



Motorist Modernization

**Motorist Modernization Advisory Board – Phase I Monthly Meeting
December 12, 2017
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
Linda Fugate

Representing

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

Agenda

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

MOTORIST MODERNIZATION ADVISORY BOARD PHASE I

Monthly Meeting Minutes
Kirkman Building Conference Room A-339
November 14, 2017
1:00 to 2:00 p.m.

WELCOME AND INTRODUCTIONS

- The meeting was called to order at 1:03 p.m. Mr. Samuel began the meeting with the *Welcome and Introductions*, and proceeded with the roll call of board members.

Advisory board members present included:

- Pace Callaway (absent)
 - Deb Roby
 - April Edwards
 - Ed Broyles
 - Kelley Scott (via phone)
 - Linda Fugate (via phone)
 - William Washington
- Additional DHSMV members present included – Terrence Samuel, Kristin Green, Chad Hutchinson, Cathy Thomas, Sonia Nelson, Cheryl Dent, Scott Tomaszewski, Aundrea Andrades, Jessica Espinoza, Laura Freeman, Janis Timmons, Felecia Ford, Joe Weldon (Accenture) and Kelly Shannon.
 - Visitors included – Chris Meehan from Experian, Chris Wade, Colin Stephens and Gary Didio from IV&V and Beth Allman.
 - Mr. William (Billy) Washington was introduced who has replaced board member, Ms. Beth Allman, who was in attendance today with Mr. Washington.

REVIEW AND APPROVAL OF THE LAST MEETING MINUTES

- Ms. Green reviewed the meeting minutes from October 24, 2017. There were a couple mistakes identified that will be corrected in the final copy. A motion to approve the October 24, 2017 minutes with the identified corrections was unanimously accepted by the board members.

ADVISORY BOARD CHARTER

- Ms. Green asked for signatures from board members who were not in attendance at last month's meeting for the Advisory Board Charter Agreement. Ms. Shannon will see that all signatures are obtained to finalize this document.

IV&V UPDATE

- Mr. Gary Didio from Ernst & Young provided a brief update due to a technical difficulty in presenting his presentation slides. This update is for September 2017. The project remains in a great status and the overall IV&V risk state is green. The Schedule Performance Index (SPI) is 0.984. The SPI is a measure of how efficiently the project is using calendar time. A rating of 1.00 means the project is exactly on schedule. The current rating reflects that the project is slightly behind schedule. Last month we reported the project was 19 days behind schedule and for October, we are only 17 days behind schedule. The teams are taking corrective actions to get back on schedule.

STAKEHOLDER OUTREACH UPDATE

- Ms. Espinoza provided an update regarding a meeting with FDLE at their recent quarterly meeting. The team presented ideas regarding MyDMV Portal, such as driver transcripts, subscription services, electric renewal notices and sanction clearances. For most of the items discussed, FDLE was in agreement; however, they did not approve a few items. There will be a follow up meeting with FDLE within the month and we will provide them with an “Acceptance” document so they can confirm what items they approved.
- Ms. Espinoza stated OMM members met with DOS (Department of State) last month to review changes DOS wanted implemented in the acceptance document regarding motor voter, both in DL Issuance MyDMV Portal. The corrections they requested were made and resubmitted to DOS and we are currently waiting on the executed document from them.

POLICY AND DECISION REVIEW

- POR31 – Express Shipping options in the Portal – Ms. Andrades stated we are still waiting for an update. The MyDMV Portal team will resume discussion with Print Card Solution Team after the UAT date for new cards.
- POR34 – This is regarding the use of the name, Tax Collector vs Driver License and Motor Vehicle Service Center. This item is still under review and consideration with the ESC.
- REN07 – Renewal Notice Processing – Mr. Samuel stated that the team took the mock-up of the proposed changes for the driver license renewal notice to the recent Tax Collector meetings in Titusville and Brevard County last month. After meeting with many of the tax collectors, we made some requested suggestions, corrections and changes to the mock-up. We need to schedule a follow up meeting this month to meet with them again and review the corrections and obtain approval for the changes.
- REN12 – Renewal Vendor File – Ms. Nelson reported that this item was presented to the ESC last month and we are still awaiting a decision from the ESC.
- FR02 – XML Onboarding with a Big Bang Approach or staggered. Ms. Thomas stated a 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.
- ENTP01 – Enterprise – Defining business rules as it pertains to the customer and their addresses. Ms. Espinoza stated that after the November 1, 2017, meeting with FDLE, it was decided that they

agreed not to allow customers that have sexual offenders or predators to perform any transactions in Portal. FDLE suggested allowing a one-time ship address to be updated in case an individual needs a replacement or transcript. Once we receive a response from FDLE, we will update the document with a decision.

LEGAL OPINION UPDATE

- LGL10 – Citation Processing – Ms. Thomas stated that this issue is about when a court orders a sanction period less than the statutory minimum. Should the department revoke/suspend for the statutory minimum or the court ordered time period? It was decided by the legal team that we would follow the court ordered time period. We will not file a Motion to Intervene.

FINANCIAL REVIEW

- Ms. Timmons stated this report is for October 2017. We are less than 1% variance and have completed our first budget amendment for Phase I. It was released yesterday and we'll begin working on budget amendment II. We will be bringing on more additional resources and staff to help out in the BizTalk area, as well as other areas low on resources within the next few weeks. We are in a very stable spending plan with our current primary contractors (Accenture and IV&V) so we are in good shape.

CHANGE REQUEST REVIEWS – LEVEL III

Ms. Green indicates there are five (5) Level III change requests that need to be reviewed for approval.

- CR #71 (Level III, Critical) – Mr. Tomaszewski – This request is to move Motorist Maintenance change-related stories into their appropriate milestones. These items will be pulled in and prioritized during regular refinement when developers and testers rejoin the Motorist Maintenance effort. This change request was recommended for approval by the Advisory Board. *Note: Ms. Green indicated that this is the first change request submitted that shows the exercise that the PMs are looking at trade-offs when they bring requests to the board.*
- CR #73 (Level III, Critical) – Ms. Nelson – This change request is to modify the HT-report Inbound OOS Withdrawal process for CDLIS to include checking for processing an underlying disposition and adding it to the Florida driver record. The Advisory Board approved this change request.
- CR #74 (Level III, Critical) – Ms. Nelson stated this change request is to move functional area “Print FL Citation for OOS Driver Process” from Milestone E to Milestone D due to a CDLIS dependency recently identified. The Advisory Board approved this change request.
- CR #75 (Level III, Medium) – Mr. Weldon – This is a change to the data tier. The internal and external transcript web service needs to be changed to point to the new data model so that the transcript pulls the correct customer data. Without this update, these systems will not populate accurate data on the customer transcript. This change request was recommended for approval by the Advisory Board.
- CR #76 (Level III, Critical) – Ms. Dent – This request is to create a shared service that allows for a more efficient and durable generation and transport of email messages. This will provide consistency across all senders of email to external customers. This change request was recommended for approval by the Advisory Board.
- *Note: All five change requests will be presented to the ESC meeting scheduled for Thursday, November 16, 2017.*

CHANGE REQUEST REVIEWS – LEVEL I AND II

- Ms. Green indicated that due to time constraints, the Level I and Level II change requests will not be reviewed today. The two-page spreadsheet has been printed and provided to each member in the event they wish to review.

PROJECT UPDATES

- DL Issuance – Mr. Weldon stated the team is currently in Milestone F which ends January 17, 2018. This milestone includes the functionality to complete an Original, Replace and Renew CDL Issuance. The team is in Sprint 19, which ends on November 29, 2017. The team is working on new screens for CDL Med Certification and 10-year History, as well as updates to other transaction screens. There are no project specific risks or action items to report for the current period. The Policy and Procedures Working Group is continuing their meetings on a weekly basis via conference calls.
- MyDMV Portal – Ms. Andrades stated the team is currently in Milestone E, which ends on March 6, 2018, and in Sprint 20, the fourth of nine sprints which will end on November 11, 2017. They will complete the five stories that were rolled over from Sprint 19. The developers are within capacity to complete all committed and approved work for the sprint. The testers are within capacity to complete all committed and approved work for the sprint. There are no new risks, issues or action items reported this period.
- Motorist Maintenance – Mr. Tomaszewski stated that the team is in Milestone E, which ends on January 3, 2018. Included in this Milestone are the Motorist Maintenance stories associated with Financial Responsibility development. The team is in the fourth of six sprints, which ends on November 22, 2017. Work included in this sprint includes FR related stories addressing Insurance Company features, Judgement Screen and Crash Screens. In the Milestone Stoplight, all areas are showing green. In the Sprint Stoplight, business actions and technical debt are green. We are red in development and testing, as we are behind schedule. We will continue to monitor impact of FR project on the testers.
- Financial Responsibility – Mr. Tomaszewski stated the team is in Milestone E, which ends on January 3, 2018. Included in this Milestone is the Clearance features allowing FR Clerks to update sanctions to issue a clearance or to re-suspend a customer record. In the Sprint Stoplight, testing and development are red, due to bugs impacting committed stories made ready for testing have impacted progress. In the Milestone Stoplight, business actions and technical debt are green and testing is yellow due to the bugs impacting planned testing progress. Development is red due to the impacts reported under the Sprint Stoplight.
- Insurance Company Pilot Update – Mr. Tomaszewski stated the team has conducted its first conference call with pilot insurance companies on November 8, 2017. First assignment was for the insurance companies to prepare and send their reload files in the new XML format. Targeting to conduct pilot structure testing starts December 1, 2017. Conference calls are set up weekly.
- Renewal Notification – Ms. Nelson stated the team is in Milestone E, which ends December 20, 2017. The team is in Sprint 20, which ends on November 21, 2017. In this Milestone, the team will work on stories for Tax Collector Renewals Reports, System Notifications and Driver License Monthly Renewals. The Sprint Stoplight indicators are business action is yellow and the technical debt, testing and development are green. Two bugs have been found by tax collector employees thus far, as it pertains to User Acceptance Testing. The team is investigating reported issues.

- CDLIS/Citation Processing – Ms. Nelson stated the team began Sprint 16 for Milestone D. The Sprint ends November 14, 2017, and the Milestone ends March 20, 2018. Based on their capacity, the Sprint Stoplight indicators are green for all areas. The Milestone Stoplight indicators are green for all areas, as well. No new risks or project issues reported for the current period.
- Mr. Samuel stated we are constantly thinking of ways to assist teams that fall in the red areas on the Stoplight Reports. We will continue to stay focused and do whatever is necessary to meet our Milestones, especially for teams that have resource issues. We want the project to be as good as it can be, so we will find a way to get through the backlog.

RENEWAL DATA RECIPIENTS UPDATE

- Mr. Hutchinson provided an update on the Renewal Data Recipients. We have opened up a web service that tax collectors will be using for renewals earlier than structured testing for integrating. We provided them a test harness that allowed them to connect and authenticate with us. To date, we have connected with seven out of twenty recipients. We are monitoring performance on our side and their side as they download the files and we are adjusting in real time.
- Mr. Samuel stated that we have committed to having the Renewal Data Recipients conference call meetings every four to six weeks. The meeting that was scheduled for last week was canceled because none of the recipients had any questions to discuss, so we feel that things are going very well at this time.

Q&A

- Ms. Green reviewed the Glossary of Terms, which is included in every packet for reference to the Stoplight Reports. There were no questions.

ADJOURNMENT

- Mr. Samuel adjourned the meeting at approximately 2:03 p.m.
- The next Advisory Board Phase I Meeting is scheduled for December 12, 2017.

Note: Handouts at this meeting included:

Consolidated in a meeting packet and emailed to members:

MM Advisory Board Agenda	1 Page
MM Advisory Board Monthly Meeting Minutes dated 10/24/17	8 Pages
MM Phase I Level I/II Change Request Log <i>(displayed only)</i>	2 Pages
MM Level III (Critical) Change Request #71	5 Pages
MM Level III (Critical) Change Request #73	6 Pages
MM Level III (Critical) Change Request #74	5 Pages
MM Level III (Medium) Change Request #75	5 Pages
MM Level III (Critical) Change Request #76	5 Pages
MM Decision Document	5 Pages
MM Legal Document	1 Page
MoMo Glossary of Terms	2 Pages
MM Stoplight Reports for Sprint & Milestone Updates	2 Pages

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

General Information	
Agile Project Name	Motorist Modernization Phase I - Motorist Maintenance
Change Request Title	Move 20 change stories to their appropriate milestone
Change Requested By	Scott Tomaszewski
Product Owner	Dorothy Hill
Date Requested	12/1/2017 (Originally Approved on 10/10/2017)

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

Change Request Information (completed by the requestor)

Description of Change: Update needed to the Sprint number for work planned for in Milestone I. Original CR 71 aligned the work to Sprints 21, 23 and 24. This amended version aligns the work to Sprints 27 and 28.

