

Motorist Modernization Advisory Board – Phase II Meeting
Tuesday, December 15, 2020
2:30 to 4:00 PM
VIA: GoToMeeting

Invitees

Stephen Boley
Lt. Jason Britt
Diane Buck
Jay Levenstein
Steve Burch
Lisa Cullen
Sherri Smith
Sgt. Derek Joseph
TBD

Representing

FLHSMV
FLHSMV
FLHSMV
FLHSMV
FLHSMV
Florida Tax Collectors
Florida Tax Collectors
Law Enforcement
Law Enforcement

Agenda

- Roll Call
- Welcome
- Review and Approval of Last Meeting Minutes
- Stakeholder Outreach Update
- MM Phase II Program Update
 - Financial Review
 - Project Updates
- Communications Update
- Q&A
- Adjourn

Motorist Modernization Advisory Board – Phase II Meeting
Tuesday, November 10, 2020
2:30 to 4:00 PM
VIA: GoToMeeting

WELCOME AND INTRODUCTIONS

- The meeting was called to order at 2:30 p.m. Terrence Samuel began the meeting by welcoming members and visitors and proceeded with the roll call of board members.

Advisory Board Phase II members included

- | | |
|---------------------|---------------------------------|
| ○ Lt. Jason Britt | FLHSMV |
| ○ Diane Buck | FLHSMV (absent) |
| ○ Jay Levenstein | FLHSMV |
| ○ Lisa Cullen | Florida Tax Collectors (absent) |
| ○ Sherri Smith | Florida Tax Collectors |
| ○ Sgt. Derek Joseph | Law Enforcement (absent) |
| ○ Steve Burch | FLHSMV |
| ○ Stephen Boley | FLHSMV |

- Additional FLHSMV members included – Terrence Samuel, Kristin Green, Rachel Graham, Janis Timmons, Larry Gowen, Cathy Thomas, Scott Tomaszewski, Felecia Ford, Koral Griggs, Jessica Espinoza, Aundrea Powell, Michael Anderson, Craig Benner, Chad Hutchinson and Stacey Bayyari.
- Visitors included – Gary Didio and Greg Williams with Ernst & Young, and Michelle McGinley, Nathan Johnson and Joseph Weldon from Accenture attended. Carl Ford from J Ford Consulting, Andrew Bell with Florida Auto Tag Agencies, Scott Lunsford with the Florida Tax Collectors, Jessica Lanese with Department of Management Services and Rebekah Orf with Grant Street also attended.

REVIEW OF MEETING MINUTES

- Rachel Graham reviewed the meeting minutes from October 13, 2020. No corrections were identified. A motion to approve the minutes was accepted by the board members and the October 13, 2020, meeting minutes were approved.

IV&V UPDATE

- Gary Didio presented an IV&V update for Phase II. The overall risk state was green. Four additional facets were reviewed, which included: Data Management (T4), Security and Controls (T5), Business Continuity and Disaster Recovery (T6), and Testing and Validation (T7). The Schedule Performance Index (SPI) was .990. The “to complete schedule performance index (TSPI)” was 1.008 and the four-week moving average is not improving. 12 of 1,601 total tasks were late and the program completion date was forecasted to be 22 days late.

STAKEHOLDER OUTREACH

- There was no stakeholder outreach update at the meeting.

FINANCIAL REVIEW

- Janis Timmons presented a Phase I and II financial review. The total for all Legislative Budget Requests for Phase I was \$37.3 million. The Phase II budget for the 2020 – 2021 fiscal year is \$9.87 million with \$2.08 million expended as of October 2020. There was a 0% variance with approximately \$7.79 million in remaining funds.

