

**DMV Driver's License Central Issuance (DLCI) Major IT Project Bi-Weekly Status Report for ITIB**

Project Status Report date: 10/08/2008 (Date update rec'd from DMV: 10/14/2008)

Key Status Indicator	DMV	PMD	Planned	Actual	Variance & Explanation
	Assessment	Assessment			
Is the project on track to meet planned business goals and the associated <b>measures of success</b> ?	On Track	On Track	N/A	N/A	No change to measures of success.
Are the costs within planned <b>budget</b> ?	On Track	On Track	\$168,750	\$102,772	IT labor lower than planned because planned value is on a uniform curve. IT labor cost will ramp up in the next 2 fiscal quarters.
Is the project on <b>schedule</b> ?	On Track	Warning – slightly behind schedule due to VITA SOW delay and scope change. Should not have effect on critical path success.	\$168,750	\$138,616	Development approval pending from ITIB. Vendor (CBN) 1 week behind schedule for requirements. VITA statement of work (SOW) delayed. VITA architecture review delayed due to scope change.
Does the project remain within the approved <b>scope</b> ?	On Track	Warning – scope change – see below.	N/A	N/A	Facial Recognition Removed From Scope – see below.
Is the project being managed to minimize or mitigate the identified <b>risks</b> ?	On Track	On Track	N/A	N/A	Risk log exists. Risk log is modified every two weeks.

**Significant actions / deliverables / decisions in past two weeks:**

1. Scope change to remove Facial Recognition (FR) feature approved by steering committee. Decision was made in response to budget cuts requested by the Commonwealth. (PMD Note: Although FR was included in the original project scope, it is not a feature required for compliance with Real ID.)
2. VITA Statement of Work (SOW) (consisting of DLCI Development environment, Test environment, and Oracle database) has not been received yet. Deadline was October 3<sup>rd</sup>, 2008. (PMD Note: VITA Customer Account Manager (CAM) is actively working with Northrop Grumman to resolve.)
3. Virginia Architecture Review (VAR) behind scheduled completion date of October 3<sup>rd</sup>, 2008. New date is October 24<sup>th</sup> for submission. Diagrams must be redone by Canadian Bank Note (CBN) to account for change in facial recognition scope. (PMD Note: Scope change reduces complexity of solution and project.)
4. Proof of concept for a simple functional test cancelled. With facial recognition out of scope, test is not needed.
5. DMV business requirements documentation completed.

6. Detailed architecture completed on time, but must now be revised to account for removal of facial recognition.
7. All DMV site visits completed. It is understood what Customer Service Center (CSC) modifications are needed.
8. Start Requirements Traceability Matrix delayed due to removal of facial recognition.

**Significant actions / deliverables / decisions planned for the next two weeks:**

1. Obtain project development approval from ITIB with a planned finish of October 17, 2008.
2. Finalize CBN System Requirements with a planned finish date of October 17, 2008
3. Receive VITA Statement of Work. No target date received yet.
4. Complete Virginia Architecture Review with a planned finish of October 24, 2008.
5. Revise project schedules for VITA, CBN, and DMV. Deadline set for October 31, 2008.
6. Revise conceptual and detailed architecture by October 17, 2008.
7. Start Requirements Traceability Matrix with a planned finish of October 31, 2008.

**Significant unresolved issues / resolution due date / issue owner:**

1. ITIB development approval is still pending / October 17 / David Bigness.

**Top five project risks / probability (0-100%) / impact (1(low) – 5(high) / mitigation / risk owner:**

1. Issues with the VITA/NG partnership - could cause considerable delays in meeting projected time lines. / 75% / 5 / use all possible exceptions to cut delays/ Chris Brown (VITA Agency Performance Manager (APM)) and Zeta Wade (VITA Customer Account Manager (CAM)).
2. Scope Creep - Inclusion of unforeseen additions to the scope of each phase of the project could not only impact the cost and schedule but undermine the buy-in for the project at all levels of DMV. / 50% / 3 / Accept / Robert Irving (DLCI Business PM).
3. CSC Deployment delayed from lack of coordination between DMV, VITA, and CBN / 50% / 3/ include all parties in deployment activities / All
4. ~~Potential Requirement to upgrade Electrical Current to CSCs / 50% / 3 / Assess CSC with site visits / Mike Baxter.~~
5. Very high cost associated with ongoing VITA support of systems and network (charges associated with this project, monthly fees for service) / 50% / 3 / Accept / Dave Burhop (DMV Chief Information Officer (CIO)).

Notes:

1. Issues and Risks which are recently closed will show as ~~strike through~~ in the current report, and will be deleted in the next report.
2. New or updated Issues and Risks are indicated with an \* asterisk.