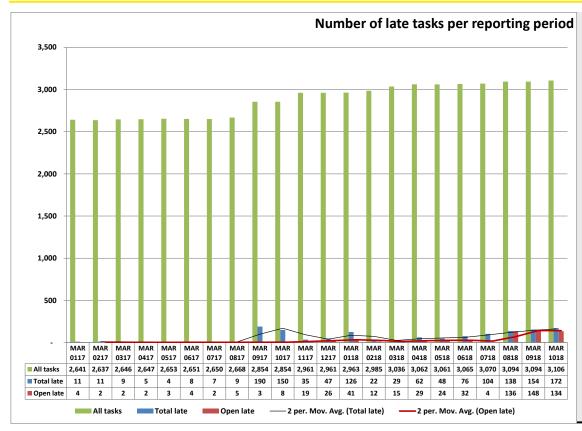
Forecast milestone slippage

Due to changes currently being made to the MM Phase I Program Schedule, future milestones cannot be accurately forecasted.

- 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.
  - Due to changes currently being made to the MM Phase I Program Schedule, future milestones cannot be accurately forecasted.
- Conclusions:
 - The project is trending behind schedule.

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Late tasks

Number of late tasks per reporting period

	MAR 0117	MAR 0217	MAR 0317	MAR 0417	MAR 0517	MAR 0617	MAR 0717	MAR 0817	MAR 0917	MAR 1017	MAR 1117	MAR 1217	MAR 0118	MAR 0218	MAR 0318	MAR 0418	MAR 0518	MAR 0618	MAR 0718	MAR 0818	MAR 0918	MAR 1018
All tasks	2,641	2,637	2,646	2,647	2,653	2,651	2,650	2,668	2,854	2,854	2,961	2,961	2,963	2,985	3,036	3,062	3,061	3,065	3,070	3,094	3,094	3,106
Total late	11	11	9	5	4	8	7	9	190	150	35	47	126	22	29	62	48	76	104	138	154	172
Open late	4	2	2	2	3	4	2	5	3	8	19	26	41	12	15	29	24	32	4	136	148	134

Legend: All tasks · Total late · Open late · 2 per. Mov. Avg. (Total late) · 2 per. Mov. Avg. (Open late)

- 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: 3,106
  - Total tasks late: 172
  - Total open tasks late: 134
- Conclusions:
  - The total number of tasks designated as late is 5.54% of the total number of tasks.

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Project schedule quality
Entire schedule: 11/01/2013 to 08/29/2019 *Supporting information*
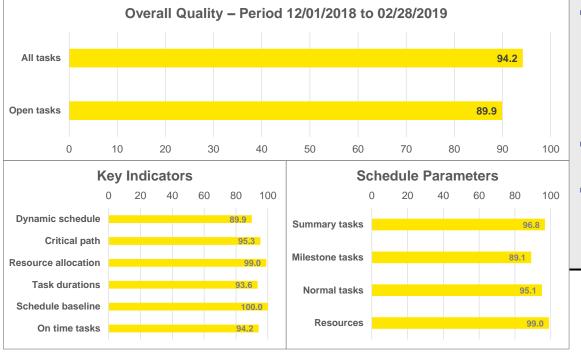
Overall Quality – Entire Schedule

Date	Value
12-Nov-18	94.2
17-Sep-18	94.3
10-Sep-18	94.3

(scale 0 to 100)

Key Indicators

(scale 0 to 100)

Indicator	Value
Dynamic schedule	89.9
Critical path	95.9
Resource allocation	99.1
Task durations	93.6
Schedule baseline	100.0
On time tasks	94.5

Schedule Parameters

(scale 0 to 100)

Parameter	Value
Summary tasks	96.5
Milestone tasks	88.9
Normal tasks	95.2
Resources	99.1

- 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 that 8 to 80 hours

► Baseline – Full baseline defined for all tasks

► On time tasks – Tasks that are not late

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Project schedule quality
Period: 12/01/2018 to 02/28/2019

Supporting information

Overall Quality – Period 12/01/2018 to 02/28/2019

All tasks	94.2
Open tasks	89.9

(scale 0 to 100)

Key Indicators

(scale 0 20 40 60 80 100)

Dynamic schedule	89.9
Critical path	95.3
Resource allocation	99.0
Task durations	93.6
Schedule baseline	100.0
On time tasks	94.2

Schedule Parameters

(scale 0 20 40 60 80 100)

Summary tasks	96.8
Milestone tasks	89.1
Normal tasks	95.1
Resources	99.0

- 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:
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► Dynamic schedule – Task dependencies and constraints

► Critical path – Task dependencies

► Resource allocation –Resource assignments

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► On time tasks – Tasks that are not late

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Open deficiencies and actions

Deficiency	Actions taken

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

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Performance improvement recommendations

Recommendation	Progress update / resolution	Status
▶ Review the approved OCM approach and confirm staff roles and responsibilities.	▶ The OCM Core Team has reviewed the approved OCM approach. The OCM Core Team is awaiting approval on the roles and responsibilities.	▶ Complete
▶ Develop the Consolidated Gap Analysis Summary, Implementation Readiness Checklists, and Executive Level Summaries as defined in Deliverable #21.	▶ 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.	▶ In progress
▶ Resume periodic updates by the combined OCM Team to the Consolidated Gap Analysis Summary.	▶ 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.	▶ In progress

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Performance improvement recommendations
continued

