

CaISAWS – CalWIN
Implementation Support
Weekly Status Report

Reporting Period: June 14, 2021 to June 20, 2021

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1.0 CalWIN Implementation Support Services

1.1 Highlights of the Reporting Period

Project Management

- ▶ Finalized the materials for the Joint Powers Authority (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.
- ▶ Final Work Product (FWP) sign-off for San Diego and San Mateo Counties.

Business Process Re-Engineering (BPR)

- ▶ Final Work Product for San Diego and San Mateo Counties sign-off complete.
- ▶ Submitted Draft Work Product (DWP) for San Luis Obispo.
- ▶ Completed Week-2 of the San Francisco As-Is County sessions.
- ▶ Finalized the global To-Be Process flows.
- ▶ Scheduled CalSAWS demonstrations in preparation for Wave-1 To-Be sessions.
- ▶ Delivered Application Registration and Intake demo for Wave-1 Counties.
- ▶ Baselined initial To-Be County Visit schedules for Contra Costa and Placer.

Figure 1 – As-Is Process Timetable by County

County	Scheduling Status	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	Finalized	02/22/21	03/25/21	03/29/21	04/09/21	04/16/21	04/19/21	04/23/21
Placer	Finalized	02/22/21	03/12/21	03/29/21	04/09/21	04/16/21	04/19/21	04/23/21
Yolo	Finalized	03/01/21	03/19/21	03/29/21	04/09/21	04/16/21	04/19/21	04/23/21
Wave 2								
Tulare	Finalized	03/01/21	03/19/21	03/29/21	04/09/21	04/16/21	04/19/21	04/23/21
Santa Clara	Finalized	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	Finalized	03/22/21	04/02/21	04/05/21	04/16/21	04/23/21	04/26/21	04/30/21
Orange	Finalized	04/05/21	04/16/21	04/19/21	04/30/21	05/07/21	05/10/21	05/14/21
Ventura	Finalized	04/05/21	04/16/21	04/19/21	04/30/21	05/07/21	05/10/21	05/14/21
Wave 4								
Solano	Finalized	04/19/21	04/30/21	05/03/21	05/14/21	05/21/21	05/24/21	06/01/21
Santa Cruz	Finalized	04/19/21	04/30/21	05/03/21	05/14/21	05/21/21	05/24/21	06/01/21
San Mateo	Finalized	05/03/21	05/14/21	05/17/21	05/28/21	06/06/21	06/08/21	06/15/21
San Diego	Finalized	05/03/21	05/14/21	05/17/21	05/28/21	06/06/21	06/08/21	06/15/21
Wave 5								
Alameda	Finalized	05/17/21	05/28/21	06/01/21	06/18/21	06/25/21	06/25/21	07/06/21
Fresno	Finalized	05/17/21	05/28/21	06/01/21	06/15/21	06/25/21	06/25/21	07/06/21
Sonoma	Finalized	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	Finalized	06/07/21	06/18/21	06/28/21	07/06/21	07/13/21	07/19/21	07/23/21
Sacramento	Finalized	06/14/21	06/25/21	06/28/21	07/09/21	07/16/21	07/19/21	07/23/21
San Luis Obispo	Finalized	06/01/21	06/11/21	06/14/21	06/25/21	07/02/21	07/05/21	07/09/21

*As of 06/20/21

Organizational Change Management (OCM)

- ▶ Reviewed the County End User Register with the Consortium and prepared for review by the Counties at the June OCM POC meeting.
- ▶ Prepared for the June OCM POC meeting scheduled for 06/23/21.
- ▶ Began drafting the OCM meeting presentation for the July OCM POC meeting scheduled for 07/14/21.
- ▶ Began drafting the Draft Deliverable Expectation Document (DDED) for the OCM Plan.

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Training

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

Implementation Support Services (ISS)

- ▶ Conducted the Yolo County profile review meeting on 06/14/21, 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 during their County profile review meeting.
- ▶ Reviewed the global To-Be Process maps for the ancillary systems with CalSAWS subject matter experts (SMEs), and incorporated feedback
- ▶ Participated in ongoing meetings with DD&I and the Consortium for conversion, API User Groups, and DDID.