This request is to move Motorist Maintenance change-related stories in Milestone E (8/31/17 – 1/3/18) to Milestones F (1/4/18 – 3/7/18) and I (6/28/18 – 8/15/18) due to the impact of project issue #39 (reduced development staff) and a recent staffing re-alignment of MM developer resources to support the new DL Batch team.

It was the team’s original plan to initiate work on all change stories in 2018, after completion of the FR Data Tier (which was realigned to Milestone E, per CR 48). Approval of this request will re-align the change stores and fixes to non-functioning web pages in production to subsequent milestones.

This request will include moving 20 Motorist Maintenance change stories (associated with Financial Responsibility).

Classification: Critical

Due to the level of classification (Level III) and potential impact to the scope, schedule (on the critical path, milestone impact, and/or >10 business days/81 hours), and/or budget (>\$500, increase to overall program budget), this change request must be reviewed by the Change Control Board and approved by the Executive Steering Committee in accordance with the MM Phase I Program Management Plan.

Change Request Type: *(This change is associated with the following.)*

- | | |
|---|---|
| <input type="checkbox"/> New (Unplanned/Missed) Work Effort | <input type="checkbox"/> Re-work |
| <input type="checkbox"/> New (Expanded) Work Effort | <input type="checkbox"/> Removal/Archival |

Business Need / Justification (completed by the requestor)

Description: This request impacts Motorist Maintenance change stories and the timing of completion of CDLIS development work (1st Quarter 2018) needing the MM User Interface to view Out of state crash incidents reported from other states to Florida.

Impact Analysis

Requirements Change Description: No impact to requirements/functional areas for Motorist Maintenance. Requirements are not changing, planned work is shifting to a later milestone.

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Change Request Form – Agile Project**

Technical Change Description: No technical changes above what was planned for were identified.					
Associated Wrap Number? N/A					
Impact on Backlog: This CR will require the team to re-prioritize current Milestone F stories and re-align 20 stories back to their original milestone objectives. These items will be pulled in and prioritized during regular refinement (Product Owner backlog review) when Developers and Testers rejoin the Motorist Maintenance effort.					
Impact on Schedule: <input checked="" type="checkbox"/> No Project / Program schedule change <input type="checkbox"/> Project / Program schedule change					
Schedule Change Description: No changes to the schedule are needed. However, with existing developers and their projected capacity, user stories marked with a low priority will need to be targeted for completion outside of Phase 1 Go-Live period. Below is the list of stories that have been marked low in priority to accommodate the work associated with this request.					
Milestone	Sprint	ID	Name	Priority	Effort (Hrs)
F	21	FR27678	Changes - Medical / Push to Expert from Medical Queue	Low	32
F	21	FR27677	Changes - Medical / Push to Medical Queue from Expert	Low	32
F	21	FR23301	Development Stories - Changes - Search - Update to Create Order / Related Sanctions	Low	64
F	21	FR24260	Development Stories - Changes - Medical - Vision Correspondence	Low	4
F	21	FR24261	Development Stories - Changes - Medical - Medical Correspondence	Low	4
F	21	FR28461	Changes - Medical / Create Medical Reporting screen	Low	16
F	21	FR28460	Changes - Medical / Display Medical Reporting screen	Low	28
F	21	FR27806	Changes - Medical / Create Medical Queue Report	Low	16
F	22	FR27807	Changes - Medical / Generate/Print Medical Queue Report	Low	24
			TOTAL		220
Change may be addressed within: <input type="checkbox"/> New Milestone <input checked="" type="checkbox"/> Existing Milestone <input type="checkbox"/> New Sprint <input checked="" type="checkbox"/> Existing Sprint					
Provide detail for when this change will be implemented: Re-prioritizing the aforementioned Milestone F stories as low would allow the team to absorb the 208 hours submitted via this request. Also, because Milestone I was primarily slated to accommodate UAT, System Testing and support Insurance Company structure testing, the team should be able to absorb the 316 hours submitted via					

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Change Request Form – Agile Project**

this request (assuming capacity of 6 developers). Below is the tentative plan to reallocate the stories to 2018 Milestones.

Milestone	Sprint	ID	Name	Priority	Effort (Hrs)
F	22	FR24527	FR / FR Reports Screen - Data Tier: Display Sanction Error Queue	Critical	8
F	22	FR28432	FR / FR Reports Screen - Data Tier: Update Sanction Error Queue	Critical	8
F	22	FR24525	FR / FR Reports Screen - Data Tier: Display Logs and Files	Critical	8
F	22	FR23245	Changes - Search - Crashes screen. developed in conjunction with PMCR-34.	Critical	40
F	21	FR23120	Changes - Search - FR Sanctions	Critical	64
F	21	FR23342	Changes - Search - Maintenance link FR	Critical	24
F	21	FR23334	Changes - Search - "View FR Actions" button	Critical	56
			TOTAL		208

Milestone	Sprint	ID	Name	Priority	Effort (Hrs)
I	28	FR28065	Changes - Search - Display FR History Details	Critical	48
I	28	FR28068	Changes - Search - Create FR History Details	Critical	8
I	27	FR23339	Changes - Search - Crash Report Link	Critical	72
I	28	FR24532	Changes - FR / View Insurance Company Screen	High	16
I	28	FR24536	Changes - FR / Judgments Screen	High	40
I	28	FR30413	Changes - FR / Insurance Policy Information Search Screen	High	16
I	28	FR24534	Changes - FR / Insurance Policy Information Results Screen	High	12
I	28	FR24539	Changes - FR / Crashes Screen	High	20
I	28	FR24541	Changes - FR / Add Crash Report Screen	High	16
I	28	FR24543	Changes - FR / Report Screen	High	4

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I	28	FR24544	Changes - FR / Company Logs and Files Screen	High	8
I	28	FR24547	Changes - FR / Crash Error Reports Screen	High	48
I	28	FR24546	Changes - FR / Sanction Error Queue Screen	High	8
			TOTAL		316

Current Schedule:

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

Proposed Schedule: No change to planned IMS schedule requested.

Impact on Cost: No direct impact to the Motorist Modernization Phase I budget. This work effort will be performed by existing resources. An approval of this CR does not require a contractual amendment if the grooming, test case writing and development estimate validations are completed as part of Phase I software development.

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Change Request Form – Agile Project**

Resources Needed to Support this Request	Program (P) or Operational (O)	Work Effort (Hours)	% Allocation to Program
Resources already accounted for as part of phase I development. <i>Note: Development estimates were based on 6-developers.</i>	P	524	100
Total		524	
Work Effort: Work effort of 524 hours realigned to Milestones F and I.			
Alternatives to the Requested Change: No additional alternatives identified other than the re-prioritization of existing MS F stories from Critical to Low.			

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Impact on Training: No impact. There are no changes to functionality and training development for this functionality has not commenced.	
Impact on Policies and/or Procedures: No impact. There are no changes to functionality and user guide documentation of this functionality has not commenced.	
The project/program manager attests that all impacts and alternatives have been vetted by the following members:	List Individual Name(s) & Review Notes
<input checked="" type="checkbox"/> Product Owner	Dorothy Hill and Pat Porter approved to move this CR forward during CCB – Internal meeting on 10/31/17.
<input checked="" type="checkbox"/> Scrum Master	Hector Figueroa was part of the initial team submitting request.
<input checked="" type="checkbox"/> Program Manager	Kristin Green/ CherylN Dent part of the first level approval meeting held on 10/31/17.
<input checked="" type="checkbox"/> Project Manager	Scott Tomaszewski approved
<input checked="" type="checkbox"/> Sr. Business Analyst	Catherine Thomas was part of the initial team submitting request.
<input checked="" type="checkbox"/> Lead Developer / Software Architect	Jon Hall/Brian Johnson approved on 11/3/17.
<input checked="" type="checkbox"/> Enterprise Technical Team Representative	Email request for approval was sent to Chad Hutchinson on 11/3/17.
<input checked="" type="checkbox"/> Testing Manager	Email request for approval was sent to Barbara Peacock on 11/3/17.
<input checked="" type="checkbox"/> LDO Representative	Anat Michaeli-Ling indicated no current impacts to LDO on 10/25/17.
<input checked="" type="checkbox"/> Financial Representative (DAS/OFM)	Steve Burch acknowledged CR routed for approval on 10/24/17
<input checked="" type="checkbox"/> Other Operational / Business Manager(s)	Email request for approval was sent to Eric Brown on 10/24/17. Desi Tatilian acknowledged CR routed for approval on 10/24/17.

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Change Request Form – Agile Project**

Change Control Board Recommendation
Decision: <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer <input type="checkbox"/> N/A
Comments: Recommended for approval by the CCB on 12/11/17.

Advisory Board Recommendation
Decision: <input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer <input type="checkbox"/> N/A
Comments:

Executive Steering Committee Decision
Decision: <input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer
Comments:

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

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

General Information	
Agile Project Name	Motorist Modernization Phase I – Financial Responsibility
Change Request Title	Move FR stories not critical to Milestone E to future milestones
Change Requested By	Scott Tomaszewski
Product Owner	Pat Porter
Date Requested	12/01/2017

Change Request # <i>(To be assigned by CCB Chair)</i>	80
<input checked="" type="checkbox"/> New Request	<input type="checkbox"/> Resubmitted / Amended Request

Change Request Information <small>(completed by the requestor)</small>
<p>Description of Change: Due to the following challenges – FR knowledge gaps in Sanction maintenance, Reduced development staff (program issue #39) and challenges faced with the older version of planet press – the project team requests to move some Milestone E stories to future milestones.</p> <p>There are 99 stories, including letters, reports and self-insurance targeted to be moved to 2018 milestones I and J to address aforementioned challenges.</p>
<p>Classification: Critical <input checked="" type="checkbox"/></p> <p><i>Due to the level of classification (Level III) and potential impact to the scope, schedule (on the critical path, milestone impact, and/or >10 business days/81 hours), and/or budget (>\$500, increase to overall program budget), this change request must be reviewed by the Change Control Board and approved by the Executive Steering Committee in accordance with the MM Phase I Program Management Plan.</i></p>
<p>Change Request Type: <i>(This change is associated with the following.)</i></p> <p> <input type="checkbox"/> New (Unplanned/Missed) Work Effort <input type="checkbox"/> Re-work <input type="checkbox"/> New (Expanded) Work Effort <input type="checkbox"/> Removal/Archival </p>

Business Need / Justification <small>(completed by the requestor)</small>
<p>Description: The primary justification for this CR is to move the letter, report and self-insurance stories out of Milestone E to allow for proper completion of critical FR data tier stories. The secondary justification is to accommodate the new Planet Press environments to be acquired and setup prior to starting letter stories, mitigating delays and rework if completed in the old environment.</p>

Impact Analysis
<p>Requirements Change Description: No impact to requirements/functional areas for Motorist Maintenance.</p>
<p>Technical Change Description: It is assumed that the Department will upgrade Planet Press prior to work being performed by developers. Depending on the outcome of the Planet Press upgrade, it could reduce the Letter development work planned for completion by the MM resources.</p>

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Change Request Form – Agile Project**

Associated Wrap Number? NA

Impact on Backlog: This CR will require the team to re-prioritize Milestone I and Milestone J work to accommodate 99 stories to be completed in 2018.

Impact on Schedule:

No Project / Program schedule change Project / Program schedule change

Schedule Change Description: No changes to the schedule are needed. However, the MM/FR backlog contains work items beyond capacity and starting in 2018, the ESC OMM leadership will review the “low priority” items for direction. With 8 Developers, Milestone I and Milestone J will have an underutilized capacity of 1580 which would accommodate the 1540 effort hours to address this Change Request. These milestones were planned to have a reduced capacity to accommodate an earlier finish to UAT, System Testing, System Integration and the onboarding of Insurance Companies.