Recommendation	Progress update / resolution	Status
► Develop and periodically update the Implementation Readiness Checklists and Executive Level Summaries to support the OCM activities.	► The OCM Core Team is developing Implementation Readiness Checklists. Once completed, periodic reviews will be established to support OCM activities.	► In progress
► 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.	► 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.	► In progress

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Supporting information

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

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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	11/30/2018	▶ Complete
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

EY

Summary of changes

Item	Description
Deficiencies addressed	► There are no open IV&V deficiencies.
New process improvement	► No new process improvements 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
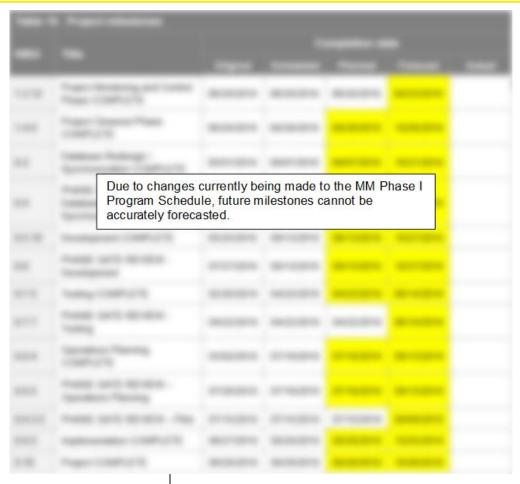
Areas and implications	Recommendations	Actions taken
None		

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

MMP1-IVV-203BS Oct Status v2.0 Final - 20181130

EY

Project milestones
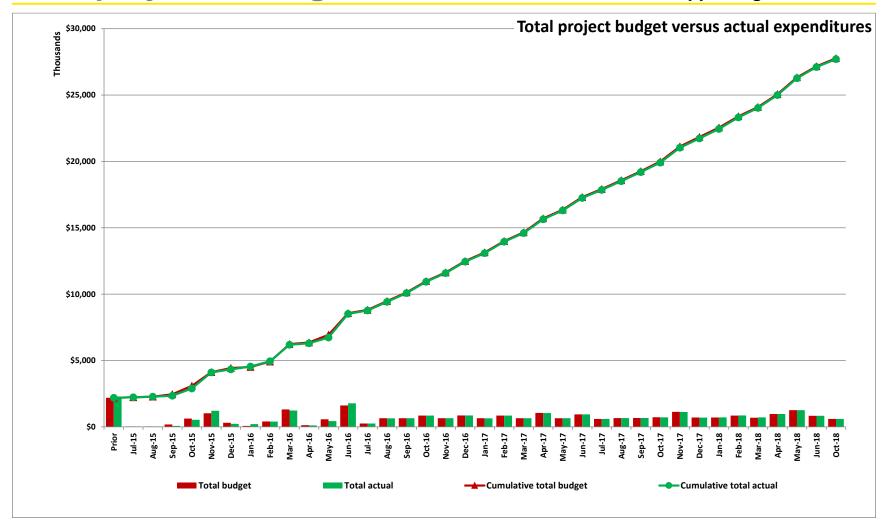
1. Items highlighted are either currently late or projected to be late.
2. Original – Original contract completion date.
3. Scheduled – Scheduled completion date based on the latest schedule baseline.
4. Planned – Planned completion date (should be the same as scheduled).
5. Forecast – Based on ES calculations and the current SPI.
6. Actual – The actual completion date

Late	

EY
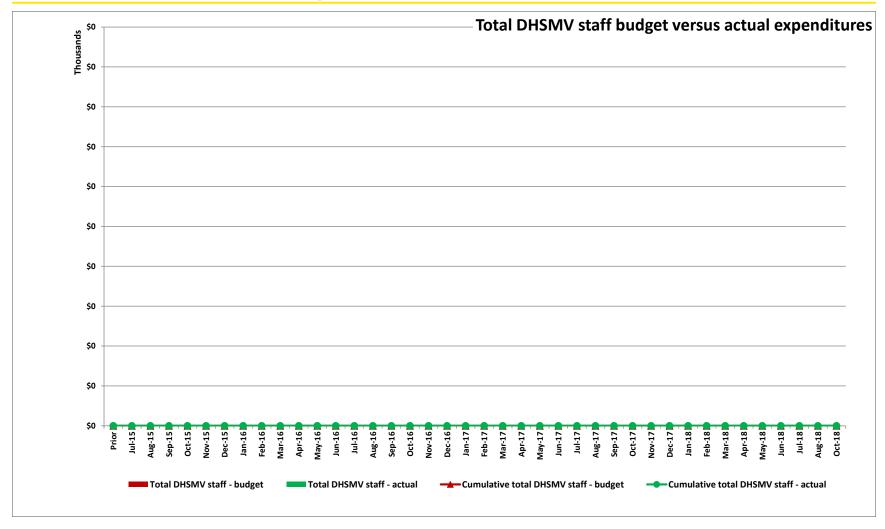
Project budget
Total project funding

Total project budget versus actual expenditures

Legend: Total budget · Total actual · Cumulative total budget · Cumulative total actual