PHASE II PROJECT UPDATE

- Nathan Johnson stated all teams completed development and testing for Milestone B. Team A continued to work on development and testing of the Original Registration Transaction for Milestone C. Team B continued to work on inventory functions, global administrative features and cashiering for Milestone C.
- Aundrea Powell stated the MyDMV Portal/Fleet team continued to test the motor vehicle records request stories and develop the bulk and download functions for Milestone C.
- Scott Tomaszewski stated Deliverable 2 for the IFTA/IRP Project was trending late and is currently under review by Celtic. Deliverables 6 – 8 will be adjusted by approximately three months once the change request addressing the schedule change is submitted. Important activities for the team included: integrate program and project schedules and review SEU impact of UAT schedule and finalize IFTA Interface Design Specs. The IFTA/IRP team continued to work on 18 remaining action items. The risk related to cross-dependent department resource availability has been closed. It is now linked to Program Risk 13 (lack of availability of key OMM resources).
- Joseph Weldon stated the Florida Smart ID (FSID) team was scheduled to begin UAT on November 9; however, this was delayed due to Thales SIT being late (Issue 23). A revised schedule is currently being discussed with Thales. The team continued to work with the pilot participants and discuss what the pilot will entail.
 - Risks and issues for the team included:
 - Risk 79 – PGM – 10-Day testing window for UAT
 - Issue 22 – PGM – Thales iOS Verifier Development is late
 - Issue 23 – PGM – Thales SIT is late
- Mr. Johnson stated the initial scope for Enterprise Content Management (ECM) is to perform backend storage for generated documents produced by the modernized system. The team is currently identifying what is needed to shift the documents from storage as well as document generation. The team continued to work on compiling an ECM schedule.

COMMUNICATIONS UPDATE

- Koral Griggs stated several pilot-related documents for FSID were currently under review by Executive Leadership.

Q&A

- There were no questions or concerns from members present.

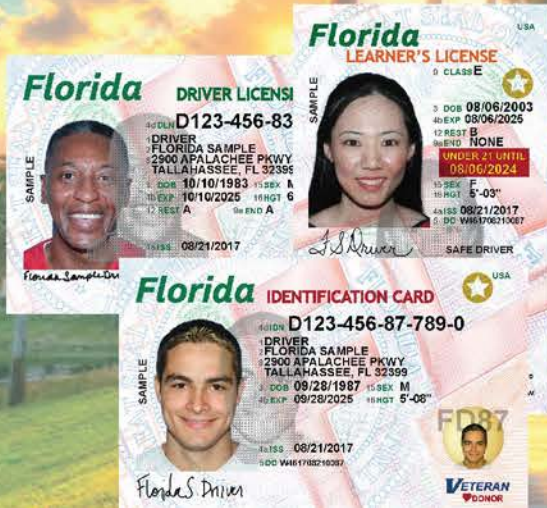
ADJOURNMENT

- Mr. Samuel adjourned the meeting at approximately 2:47 p.m.
- The next Advisory Board Phase II Meeting is scheduled for December 15, 2020.

Note: Handouts at this meeting included:

Consolidated in a meeting packet and emailed to members:

MM Advisory Board Phase II Agenda	1 Page
MM Advisory Board Phase II Meeting Minutes (10/13/20)	3 Pages
Phase II IV&V Report	27 Pages
Financial Review	8 Pages
Phase II Traffic Light Reports	2 Pages
Phase II State of the State	4 Pages