Change may be addressed within (Check all that apply):

New Milestone Existing Milestone New Sprint Existing Sprint

Provide detail for when this change will be implemented Milestone, Sprint and Priority updates are reflected below;

Milestone	Sprint	ID	Name	Priority	Effort (Hrs)
J	29	FR17076	FR Self-Insurance Process - Create Self-Insurance Search Screen	Low	8
J	29	FR25873	FR Self-Insurance Process - Display Self-Insurance Search Results	Low	12
J	29	FR25856	FR Self-Insurance Process - Process Self-Insurance Search Screen	Low	20
J	29	FR25868	FR Self-Insurance Process - Create Self-Insurance Certificate Details Screen	Low	8
J	29	FR25869	FR Self-Insurance Process - Display Self-Insurance Certificate Details Screen	Low	36
J	29	FR25872	FR Self-Insurance Process - Validate Self-Insurance Certificate Details Screen	Low	8
J	29	FR26485	FR Self-Insurance Process - Process Self-Insurance Certificate Details Screen	Low	20
J	29	FR27922	FR Self-Insurance Process - Submit Self-Insurance Policy and Vehicle Updates	Low	16
J	29	FR26494	FR Self-Insurance Process - Create Self-Insurance View Vehicle List Screen	Low	4
J	29	FR26493	FR Self-Insurance Process - Display Self-Insurance View Vehicle List Screen	Low	20
J	29	FR29151	FR Self-Insurance Process - Perform VIN Search	Low	12
J	29	FR27463	FR Self-Insurance Process - Calculate Required Self-Insurance Net Worth	Low	24
J	29	FR26735	FR Self-Insurance Process - SI Vehicles - Perform VIN Export File	Low	12
J	29	FR25859	FR Self-Insurance Process - Create Self-Insurance Subsidiary Information Screen	Low	4

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J	29	FR25870	FR Self-Insurance Process - Display Self-Insurance Subsidiary Information Screen	Low	12
J	29	FR27778	FR Self-Insurance Process - Validate Add Subsidiary Button	Low	8
J	29	FR25941	FR Self-Insurance Process - Create Self-Insurance Comments/Notes Screen	Low	12
J	29	FR25943	FR Self-Insurance Process - Display Self-Insurance Comments/Notes Screen	Low	12
J	29	FR27409	FR Self-Insurance Process - Create Self-Insurance Print Letter Screen	Low	12
J	29	FR27407	FR Self-Insurance Process - Display Self-Insurance Print Letter Screen	Low	12
J	29	FR27408	FR Self-Insurance Process - View Self-Insurance Letter	Low	16
J	29	FR27462	FR Self-Insurance Process - Create Certificate History Screen	Low	4
J	29	FR27461	FR Self-Insurance Process - Display Certificate History Screen	Low	16
J	29	FR27931	FR Self-Insurance Process - Create Certificate History Details Screen	Low	8
J	29	FR27935	FR Self-Insurance Process - Display Certificate History Details Screen	Low	20
J	29	FR27244	FR Self-Insurance Process - Create SI Certificate (Individual or Company) Template	Low	8
J	29	FR27246	FR Self-Insurance Process - Create SI Certificate Cancellation Letter Template	Low	24
J	29	FR27250	FR Self-Insurance Process - Create SI Certificate Renewal Letter Template	Low	24
J	29	FR27254	FR Self-Insurance Process - Create SI Certificate Commercial (Individual or Company) Template	Low	8
J	29	FR27325	FR Self-Insurance Process - Retrieve and Evaluate SI Certificates for Renewal	Low	24
J	29	FR27332	FR Self-Insurance Process - Retrieve and Evaluate SI Certificates for Cancellation	Low	24
J	29	FR27245	FR Self-Insurance Process - Generate SI Certificate (Individual or Company)	Low	8
J	29	FR27247	FR Self-Insurance Process - Generate SI Certificate Cancellation Letter	Low	48
J	29	FR27251	FR Self-Insurance Process - Generate SI Certificate Renewal Letter	Low	48
J	29	FR27255	FR Self-Insurance Process - Generate SI Certificate Commercial (Individual or Company)	Low	8
J	29	FR27017	FR Self-Insurance Process - Create Self-Insurance Details Report	Low	16

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J	29	FR27815	FR Self-Insurance Process - Create Self-Insurance Active Certificates Report	Low	8
J	29	FR17920	FR Self-Insurance Process - Self-Insurance MS Access database conversion	Low	TBD
Total					584

Milestone	Sprint	ID	Name	Priority	Effort (Hrs)
I	27	FR17990	Seized Tag - Create Seized Tag Receipt (Letter)	High	12
I	27	FR17992	Seized Tag - Generate Seized Tag Receipt (Letter)	High	12
I	27	FR22486	FR Sanction Maintenance - Resuspension - Insurance - Generate SR-21 Denial Re-suspension Letters	High	48
I	27	FR24735	FR Sanction Maintenance - Resuspension - Insurance - Generate SR-26 Cancellation Re-suspension Letters	High	48
I	27	FR24736	FR Sanction Maintenance - Resuspension - Insurance - Generate FR-46 Cancellation Re-suspension Letters	High	48
I	27	FR24701	FR Sanction Maintenance - Resuspension - Non-Insurance - Generate Consent Withdrawn for Judgment Re-suspension Letters	High	48
I	27	FR13475	FR Sanction Maintenance - Resuspension - Non-Insurance - Generate Consent Withdrawn Re-suspension Letters	High	48
I	27	FR25094	Seized Tag Reports - Generate FR Seized Tag Report	High	12
I	27	FR27208	Seized Tag Reports - Generate Seized Tag Warrant Voucher Schedule Report	High	28
I	27	FR27920	Seized Tag Reports - Generate Warrant Report	High	20
I	27	FR27921	Seized Tag Reports - Create Warrant Report PDF Template	High	16
I	27	FR29035	Seized Tag Reports - Create Warrant Report CSV Template	High	8
I	27	FR27874	Seized Tag Reports - Load Data Warehouse with Seized Tag and Tag Reinstatement Data	High	40
I	27	FR28231	Seized Tag Reports - Retrieve Data and Evaluate for the Match File	High	20
I	27	FR27515	Seized Tag Reports - Generate Tag Seized-Reinstatement Match File	High	12

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I	27	FR27721	Seized Tag Reports - Update Seized Tag in Data Warehouse Table	High	8
I	27	FR25823	FR Security Deposit Refund - Generate Security Deposit 12 Month Letter	High	48
I	27	FR25827	FR Security Deposit Refund - Generate Security Deposit Refund Letter	High	48
Total					524

Milestone	Sprint	ID	Name	Priority	Effort (Hrs)
I	28	FR25826	FR Security Deposit Refund - Generate Security Deposit Received Letter	High	48
I	28	FR28175	FR Security Deposit Refund - Create Security Deposit 12 Month Letter Template	High	24
I	28	FR28182	FR Security Deposit Refund - Create Security Deposit Refund Letter Template	High	24
I	28	FR28174	FR Security Deposit Refund - Create Security Deposit Received Letter Template	High	24
I	28	FR17283	FR Reports - FR Reports Menu	High	8
I	28	FR28045	FR Reports - Create Financial Responsibility Activity Report	High	64
I	28	FR25023	FR Reports - Create Financial Responsibility Clearance Audit Report	High	8
I	28	FR21205	FR Reports - Create Security Deposit Reconciliation Report	High	40
I	28	FR21199	FR Reports - Create Security Deposit Refund Details Report	High	24
I	28	FR28864	FR Reports - Create Seize Tag - Vendor Facing Warrant Report	High	24
I	28	FR28865	FR Reports - Display Seize Tag - Vendor Facing Warrant Report	High	4
I	28	FR28863	FR Reports - Process Vendor Report Type	High	8
I	28	FR24885	FR Reports - Retrieve and Evaluate Special Crash Study Records	High	16
I	28	FR29121	FR Reports - Generate and Store Special Crash Study Report	High	20
I	28	FR25286	FR Reports - Create Insurance Company Late Transaction Report	High	24
I	28	FR24673	FR Reports - Create Customer Supplied Proof of Insurance Verified by Insurance Co Report	High	24
I	28	FR26807	FR Reports - Create Cleared Sanctions Through Auto Clearance Report	High	4
I	28	FR26913	FR Reports - Create Active Policy Count by Company Report	High	8
Total					396

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Milestone	Sprint	ID	Name	Priority	Effort (Hrs)
J	29	FR29154	FR Reports - Retrieve and Evaluate Transactions and VIN Errors	High	16
J	29	FR24682	FR Reports - Create Partial Vehicle Identification Number Report	High	24
J	29	FR25334	FR Reports - Insurance Data Exchange Transaction Error Report	High	40
J	29	FR18329	FR Reports - Create Audit-Error Comparison Report	High	12
J	29	FR18519	FR Reports - Create Monthly Insurance Error Report	High	12
J	29	FR33566	FR Letter Generation - Create FR1 Letter Template	High	24
J	29	FR33567	FR Letter Generation - Generate FR1 Letter	High	24
J	29	FR33568	FR Letter Generation - Generate FR2 Letter	High	24
J	29	FR33569	FR Letter Generation - Create FR2 Letter Template	High	24
J	29	FR33570	FR Letter Generation - Create FR3 Letter Template	High	24
J	29	FR33571	FR Letter Generation - Generate FR3 Letter	High	24
J	29	FR33572	FR Letter Generation - Create FR4 DUI Letter Template	High	24
J	29	FR33573	FR Letter Generation - Generate FR4 DUI Letter	High	24
J	29	FR33574	FR Letter Generation - Create FR4 Non DUI Letter Template	High	24
J	29	FR33575	FR Letter Generation - Generate FR4 Non DUI Letter	High	24
J	29	FR33561	FR Letter Generation - Create FR5 Point Suspension Letter Template	High	24
J	29	FR33562	FR Letter Generation - Generate FR5 Point Suspension Letter	High	24
J	29	FR33559	FR Letter Generation - Create FR6 HTO Letter Template	High	24
J	29	FR33560	FR Letter Generation - Generate FR6 HTO Letter	High	24
J	29	FR33564	FR Letter Generation - Create FR7 Letter Template	High	24
J	29	FR33565	FR Letter Generation - Generate FR7 Letter	High	24
J	29	FR33497	FR Letter Generation - Generate FR8 Letter	High	24
J	29	FR33498	FR Letter Generation - Create FR8 Letter Template	High	24

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Change Request Form – Agile Project**

J	29	FR33576	FR Letter Generation - Create FR9 Letter Template	High	24
J	29	FR33577	FR Letter Generation - Generate FR9 Letter	High	24
Total					584

Current Schedule:

ID	Change Request	% Comp	High Duration/Fixed Finish	Task Name	Duration	Start	Finish
3310	CR28	64%		Team E - MM / Financial Responsibility	541 days	Thu 7/21/16	Wed 9/12/18
3335	CR41, CR48	72%		MILESTONE GROUP E	84 days	Thu 8/31/17	Wed 1/3/18
3343	CR41, CR48	0%		MILESTONE GROUP F	44 days	Thu 1/4/18	Wed 3/7/18
3348	CR41, CR48	0%		MILESTONE GROUP G	40 days	Thu 3/8/18	Wed 5/2/18
3353	CR41, CR48	0%		MILESTONE GROUP H	39 days	Thu 5/3/18	Wed 6/27/18
3358	CR41, CR48	0%		MILESTONE GROUP I	34 days	Thu 6/28/18	Wed 8/15/18
3359	CR41, CR48	0%		Sprint 27	14 days	Thu 6/28/18	Wed 7/18/18
3360	CR41, CR48	0%		Sprint 28	15 days	Thu 7/19/18	Wed 8/8/18
3361	CR41, CR48	0%		MM/FR HIP Sprint - Milestone Group I	4 days	Thu 8/9/18	Tue 8/14/18
3362	CR41, CR48	0%		MM/FR Retrospective - Milestone I	1 day	Wed 8/15/18	Wed 8/15/18
3363	CR41, CR48	0%		MILESTONE GROUP J	19 days	Thu 8/16/18	Wed 9/12/18
3364	CR41, CR48	0%		Sprint 29	14 days	Thu 8/16/18	Wed 9/5/18
3365	CR41, CR48	0%		MM/FR HIP Sprint - Milestone Group J	4 days	Thu 9/6/18	Tue 9/11/18
3366	CR41, CR48	0%		MM/FR Retrospective - Milestone J	1 day	Wed 9/12/18	Wed 9/12/18
3367	CR28	0%		Development COMPLETE	0 days	Thu 9/13/18	Thu 9/13/18

Proposed Schedule: No change to planned IMS schedule requested.