MMP1-IVV-203BS Oct Status v2.0 Final - 20181130

EY
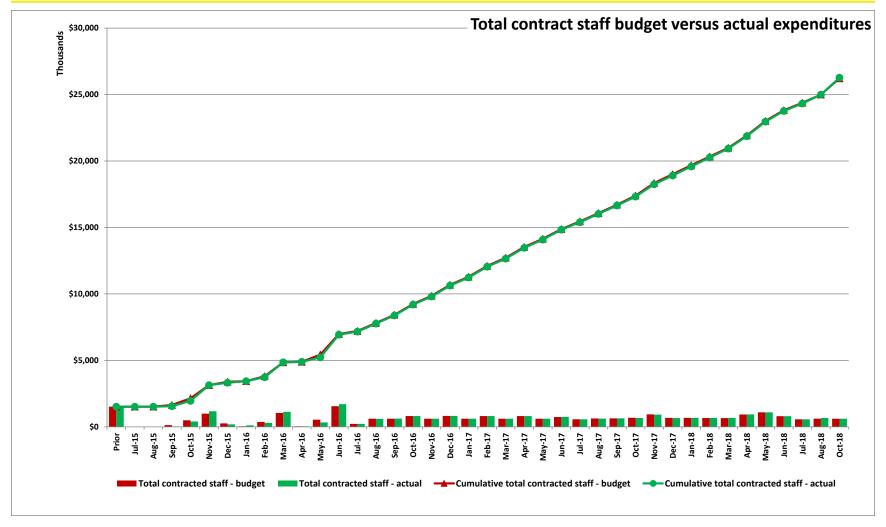
Project budget
DHSMV staff funding

Total DHSMV staff budget versus actual expenditures

Legend: Total DHSMV staff - budget | Total DHSMV staff - actual | Cumulative total DHSMV staff - budget | Cumulative total DHSMV staff - actual

MMP1-IVV-203BS Oct Status v2.0 Final - 20181130

EY
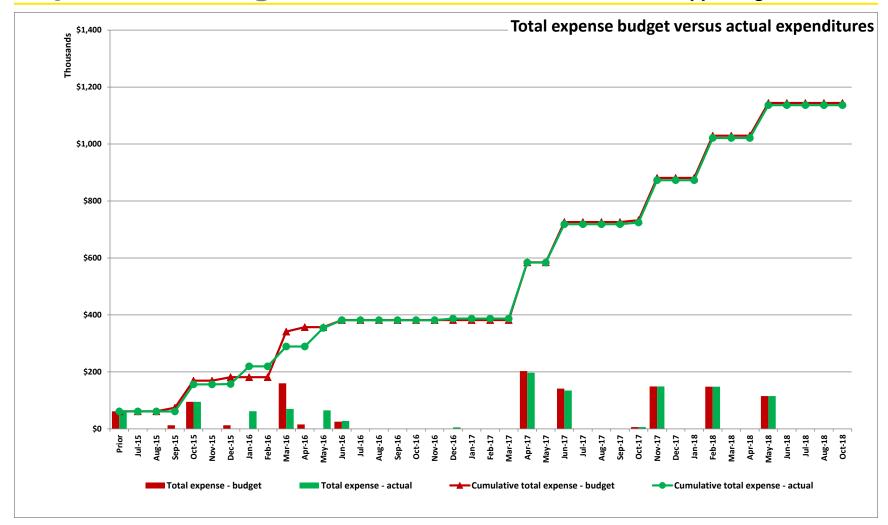
Project budget
Contract staff funding

Total contract staff budget versus actual expenditures

Legend:
- Total contracted staff - budget
- Total contracted staff - actual
- Cumulative total contracted staff - budget
- Cumulative total contracted staff - actual

EY
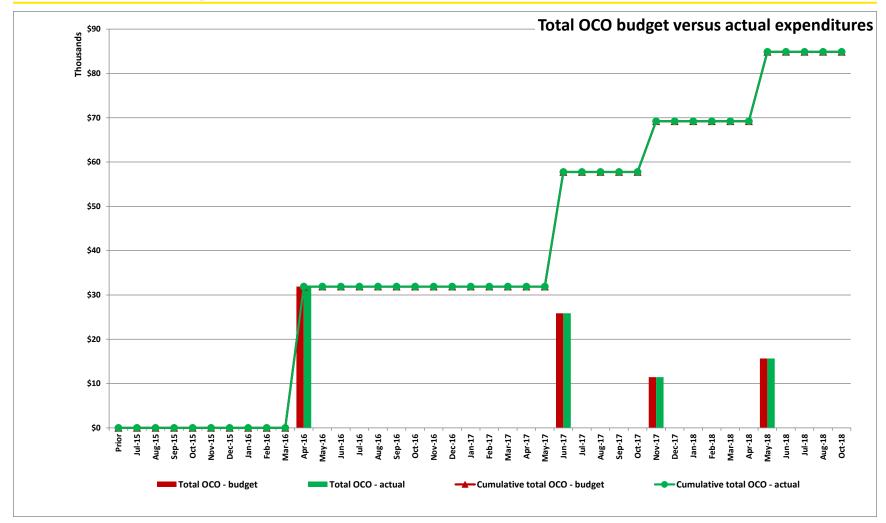
Project budget
Expense funding

Total expense budget versus actual expenditures

Legend: ■ Total expense - budget ■ Total expense - actual ▲ Cumulative total expense - budget ● Cumulative total expense - actual