Financial Update Motorist Modernization

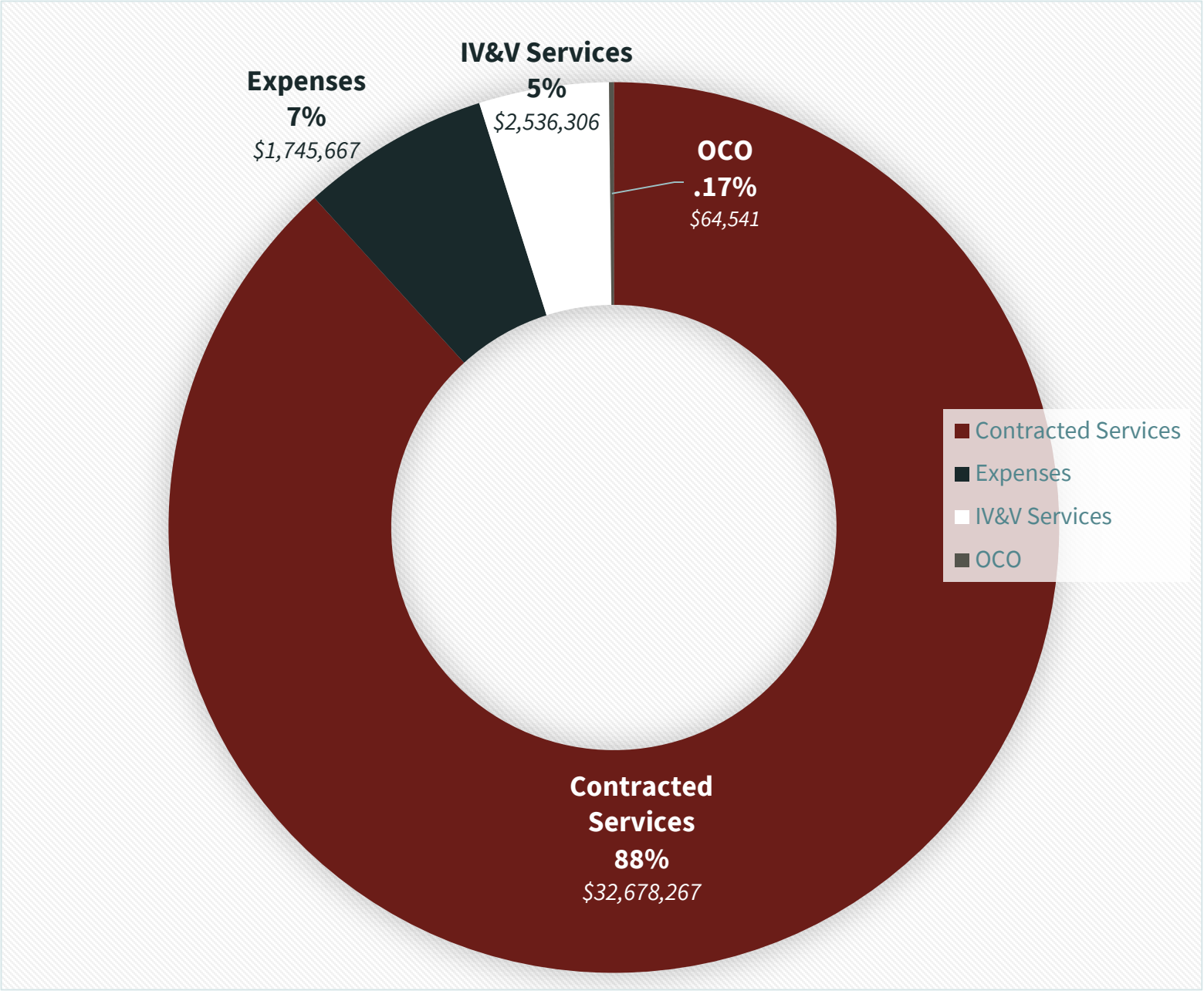
DECEMBER 15, 2020



Phase I LBR Requests

<i>Fiscal Year</i>	<i>Total Request</i>	<i>Contracted Services</i>	<i>IV&V Services</i>	<i>Expenses</i>	OCO
2014-2015	\$2,500,000	\$1,514,762	\$619,186	\$61,478	-
2015-2016	\$6,362,609	\$5,468,933	\$479,280	\$382,501	\$31,895
2016-2017	\$8,749,351	\$7,907,512	\$479,280	\$336,688	\$25,871
2017-2018	\$9,857,775	\$8,506,720	\$479,280	\$865,000	\$6,775
2018-2019	\$7,536,000	\$6,976,720	\$479,280	\$80,000	-
2019-2020	\$2,323,620	\$2,303,620	-	\$20,000	-
TOTAL	\$37,329,355	\$32,678,267	\$2,536,306	\$1,745,667	\$64,541