ID	Change Request	% Comp	High Duration/Fixed Finish	Task Name	Duration	Start	Finish
3310	CR28	64%		Team E - MM / Financial Responsibility	541 days	Thu 7/21/16	Wed 9/12/18
3335	CR41, CR48	72%		MILESTONE GROUP E	84 days	Thu 8/31/17	Wed 1/3/18
3343	CR41, CR48	0%		MILESTONE GROUP F	44 days	Thu 1/4/18	Wed 3/7/18
3348	CR41, CR48	0%		MILESTONE GROUP G	40 days	Thu 3/8/18	Wed 5/2/18
3353	CR41, CR48	0%		MILESTONE GROUP H	39 days	Thu 5/3/18	Wed 6/27/18
3358	CR41, CR48	0%		MILESTONE GROUP I	34 days	Thu 6/28/18	Wed 8/15/18
3359	CR41, CR48	0%		Sprint 27	14 days	Thu 6/28/18	Wed 7/18/18
3360	CR41, CR48	0%		Sprint 28	15 days	Thu 7/19/18	Wed 8/8/18
3361	CR41, CR48	0%		MM/FR HIP Sprint - Milestone Group I	4 days	Thu 8/9/18	Tue 8/14/18
3362	CR41, CR48	0%		MM/FR Retrospective - Milestone I	1 day	Wed 8/15/18	Wed 8/15/18
3363	CR41, CR48	0%		MILESTONE GROUP J	19 days	Thu 8/16/18	Wed 9/12/18
3364	CR41, CR48	0%		Sprint 29	14 days	Thu 8/16/18	Wed 9/5/18
3365	CR41, CR48	0%		MM/FR HIP Sprint - Milestone Group J	4 days	Thu 9/6/18	Tue 9/11/18
3366	CR41, CR48	0%		MM/FR Retrospective - Milestone J	1 day	Wed 9/12/18	Wed 9/12/18
3367	CR28	0%		Development COMPLETE	0 days	Thu 9/13/18	Thu 9/13/18

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

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

Resources Needed to Support this Request	Program (P) or Operational (O)	Work Effort (Hours)	% Allocation to Program
Resources already accounted for as part of phase I development & testing. Note: Development estimates were based on 8 full-time developers during Milestone I and Milestone J.	P	1504	100
Total		1504	
Work Effort: Work effort of 1504 hours that was included as part scheduled for Milestone E, will now be worked and prioritized with MM change stories in Milestone J and Milestone I.			
Alternatives to the Requested Change: Extend unfinished Milestone E work into Milestone F. This is a detriment to completing Motorist Maintenance change stories approved and scheduled to be completed in 2018 and will impact MM change stories being completed according to plan which will impact the DL Issuance which has a dependency on these stories.			
Impact on Training: If this CR is approved, the MM/FR Team will work with LDO to update their traceability matrix early in the planning stages to minimize any impact to the development of the FR training material.			
Impact on Policies and/or Procedures: No changes to Policies or Procedures were identified.			
The project/program manager attests that all impacts and alternatives have been vetted by the following members:	List Individual Name(s) & Review Notes		
<input checked="" type="checkbox"/> Product Owner			
<input checked="" type="checkbox"/> Scrum Master			
<input checked="" type="checkbox"/> Program Manager			
<input checked="" type="checkbox"/> Project Manager			
<input checked="" type="checkbox"/> Sr. Business Analyst			
<input checked="" type="checkbox"/> Lead Developer / Software Architect			
<input checked="" type="checkbox"/> Enterprise Technical Team Representative			
<input checked="" type="checkbox"/> Testing Manager	Approved in CCB held on 12/11/2017		
<input checked="" type="checkbox"/> LDO Representative	Approved in CCB held on 12/11/2017		
<input checked="" type="checkbox"/> Financial Representative (DAS/OFM)	Approved in CCB held on 12/11/2017		
<input checked="" type="checkbox"/> Other Operational / Business Manager(s)	Approved in CCB held on 12/11/2017, Scott Bean attending on behalf of ISA.		

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

Change Control Board Recommendation			
Decision: <input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer	<input type="checkbox"/> N/A
Comments:			

Advisory Board Recommendation			
Decision: <input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer	<input type="checkbox"/> N/A
Comments:			

Executive Steering Committee Decision		
Decision: <input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer
Comments:		

Approver	Signature	Date
Terry Rhodes Executive Director, DHSMV		
Diana Vaughn Deputy Executive Director, DHSMV		
Robert Kynoch Director of Motorist Services, DHSMV		
Boyd Dickerson-Walden Chief Information Officer, DHSMV		
Deb Dobson Program Manager – FLOW, DHSMV		

**ISA/Project Management Office
Change Request Form**

General Information	
Project Name	Motorist Modernization Phase I
Change Requested By	Michelle McGinley
Project Sponsor	Robert Kynoch
Date Requested	12/5/2017

Change Request #	81
Change Request Information (completed by the requestor)	
Description: The purpose of this change request is to further elaborate specific external testing tasks in the workplan to acknowledge: <ul style="list-style-type: none"> • Agreed upon AAMVA testing dates <i>Note: These dates may be further refined.</i> • FR XML structured testing 	
Classification Critical: <input checked="" type="checkbox"/> Medium: <input type="checkbox"/> Low: <input type="checkbox"/>	
<i>Due to the level of classification and potential impact to the scope, schedule, and/or budget, this change request must be approved by the Executive Steering Committee in accordance with the MM Phase I Program Management Plan.</i>	

Business Need / Justification (completed by the requestor)
Description: The justification/need for this change request is to allow for monitoring of key business activities needed for MM Phase I go-live.

Impact Analysis (completed by ISA)
Specific Requirements Definition: No requirements changes.

**ISA/Project Management Office
Change Request Form**

Current Schedule:

3372		52%		▸ Testing	903 days	Mon 9/21/15	Mon 4/29/19
3546		13%		▸ End-to-End User Acceptance Testing	511 days	Fri 3/17/17	Thu 3/28/19
3547	CR28	39%		▸ Renewal Notification End User Testing (MV Release)	327 days	Fri 3/17/17	Mon 7/2/18
3553	CR28/CR63	8%		▸ Statewide User Acceptance Testing	263 days	Fri 9/15/17	Mon 10/1/18
3564	CR64	0%		▸ External Testing	306 days	Wed 1/10/18	Thu 3/28/19
3565	CR28/CR64	0%	High Duration	Conduct Renewal Vendor Testing for Statewide Release	116 days	Wed 1/10/18	Fri 6/22/18
3566	CR28/CR64	0%	High Duration	Conduct System Testing with AAMVA	125 days	Wed 9/26/18	Thu 3/28/19

Proposed Schedule:

ID	Change Request	% Comp	High Duration/Fixed Finish	Task Name	Duration	Start	Finish
3564	CR64	5%		▸ External Testing	600 days	Thu 10/20/16	Tue 3/12/19
3565	CR28/CR64	0%	High Duration	Conduct Renewal Vendor Testing for Statewide Release	116 days	Wed 1/10/18	Fri 6/22/18
3566		0%	High Duration	Conduct XML Testing with Insurance Providers	271 days	Fri 12/1/17	Fri 12/28/18
3567	CR28/CR64	12%	High Duration	▸ Conduct System Testing with AAMVA	600 days	Thu 10/20/16	Tue 3/12/19
3568		0%		▸ CDLIS Testing	123 days	Tue 5/22/18	Wed 11/14/18
3569		0%		5.3.3. Pre-Casual Testing - Dev Environment	20 days	Tue 5/22/18	Tue 6/19/18
3570		0%		5.3.3. Casual Testing - Testing Environment	10 days	Fri 6/22/18	Fri 7/6/18
3571		0%		5.3.3 Structured Testing - Stage Environment	30 days	Mon 7/9/18	Fri 8/17/18
3572		0%		5.3.3 Certification	1 day	Mon 8/20/18	Mon 8/20/18
3573		0%		Baseline Pre-Casual Testing - Dev Environment	60 days	Wed 5/30/18	Wed 8/22/18
3574		0%		Baseline Casual Testing - Test Environment	15 days	Mon 8/27/18	Mon 9/17/18
3575		0%		Baseline Structured Testing - Stage Environment	41 days	Tue 9/18/18	Wed 11/14/18
3576		0%		▸ PDPS Testing	163 days	Wed 5/30/18	Wed 1/23/19
3577		0%		Pre-Casual Testing - Development Environment	60 days	Wed 5/30/18	Wed 8/22/18
3578		0%		Casual Testing - Testing Environment	13 days	Mon 11/19/18	Fri 12/7/18
3579		0%		Structured Testing - Stage Environment	30 days	Mon 12/10/18	Wed 1/23/19
3580		0%		CDLIS Regression / Smoke Test	11 days	Wed 1/30/19	Wed 2/13/19
3581		73%		▸ SSOLV Testing	600 days	Thu 10/20/16	Tue 3/12/19
3582		100%		Pre-Casual Testing - Development Environment	40 days	Thu 10/20/16	Mon 12/19/16
3583		0%		Casual Testing - Testing Environment	10 days	Wed 2/20/19	Tue 3/5/19
3584		0%		Structured Testing - Stage Environment	5 days	Wed 3/6/19	Tue 3/12/19

Impact on Resources: Insurance companies have received communication regarding the schedule for XML structured testing. Additionally, AAMVA resources have committed to the adjusted testing timeline. No impact for program resources.

Resource Requirements	Work Effort (Hours)	Cost
Internal & External Testing Staff		
Total		

Alternatives to the Requested Change: No alternatives identified.

**ISA/Project Management Office
Change Request Form**

Outcome
Decision: <input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer
Comments:

Executive Steering Committee Member	Signature	Date
Terry Rhodes Executive Director, DHSMV		
Diana Vaughn Deputy Executive Director, DHSMV		
Robert Kynoch Director of Motorist Services, DHSMV		
Boyd Dickerson-Walden Chief Information Officer, DHSMV		
Deb Dobson Program Manager – FLOW, DHSMV		

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

General Information	
Agile Project Name	Motorist Modernization Phase I - OMM
Change Request Title	Driver License Record Request (Transcripts) and CDLIS
Change Requested By	Aundrea Andrades
Product Owner	Deepa Vasudevan
Date Requested	11/15/2017

Change Request # <i>(To be assigned by CCB Chair)</i>	82
<input checked="" type="checkbox"/> New Request	<input type="checkbox"/> Resubmitted / Amended Request

Change Request Information (completed by the requestor)

Description of Change:

Modify Transcript Service:

- Display Commercial Learners Permit
- Display Out of State (OOS) Crash Data
- Display "Indef" when a CDL medical waiver has an Indefinite Expiration Date

Modify MYDMV and DL Issuance:

- Add the ability to set parameters necessary to retrieve CDL Medical information on the Driver License Record Request. (Update UI and call to service)
- Display either new/old Restrictions, Endorsements and Correspondence depending on what's on the driver's record – **Test Only**

Modify MYDMV:

- Modify Individual/Other to work with the new Batch Table and Design Requirements (UI and Service Calls) FR10437
- Modify to handle Individual/Other FAILED request due to transcript service not being available and return messages

Modify CDLIS:

- Create the new table and Update OOS Crash Data to the customer's record

Classification: Critical

Due to the level of classification (Level III) and potential impact to the scope, schedule (on the critical path, milestone impact, and/or >10 business days/81 hours), and/or budget (>\$500, increase to overall program budget), this change request must be reviewed by the Change Control Board and approved by the Executive Steering Committee in accordance with the MM Phase I Program Management Plan.