MMP1-IVV-203BS Oct Status v2.0 Final - 20181130

EY
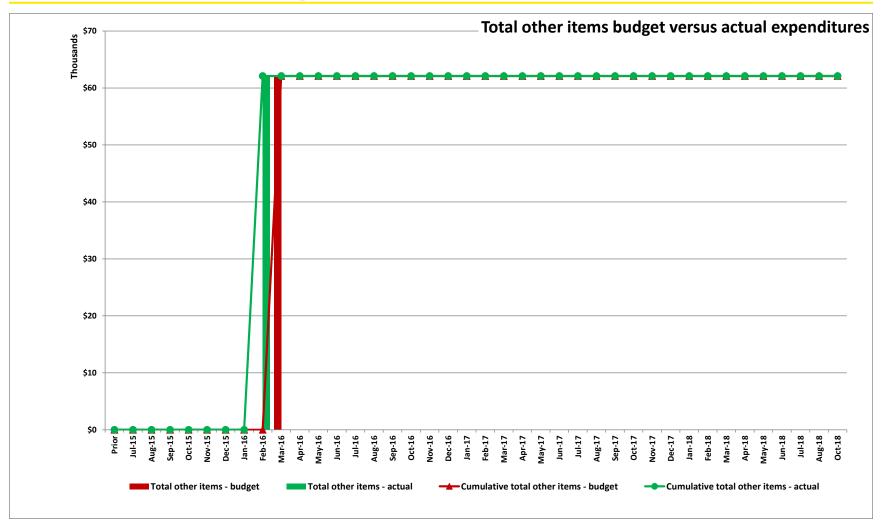
Project budget
OCO funding

Total OCO budget versus actual expenditures

MMP1-IVV-203BS Oct Status v2.0 Final - 20181130

EY
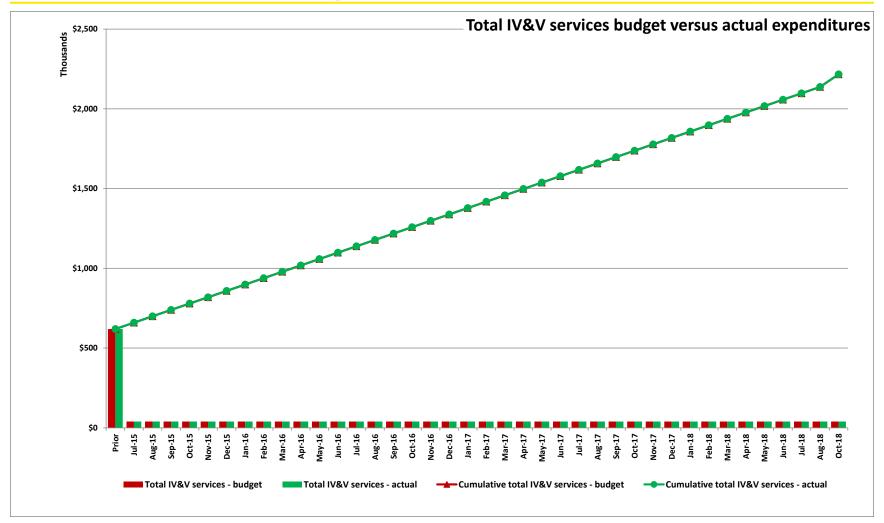
Project budget
Other items funding

Total other items budget versus actual expenditures

MMP1-IVV-203BS Oct Status v2.0 Final - 20181130

EY
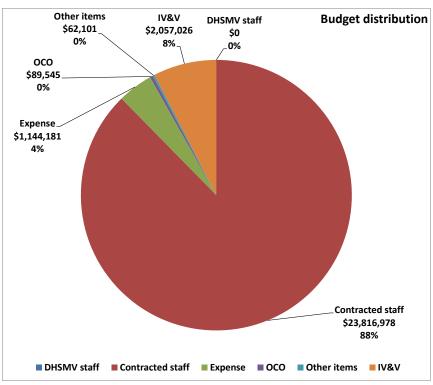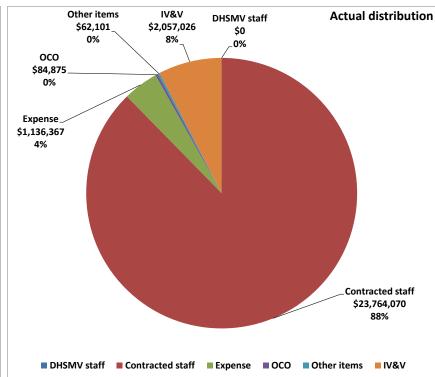
Project budget
IV&V services funding