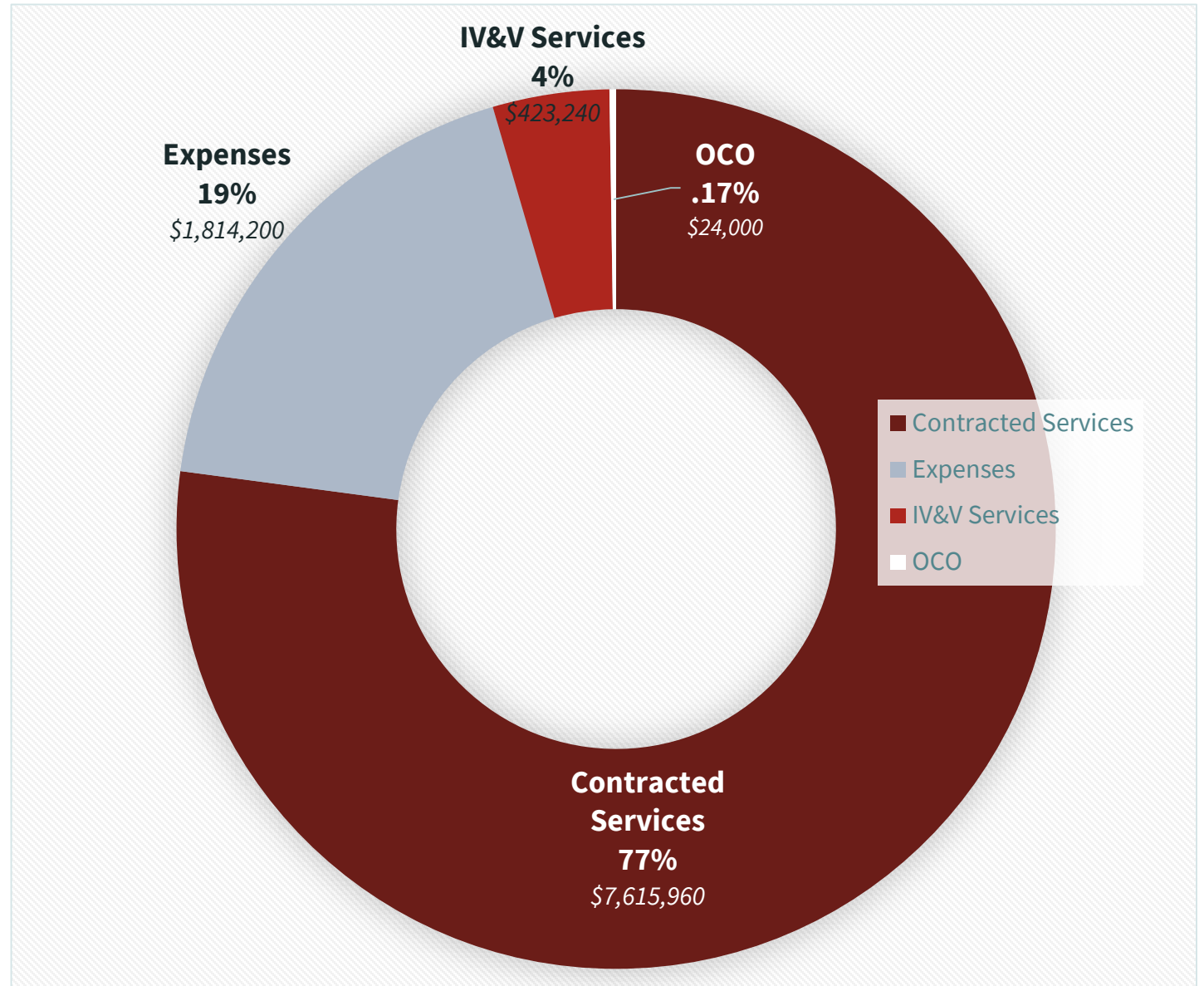
Phase I Total Actuals 2014-2020



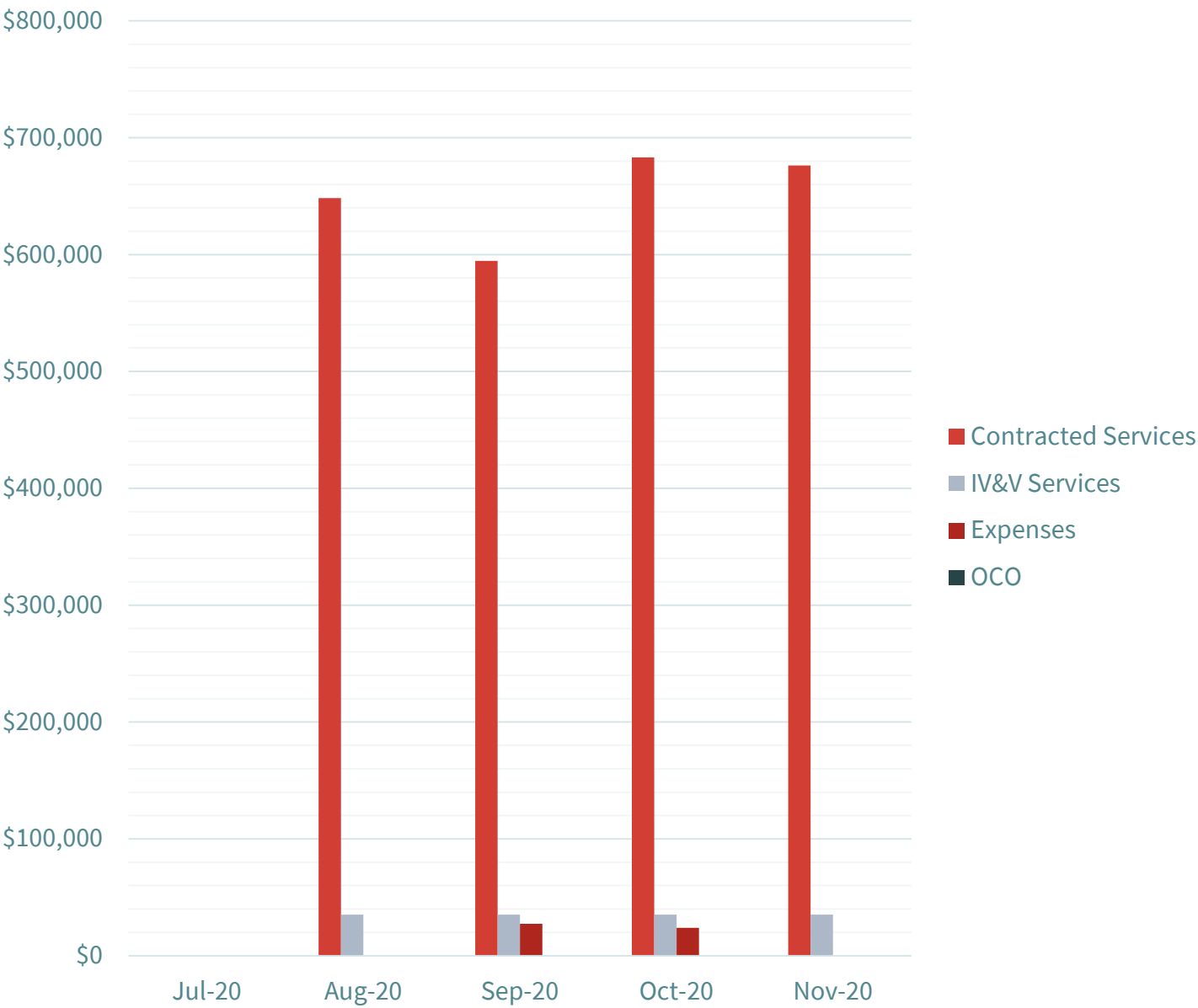
Phase II LBR Requests

<i>Fiscal Year</i>	<i>Total Request</i>	<i>Contracted Services</i>	<i>IV&V Services</i>	<i>Expenses</i>	<i>OCO</i>
2017-2018	\$4,132,180	\$3,575,240	\$357,190	\$179,850	\$19,900
2018-2019	\$5,037,000	\$4,455,960	\$423,240	\$150,000	\$7,800
2019-2020	\$13,742,200	\$9,715,960	\$423,240	\$3,570,000	\$33,000
2020-2021	\$9,877,400	\$7,615,960	\$423,240	\$1,814,200	\$24,000
2021-2022	\$10,639,010	\$9,278,070	\$423,240	\$904,700	\$33,000
2022-2023	\$10,400,830	\$9,065,890	\$423,240	\$887,700	\$24,000
2023-2024	\$7,467,560	\$6,132,620	\$423,240	\$887,700	\$24,000
TOTAL	\$53,828,620	\$43,707,080	\$2,473,390	\$7,506,450	\$141,700