Change Request Type: *(This change is associated with the following.)*

- | | |
|--|---|
| <input type="checkbox"/> New (Unplanned/Missed) Work Effort | <input type="checkbox"/> Re-work |
| <input checked="" type="checkbox"/> New (Expanded) Work Effort | <input type="checkbox"/> Removal/Archival |

Business Need / Justification (completed by the requestor)

Description: This change impacts systems that use internal transcript service as well as data updated to be displayed on the transcript. This change impacts DL Issuance, MyDMV Portal, Motorist Maintenance and CDLIS. This update impacts showing CLP, OOS Crash Data and CDL data for a customer on the requested transcript.

Impact Analysis

Requirements Change Description: All applications will modify Blueprint according to their changes implemented.

Modify Transcript Service:

- Display Commercial Learners Permit
- Display Out of State (OOS) Crash Data
- Display "Indef" when a CDL has an Indefinite Expiration Date
 - .5 Hours – Refinement (DL and MyDMV Portal)
 - 4 Hours – Build
 - 16 Hours – Test (DL -4, Portal -4, DL Batch -4, MM-4)
 - **20.5 Hours Total**

Modify MYDMV and DL Issuance:

- Add the ability to set parameters necessary to retrieve CDL Medical information on the Driver License Record Request. (Update UI and call to service)
- Display either new/old Restrictions, Endorsements and Correspondence depending on what's on the driver's record – **Test Only**
 - 1 Hours – Refinement (DL - .5 and MyDMV Portal - .5)
 - 9 Hours – Development (DL -3, MyDMV Portal - 6)
 - 9 Hours – Test (DL -1, Portal -5, DL Batch -3)
 - **19 Hours Total**

Modify MYDMV:

- Modify Individual/Other to work with the new Batch Table and Design Requirements (UI and Service Calls) FR10437
- Modify to handle Individual/Other FAILED request due to transcript service not being available and return messages
 - 1 Hours – Refinement
 - 24 Hours – Development
 - 10 Hours – Test
 - **35 Hours Total**

Modify CDLIS:

- Create the new table and Update OOS Crash Data to the customer's record
 - 1 Hours – Refinement
 - 30 Hours – Development
 - 30 Hours – Test
 - **61 Hours Total**

Total = 135.5 Hours

Technical Change Description: Changes will be made to the internal transcript service to include showing the new data. All other applications will be modified to passed the necessary parameters to request the data be shown on the transcript. Changes by MyDMV will be made to work with the new Batch table and design structure. CDLIS will make changes to AAMVA calls with the newly required information.

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

Associated Wrap Number? 3162,3037					
Impact on Backlog: No impact to schedule. Portal, DL, Motorist Maintenance and CDLIS will add the necessary tasks to each of their product backlogs.					
Impact on Schedule: <input checked="" type="checkbox"/> No Project / Program schedule change <input type="checkbox"/> Project / Program schedule change					
Schedule Change Description: The work to incorporate the Driver Record Request and CDLIS changes will be targeted for each impacted team as follows: <ul style="list-style-type: none"> • Portal – Milestone E • DL Issuance – Milestone G • CDLIS – Milestone D • Motorist Maintenance – Milestone G and Milestone I 					
Change may be addressed within <i>(Check all that apply):</i> <input type="checkbox"/> New Milestone <input checked="" type="checkbox"/> Existing Milestone <input type="checkbox"/> New Sprint <input checked="" type="checkbox"/> Existing Sprint					
Provide detail for when this change will be implemented: The work to incorporate the Driver Record Request and CDLIS changes will be targeted for each impacted team as follows: <ul style="list-style-type: none"> • Portal – Milestone E • DL Issuance – Milestone G • DL Batch – Milestone G • CDLIS – Milestone D • Motorist Maintenance: <ul style="list-style-type: none"> ○ Milestone G - FR24309 - Development Stories - Changes - Special Functions - Bulk Transcripts Screen ○ Milestone I – FR15042 - Special Functions / Bulk Transcripts Screen 					
Current Schedule:					
Portal:					
Task Name	Duration	Start	Finish	Status	
MILESTONE GROUP E	128 days	Wed 8/30/17	Tue 3/6/18	On Schedule	
DL Issuance and DL Batch:					
Task Name	Duration	Start	Finish	Status	
MILESTONE GROUP G	55 days	Thu 1/18/18	Wed 4/4/18	Future Task	
CDLIS:					
Task Name	Duration	Start	Finish	Status	
MILESTONE GROUP D	114 days	Wed 10/4/17	Tue 3/20/18	On Schedule	
Motorist Maintenance:					
Task Name	Duration	Start	Finish	Status	
MILESTONE GROUP G	40 days	Thu 3/8/18	Wed 5/2/18	Future Task	
Task Name	Duration	Start	Finish	Status	
MILESTONE GROUP I	34 days	Thu 6/28/18	Wed 8/15/18	Future Task	
Proposed Schedule: No change to planned IMS schedule requested.					

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

Impact on Cost: No direct impact to the Motorist Modernization Phase I budget. This work effort will be performed by existing resources.			
Resources Needed to Support this Request	Program (P) or Operational (O)	Work Effort (Hours)	% Allocation to Program
Portal	P	50.5	100
DL Issuance	P	13	100
CDLIS	P	61	100
Motorist Maintenance	P	4	100
DL Batch	P	7	100
Total		135.5	
Work Effort: 135.5 hours of effort			
Alternatives to the Requested Change: None identified			
Impact on Training: Small impacts to Training for DL, MyDMV Portal, CDLIS, and MM.			
Impact on Policies and/or Procedures: Small impacts to Polices and User Guides for DL, MyDMV Portal, CDLIS, and MM			
The project/program manager attests that all impacts and alternatives have been vetted by the following members:		List Individual Name(s) & Review Notes	
<input checked="" type="checkbox"/> Product Owner	Deepa Vasudevan		
<input checked="" type="checkbox"/> Scrum Master	Catherine Alvarez		
<input type="checkbox"/> Program Manager	CherylN Dent		
<input checked="" type="checkbox"/> Project Manager	Aundrea Andrades		
<input checked="" type="checkbox"/> Sr. Business Analyst	Judy Johnson		
<input checked="" type="checkbox"/> Lead Developer / Software Architect	Jeff Marsey		
<input checked="" type="checkbox"/> Enterprise Technical Team Representative	Chad Hutchinson		
<input checked="" type="checkbox"/> Testing Manager	Barbara Peacock		
<input checked="" type="checkbox"/> LDO Representative	Anat Michaeli-Ling, Sarah Pope		
<input type="checkbox"/> Financial Representative (DAS/OFM)	N/A		
<input checked="" type="checkbox"/> Other Operational / Business Manager(s)	Koral Griggs		

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

Change Control Board Recommendation
Decision: <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer <input type="checkbox"/> N/A
Comments: Recommended for approval by the CCB on 12/11/17.

Advisory Board Recommendation
Decision: <input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer <input type="checkbox"/> N/A
Comments:

Executive Steering Committee Decision
Decision: <input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer
Comments:

Approver	Signature	Date
Terry Rhodes Executive Director, DHSMV		
Diana Vaughn Deputy Executive Director, DHSMV		
Robert Kynoch Director of Motorist Services, DHSMV		
Boyd Dickerson-Walden Chief Information Officer, DHSMV		
Deb Dobson Program Manager – FLOW, DHSMV		

General Information	
Agile Project Name	Motorist Modernization Phase I – CDLIS
Change Request Title	CDLIS – Batch Execution when Application is Offline
Change Requested By	Sonia Nelson
Product Owner	Tod Browning
Date Requested	December 4, 2017

Change Request # <i>(To be assigned by CCB Chair)</i>	83
<input checked="" type="checkbox"/> New Request	<input type="checkbox"/> Resubmitted / Amended Request

Change Request Information (completed by the requestor)
Description of Change: The purpose of this change request is to add stories/tasks to create a Batch process for the CDLIS application that will suspend attempts to process CDLIS data when the CDLIS application is offline and reestablish the process once the application has been restored.
Classification: Critical <input checked="" type="checkbox"/>
<i>Due to the level of classification (Level III) and potential impact to the scope, schedule (on the critical path, milestone impact, and/or >10 business days/81 hours), and/or budget (>\$500, increase to overall program budget), this change request must be reviewed by the Change Control Board and approved by the Executive Steering Committee in accordance with the MM Phase I Program Management Plan.</i>
Change Request Type: <input type="checkbox"/> New (Unplanned/Missed) Work Effort <input checked="" type="checkbox"/> Re-work <input checked="" type="checkbox"/> New (Expanded) Work Effort <input type="checkbox"/> Removal/Archival

Business Need / Justification (completed by the requestor)
Description: CDLIS processing is being developed to function real-time. If a CDLIS message comes in and the application is offline there will need to be a mechanism in place to save the message for future processing, when the CDLIS application is restored to service.

Impact Analysis
Requirements Change Description: <ul style="list-style-type: none"> • Create a new RQ with an inline trace to all mandatory rules • Create new Stories in Blueprint
Technical Change Description: See table.

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

No.	BizTalk Tasks
BizTalk Schema Changes	
1	Create ReportOosWithdrawal\HT Unsolicited Request XML schema with Success field
2	Create ReportOosConviction\HF Unsolicited Request XML schema with Success field
3	Create NegateOosWithdrawal\HV Unsolicited Request XML schema with Success field
4	Create NegateOosConviction\HX Unsolicited Request XML schema with Success field
BizTalk Mapping Changes	
5	Map ReportOosWithdrawal\HT Unsolicited Request XML schema to CW flat file Schema
6	Map NegateOosWithdrawal\HV Unsolicited Request XML schema to CV flat file Schema
7	Map NegateOosConviction\HX Unsolicited Request XML schema to CX flat file Schema
8	Map ReportOosConviction\HF Unsolicited Request XML schema to CX flat file Schema
9	Map ReportOosWithdrawal\HT Unsolicited Request XML schema to HT Error flat file Schema
10	Map NegateOosWithdrawal\HV Unsolicited Request XML schema to HV Error flat file Schema
11	Map NegateOosConviction\HX Unsolicited Request XML schema to HX Error flat file Schema
12	Map ReportOosConviction\HF Unsolicited Request XML schema to HF Error flat file Schema
BizTalk Batch Orchestration	
13	Batch_OosWithdrawal_Unsolicited_Process
14	Validate/Unit Test Batch OOS Withdrawal Unsolicited changes
15	Batch_OosConviction_Unsolicited_Process
16	Validate/Unit Test Batch OOS Conviction Unsolicited changes
17	Batch_NegateOosWithdrawal_Unsolicited_Process
18	Validate/Unit Test Batch Negate OOS Withdrawal Unsolicited changes
19	Batch_NegateOosConviction_Unsolicited_Process
20	Validate/Unit Test Negate OOS Conviction Unsolicited changes
CDLIS Service	
21	Recreate BizTalk CDLIS Service with new HT,HV, HX and HF end points
22	Deploy BizTalk CDLIS Service
Other Tasks	
23	Change DEV, Test and PROD Bindings
24	Change DEV, Test and PROD Deployment script and comments
25	Deploy to DEV
26	DEV Testing
27	DEV Functional Testing (All 8 messages – includes co-ordination with AAMVA)

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

Associated Wrap Number? N/A
<p>Impact on Backlog: Milestone E has 64 work days. Estimated capacity for the Milestone is 2304 hours. Current work effort estimated for the Milestone is 1926 hours. Based on the Estimations there is capacity in the Milestone to absorb work effort estimated in this change request. The following work effort would be added to Milestone E with the following estimates for effort.</p>
<p>Impact on Schedule: <input checked="" type="checkbox"/> No Project / Program schedule change <input type="checkbox"/> Project / Program schedule change</p>
<p>Schedule Change Description: No changes are required to the Integrated Master Schedule (IMS).</p>
<p>Change may be addressed within: <input type="checkbox"/> New Milestone <input checked="" type="checkbox"/> Existing Milestone <input checked="" type="checkbox"/> New Sprint <input type="checkbox"/> Existing Sprint</p>
<p>Provide detail for when this change will be implemented: Milestone E. Milestone begins March 21, 2018, ends June 19, 2018.</p>

