

CaISAWS – CalWIN
Implementation Support
Weekly Status Report

Reporting Period: July 19, 2021 to July 25, 2021

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1.0 CalWIN Implementation Support Services

1.1 Highlights of the Reporting Period

Project Management

- ▶ Continued planning for onboarding staff resources.
- ▶ Continued the monitoring of Action Items (AIs) and followed up with the points of contact (POCs) to update the statuses.
- ▶ Continued monitoring and updating the Questions and Answers (Q&A) Log.
- ▶ Received comments on the following Draft Deliverable Expectation Documents (DDEDs) on 07/21/21 and reviewed comment responses for FDED submission on 07/26/21:
 - o 04 Business Process Re-Engineering (BPR) Plan
 - o 05 Organizational Change Management (OCM) Plan

Business Process Re-Engineering (BPR)

- ▶ As-Is sessions for ALL 18 CalWIN Counties are complete.
- ▶ Received Sign-Off on Sonoma County As-Is Final Work Product (FWP).
- ▶ Pending Sign-Off on Sacramento and San Francisco As-Is FWPs.
- ▶ Conducted Week-5 of the To-Be BPR sessions with Placer and Contra Costa Counties.
- ▶ Completed Week-2 To-Be BPR sessions for Yolo County.

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	06/25/21	06/25/21	07/06/21
Fresno	05/17/21	05/28/21	06/01/21	06/15/21	06/25/21	06/28/21	07/09/21
Sonoma	06/14/21	06/25/21	06/28/21	07/08/21	07/08/21	07/09/21	07/26/21
Wave 6							
San Francisco	06/07/21	06/23/21	06/28/21	07/12/21	07/21/21	07/22/21	07/30/21
Sacramento	06/14/21	06/25/21	06/28/21	07/12/21	07/19/21	07/20/21	07/26/21
San Luis Obispo	06/01/21	06/11/21	06/14/21	06/25/21	06/29/21	06/30/21	07/09/21

*As of 07/23/21

Organizational Change Management (OCM)

- ▶ Onboarded one (1) new team member.
- ▶ Continued drafting the August OCM POC meeting presentation.
- ▶ Continued collecting the Change Impacts from the BPR To-Be debrief sessions.
- ▶ Participated in the CalWIN OPAC meeting on 07/22/21.
- ▶ Received and addressed OCM Plan DDED comments for resubmission on 07/26/21.

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Training

- ▶ Continued orientation to CalSAWS and knowledge transfer for the Training Development team and monitored progress.
- ▶ Participated in the review of Placer To-Be Change Inventory and Maps on 07/19/21.
- ▶ Facilitated the Training Advisory Council meeting and presented the training schedule development approach on 07/21/21.
- ▶ Presented training updates during the monthly CalWIN OPAC meeting on 07/22/21.
- ▶ Participated in the OCM Planning session on 07/19/21 and 07/21/21.
- ▶ Supported the BPR team by reviewing and answering questions asked during the CalSAWS Demonstration sessions.
- ▶ Began developing Wave 1 draft schedules based on County Profile information.

Implementation Support Services (ISS)

- ▶ Participated in the Wave-1 Counties To-Be sessions.
- ▶ Continued preparing for Visioning Lab II.
- ▶ Continued to review the conversion activities that will impact conversion of the CalWIN Counties and discussed open questions with the Conversion team on 07/20/21.
- ▶ Finalized and presented the ISS Conversion Impact approach with the Counties during the OPAC meeting on 07/22/21.
- ▶ Participated in ongoing meetings with DD&I and the Consortium for conversion, API user groups, and DDID.