Total IV&V services budget versus actual expenditures

MMP1-IVV-203BS Oct Status v2.0 Final - 20181130

EY

Project budget
Budget and actual distribution

Budget distribution

Other items $62,101 0%

OCO $89,545 0%

Expense $1,144,181 4%

IV&V $2,057,026 8%

DHSMV staff $0 0%

Contracted staff $23,816,978 88%

■ DHSMV staff ■ Contracted staff ■ Expense ■ OCO ■ Other items ■ IV&V

Actual distribution

Other items $62,101 0%

OCO $84,875 0%

Expense $1,136,367 4%

IV&V $2,057,026 8%

DHSMV staff $0 0%

Contracted staff $23,764,070 88%

■ DHSMV staff ■ Contracted staff ■ Expense ■ OCO ■ Other items ■ IV&V

MMP1-IVV-203BS Oct Status v2.0 Final - 20181130

EY

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
DL45	11/01/18	Driver License Issuance	Some concerns have been raised about using the data in stage for external testing. Currently, only the SSN is masked and the TDM team is working towards masking email address for the Sandbox environment. Is there concern about additional customer data? If so, what additional data should we mask? Note: All external testers currently have an MOU with the department.	1/1/2019	Delaying decision may impact schedule.			Require additional information		**11/09/2018 Update** Robert Kynoch suggested a further discussion based on the current MOU with external testers and the department.	Require additional information	
DL46	11/09/18	AAMVA Checks	Previously, the ESC reviewed and approved when each system would perform AAMVA checks for PDPS and CDLIS. During refinement, the PO requested that some of the checks be revised.	11/15/2018	Changes could impact checks performed on MyDMV Portal.			Require additional information		**11/15/2018 Update** The ESC requested stats for average down time and affected customers. **11/30/2018 Update** **Since January 2018 –** 6,516 Correspondence Codes for: - 129 – Pending Out of State – Field have been added to customers records in DL Prod. On average, that is 26 customers per day. We have had 13 notifications of PDPS interruptions in 2018.	Update	
DL47	11/09/18	Cashiering	The team previously missed requirements regarding how cashiering and printing would work to accommodate third party cashiering and requested functionality from visioning sessions. To close the gap, the team needs a decision on how and when we will allow printing to be completed to satisfy the business need and the requested functionality. Which of the following options should the team proceed with: 1. Card printing will not be allowed until the batch is cashiered. 2. Allow autoprint of cards for 3rd party cashiering TC offices, but do not allow the transaction to be voided unless the card is marked for destruction (MFD).	11/15/2018	Delaying decision may impact schedule. Option selected will determine the effort and schedule impact.			Require additional information		**11/15/2018 Update** The ESC recommends that we move forward with Option 2, under the condition that we meet with Ed Broyles and confirm that he does not see a potential for Fraud. Close item after confirmation.	Update	
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 *CR Required*		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	" "		" "	" "	" "	" "	Require additional information		**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 **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. The business is sending out another email communication this month to the insurance companies that have not responded since the first letter went out in January 2018. Total Insurance Companies - 337 Signed Up Companies - 227 Not Signed Up Companies - 31 Companies that do not report to FL - 79 **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.	Require additional information	
FR05	11/30/18	FR	Currently, we have a Phase I requirement to change the Insurance Company Code from numeric to alphanumeric and the team is requesting it be deferred to Phase 2. The team requests that it is considered sometime later in the modernization project as this will impact 6-7 production systems when then change is made.	12/30/2018	This would require a WRAP for the production systems (FDLIS, FRVIS, FR, DL check (My DMV Portal), VO, David and IVR), and a CR for the FR team. The FR Team will continue to manually manipulate the code until there is a fix.				Require additional information			New Item	

DL Issuance Team Summary

ORION
ONLINE REGISTRATION AND
IDENTITY OPERATING NETWORK

Team Profile

User Stories: 925
Developers: 12 [3 FTEs; 8/1 Cont.]
Testers: 6 FTEs (3 on UAT)

Testing Summary

UAT Test Scenarios: 62
Scenarios Started: 31
Scenarios Completed: 0

Open Bugs by

Sprint Critical:	4
Sprint High:	27
Sprint Medium:	20
UAT Critical:	7
UAT High:	21
UAT Medium:	13

Functional Areas and Effort Remaining

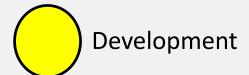| Area	Hours
MILESTONES J	1,401
TECHNICAL DEBT	158
CHANGE REQUESTS (Prior to 10/25)	
- Pending Refinement	336
- In Development	689
- In Testing	
CHANGE REQUESTS (From 10/25)	
- Pending Refinement (300 hours of Dev)	685
- Pending Testing	
Total	**3,269**

Key Dependencies / Assumptions

- Requirement questions resolved
- Specification from US DOJ
- Purge NOT in scope for DL Issuance P1
- UAT Dependencies
  - Migrate remaining apps (issue open)
  - Successful 2-way sync
  - Data seed issues resolved

Key Risks and Issues

- Risk 92 – Requirement Updates
- Risk 93 – Sanction Clearance Rules
- Issue 39 – Short 2 FTE Developers
- Issue 59 – Batch Vendors
- Issue 95 – Passport Service
- Issue 108 - Stage Performance

DL Issuance Team Summary

- 🔴 Business Actions
- 🟡 Development
- 🟡 Testing
- 🟢 Technical Debt

Pending Change Request Areas of Investigation

Area	Hours
Approved WRAPs (see list that is still in review)	TBD
Global Admin Changes submitted by PO	36
Interpol Service	TBD
Sanction Clearance	TBD
Change to Sanction List	9
Ask About Court Requirements	14
Don't require Scanned Doc on Smarty Street Change	14
Combine MC Skills & Rules	TBD
Updates to Letters	TBD

These PENDING CHANGE REQUEST areas are unknown efforts or are awaiting effort confirmation.

*As such, they have **not** been accounted for in the CURRENT FORECAST date*

Current Forecast
(including CRs approved thru. 12/5):

Development – 1/31/2019
Test - 2/28/2019

3

MM/FR Teams Summary

Team Profile

User Stories: 611
Developers: 8
[4 FTEs; 4 Cont.]
Testers: 4 FTEs

Testing Summary

UAT Test Scenarios: 30
Scenarios Started: 12
Scenarios Completed: 0

Open Bugs by

Sprint Critical:	1
Sprint High:	6
Sprint Medium:	26
UAT Critical:	2
UAT High:	7
UAT Medium:	37

Functional Areas and Effort Remaining

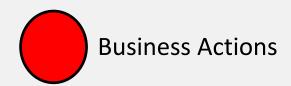| Area	Hours
MILESTONES I & J (FR Letters / Reports, MM Letters dependent on CP, DL Renewal Queue)	739
TECHNICAL DEBT	42
CHANGE REQUESTS (Prior to 10/25)	
CR149 - Refactor re-fee amount for FR PIP fee logic	12.5
CR148 -Update UI for Field User Access	336
CR146- Update FR Sanction Creation (bug)	44
CHANGE REQUESTS (From 10/25)	
- Pending Development	268.5
- Pending Testing	
Total	**1,442**

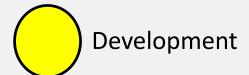## Key Dependencies / Assumptions

- Enterprise core code stability
- Latest version of Planet Press software deployed to resources to continue quick turnaround on letters
- Data Warehouse assistance on FR reports.

