CalSAWS Central Print Weekly Status Report

Reporting Period: May 17, 2021 to May 23, 2021
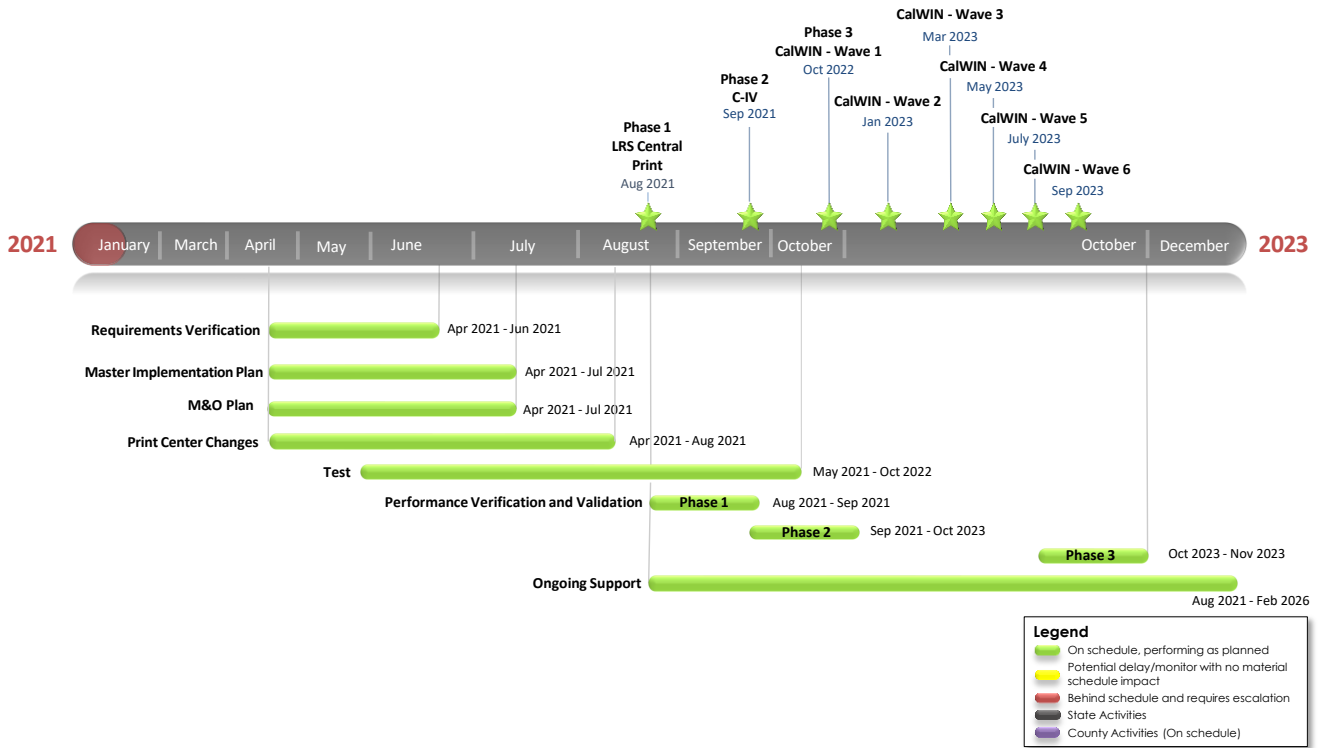
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1.0 CalSAWS Central Print Project

1.1 Highlights of the Reporting Period

Project Management

► Continue updates to project work plan.

