



CalSAWS-CalWIN Implementation Support Weekly Status Report

Reporting Period: April 12, 2021 to April 18, 2021

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1.0 CalWIN Implementation Support Services

1.1 Highlights of the Reporting Period

Project Management

- ▶ Presented Work Product Processes with third group of counties; Orange and Ventura, in preparation for their As-Is Work Product Review on 04/12/21.
- ▶ Submitted Work Product Sign-Off Guidelines to the Consortium for feedback before rolling out to counties on 04/14/21.
- ▶ Conducted follow-up session with Orange and Ventura counties to go through comment log best practices and document review expectations on 04/15/21.
- ▶ Continued coordination with the DD&I Team on project interdependencies – conversion tasks and peripheral systems.
- ▶ Reviewed internal communication protocols and SharePoint collaboration processes with Project Team members.

Business Process Re-Engineering (BPR)

- ▶ Completed County-Specific As-Is Sessions for Orange and Ventura.
- ▶ Addressed all comments from Contra Costa, Placer, Yolo, and Tulare on As-Is Work Product Formal Submission.
- ▶ Prepped for and scheduled Solano and Santa Cruz counties' As-Is Sessions.
- ▶ Overall status for all counties' As-Is BPR is provided in the table below:

Figure 1 - As-Is Process Timetable by County

Highlighted = Complete

*As of 4/16/2021

County	Session Start Date	Session End Date	First Review Start Date	First Review End Date	Incorporate Feedback	Start Final Review	County Sign-Off on FINAL As-Is Processes
Wave 1							
Contra Costa	02/22/21	03/25/21	03/29/21	04/09/21	04/16/21	04/19/21	04/23/21
Placer	02/22/21	03/12/21	03/29/21	04/09/21	04/16/21	04/19/21	04/23/21
Yolo	03/01/21	03/19/21	03/29/21	04/09/21	04/16/21	04/19/21	04/23/21
Wave 2							
Tulare	03/01/21	03/19/21	03/29/21	04/09/21	04/16/21	04/19/21	04/23/21
Santa Clara	03/22/21	04/02/21	04/05/21	04/16/21	04/23/21	04/26/21	04/30/21
Wave 3							
Santa Barbara	03/22/21	04/02/21	04/05/21	04/16/21	04/23/21	04/26/21	04/30/21
Orange	04/05/21	04/16/21	04/19/21	04/30/21	05/07/21	05/10/21	05/14/21
Ventura	04/05/21	04/16/21	04/19/21	04/30/21	05/07/21	05/10/21	05/14/21
Wave 4							
Solano	04/19/21	04/30/21	05/03/21	05/14/21	05/21/21	05/24/21	06/01/21
Santa Cruz	04/19/21	04/30/21	05/03/21	05/14/21	05/21/21	05/24/21	06/01/21
San Mateo	05/03/21	05/14/21	05/17/21	05/28/21	06/07/21	06/08/21	06/15/21
San Diego	05/03/21	05/14/21	05/17/21	05/28/21	06/07/21	06/08/21	06/15/21
Wave 5							
Alameda	05/17/21	05/28/21	06/01/21	06/15/21	06/22/21	06/23/21	06/30/21
Fresno	05/17/21	05/28/21	06/01/21	06/15/21	06/22/21	06/23/21	06/30/21
Sonoma	06/14/21	06/25/21	06/28/21	07/09/21	07/16/21	07/19/21	07/23/21
Wave 6							
San Francisco	06/07/21	06/18/21	06/21/21	07/02/21	07/09/21	07/12/21	07/16/21
Sacramento	06/14/21	06/25/21	06/28/21	07/09/21	07/16/21	07/19/21	07/23/21
San Luis Obispo	06/01/21	06/11/21	06/14/21	06/25/21	07/02/21	07/05/21	07/09/21

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Organizational Change Management (OCM)

- ▶ Presented OCM content at the monthly CalWIN Stand Up Meeting on 04/12/21.
- ▶ Successfully facilitated the CalWIN OCM Point of Contact (POC) Kick-Off Session on 04/14/21.
- ▶ Scheduled future OCM POC working sessions.
- ▶ Presented OCM content at the WCDS meeting on 04/16/21.

Training

- ▶ Monitored Implementation Support Services Team's progress against CalSAWS/CalWIN knowledge acquisition plan and training completion.
- ▶ Continued the discovery phase of CalWIN county information to prepare for drafting the Master Training Plan.
- ▶ Completed draft guidelines for CalWIN counties to learn more about CalSAWS functionality using existing CalSAWS resources.
- ▶ Planned materials for the TAC session on 04/21/21.

Implementation Support Services

- ▶ Revised the Pre-Work Approach based on the feedback provided on 04/12/21.
- ▶ Presented the Pre-Work Approach (second working session) on 04/12/21.
- ▶ Completed and reviewed the OPAC presentation slides on 04/13/21 and 04/15/21.
- ▶ Attended ongoing conversion meetings (DD&I + the Consortium).