Key Risks and Issues

- Issue 13 - Improving quality of Requirements
- Issue 15 – Timely completion of structural testing
- Pending letter changes

MM/FR Team Summary

- 🔴 Business Actions
- 🟡 Development
- 🟡 Testing
- 🟡 Technical Debt

Pending Change Request Areas of Investigation

Area	Hours
Approved WRAPs (see list that is still in review)	TBD
MM/FR Processing Letter Review Changes	TBD
Changes for Confidential - end of March 2019 (Tech Debt)	TBD
Enhancement on on Renewal Express Renewal queue – If approved.	TBD
Hit List Modifications (Tech Debt)	TBD
UI and backend service change to FR3 Sanction Judgment to accommodate search by customer number for businesses	54

These PENDING CHANGE REQUEST areas are unknown efforts or are awaiting effort confirmation.

*As such, they have **not** been accounted for in the CURRENT FORECAST date*

Current Forecast
(including CRs approved thru. 12/5):

Development – 2/13/2019
Test - 3/1/2019

MyDMV Portal Team Summary

ORION
ONLINE REGISTRATION AND
IDENTITY OPERATING NETWORK

Team Profile

User Stories: 729
Developers: 2 [1 FTE; 1 Cont.]
Testers: 5.5 FTEs (2 on UAT)

Testing Summary

UAT Test Scenarios: 66
Scenarios Started: 14
Scenarios Completed: 6
Open Bugs by

Sprint Critical:	0
Sprint High:	5
Sprint Medium:	10
UAT Critical:	3
UAT High:	0
UAT Medium:	8

Functional Areas and Effort Remaining

Area	Hours
MILESTONE	
- BAR (21)	149
- Ins. (1), Non-Ownership (2)	Testing
- Print Cert (2); Sanctions (1)	1
- Trans. Update (7); Military	80
TECHNICAL DEBT	Pending
CHANGE REQUESTS (Prior to 10/25)	
- In Development	130
- In Testing	99
CHANGE REQUESTS (From 10/25)	
- Pending Development	22
- Pending Testing	
Total	**481**

Key Dependencies & Assumptions

- FR/Non Sanctions Requirements Finalized
- ORION development assistance (DL and MM application)

Key Risks and Issues

- Issue 12 – External Dependencies - Sanctions
- Issue 13 – Reduction in Development Capacity
- Issue 16 – Developer's ORION Experience
- Issue 17 – BAR Development

MyDMV Portal Team Summary

🔴 Business Actions

🔴 Development

🔴 Testing

🟢 Technical Debt

Pending Change Request Areas of Investigation

Area	Hours
Approved WRAPs (see list that is still in review)	TBD
Sanctions Changes	TBD
Changes from Focus Group review	TBD
Zip +4 Update --- No Address Change	TBD
CDL Medical Indefinite	21
Hitlist (Technical Debt)	TBD

These PENDING CHANGE REQUEST areas are unknown efforts or are awaiting effort confirmation.

*As such, they have **not** been accounted for in the CURRENT FORECAST date*

Current Forecast
(including CRs approved thru. 12/5):

Development – 12/31/2018
Test - 12/31/2018

CDLIS/CP Team Summary

Team Profile

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

Testing Summary
UAT Test Scenarios: 65
Scenarios Started: 1
Scenarios Completed: 0
Open Bugs by

Sprint Critical:	0
Sprint High:	0
Sprint Medium:	0
UAT Critical:	3
UAT High:	3
UAT Medium:	0

Functional Areas and Effort Remaining

Area	Hours
MILESTONE	Complete
TECHNICAL DEBT	Complete
CHANGE REQUESTS (Prior to 12/5)	
- Pending Development	0
- In Development	0
- In Testing	4 – Ready to Test
CHANGE REQUESTS (PENDING)	
- Pending Development	43 (hrs)
- Pending Testing	30 (hrs)
Total	**73**

Key Dependencies & Assumptions

- CDLIS bugs (Developer on leave)
- Staff for processing AAMVA files
- Novitex (Letters)
- MM (indirectly for verifications)

Key Risks and Issues

- New Issue – CDLIS Developer – extended leave
- Structural Testing – Revision End Date

CDLIS/CP Team Summary

○ Business Actions

○ Development

○ Testing

○ Technical Debt

Pending Change Request Areas of Investigation

Area	Hours
Approved WRAPs (see list that is still in review)	TBD
Citation Processing Letter Review Changes	TBD
Structural Testing	TBD
Create New AKA table to store additional data	60
Create New Fee Code for Child Support Suspension Fee	TBD
FR15116 - Violation of Restriction Sanction Process	TBD

These PENDING CHANGE REQUEST areas are unknown efforts or are awaiting effort confirmation.