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

Current Schedule:			
Task Name	Duration	Start	Finish
Team C - CDLIS & Citation Processing	478 days	Wed 7/27/16	Fri 5/25/18
MILESTONE GROUP C	73 days	Wed 6/21/17	Fri 9/29/17
Sprint 11	14 days	Wed 6/21/17	Mon 7/10/17
Sprint 12	15 days	Wed 7/12/17	Tue 8/1/17
Sprint 13	15 days	Wed 8/2/17	Tue 8/22/17
Sprint 14	14 days	Wed 8/23/17	Mon 9/11/17
CP HIP Sprint - Milestone Group C	14 days	Wed 9/13/17	Mon 10/2/17
CP Milestone Retrospective - Milestone C	1 day	Tue 10/3/17	Tue 10/3/17
MILESTONE GROUP D	114 days	Wed 10/4/17	Mon 3/12/18
Sprint 15	15 days	Wed 10/4/17	Tue 10/24/17
Sprint 16	14 days	Wed 10/25/17	Mon 11/13/17
Sprint 17	13 days	Wed 11/15/17	Fri 12/1/17
Sprint 18	14 days	Wed 12/6/17	Mon 12/25/17
Sprint 19	13 days	Wed 12/27/17	Fri 1/12/18
Sprint 20	15 days	Wed 1/17/18	Tue 2/6/18
Sprint 21	15 days	Wed 2/7/18	Tue 2/27/18
CP HIP Sprint - Milestone Group D	14 days	Wed 2/28/18	Mon 3/19/18
CP Milestone Retrospective - Milestone D	1 day	Tue 3/20/18	Tue 3/20/18
MILESTONE GROUP E	64 days	Wed 3/21/18	Mon 6/18/18
Sprint 22	15 days	Wed 3/21/18	Tue 4/10/18
Sprint 23	15 days	Wed 4/11/18	Tue 5/1/18
Sprint 24	15 days	Wed 5/2/18	Tue 5/22/18
CP HIP Sprint - Milestone Group E	18 days	Wed 5/23/18	Fri 6/15/18
CP Milestone Retrospective - Milestone E	1 day	Tue 6/19/18	Tue 6/19/18
Proposed Schedule:			
No change to current schedule.			
Impact on Cost:			
No impact to current costs.			

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

Resources Needed to Support this Request	Program (P) or Operational (O)	Work Effort (Hours)	% Allocation to Program
Shaivalini Nandineni	O		50%
Sushil Kumar	O		50%
Khadija Harris	P		100%
Albert Phillips	P		100%
Amit Roy	P		100%
Lee Green	P		100%
Vikas Vedprakash	P		100%
Leelarani Katam	P		100%
SEU Testers	P		100%
Total		243	
Work Effort: A total of 243 hours will be added to the backlog. Development estimate is 213 hours, SEU testing estimate is 30 hours.			

Alternatives to the Requested Change: None identified.	
Impact on Training: No known impact to training	
Impact on Policies and/or Procedures: No known impact to policies or procedures.	
The project/program manager attests that all impacts and alternatives have been vetted by the following members:	List Individual Name(s) & Review Notes
<input type="checkbox"/> Product Owner	Deborah Todd
<input type="checkbox"/> Scrum Master	Paula Griner
<input type="checkbox"/> Program Manager	CherylN Dent
<input type="checkbox"/> Project Manager	Sonia Nelson
<input type="checkbox"/> Sr. Business Analyst	Catherine Thomas
<input type="checkbox"/> Lead Developer / Software Architect	Khadija Harris
<input type="checkbox"/> Enterprise Technical Team Representative	Patrick Robbins
<input type="checkbox"/> Testing Manager	Shari McDuffie
<input type="checkbox"/> LDO Representative	Anat Michaeli-Ling
<input type="checkbox"/> Financial Representative (DAS/OFM)	Steve Burch
<input type="checkbox"/> Other Operational / Business Manager(s)	

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

Change Control Board Recommendation
Decision: <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer <input type="checkbox"/> N/A
Comments: Recommended for approval by the CCB on 12/11/17.

Advisory Board Recommendation
Decision: <input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer <input type="checkbox"/> N/A
Comments:

Executive Steering Committee Decision
Decision: <input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer
Comments:

Approver	Signature	Date
Terry Rhodes Executive Director, DHSMV		
Diana Vaughn Deputy Executive Director, DHSMV		
Robert Kynoch Director of Motorist Services, DHSMV		
Boyd Dickerson-Walden Chief Information Officer, DHSMV		
Deb Dobson Program Manager – FLOW, DHSMV		

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

General Information	
Agile Project Name	Motorist Modernization Phase I – Renewal Notification
Change Request Title	Renewal Notifications – Modify Renewal Notice Template
Change Requested By	Sonia Nelson
Product Owner	Thomas Wilson
Date Requested	December 5, 2017

Change Request # <i>(To be assigned by CCB Chair)</i>	84
<input checked="" type="checkbox"/> New Request	<input type="checkbox"/> Resubmitted / Amended Request

Change Request Information (completed by the requestor)
Description of Change: The purpose of this change request is to modify the template used to create and print the Driver License Renewal Notices.
Classification: Critical <input checked="" type="checkbox"/>
<i>Due to the level of classification (Level III) and potential impact to the scope, schedule (on the critical path, milestone impact, and/or >10 business days/81 hours), and/or budget (>\$500, increase to overall program budget), this change request must be reviewed by the Change Control Board and approved by the Executive Steering Committee in accordance with the MM Phase I Program Management Plan.</i>
Change Request Type: <input type="checkbox"/> New (Unplanned/Missed) Work Effort <input type="checkbox"/> Re-work <input checked="" type="checkbox"/> New (Expanded) Work Effort <input type="checkbox"/> Removal/Archival

Business Need / Justification (completed by the requestor)
Florida Department of Highway Safety and Motor Vehicles’ request pursuant to section 97.057(5), Fla. Stat., to satisfy the requirements of 52 U.S. §20504 regarding simultaneous application for voter registration and renewal of driver license, and for change of address for driver license to serve as change of address for voter registration.

Impact Analysis
Requirements Change Description: <ul style="list-style-type: none"> Update the mock-up to display the new Renewal Template Image Update business requirements for the Driver License Renewal Notices
Technical Change Description:

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

Associated Wrap Number? N/A					
Impact on Backlog:					
The following stories will be modified by this Change Request:					
No.	Change Description/Story	DEV Hours	SEU Hours	Total Hours	Milestone
1	FR10333 GHQ Print Driver License/ID Card Renewal Notices	24	6	30	F
2	FR10545 GHQ Print Driver License Vision Letter	24	6	30	F
3	FR11509 GHQ Print Driver License Hazmat Letter	24	6	30	F
4	FR10538 Create Standard Driver License Renewal Notice Template	24	6	30	F
5	FR11510 Create Standard Driver License Hazmat Letter Template	24	6	30	F
6	FR9649 Create Standard Driver License Vision Letter Template	24	6	30	F
Totals		144	36	180	

The following stories will be created due to this Change Request:

No.	Change Description/Story	DEV Hours	SEU Hours	Total Hours	Milestone
1	In Person DL Renewal – Real ID Compliant Template	24	6	30	F
2	In Person DL Renewal – Non-Real ID Compliant Citizen Template	24	6	30	F
3	In Person DL Renewal - Non-Real ID Compliant Immigrant Template	24	6	30	F
4	Vision Letter Template - Notice – Real ID Compliant Template	24	6	30	F
5	Vision Letter Template – Non-Real ID Compliant Citizen Template	24	6	30	F
6	Vision Letter Template – Non-Real ID Compliant Immigrant Template	24	6	30	F
7	Convenience DL Renewal – Real ID Compliant Template	24	6	30	F
8	Convenience DL Renewal – Non-Real ID Compliant Citizen Template	24	6	30	F
9	Convenience DL Renewal - Non-Real ID Compliant Immigrant Template	24	6	30	F
Totals		216	54	270	

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

Impact on Schedule:				
<input checked="" type="checkbox"/> No Project / Program schedule change		<input type="checkbox"/> Project / Program schedule change		
Schedule Change Description:				
Estimated capacity for the Milestone is 768 hours. Current estimate of work effort for the Milestone is 622 development hours. This change request would add 216 hours to the backlog (848 hours). Based on capacity, the team will not be able to absorb this change without a commitment to overtime.				
Change may be addressed within:				
<input type="checkbox"/> New Milestone		<input checked="" type="checkbox"/> Existing Milestone		
<input type="checkbox"/> New Sprint		<input checked="" type="checkbox"/> Existing Sprint		
Provide detail for when this change will be implemented:				
Milestone F. Milestone begins December 20, 2017, ends February 6, 2018.				
Current Schedule:				
MILESTONE GROUP F	32 days	Wed 12/20/17	Tue 2/6/18	Future Task
Sprint 21	13 days	Wed 12/20/17	Tue 1/9/18	Future Task
Sprint 22	14 days	Wed 1/10/18	Tue 1/30/18	Future Task
RN HIP Sprint - Milestone Group F	4 days	Wed 1/31/18	Mon 2/5/18	Future Task
RN Milestone Retrospective - Milestone F	1 day	Tue 2/6/18	Tue 2/6/18	Future Task
Proposed Schedule:				
No change to current schedule.				
Impact on Cost:				
No impact to current costs.				
Resources Needed to Support this Request	Program (P) or Operational (O)	Work Effort (Hours)	% Allocation to Program	
Bradford Cote	P		100%	
Ishan Godbole	P		100%	
Patricia Joseph	P		100%	
Muhammad Farid	P		100%	
SEU Testers	P		100%	
Total		450 hours		
Work Effort:				
Blueprint estimates for the existing stories is 236 hours. This CR represents an additional 214 hours of effort.				

Alternatives to the Requested Change: None identified.

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

Impact on Training: No known impact to training	
Impact on Policies and/or Procedures: No known impact to policies or procedures.	
The project/program manager attests that all impacts and alternatives have been vetted by the following members:	List Individual Name(s) & Review Notes
<input type="checkbox"/> Product Owner	Thomas Wilson
<input type="checkbox"/> Scrum Master	Kathy Reeves
<input type="checkbox"/> Program Manager	CherylN Dent
<input type="checkbox"/> Project Manager	Sonia Nelson
<input type="checkbox"/> Sr. Business Analyst	Judy Johnson
<input type="checkbox"/> Lead Developer / Software Architect	Bradford Cote
<input type="checkbox"/> Enterprise Technical Team Representative	Patrick Robbins
<input type="checkbox"/> Testing Manager	Brian Rivera
<input type="checkbox"/> LDO Representative	Anat Michaeli-Ling
<input type="checkbox"/> Financial Representative (DAS/OFM)	Steve Burch
<input type="checkbox"/> Other Operational / Business Manager(s)	

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

Change Control Board Recommendation
Decision: <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer <input type="checkbox"/> N/A
Comments: Recommended for approval by the CCB on 12/11/17.