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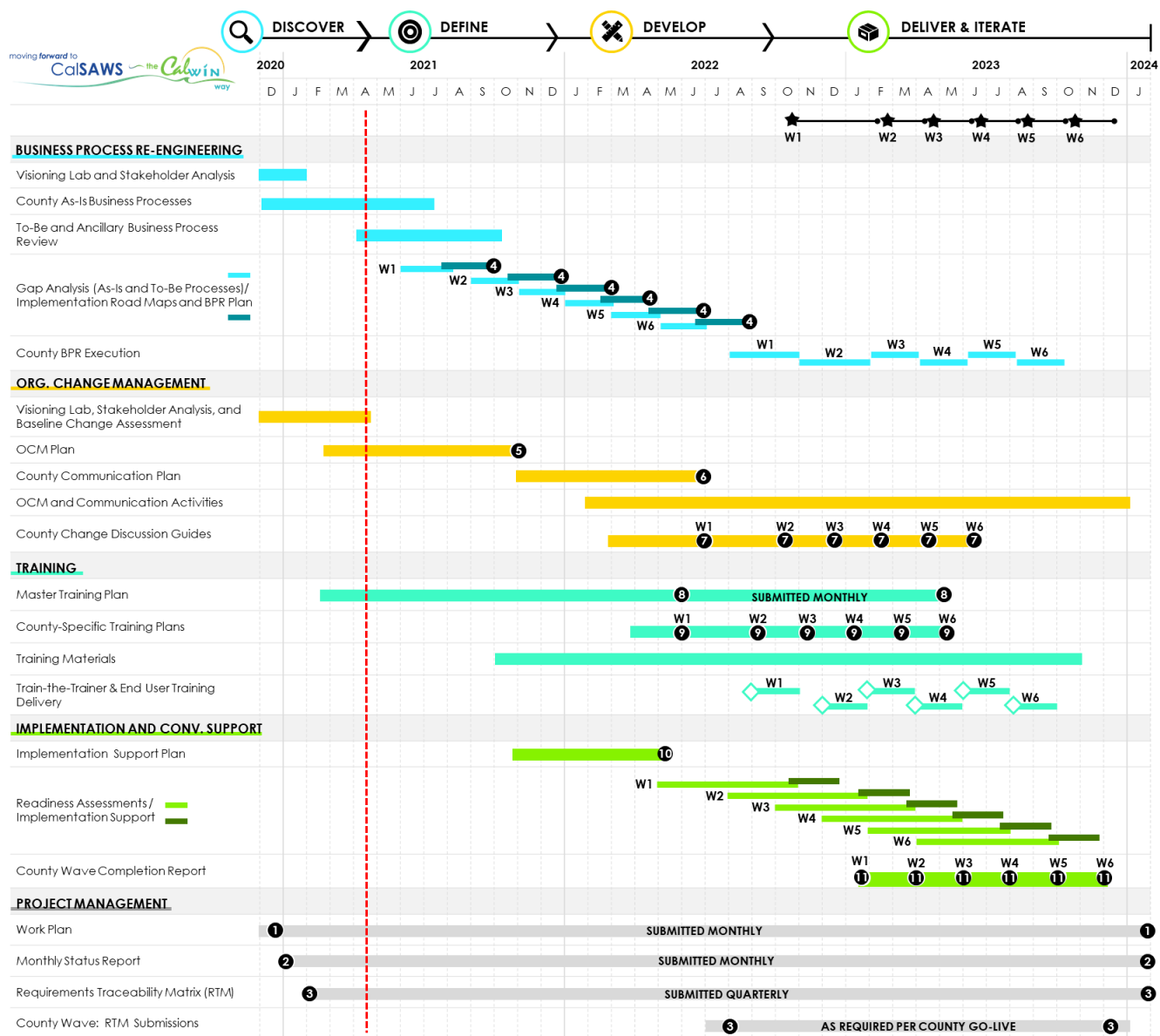
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Project Timeline

Figure 2 - Project Gantt Chart



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1.2 Project Deliverable Summary

Deliverable Activity is summarized within the tables below.