*As such, they have **not** been accounted for in the CURRENT FORECAST date*

Current Forecast
(including CRs approved thru. 12/5):

Development – 12/28/2018
Test - 1/18/2019

Renewal Notification Team Summary

Team Profile
User Stories: 344
Developers: 1 FTE
Testers: 3.5 FTEs
(1 on UAT)

Testing Summary
UAT Test Scenarios: 17
Scenarios Started: 6
Scenarios Completed: 10
Open Bugs by

Sprint Critical: 0
Sprint High: 0
Sprint Medium: 7

UAT Critical: 1
UAT High: 0
UAT Medium: 4

Functional Areas and Effort Remaining

| Area	Hours
MILESTONE	Complete
TECHNICAL DEBT	Complete
CHANGE REQUESTS (Prior to 12/5)	
- Pending Development	0
- In Development	0
- In Testing	0
CHANGE REQUESTS (PENDING)	
- Pending (County Time, DL Notices, Legislative change for Voluntary Contributions, Vehicle Class Code calc.)	105 (hrs) 38 (hrs)
- Pending Testing	
Total	**TBD**
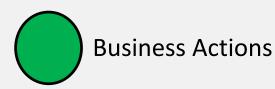
Key Dependencies & Assumptions
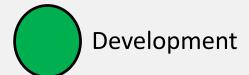
- Continued transition to Operations for MVRN support and WRAPS

Key Risks and Issues

- DL Renewal Notice Changes
- FTE Developer – extended leave

Renewal Notification Team Summary

- Business Actions
- Development
- Testing
- Technical Debt

Pending Change Request Areas of Investigation

Area	Hours
Approved WRAPs (see list that is still in review)	TBD
Message for Discontinued Plates - Legislative Change	8
DL Renewal Notice Displaying FR-Deleted	6

These PENDING CHANGE REQUEST areas are unknown efforts or are awaiting effort confirmation.

*As such, they have **not** been accounted for in the CURRENT FORECAST date*
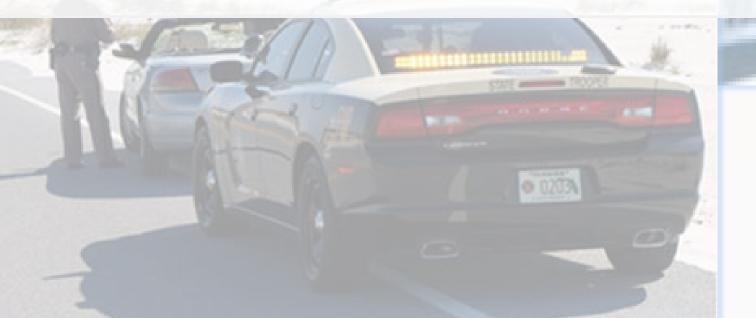
Current Forecast
(including CRs approved thru. 12/5):

Development – /2018
Test - 2/12/2019

11

Motorist Modernization Phase I Financial Review

Phase I LBR Requests – Total Project
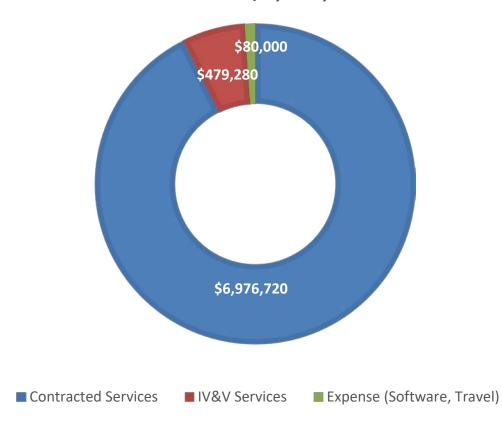
Fiscal Year	Total Request	Contracted Services	IV&V Services	Expense (Software, Travel, etc.)	OCO
2014-2015	$ 2,500,000 *	$ 1,514,762	$ 619,186	$ 61,478	$ -
2015-2016	$ 6,362,609	$ 5,468,933	$ 479,280	$ 382,501	$ 31,895
2016-2017	$ 8,749,351	$ 7,907,512	$ 479,280	$ 336,688	$ 25,871
2017-2018	$ 9,857,775	$ 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
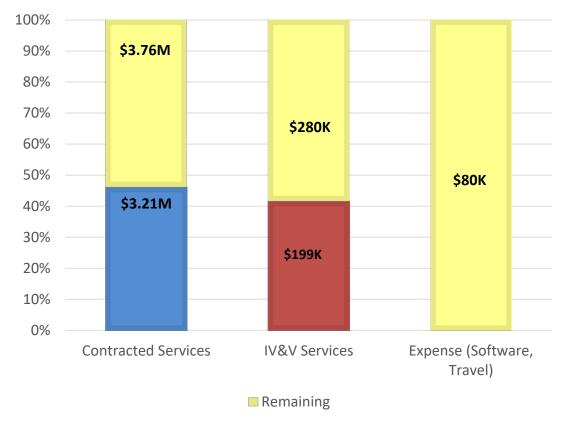
Budget and Actuals: Current Fiscal Year through November 30, 2018

BUDGET: $7,536,000

- $80,000
- $479,280
- $6,976,720

Legend:
- Contracted Services
- IV&V Services
- Expense (Software, Travel)

ACTUALS: $3,418,116

	Contracted Services	IV&V Services	Expense (Software, Travel)
Remaining	$3.76M	$280K	$80K
Actual	$3.21M	$199K	

Legend: Remaining

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	$3,418,036	$3,418,116	0.00%
Month to Date (November 2018)	$709,273	$709,273	0.00%
Remaining Funds	$4,117,885		