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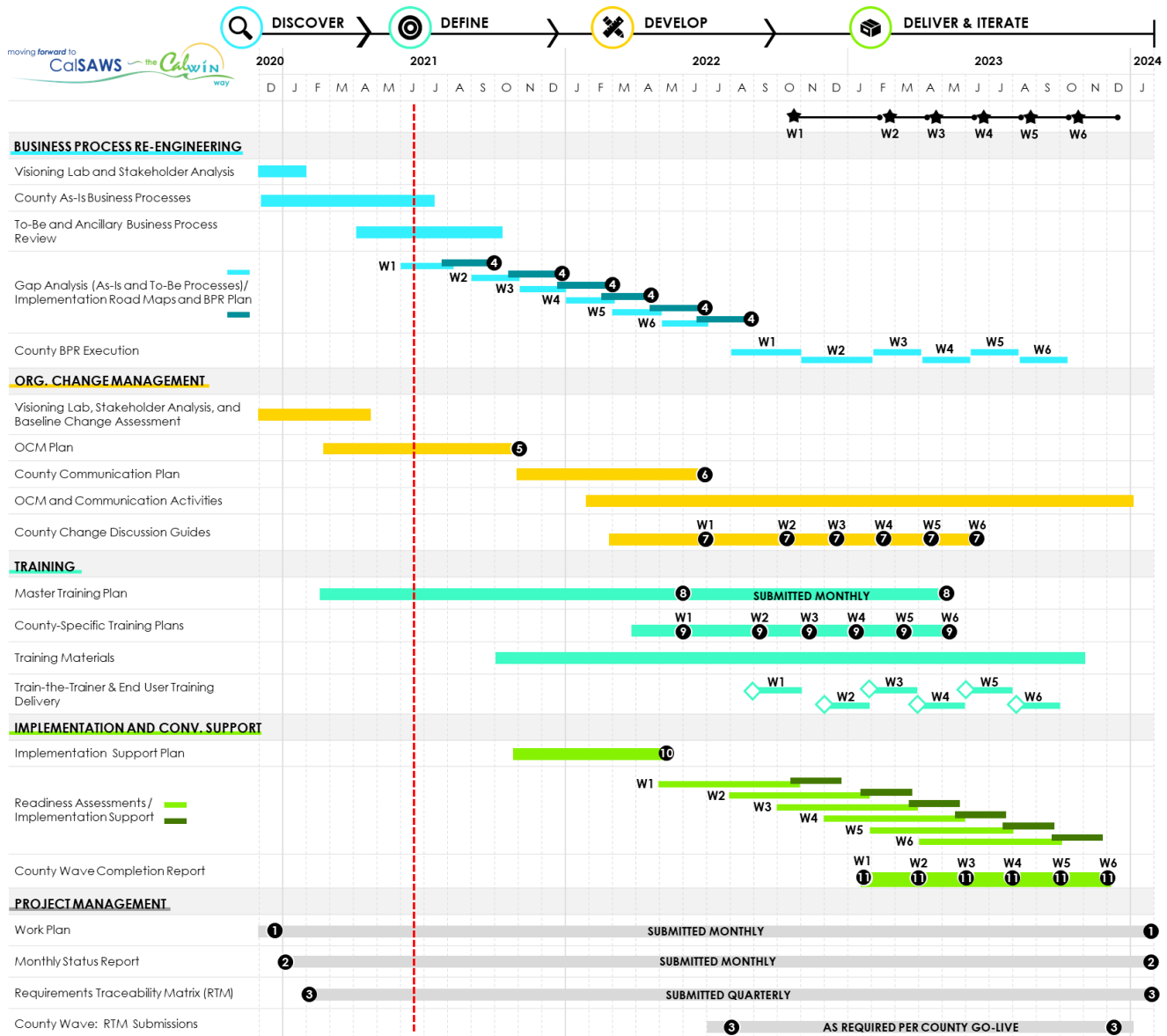
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Project Timeline

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**

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	
01.06	Work Plan – July 2021	On-Track	FDEL submission due 07/08/21 FDEL approval due 07/15/21
02	Monthly Status Report – Initial	Complete	
02.06	Monthly Status Report – July 2021	On-Track	FDEL submission due 07/08/21 FDEL approval due 07/15/21
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

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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 collaborate with other teams to coordinate information for the CalWIN Counties.
- ▶ Review the results of the Visioning Lab survey and develop the agenda for a July Visioning Lab for CalWIN County leadership.

Business Process Re-Engineering (BPR)

- ▶ Incorporate feedback on the As-Is Draft Work Products (DWP) from Alameda and Fresno Counties.
- ▶ Conduct make-up As-Is sessions for San Francisco County and Week-2 As-Is sessions for Sacramento and Sonoma Counties.
- ▶ Conduct Week-1 To-Be Sessions for Placer and Contra Costa Counties.
- ▶ Incorporate real-time feedback from the BPR sessions for continuous improvement.
- ▶ Continue refining the schedule for the To-Be sessions for all Waves, based on observations from Wave-1.

Organizational Change Management (OCM)

- ▶ Distribute the County End User Register to County OCM POCs for review on 06/23/21.
- ▶ Facilitate the June OCM POC meeting scheduled for 06/23/21.
- ▶ Continue drafting the DDED for the OCM Plan.
- ▶ Continue building the July OCM POC meeting presentation.
- ▶ Begin collecting the Change Impacts from the BPR To-Be sessions.

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Training

- ▶ Participate in the CalWIN ISS Planning session on 06/21/21.
- ▶ Participate in the Placer and Contra Costa counties BPR session debriefs on 06/22/21, 06/23/21, and 06/24/21.
- ▶ Participate in the OCM POC session on 06/23/21.
- ▶ Present the CalWIN Migration training update at the JPA Annual Conference on 06/24/21.
- ▶ Prepare for Training development team on-boarding scheduled for 07/06/21.
- ▶ Continue developing the Audience Analysis for the Wave-1 Counties.

Implementation Support Services

- ▶ Participate in To-Be sessions with Contra Costa County.
- ▶ Continue to review the conversion activities that will impact conversion of the CalWIN Counties.

1.6 Deviations from Plan/Adjustments

- ▶ None for the reporting period.