Advisory Board Recommendation
Decision: <input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer <input type="checkbox"/> N/A
Comments:

Executive Steering Committee Decision
Decision: <input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer
Comments:

Approver	Signature	Date
Terry Rhodes Executive Director, DHSMV		
Diana Vaughn Deputy Executive Director, DHSMV		
Robert Kynoch Director of Motorist Services, DHSMV		
Boyd Dickerson-Walden Chief Information Officer, DHSMV		
Deb Dobson Program Manager – FLOW, DHSMV		

Item No.	Add Date	Function Area	Requested Functionality	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
POR31	01/13/17	Express Shipping	Currently the department allows customers to request express shipping of their driver license/id card by supplying P&I with their personal express shipping account number for various providers (FedEx, UPS, DHL). It was decided previously by the ESC that the new Portal application will allow expedited shipping for Driver License/ID cards issuances. Should we require the customer provide an account number or should we set a fee amount and bill the department's account for shipping?			Require additional information		<p>3/8/17 Update Sent a request for pricing to Alissa Hoban who reached out to Trey Collins. Alissa Hoban provided the current price sheet for the various options.</p> <p>3/16/17 Update Aundrea Andrades presented the current pricing for Priority Overnight, FedEx Standard Overnight and FedEx two day overnight to the ESC. Aundrea suggested creating a table indicating the correct amounts for each service based on the zones and the board members agreed that it would be beneficial to use the pricing method moving forward. ESC requested information on how quickly we can process the issuance and what is the normal speed?</p> <p>04/25/17 Update All mail received by 3:30 p.m. in the mail room will be delivered as follows: Priority Overnight will arrive by 10:30 a.m. next day FedEx Standard Overnight - Commercial will arrive by 3:00 p.m. next day FedEx Standard Overnight - Residential will arrive by 8:00 p.m. next day FedEx 2-Day will arrive by 10:30 a.m. 2nd day</p>	Require additional information	
POR31 Cont....	01/13/17	Express Shipping				Require additional information		<p>4/27/17 Update The ESC decided that we will give the customer 3 options for express shipping. The system will calculate the fee based on the shipping option and zone. The system will display the expected delivery date for each option.</p> <p>05/17/17 Update As of the last update, the legislative bill did not pass. The team would like directions for the next steps.</p>	Require additional information	
POR31 Cont....	01/13/17	Express Shipping				Require additional information		<p>05/18/17 Decision The department will continue with previous plan.</p> <p>05/22/17 Update Deb Roby emailed a copy of the Card Print Solution contract and the following notes: I have attached a few pages with language from the card print solution contract regarding expedited printing. The contract only addresses two types of printing and mailing for credentials. 1. Standard processing with first class mailing. 2. Expedited processing with next business day delivery. The contractor is required to produce separate invoice details for the expedited credentials with the shipment tracking information, in addition to the regular invoices. There are specific prices identified for each type of credential processing and mailing (regular and expedited/overnight) during the term of the contract and the extension periods.</p>	Require additional information	

Item No.	Add Date	Function Area	Requested Functionality	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
POR31 Cont....	01/13/17	Express Shipping				Require additional information		<p>7/17 Update We submitted the items below to the Print Card solution team to get clarification from Morpho Trust: Request to use customer number in addition to driver license number in the data exchange. Request clarification on the label, such as what type and what will be printed on the label. What type of tracking information will be provided. The team indicated that they were focusing on the print solution only because that was their number one priority. They also stated that since the bill did not pass, no further work would be done pertaining to this issue.</p> <p>07/27/17 Update The MYDMV Portal team will resume discussion with Print Card Solution team after the UAT date for the new cards.</p>	Require additional information	
POR34	7/10/2017	Communication	Use of Tax Collector vs Driver License and Motor Vehicle Service Centers	7/11/2017 Update - Terrence will discuss with TC after ESC decision		Require additional information		<p>07/27/17 Update ESC would like more time to review.</p> <p>11/16/17 Update ESC decision - Use service center and/or Tax Collector office when referencing locations.</p>	Require additional information	
REN07	05/04/16	Renewal Notice Processing	Renewal Team members met with Janie Westbury and Ginny Gardner to discuss the current status and options for making changes to the Novitex contract. The agency would like to bring all DL Renewal Notifications processing in-house from Dept. of Revenue to Novitex and include all out-of-state MV Renewal Notifications - print, mail and processing. Currently, six counties rotate the printing, mailing and processing of all the out-of-state MV Renewal Notifications, but do not recuperate all of the cost. Novitex currently prints all DL Renewal Notifications. DOR processes all DL mail-in renewals.			Require additional information		<p>05/05/16 Update Boyd will meet with Janie Westberry to determine the cost for processing by Novitex.</p> <p>05/27/16 Update Janie was out of the office, will follow up when she is back.</p> <p>06/22/16 Update April Edwards met with Janie Westberry on 6/21/2016.</p> <p>10/26/16 Update Janie Westberry is no longer with the agency. The team will reach out to Trey Collins to move forward with bringing the process in-house.</p> <p>12/14/16 Update Met with Trey Collins on 12/12/16 to give him an overview of the project. We will send him the project artifacts for review and additional meeting will be scheduled with Trey and Novitex.</p> <p>12/20/16 Update Project artifact were sent to Trey Collins for review.</p> <p>01/09/17 Update Trey Collins emailed Novitex to schedule a meeting for the week of 1/16/17 -1/20/17.</p> <p>02/16/17 Update No update.</p> <p>3/13/17 Update We received a quote from Novitex for providing services to process the returned DL renewal notices.</p>	Require additional information	

Item No.	Add Date	Function Area	Requested Functionality	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
REN07 Cont...	05/04/16	Renewal Notice Processing				Require additional information		<p>4/11/17 Update A decision was made to have Novtix provide OCR reading for hand-written email address on the renewal notice. The team will request a new quote from Novitex to included this functionality.</p> <p>04/21/17 Update A new quote was received from Novitex/Mavro.</p> <p>06/02/17 Update A new quote was received from Noitex/Mavro.</p> <p>6/15/17 Update We received signoff from DOS for the DL Renewal Notice/Motor Voter Application.</p> <p>6/29/17 Update Held Conference call with Novitex/Mavro to discuss next steps. Internal team meeting scheduled for 7/13/2017.</p> <p>07/13/17 Update Team meeting was held to discuss next step and first draft of the new renewal notice.</p> <p>10/17/17 Update DHSMV met with the Tax Collector focus group to discuss proposed changes to the driver license renewal notice. The team will create a new mockup with the proposed changes.</p>	Require additional information	
REN07 Cont...	05/05/16	Renewal Notice Processing				Require additional information		<p>11/15/17 Update The proposed changes requested by the Tax Collectors have been made to the Driver License Renewal Application and presented to DOS for preview.</p>		

Item No.	Add Date	Function Area	Requested Functionality	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
REN12	06/12/17	Renewal Vendor File	During the Data Recipient Meeting, the vendors requested that the renewal file contain all records, even those that have been renewed or have been modified due to subsequent transactions on the vehicle. Currently the system is designed to drop these flagged records from the downloaded vendor renewal file.			Require additional information		<p>6/15/17 Update ESC would like to see the estimated hours for this request.</p> <p>7/11/17 Update Per Jeff Marsey - 20hrs for development.</p> <p>7/27/17 Update ESC requested the team to schedule a conference call to discuss the business need for this request.</p> <p>8/1/17 Update Conference call was held with Manatee County the following cases were discussed: Remittance processing look-up (vehicle sold, ownership change). If records are removed from the file this will increase the research effort. Two family members act on the renewal (mail-in and online).</p> <p>08/17/17 Update ESC requested an estimate for offering this option as a configuration setting.</p> <p>9/21/17 Update This item was discussed during the last ESC meeting no decision has been made at this time.</p> <p>11/15/17 Update The renewal file will contain marked as deleted.</p>	Closed	11/15/2017
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 set to complete in January 2018. We groomed our requirements to go with the "Big Bang" approach.	<p>After discussion with the team, we determined that there are 3 options available:</p> <p>Option 1: Big Bang Approach - This is the way the team groomed the requirements.</p> <p>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</p> <p><i>CR Required</i></p>		Require additional information		<p>08/17/17 Update ESC would like to postpone making a decision until we can finish development of XML and get 4-6 companies structured testing and see how many issues they are having. Hopefully will have an answer by the next ESC meeting.</p> <p>09/21/17 Update- FR team still working on getting confirmations from insurance companies/vendors to start structure 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 structured testing with the ones that have confirmed within the next week.</p> <p>10/24/17 Update The team spoke to Pat Porter and we have five confirmations from insurance companies/vendors to start structure testing.</p>	Require additional information	

Item No.	Add Date	Function Area	Requested Functionality	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		<p>Option 3: HSMV Big Bang + Phased Vendor/Companies Roll-out</p> <ul style="list-style-type: none"> - 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 <p><i>CR Required</i> High level Estimated hours- 2,100 (not including testing)</p>				<p>Progressive (Flat file) AIG (XML/Flat) Farmers (New to FL- XML) Verisk (vendor-XML/Flat) United Automobile (Flat file)</p> <p>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/vendor.</p> <p>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.</p>		
FR02 Cont...	08/14/17	FR						<p>12/06/2017 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 structured 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.</p>		

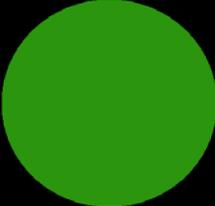
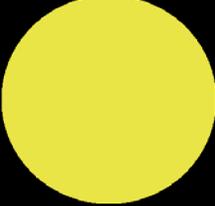
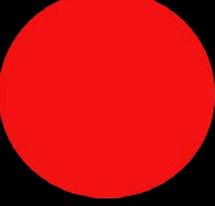
Item No.	Add Date	Function Area	Requested Functionality	Recommendation/ Advisory Board (AB) Comments	Bureau Chief Recommendation/ Approval by Name(s)	AB Status	AB Date	Executive Steering Committee (ESC) Comments	ESC Status	ESC Close Date
ENTP01	06/12/17	Enterprise	As part of the Modernization effort, we are merging our DL & MV databases which involves combining our customers records to a single record which reflects both DL and MV. This process also means that we must define a clear set of business rules as it pertains the customer and their addresses, both mailing and residential. The address rules also have an impact on our business customers. Mailing Address Residential Address	Sex offender/sex predator/career offender being allowed to update mailing address only on MYDMV Portal and not allowing issuance? Can they renew their Motor Vehicle online without being allowed to update their address? Tax Collectors talked about the amount of returned mail. Ability to have an out-of-country address for DUI drivers. EFS Dealers				<p>6/15/17 Update Ask FDLE about the mailing address change for Sexual offender/predator.</p> <p>07/10/17 Update Address business rules will be discussed in the GHQ workshop.</p> <p>07/25/17 Update The GHQ workshop was held on 07/24/17. During the workshop the team documented the address rules for IFTA/IRP, Titles & Registrations and Dealer Services. Once these business rules are transcribed, the team will submit a change request to implement the new business rules.</p> <p>08/17/17 Update Contact Stephanie Duhart to schedule a discussion with FDLE.</p> <p>10/23/17 Update Meeting scheduled for 11/01/17 with FDLE.</p> <p>11/01/17 Update Meeting was held with FDLE to discuss new services that are being offered in the new Portal. OMM will create a sign-off document for approval of access to new services for sexual predators/ career offenders.</p> <p>12/8/17 Update FDLE approval document is being reviewed.</p>	Require additional information	

Motorist Modernization Stoplight Report

Sprint Update

As of December 8, 2017 at 2 p.m.

Sprint 20	Sprint 5	Sprint 21	HIP Sprint	Sprint 20	Sprint 20	Sprint 18	Sprint 18
Nov 30 - Dec 20	Nov 27 - Dec 13	Nov 22 - Dec 12	Nov 22 - Dec 19	Nov 27 - Dec 13	Nov 27 - Dec 13	Dec 6 - Dec 26	Dec 6 - Dec 26
							

	KEY								
	Business Actions	<p>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).</p> <p>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).</p> <p>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).</p>							
	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 Stoplight Report

Milestone Update

As of December 8, 2017 at 2 p.m.

MS F	MS F	MS E	MS E	MS E	MS E	MS D	MS D
Oct 19 - Jan 17('18)	Aug 31 - Jan 17('18)	Aug 30 - Mar 6('18)	Aug 30 - Dec 19	Aug 31 - Jan 3('18)	Aug 31 - Jan 3('18)	Oct 4 - Mar 20('18)	Oct 4 - Mar 20('18)



	DL Issuance	DL Batch	MyDMV Portal	Renewal	Motorist Maintenance	Financial Responsibility	CDLIS	Cit. Proc.	KEY
	Business Actions	Business Actions	Business Actions	Business Actions	<p>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).</p> <p>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).</p> <p>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).</p>				
	Development	Development	Development	Development	Development	Development	Development	Development	
	Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing	
	Technical Debt	Technical Debt	Technical Debt	Technical Debt					
	Business Actions	Business Actions	Business Actions	Business Actions					
	Development	Development	Development	Development	Development	Development	Development	Development	
	Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing	
	Technical Debt	Technical Debt	Technical Debt	Technical Debt					
	Business Actions	Business Actions	Business Actions	Business Actions					
	Development	Development	Development	Development	Development	Development	Development	Development	
	Testing	Testing	Testing	Testing	Testing	Testing	Testing	Testing	
	Technical Debt	Technical Debt	Technical Debt	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.)