Project Gantt

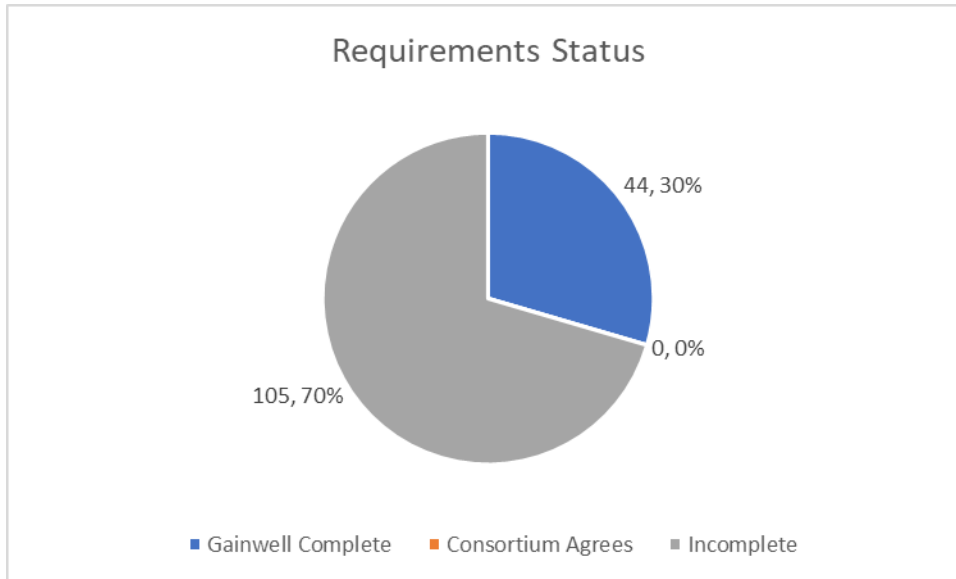**Requirements Verification**

► Completed Requirements Verification – Facilities & Tech meeting sessions.
► Completed Requirements Verification – PMO related items meeting sessions
► Updated Requirements Traceability Matrix (RTM) based on information from the Requirements Verification meetings.
► Scheduled Requirements Verification – Operational Requirements meeting.

Master Implementation Plan
► Continued work on materials inventory management.
  o Submitted envelope samples to vendor for mock samples.
  o Requested sample sets of Redetermination packets that are manually stuffed.
  o Discussed the potential of inclusion of a one-page flyer in the Redetermination packets with Los Angeles County.
► Participated in Los Angeles Print Transition Checklist Review meeting.
► Submitted DDEL for Master Implementation Plan.

Changes to Existing Print Centers
► Continued meetings with Rancho Print Center staff to review requirements and changes.

Establishment of the SoCal Print Center
► Equipment shipments continued to arrive.
► Connectivity to Gainwell AWS instance tested.

Interface and File Considerations with CalSAWS
► Finalized bar code placement plan.
► Conducted meetings with Accenture Correspondence Team to discuss test file timing.

Fulfillment Platform Configuration
► Continued meetings to determine print file parameters.

Maintenance and Operations Plan
► Continued work on M&O Plan DDEL.
► Begin discussions on print calendar.

Comprehensive Testing
► Submitted the Final Acceptance Report FDED.
► Begin work on test scripts/cases.

Project Action Items – Overdue

► This table lists overdue action items, including the owner and due date.

ID	Description	Owner	Due Date
None	**No overdue actions items**		

Table 1.1-8 – Overdue Action Items

1.2   Project Deliverable Summary

Deliverable Activity is summarized within the tables below.

Deliverable Status by Submission

				Complete		Coming Soon

DEL ID	Deliverable Name	DDED	FDED	DDEL	FDEL	Final
01	Monthly Status Report	4/29/21	5/24/21	5/28/21	6/7/21	6/8/21
02	Master Implementation Plan	4/29/21	5/24/21	5/28/21	6/11/21	6/21/21
03	Maintenance and Operations Plan	4/29/21	5/24/21	6/10/21	6/23/21	7/6/21
04	Final Acceptance Report	5/12/21	5/21/21	11/21/23	12/6/23	12/12/23

Table 1.2-1 – Deliverable Status for Current Reporting Period

Overall Deliverable Status

DEL #	DELIVERABLE NAME	STATUS	Next Deadline
01	Monthly Status Report – Monthly Submission: March 2021	On-track	DDEL Submission on 5/28/21
02	Master Implementation Plan	On-track	DDEL submission due on 5/28/21
03	Maintenance and Operations Plan	On-track	DDEL submission due 6/10/21
04	Final Acceptance	On-track	DDEL submission due 11/21/23