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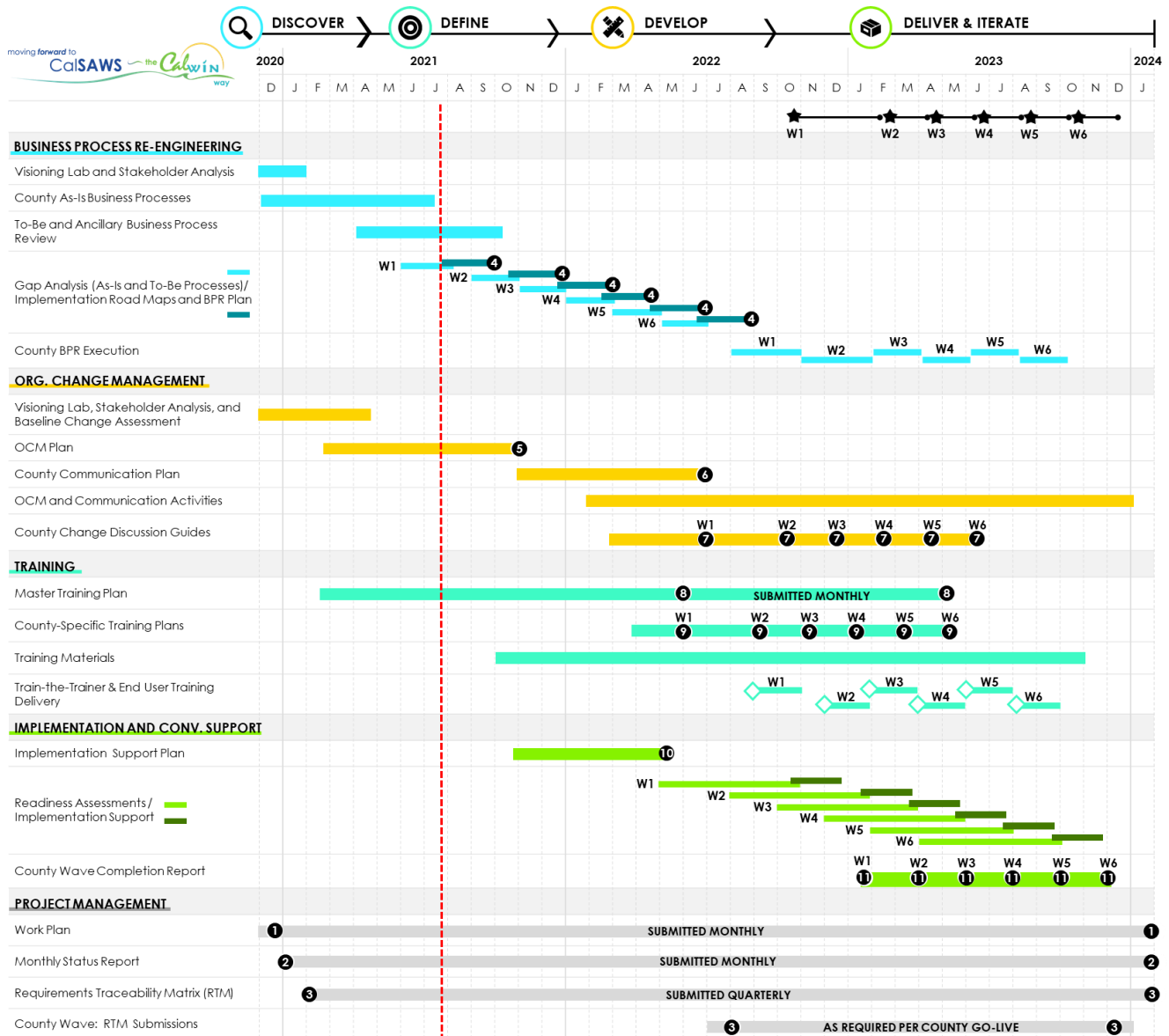
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Project Timeline

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	07/14/21	07/26/21	10/01/21	10/22/21	10/27/21
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	
01.07	Work Plan – July 2021	On-Track	FDEL submission due 08/05/21 FDEL approval due 08/12/21
02	Monthly Status Report – Initial	Complete	
02.06	Monthly Status Report – June 2021	On-Track	FDEL submission due 08/05/21 FDEL approval due 08/12/21
03	Requirements Traceability Matrix Initial	Complete	
03.01	Requirement Traceability Matrix – Quarter 1	Complete	
04	Business Process Re-Engineering Plan	On-Track	DDED submitted 07/14/21 FDED submission due 07/26/21 FDED approval due 07/29/21
05	Organizational Change Management Plan	On-Track	DDED submitted 07/14/21 FDED submission due 07/26/21 FDED approval due 07/29/21
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 Transmittal (CIT) 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 onboarding staff resources.
- ▶ Continue to collaborate with other teams to coordinate information for the CalWIN Counties.

Business Process Re-Engineering (BPR)

- ▶ Obtain Sign-Off on As-Is FWP for Sacramento and San Francisco Counties.
- ▶ Prepare Contra Costa and Placer To-Be Draft Work Products (DWPs) for submission.
- ▶ Conduct the Week-3 To-Be sessions for Yolo County.
- ▶ Prepare the Wave-2 approach for Tulare and Santa Clara Counties with learnings from Wave-1.
- ▶ Submit the BPR Plan FDED on 07/26/21.

Organizational Change Management (OCM)

- ▶ Review the first draft of the August OCM POC meeting presentation with the Consortium and the QA OCM team.
- ▶ Continue collecting the Change Impacts from the BPR To-Be debrief sessions.
- ▶ Facilitate an office hour session with the OCM POCs to review the County communication products and channels.
- ▶ Submit the OCM Plan FDED on 07/26/21.
- ▶ Support CalWIN ISS Visioning Lab II on 07/29/21.

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Training

- ▶ Continue developing Wave-1 draft training schedules based on County Profile information.
- ▶ Continue orientation to CalSAWS and knowledge transfer for the Training Development team and monitor progress.
- ▶ Participate in the review of Wave-1 Counties' To-Be Change Inventory and Maps.
- ▶ Schedule meetings (in August) with Wave-1 Counties to review and validate County Profile information and training classroom needs.
- ▶ Participate in the OCM Planning session on 07/27/21.
- ▶ Support the BPR team by providing SME support during the To-Be sessions, and by reviewing and answering questions asked during the CalSAWS Demonstration sessions.

Implementation Support Services

- ▶ Participate in To-Be sessions and demonstrations with Contra Costa County, Placer County, and Yolo County.
- ▶ Conduct and facilitate Visioning Lab II for County Directors and delegates on 07/29/21.
- ▶ Continue to review the conversion activities that will impact conversion of the CalWIN Counties and schedule a meeting with Gainwell for report prioritization.
- ▶ Create a centralized point of contact listing for the CalSAWS Migration project across vendors and tracks for the CalWIN Counties.

1.6 Deviations from Plan/Adjustments

- ▶ None for the reporting period.