MM Phase I Level I/II CRs

#	CR #	Project Team	Title	Brief Description	Source	Notes	Milestone/Sprint to Implement	Story Impact (Add, Modify, Remove)	Priority	Priority Notes	Internal Review Status	Internal Status Date	Estimated Effort by Work Type	Total Effort
340	PMCR-341	FR	Missing technical feature to inactivate Certificate on customer file when a more recent certificate is received by an Insurance company.	FR22304, FR24726, FR24733 primarily. (Posting stories relating the SR22/FR44 and SR26/FR46). Reference missed in Requirement for the System to Inactive Certificate on File when a new Certificate is received for a customer record.	Testing	Reference TFS Bug # 98845	Milestone E/ Sprint 19	Modify	Emergency	Program Manager facilitated the approval of the CR with Pat Porter, the PO.	Approved	11/16/2017	.5 Hours - Refinement 8 Hours - Build 0 Hours - Test 8.5 Hours Total	8.5
343	PMCR-344	DL Batch	AAMVA Offline Update	There was a missed requirement on the AAMVA calls. This CR is to update the calls with the appropriate common rules for CDLIS & PDPS	Testing	Approved as Emergency CR on 11/16/17	Milestone F/Sprint 4	Modify			Approved	11/28/2017	.5 Hours - Refinement 8 Hours - Build 0 Hours - QA 1 Hours - Test 9.5 Hours Total	9.5
345	PMCR-346	Renewal	DL Refresh Story	A batch job will run nightly to update the exclude flag on Driver License renewals so that the Renewal Vendors will have access to the most up-to-date renewal data for renewal file processing	Development	Missed Requirement	Milestone F/Sprint 21	Add	High		Approved	11/28/2017	4 Hours - Refinement 12 Hours - Build 12 Hours - Test 28 Hours Total	28
346	PMCR-347	Renewal	Renewal Email Notifications should not be sent for delinquent mobile homes	Hide/disable the view and send email buttons	Development		Milestone F/Sprint 22	Modify	Low		Approved	11/28/2017	1 Hours - Refinement 1 Hours - Build 6 Hours - Test 8 Hours Total	8
347	PMCR-348	Renewal	FR19631 - Unarchive Story	This story is needed for DL High Speed process but mistakenly archived	Refinement		Milestone F/Sprint 22	Add	High		Approved	11/28/2017	Blueprint Estimate is 44 hours	44
348	PMCR-349	Renewal	Archive FR10500 - DL Create Audit - Renewal Audit Maintenance	This is a duplicate story, not needed and can be archived.	Planning		Milestone E/HIP	Remove			Approved	11/28/2017	-16	-16
349	PMCR-350	CP	FR15189, FR15191 - Modify Stories based on Legal opinion	Ignition Interlock details for Mandatory Revocation stories must be modified to add 'Revoke for 5 years for a 2nd Conviction.	Legal opinion		Milestone D/Sprint 18	Modify			Approved	11/28/2017	1 Hours - Refinement 11 Hours - Build 8 Hours - Test 20 Hours Total	20
350	PMCR-351	CP	FR17176, FR17178 - Modify Stories based on Legal opinion	Modify Revocation time period for Load Dropping/Shifting/Escaping for 2nd or subsequent offense.	Legal opinion		Milestone D/Sprint 19	Modify			Approved	11/28/2017	1 Hours - Refinement 6.5 Hours - Build 8 Hours - Test 15.5 Hours Total	15.5
351	PMCR-352	FR	Technical rework needed to address Level of Coverage being submitted by Insurance companies with Dummy VIN for Non Owner Policies.	Mitigate technical challenge reported by Pilot Insurance Companies to address submission of Dummy VIN in capturing level of coverage. This work will require updates to two validation procedures (not impacting existing requirements of the Schema). The goal is to accommodate a standard Dummy VIN (and required elements documented in the XML Insurance Procedure Manual) on the database when dealing with Non Owner Insurance Policies.	Pilot Insurance Company XML Development	A request was submitted by Pilot Insurance Companies on the 11/22 conference call to resolve the amount of work needed to currently submit a dummy VIN and the need to submit a follow up transaction to Delete the VIN. This work will allow them to submit one transaction for NonOwnerInsurance Policies. Changes to two validation procedures will allow for a dummy VIN to be saved to the database and allow for the same dummy VIN to be saved under multiple policies. This change will properly handle the Department's requirement to capture the level of coverage and that repeat offenders have the proper insurance.	Milestone E/Sprint 11	Modify	High		Approved	11/28/2017	20 Hours - Build 25 Hours - Test 45 Hours Total	45
355	PMCR-356	FR	Technical rework to Seized Tag to address Correspondence code 212 (Seized Tag), and Action Code (623) when applicable, to driver record.	Development was done for the Seized Tag screens prior to catching that Business Requirement language was archived incorrectly at a prior refinement.	Sprint Planning	Business RQ RQ15172 was modified in such a way that when the receipt portion of the RQ was updated that this features was archived in error.	Milestone E/Sprint 11	Modify	Emergency	Program Manager facilitated the approval of the CR with Pat Porter, the PO.	Approved		10	10
356	PMCR-357	FR	Archive FR13522 Data Warehouse Update - Transaction Counts	All Business reporting requirements are accounted for across other Data Warehouse/Reporting User Stories.	Refinement	Archive FR13522 desired business requirements are captured across other DW/Reporting User Stories.	Milestone E/Hip Sprint	Remove	Emergency	Program Manager facilitated the approval of the CR with Pat Porter, the PO.	Approved		-12	-12

MM Phase I Level I/II CRs

#	CR #	Project Team	Title	Brief Description	Source	Notes	Milestone/Sprint to Implement	Story Impact (Add, Modify, Remove)	Priority	Priority Notes	Internal Review Status	Internal Status Date	Estimated Effort by Work Type	Total Effort	
359	PMCR-360	CP	Update Citation Process - RQ16448 - Disposition code to disqualification code	Due to different requirements for inbound OOS dispositions, there is a requirement for ACD code mappings which is not required for in state. In state always has disposition code, OOS will not, therefore needs an ACD code mapping.	Stand-Up		Milestone D/Sprint 17	Modify	Emergency	Program Manager facilitated the approval of the CR with approval from Deb Todd, the PO.	Approved	11/30/2017	1 Hours - Refinement 4 Hours - Build N/A - Hours - Test 5 Hours Total	5	
360	PMCR-361	FR	Update XML Update story with features identified in 8 Electronic Clearance stories by merging them in the Sanction Update story FR27637 - RQ27646 (transactions 13/20/31/34)	The planned work for 8 Clearance stories in Milestone E need to be developed and associated as part of the Sanction Update feature instead of the clearance service. Merging these stories will reduce planned development work from 64 hour to 32 hours.	Refinement	The Business Requirements for the following User Stories FR33884, FR33879, FR33869, FR33889, FR33865, FR33867, FR33900, FR33876, will be merged into one Business rule and updated the Sanction Update User Story. This change does not impact training, testing plans or Insurance company features already developed.	Milestone E/Sprint 11	Modify	Emergency	Program Manager facilitated the approval of the CR with Pat Porter, the PO.	Approved			-32	-32
362	PMCR-363	FR	Expand database to accommodate and track security deposit adjustment to a lower amount.	FR 24813 Process Releasor story need a technical change made. Since Security Deposit would impact future DL Issuance work this CR is being submitted.	Functional Testing	Change required to the tables FR Crash Party, FR Crash Vehicle, FR Involved Property. (Add columns to these tables. Name column Override to allow for user to lessen the security deposit amount if a correction is needed from Estimate received from law enforcement crash report, or a certified letter to releasor came back undelivered.	Milestone E/Sprint 11	Modify	Emergency	Program Manager facilitated the approval of the CR with Pat Porter, the PO.	Approved		0 Hours - Refinement 1 Hour - DB Change 3 Hours - Development 0 Hours - Test 4 Hours Total	4	
363	PMCR-364	FR	Archive FR18147 Automatic Clearance Process Clearance as functionality covered under another story.	Archive FR18147 Automatic Clearance Process Clearance as functionality covered under the FR18045 Automatic Clearance Evaluate story.	Refinement	Archive FR18147 Automatic Clearance Process Clearance as functionality covered under the FR18045 Automatic Clearance Evaluate story.	Milestone E/Sprint 11	Remove	Emergency	Program Manager facilitated the approval of the CR with Pat Porter, the PO.	Approved			-4	-4
364	PMCR-365	FR	Technical change to FR20530 FR Sanction Maintenance - Search - Display Applied FR Actions needed.	Tech change found during functional testing. Story was coded to link to transaction ID to establish relationship, but it needs to be link to Deposit record ID	Functional Testing	Found during functional testing and reported on 12/5/2017.	Milestone E/Sprint 11	Modify	Emergency	Program Manager facilitated the approval of the CR with Pat Porter, the PO.	Approved		8 Hours - RQ and crosswalk updates 8 Hours - Development Rework 0 Hours - Test 16 Hours Total	8	
242	PMCR-243	DL	Abandon Transaction	Need story related to Abandoning a transaction and what is updated on the record (e.g. Image Only).	Refinement	Handled by PMCR-11 - Canceled 11/8/17.		Modify			Canceled				0
312	PMCR-313	DL	Update Transcript Web Service for CDL Med Cert Indef	A new column is being added to calculate if a CDL Med Cert Card has an Indefinite expiration date. The Transcript web service will need to be modified to look at the indicator and set the expiration date to "INDEF" if it is set.		DL Issuance 3 MyDMV Portal 4 DL Batch 3 MM 3 Cancelled as incorporated into MyDMV Portal CR on transcripts		Modify	High		Canceled	11/28/2017	.5 Hours - Refinement 4 Hours - Build 13 Hours - Test 17.5 Hours Total	17.5	
303	PMCR-304	DL	Need to Merge Code to DRIVE Shell	When the Print Project started, that Project and DL Issuance split their code branches from the main Operations code branch. The 3 code branches need to be merged. The CR includes the effort for the DL Issuance team to merge.	Development			Modify			Approved	12/11/2017	0 Hours - Refinement 30 Hours - Build 3 Hours - QA 4 Hours - Test 37 Hours Total	37	
338	PMCR-339	DL	Missing HAZMAT Fee	During testing determined that the common HAZMAT Fee rule is missing HAZMAT Service Fee.	Testing	Reference TFS Task 99264		Modify			Approved	12/11/2017	2 Hours - Refinement 4 Hours - Build 2 Hours - QA 1 Hours - Test 9 Hours Total	9	

MM Phase I Level I/II CRs

#	CR #	Project Team	Title	Brief Description	Source	Notes	Milestone/Sprint to Implement	Story Impact (Add, Modify, Remove)	Priority	Priority Notes	Internal Review Status	Internal Status Date	Estimated Effort by Work Type	Total Effort
353	PMCR-354	FR	Archive FFR25803 – FR Security Deposit Refund - Display Security Deposit Refund Details Screen	Worked covered under the story FR27810	Refinement	Team determined in Sprint planning conducted on 11/28 that this story had duplicate work. Product Owner confirmed in meeting to Archive the story. PgM facilitated offline approval with PO, as emergency request.	Milestone E/Sprint 11	Remove			Approved	12/11/2017	-12	
354	PMCR-355	FR	Archive FR22314 – FR Sanction Maintenance - Deletion - Validate Delete Sanction Action	Validations documented in the RQ for the Delete function was removed as it was not needed.	Refinement	Team determined in Sprint planning conducted on 11/28 that this story had duplicate work. Product Owner confirmed in meeting to Archive the story. PgM facilitated offline approval with PO, as emergency request.	Milestone E/Sprint 11	Remove			Approved	12/11/2017	-4	
361	PMCR-362	Renewal	FR14830 - Create Audit Tab - Renewal Audit Maintenance: Remove Fee column	The fee column is displayed on a different screen and should not be displayed in the results grid.	Development		Milestone E/HIP	Modify			Approved	12/11/2017	N/A Hours - Refinement 2 Hours - Build N/A - Hours - Test 2 Hours Total	2
365	PMCR-366	DL	Need table for Guardian Change	Need to change guardian relationship to be a drop-down instead of freeform text. The following can be used for Guardian Relationship selection for minors under the age of 18: <ul style="list-style-type: none"> • Father • Mother • Guardian • Foster Parent • Guardian Ad Litem • Caseworker • Responsible Adult Donnie is creating a table to link ECI & Guardian	Testing	See Task 101330		Modify			Approved	12/11/2017	.5 Hours - Refinement 1 Hours - DB Change 8 Hours - Build 1.5 Hours - Test 11 Hours Total	11

