CalSAWS – CalWIN Implementation Support Weekly Status Report

Reporting Period: June 7, 2021 to June 13, 2021

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1.0 CalWIN Implementation Support Services

1.1 Highlights of the Reporting Period

Project Management
► Presented the Q&A Log Process Guide at the Regional Managers (RMs) meeting on 06/08/21.
► Finalized materials for the JPA meeting scheduled for 06/24/21.
► Continued planning for on-boarding staff resources.
► Continued the monitoring of Action Items (AIs) and followed up with the POCs to update the statuses.
► Continued monitoring and updating the Q&A Log.
► Submitted the Draft Work Product (DWP) for the San Luis Obispo As-Is Process Maps.

Business Process Re-Engineering (BPR)
► Final Work Product for San Diego and San Mateo Counties pending sign-off.
► Completed Week-2 of San Luis Obispo As-Is County sessions.
► Completed Week-1 of San Francisco As-Is County sessions.
► Continued defining Global To-Be Process flows.
► Scheduled CalSAWS demonstrations in preparation for Wave 1 To-Be sessions.
► Baselined initial To-Be County Visit schedules for Contra Costa and Placer.

Figure 1 – As-Is Process Timetable by County

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	06/06/21	06/08/21	06/15/21
San Diego	05/03/21	05/14/21	05/17/21	05/28/21	06/06/21	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

*As of 06/11/21

Organizational Change Management (OCM)
► Prepared the County End User Register for review by the Consortium on 06/14/21.
► Prepared for the June CalWIN Stand-Up meeting scheduled for 06/14/21.
► Prepared for the June OCM POC meeting scheduled for 06/23/21.
► Coordinated the next steps for drafting the Deliverable Expectation Document (DED) for the OCM Plan.

Training
► Participated in a second walkthrough of the JPA meeting presentation on 06/08/21.
► Participated in the monthly meeting on 06/08/21 with RMs and provided a Training update.
► Presented the Training timeline to Wave 6 on 06/10/21.
► Met with the CalSAWS Consortium Implementation and CalWIN ISS Teams on 06/10/21.
► Continued preparation for conducting the Training audience analysis.
► Continued to coordinate with the CalWIN ISS OCM Team's County End User Register analysis in preparation for the Training audience analysis.

Implementation Support Services (ISS)
► Conducted the Placer County profile review meeting on 06/08/21, confirmed decisions around the ancillary systems and created a baseline for the profile.
► Continued to work with the CalSAWS SMEs to gather details around the questions raised by Contra Costa County during their county profile review meeting.
► Continued developing the global To-Be Process maps for the ancillary systems.
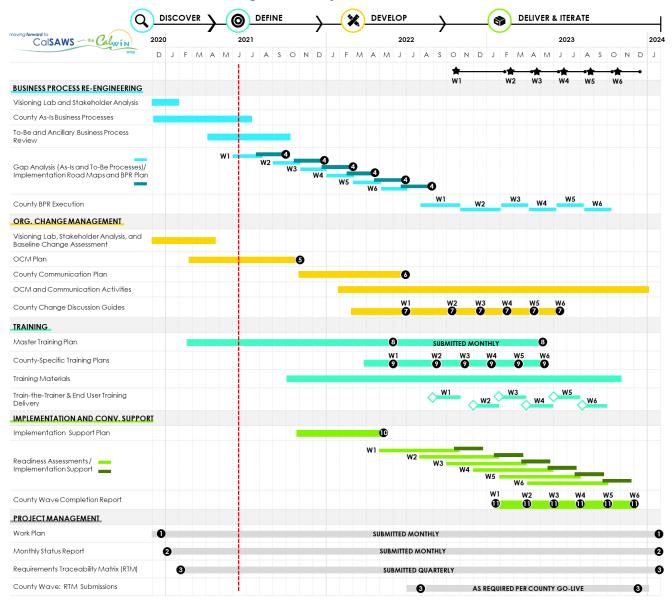► Participated in ongoing meetings with DD&I and the Consortium for conversion, API User Groups, and DDID.

Project Timeline

Figure 2 – Project Gantt Chart

1.2 Project Deliverable Summary

Deliverable Activity is summarized within the tables below.

Table 1 – Deliverable Status for Current Reporting Period

| | | | | Completed | Coming Soon | |

DEL ID	Deliverable Name	DDED	FDED	DDEL	FDEL	Final
01	Workplan – Initial	12/04/20	12/15/20	12/23/20	01/14/21	01/22/21
02	Monthly Status Report – Initial	12/04/20	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	07/14/21	07/26/21	10/11/21	11/01/21	11/08/21
05	Organizational Change Management Plan	07/14/21	07/26/21	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	
01.05	Work Plan – May 2021	Complete	FDEL submitted on 06/04/21 FDEL approval due 06/11/21
02	Monthly Status Report – Initial	Complete	
02.05	Monthly Status Report – May 2021	Complete	FDEL submitted on 06/04/21 FDEL approval due 06/11/21
03	Requirements Traceability Matrix Initial	Complete	
03.01	Requirement Traceability Matrix – Quarter 1	Complete	FDEL submitted on 06/04/21 FDEL approval due 06/11/21
04	Business Process Re-engineering Plan	On-Track	DDED submission due 07/14/21
05	Organizational Change Management Plan	On-Track	DDED submission due 07/14/21
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

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 collaborate with other teams to coordinate information for the CalWIN Counties.
► Compile the results of the Visioning Lab survey and determine the agenda for a July Visioning Lab for CalWIN County leadership.
► Present the Q&A Log and Process at the CalWIN ISS Stand-Up Meeting on 06/14/21.

Business Process Re-Engineering (BPR)
► Review the initial feedback on the As-Is Draft Work Products (DWP) from Alameda and Fresno Counties.
► Receive Sign-Off on the Final Work Product (FWP) for San Diego and Alameda Counties.
► Conduct Week-2 As-Is sessions for San Francisco County and Week-1 As-Is sessions for Sacramento and Sonoma Counties.
► Incorporate real-time feedback from the BPR sessions for continuous improvement.
► Continue defining the Global To-Be Process flows.
► Continue refining the schedule for the To-Be sessions for all Waves, based on observations from Wave-1.

Organizational Change Management (OCM)
► Review the County End User Register with the Consortium on 06/14/21.
► Continue preparing for the June OCM POC meeting scheduled for 06/23/21.
► Continue drafting the DDED for the OCM Plan.

Training
► Participate in a walkthrough of the JPA meeting presentation on 06/15/21.
► Participate in a CalSAWS Demonstration (for Wave-1 Counties) Dry Run on 06/14/21.
► Participate in an OCM Planning meeting on 06/14/21.
► Present a Training update at the CalWIN Stand-Up meeting on 06/14/21.
► Participate in the Placer County BPR Leadership meeting on 06/15/21.
► Participate in the CalSAWS Demonstration (for Wave-1 Counties on 06/17/21.

Implementation Support Services
► Conduct meetings with Yolo County to confirm the decision around the ancillary systems and create the baseline.
► Continue to review and gather details on the questions raised during the County (Contra Costa and Placer) profile review meetings.
► Continue to review the conversion activities that will impact conversion of the CalWIN Counties.
► Continue drafting the global To-Be Process for the ancillary systems.

1.6   Deviations from Plan/Adjustments
► None for the reporting period.