Table 1 – Deliverable Status for Current Reporting Period

Completed	Coming Soon
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DEL ID	Deliverable Name	DDED	FDED	DDEL	FDEL	Final
01	Workplan – Initial	12/4/20	12/15/20	12/23/20	1/14/21	01/22/21
02	Monthly Status Report – Initial	12/4/20	12/18/20	01/05/21	01/12/21	01/27/21
03	Requirements Traceability Matrix Initial	12/22/20	01/07/21	02/01/21	02/16/21	02/23/21
04	Business Process Re-Engineering Plan-W1	06/18/21	06/30/21	10/11/21	11/01/21	11/08/21
05	Organizational Change Management Plan	06/11/21	06/23/21	10/04/21	10/26/21	11/02/21
06	County Communication Plan	08/16/21	08/26/21	01/03/22	01/25/22	02/01/22
07	County Change Guide	01/14/22	01/27/22	03/24/23	04/17/23	04/24/23
08	Master Training Plan	08/13/21	08/25/21	05/13/22	06/06/23	06/13/23
09	County Specific Training Plan	09/14/21	09/24/21	05/08/23	05/30/23	06/06/23
10	Implementation Support Plan	01/14/22	01/27/22	05/16/22	06/07/22	06/14/22
11	Wave Completion Report	09/15/22	09/27/22	01/11/24	01/24/24	01/31/24

Table 2 – Upcoming Deliverable Deadlines

DEL #	Deliverable Name	Status	Next Deadline
01	Workplan – Initial	Complete	
01.03	Work Plan – Mar 2021	Complete	FDEL approval 04/12/21
02	Monthly Status Report – Initial	Complete	
02.03	Monthly Status Report – Mar 2021	Complete	FDEL approval 04/12/21
03	Requirements Traceability Matrix Initial	Complete	
03.01	Requirement Traceability Matrix – Quarter 1	On Track	FDEL submission due 06/04/21
04	Business Process Re-engineering Plan	On track	DDED submission due 06/18/21
05	Organizational Change Management Plan	On-track	DDED submission due 06/11/21
06	County Communication Plan	On-track	DDED submission due 08/16/21
07	County Change Guide	On-track	DDED submission due 01/14/22
08	Master Training Plan	On-track	DDED submission due 08/13/21
09	County Specific Training Plan	On-track	DDED submission due 09/14/21
10	Implementation Support Plan	On-track	DDED submission due 01/14/22
11	Wave Completion Report	On-track	DDED submission due 09/15/22

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1.3 Project Risks and Issues

There were no CalSAWS Risks or Issues created and/or still open for the reporting period.

Table 3 - Risks & Issues

ID	Title	Details	Status	Impact	Severity	Date Logged

1.4 CRFI/CIT Communications Information

There were no CalSAWS Information Transmittals (CITs) sent and/or still open for the reporting period.

Table 4 - CITs

CIT ID	To	Subject	Category	Distribution Date	Primary CalSAWS Contact	Backup CalSAWS Contact

There were no CalSAWS Requests for Information (CRFIs) sent and/or still open for the reporting period.

1.5 Activities for the Next Reporting Period

Project Management

- ▶ Continue planning for and on-boarding staff resources.
- ▶ Continue to work with other teams to coordinate resources to meet dependencies: Training Environments and DISCO tool access to the CalWIN system.
- ▶ Collaborate with the Consortium to create "right size" visual aid for Waves 2 – 6.
- ▶ Create and merge 18 individual county work plans to the Master Work Plan, due 04/23/21.
- ▶ Develop the process and instruction guide for Team members to access the CalWIN SharePoint. Schedule Walk through of updated combined work plan with CPMO, PMs, and QA.
- ▶ Document training specifications per discussion of CalSAWS training environments for CalWIN county training with the Consortium staff.

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Business Process Re-Engineering (BPR)

- ▶ Complete pre-work for Solano and Santa Cruz counties for County-Specific As-Is Sessions.
- ▶ Complete comment incorporation for Placer, Contra Costa, Yolo, and Tulare Formal As-Is Work Product. Work with Placer, Contra Costa, Yolo and Tulare for Formal As-Is Work Product Sign-Off.
- ▶ Review initial feedback/comments on Santa Barbara and Santa Clara Counties' As-Is Work Products.
- ▶ Conduct Week-1 As-Is Sessions with Solano and Santa Cruz Counties.
- ▶ Incorporate real-time feedback from BPR sessions for continuous improvement.

Organizational Change Management (OCM)

- ▶ Develop content for the OCM POC working sessions on 04/28/21 and 05/12/21.
- ▶ Participate in the Task Management Targeted Topic session on 04/20/21.
- ▶ Present OCM content at the OPAC meeting on 04/22/21.

Training

- ▶ Finalize the CalSAWS Awareness and Learning Toolkit for distribution to the Training Advisory Council on 04/21/21.
- ▶ Facilitate and present information at the Training Advisory Council on 04/21/21.
- ▶ Continue to monitor Implementation Support Services Team's progress against CalSAWS/CalWIN knowledge acquisition plan and training completion.
- ▶ Continue discovery phase of CalWIN county information to prepare for drafting the Master Training Plan.

Implementation Support Services

- ▶ Continue discovery of CalWIN ancillary processes and socialize discovery planning activities with the Consortium and DD&I team on 04/20/21.
- ▶ Present the To-Be Pre-Work approach at OPAC on 04/22/21.

1.6 Deviations from Plan/Adjustments

- ▶ None for the reporting period.