Phase II Total Budget 2020-2021



Phase II Expenditures by Month



Phase II Budget v. Actuals

Description	Budget Total	Budget to Date	Actuals to Date	Variance
Fiscal Year to Date	\$9,877,400			
Month to Date (November 2020)		\$2,743,432	\$2,743,431	0%
Remaining Funds	\$7,082,631			

Phase II – Budget Amendment

ORIGINAL REQUEST

Contracted Services	• \$7,615,960
IV&V Services	• \$423,240
Expenses	• \$1,814,200
OCO	• \$24,000

CURRENT

Contracted Services	• \$8,715,960
IV&V Services	• \$423,240
Expenses	• \$738,200
OCO	• \$0

Phase II - Milestone C (Apr 29 - July 16, 2020)
as of 12/8/2020

Team A - T&R Issuance



Current Activity:	Sprint 18
Development:	Red
Testing:	Red
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Red

	#stories	est dev hrs	
Not Started	22	372	24.7%
Refinement	6	76	6.7%
Development	19	304	21.3%
Testing	19	224	21.3%
Done	19	164	21.3%
Blocked	4	60	4.5%
Total:	89	1,200	

Team B - MV Globals



Current Activity:	Sprint 18
Development:	Red
Testing:	Red
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Green

	#stories	est dev hrs	
Not Started	-	-	0.0%
Refinement	-	-	0.0%
Development	1	16	1.8%
Testing	2	24	3.6%
Done	52	680	92.9%
Blocked	1	24	1.8%
Total:	56	744	

Portal/Fleet



Current Activity:	Sprint 13
Development:	Red
Testing:	Red
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Green

	#stories	orig dev est	
Not Started	-	-	0.0%
Refinement	12	60	13.0%
Development	20	136	21.7%
Testing	29	344	31.5%
Done	31	196	33.7%
Blocked	-	-	0.0%
Total:	92	736	

IFTA/IRP



Current Activity:	Sprint 0
Development:	Green
Testing:	N/A
Business Actions:	Yellow
Technical Debt:	Green
Backlog Health:	Green

	#stories	est dev hrs	
Not Started	-	-	-
Refinement	-	-	-
Development	-	-	-
Testing	-	-	-
Done	-	-	-
Blocked	-	-	-
Total:	-	-	

Enterprise



Current Activity:	Sprint 18
Development:	Green
Testing:	Green
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Green

	#stories	est dev hrs	
Not Started	1	n/a	-
Refinement	-	n/a	-
Development	2	n/a	-
Testing	1	n/a	-
Done	-	n/a	-
Blocked	-	n/a	-
Total:	4	-	

SUMMARY - ALL TEAMS



Development:	Red
Testing:	Red
Business Actions:	Yellow
Technical Debt:	Green
Backlog Health:	Red

	#stories	est dev hrs	
Not Started	22	372	9.3%
Refinement	18	136	7.6%
Development	40	456	16.9%
Testing	50	592	21.1%
Done	102	1,040	43.0%
Blocked	5	84	2.1%
Total:	237	2,680	

Development – Application Development (current sprint)

Green: Remaining sprint work can be completed within capacity

Red: Remaining sprint work cannot be completed within capacity

Testing – Application Testing (current sprint)

Green: Remaining sprint work can be completed within capacity

Red: Remaining sprint work cannot be completed within capacity

Business Actions – Dependencies on the business (requirements clarification, decisions, etc.)

Green: input from the business is not blocking team progress

Yellow: input from the business is taking longer than expected; no delays

Red: delays in input from the business has caused work to be late

Technical Debt – Dependencies on infrastructure and associated processes (data model, enterprise code, legacy changes, etc.)

Green: Tech dependencies not impacting schedule

Yellow: Some delays in tech dependencies, not impacting schedule

Red: delays in tech dependencies have impacted schedule

Backlog Health – Refinement of user stories ahead of development sprints

Green: > 2 sprints worth of user stories refined

Yellow: < 2 sprints worth of user stories refined (>1)

Red: < 1 sprint worth of user stories refined

Percentages(%): by count of user stories for this Milestone

Phase II - Milestone D (July 15 - October 22, 2020)
as of 12/8/2020

Team A - T&R Issuance



Current Activity:	Sprint 18
Development:	Red
Testing:	Red
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Red