Motorist Modernization Phase II Financial Review

Phase II LBR Requests – Total Project

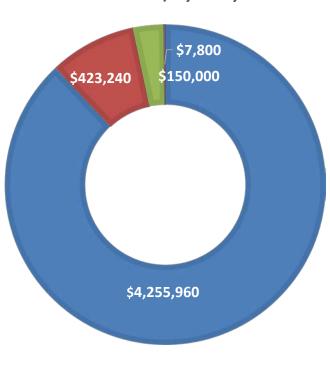| Fiscal Year	Total Request	Contracted Services	IV&V Services	Expense (Software, Travel, etc.)	OCO
2017-2018	$ 4,132,180	$ 3,575,240	$ 357,190	$ 179,850	$ 19,900
2018-2019	$ 5,037,000	$ 4,379,200	$ 500,000	$ 150,000	$ 7,800
2019-2020	$ 8,426,200	$ 7,239,200	$ 500,000	$ 670,000	$ 17,000
2020-2021	$ 8,219,700	$ 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

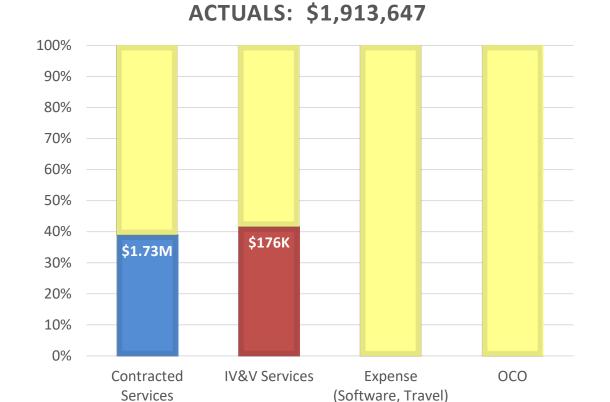*Budget and Actuals: Current Fiscal Year through November 30, 2018*

BUDGET: $5,037,000

ACTUALS: $1,913,647

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

Motorist Modernization Phase II Financial Review

Budget and Actuals: Overview

Description	Budget Total	Actuals to Date	Variance (Budget to Actual)
Fiscal Year 2018-2019 Total Funding	$5,037,000		
Fiscal Year to Date	$1,913,670	$1,913,647	0.00%
Month to Date (November 2018)	$642,850	$642,850	0.00%
Remaining Funds	$3,123,353		

Questions?

CR ID	Project Team	CR Title	Brief Description	Impact to System Operation	Total Effort by Hours	Decision
PMCR-543	DL	Change to Sanction Clearance	It was noted during testing that rules prevent a field user from EVER clearing the following sanctions: • Sanction Code is 9- DUI MANSLAUGHTER/DUI/DUBAL/VEH HOM • Sanction Code is 10 - M'SLAGHTER/DUI/DUBAL/DUI M'SLAUGHTER • Sanction Code is 11 - DRIVING UNDER THE INFLUENCE • Sanction Code is 12- DRIV/ACT PHY CTL-NARC, BARB, STIM • Sanction Code is 13- DUI/ACT PHY CTL-NARC, BARB, STIM • Sanction Code is 20- VEHICULAR HOMICIDE • Sanction Code is 23- DUI - SERIOUS BODILY INJURY • Sanction Code is 24- DUI-PROPERTY DAMAGE/PERSONAL INJ • Sanction Code is 41 - MANSLAUGHTER • Sanction Code is 42 - DUI MANSLAUGHTER • Sanction Code is 43- 4 OR MORE DUIS-NO HARSHIP LICENSE This CR will mark the above sanctions as auto-cleared if PAST the expiration date of the sanction AND will allow an Examiner to clear ALL others prior to the expiration date.			Need More Info (hours)
TBD	MM	Enhancement to DL Renewal Express Screen	Enhancements are requested from what the SMEs provided in requirements and coded against, to what the actual targeted workforce will be doing post go live.	Defer to Business		Need More Info (approach)
PMCR-343	MyDMV	CDL Medical Indefinite	Modify Dashboard to show on the Driver License Tab CDL Medical Waiver data fields when applicable and show "Indefinite" for the medical waiver expiration date when there's a CDL Medical restriction code of 6 on the record.		23.00	
PMCR-528	MyDMV	Change to Address Validation	Change to common service: Exclude street updates (Circle to Cir, Lane to Ln, etc.) from being recognized as an "Address Change" when it is standardized in the common address service. Workaround: If the system determines that the street is being updated, each system can inform the user/customer that a change has been made. Each system can give the user/customer an option to ignore the standardization so that: • Portal: Customer is not required to pay for a new credential.	Cost to Customer if not implemented		Need More Info

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PMCR-549	MyDMV	Address Update	Change to common service: Exclude the +4 from being recognized as an "Address Change" when it is standardized in the common address service.			
Tech Debt	MyDMV	Changes to Office ID and BOA merchant ID	Technical changes which may impact MyDMV schedule completion to allow VO and MyDMV to run in parallel. The specific changes are within MyDMV Portal, Shopping Cart, Orion, DL Revenue Reporting.			
Tech Debt	MyDMV	Idle Account	When customer is logged in and sessions expires, automatically log them out and provide warning messages.			
Tech Debt	MyDMV	Account Login on multiple browsers	Do not allow customer to be logged in with the same account on multiple browsers.			
	CP	Supplemental / High Risk	System is adding the wrong correspondence, it is adding a 252 and should be adding a 251, currently sending two letters with the same verbiage, should only be sending one.	BPO restriction will be added in error to the driver's record.	6 - seu 16 - dev	
	CP	Supplemental / Learner License				
	CP/MM	IID Process - Violation	MM is mapping the time-period for a sanction to the IID. So putting in a sanction for 6 months would display in MM as a IID for6 months.			
	CP	DUI/IID Process	When the DUI is added the system is adding the incorrect correspondence code for IID. It is adding a 323 corr. Code and should have added a 190 corr. Code. (when it is added manually)			
Changes or new items					23.00	