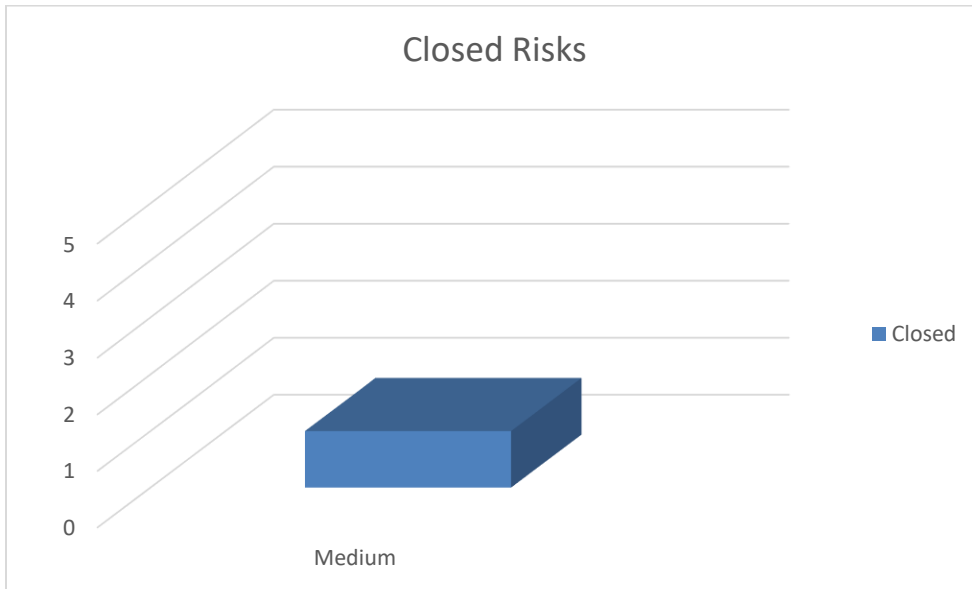**Table 1.2-2 – Upcoming Deliverable Deadlines**

Project Risks and Issues

ID	Title	Details	Status	Impact	Severity	Date Logged
	Not applicable					

The following chart shows the number of risks currently open and previously closed, if applicable.

The following chart shows the number of issues currently open and previously closed, if applicable.

► Not applicable – No open or closed issues as of this status reporting period.

1.3   CRFI/CIT Communications Information

The following table outlines CalSAWS Information Transmittals (CITs) sent for the reporting period.

There were no CalSAWS Information Transmittals (CITs) this reporting period.

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

Table 1.4-1 – CITs

There were no CalSAWS Requests for Information (CRFIs) this reporting period.

CRFI ID	To	Subject	Distribution Date	Status	Response Due Date

Table 1.4-2 – CRFIs

1.4   Activities for the Next Reporting Period

Project Management
► Continue updates to project work plan.
► Provide an overview of the Central Print project at the Region 1 meeting.
► Provide an overview of the Central Print project at OPAC.

Requirements Verification
► Schedule and conduct additional requirements verification meetings.
► Continue updates to RTM.

Master Implementation Plan
► Continue work on materials inventory management.
► Prepare for County kickoff communications.

Changes to Existing Print Centers
► Schedule printer installation.

Establishment of the SoCal Print Center
► Continue equipment receipt.

Interface and File Considerations with CalSAWS
► Continue meetings with Correspondence Team to discuss test files.

Fulfillment Platform Configuration
► Continue meetings to determine print file parameters.

Maintenance and Operations Plan
► Continue work on M&O Plan DDEL.
► Continue discussions on print calendar.

Comprehensive Testing
► Continue work on test scripts/cases.
► Begin updates on Readiness materials.

1.5   Deviations from Plan/Adjustments

► No deviations from the plan are noted.