	#stories	est dev hrs	
Not Started	308	2,912	100.0%
Refinement	-	-	0.0%
Development	-	-	0.0%
Testing	-	-	0.0%
Done	-	-	0.0%
Blocked	-	-	0.0%
Total:	308	2,912	

Team B - MV Globals



Current Activity:	Sprint 18
Development:	Red
Testing:	Red
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Red

	#stories	est dev hrs	
Not Started	58	876	61.7%
Refinement	23	312	24.5%
Development	6	112	6.4%
Testing	4	88	4.3%
Done	2	24	2.1%
Blocked	1	16	1.1%
Total:	94	1,428	

Portal/Fleet



Current Activity:	Sprint 13
Development:	Red
Testing:	Red
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Red

	#stories	orig dev est	
Not Started	65	384	81.3%
Refinement	9	40	11.3%
Development	6	68	7.5%
Testing	-	-	0.0%
Done	-	-	0.0%
Blocked	-	-	0.0%
Total:	80	492	

IFTA/IRP



Current Activity:	Sprint 0
Development:	Green
Testing:	N/A
Business Actions:	Yellow
Technical Debt:	Green
Backlog Health:	Green

	#stories	est dev hrs	
Not Started	-	-	-
Refinement	-	-	-
Development	-	-	-
Testing	-	-	-
Done	-	-	-
Blocked	-	-	-
Total:	-	-	

Enterprise



Current Activity:	Sprint 18
Development:	Green
Testing:	Green
Business Actions:	Green
Technical Debt:	Green
Backlog Health:	Green

	#stories	est dev hrs	
Not Started	-	n/a	-
Refinement	-	n/a	-
Development	1	n/a	-
Testing	-	n/a	-
Done	-	n/a	-
Blocked	-	n/a	-
Total:	1	-	

SUMMARY - ALL TEAMS



Development:	Red
Testing:	Red
Business Actions:	Yellow
Technical Debt:	Green
Backlog Health:	Red

	#stories	est dev hrs	
Not Started	431	4,172	89.4%
Refinement	32	352	6.6%
Development	12	180	2.5%
Testing	4	88	0.8%
Done	2	24	0.4%
Blocked	1	16	0.2%
Total:	482	4,832	

Development – Application Development (current sprint)

Green: Remaining sprint work can be completed within capacity

Red: Remaining sprint work cannot be completed within capacity

Testing – Application Testing (current sprint)

Green: Remaining sprint work can be completed within capacity

Red: Remaining sprint work cannot be completed within capacity

Business Actions – Dependencies on the business (requirements clarification, decisions, etc.)

Green: input from the business is not blocking team progress

Yellow: input from the business is taking longer than expected; no delays

Red: delays in input from the business has caused work to be late

Technical Debt – Dependencies on infrastructure and associated processes (data model, enterprise code, legacy changes, etc.)

Green: Tech dependencies not impacting schedule

Yellow: Some delays in tech dependencies, not impacting schedule

Red: delays in tech dependencies have impacted schedule

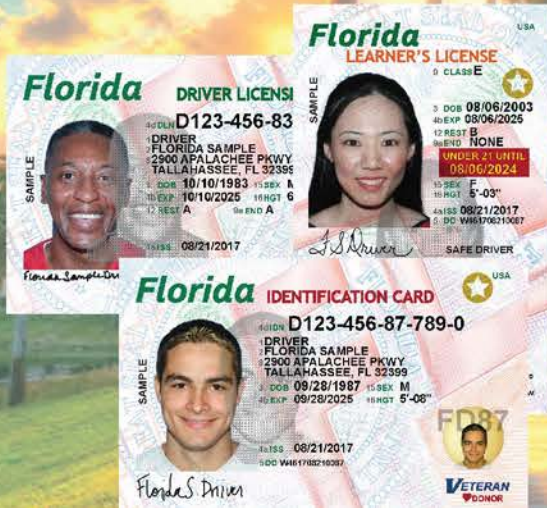
Backlog Health – Refinement of user stories ahead of development sprints

Green: > 2 sprints worth of user stories refined

Yellow: < 2 sprints worth of user stories refined (>1)

Red: < 1 sprint worth of user stories refined

Percentages(%): by count of user stories for this Milestone



Motorist Modernization Phase II – December 15, 2020

STATE OF THE STATE



IFTA / IRP Project Update

Key Dates, Activities Milestones

Contract Signed – **06/2020 to Celtic**

Deliverables in next 30-60 Days & Status

- D2- IMS, 6/29, Under Review **Late**
- D5- System Security Plan, **Approved**
- D6- COTS System Technical Architecture Design, 11/9 **Late**
- D7- System Design Document - ORION Integration (ICD -I), 10/20 **Late**
- D8- System Design Document - External (Third Party) Interfaces (ICD-II), 12/3

Important Activities – Nov & Dec

- Team – Integrate Program and Project schedules (7/31) – 10/16, review SEU impact of UAT schedule.
- Tech – Finalize IFTA Interface Design Specs

Key Dependencies/Assumptions

- IFTA JAD sessions conclusion, finalize interface design and development expectations of the Department.

IFTA/IRP Specific Risks & Issues – Program Level

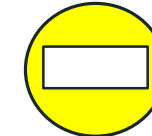
- Risk – Project linked to Program Risk #13 Lack of availability of key OMM resources.

Team Profile

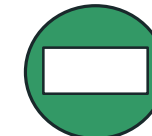
User Stories: 102

Developers: 1

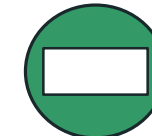
Testers: 3



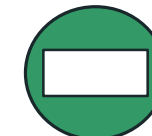
Business Actions



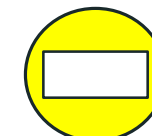
COTS Configuration



ORION Integration



Data Conversion



Scope / Schedule

Florida Smart ID Project Update

Key Dates, Activities Milestones

Contract Signed – **06/2020 to Thales**

Deliverables in next 30-60 Days & Status

- Production Readiness Demonstration, 01/25/2021

Important Activities – Dec

- Production Environment – **12/4/2020**
- Thales SIT – **11/30/2020 – 12/11/2020**
- UAT – **12/14/2020 – 1/15/2021**

Key Dependencies/Assumptions

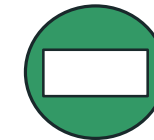
- Do NOT rely on OMM Phase I Data Model changes being in production prior to release of mDL
- Keep initial release meaningful, but sized for “success” given short timeline

mDL Specific Risks & Issues – Program Level

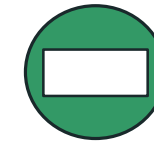
- Risk 79 – PGM – 10 Day Testing window for UAT
- Issue 24 - FLHSMV Apple and Google Store for FSID

Team Profile

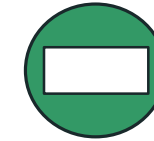
User Stories: 78
Developers: 1.5
Testers: 3+



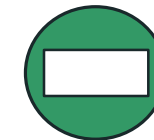
Business Actions



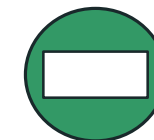
Florida SMART ID Configuration



FLHSMV Integration



Security / Technology



Scope / Schedule

Enterprise Content Management (ECM) Project Update

Key Dates, Activities Milestones

Contract Signed – **OnBase Software;**
06/2020 to Next Phase Solutions

Deliverables in next 30-60 Days & Status

- Program management aspects

Important Activities – December

- Focus on extract to support conversion efforts
- Define Initial Implementation timeline (impact on MM Phase I code base)

Key Dependencies/Assumptions

- Keep initial release meaningful, but sized for “success” given short timeline

ECM Specific Risks & Issues – Program Level

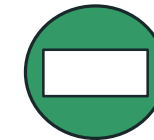
- None at this time

Team Profile

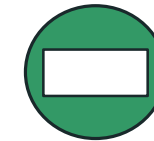
User Stories: N/A

Developers: TBD

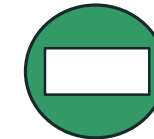
Testers: TBD



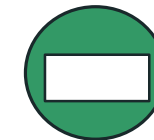
Business Actions



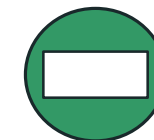
ECM Configuration



ORION Integration



Security / Technology



Scope / Schedule