



CalSAWS Central Print Weekly Status Report

**Reporting Period: August 9, 2021 to August 15,
2021**

CalSAWS – Central Print Project

Weekly Status Report, August 10, 2021

Period: August 9, 2021 to August 15, 2021

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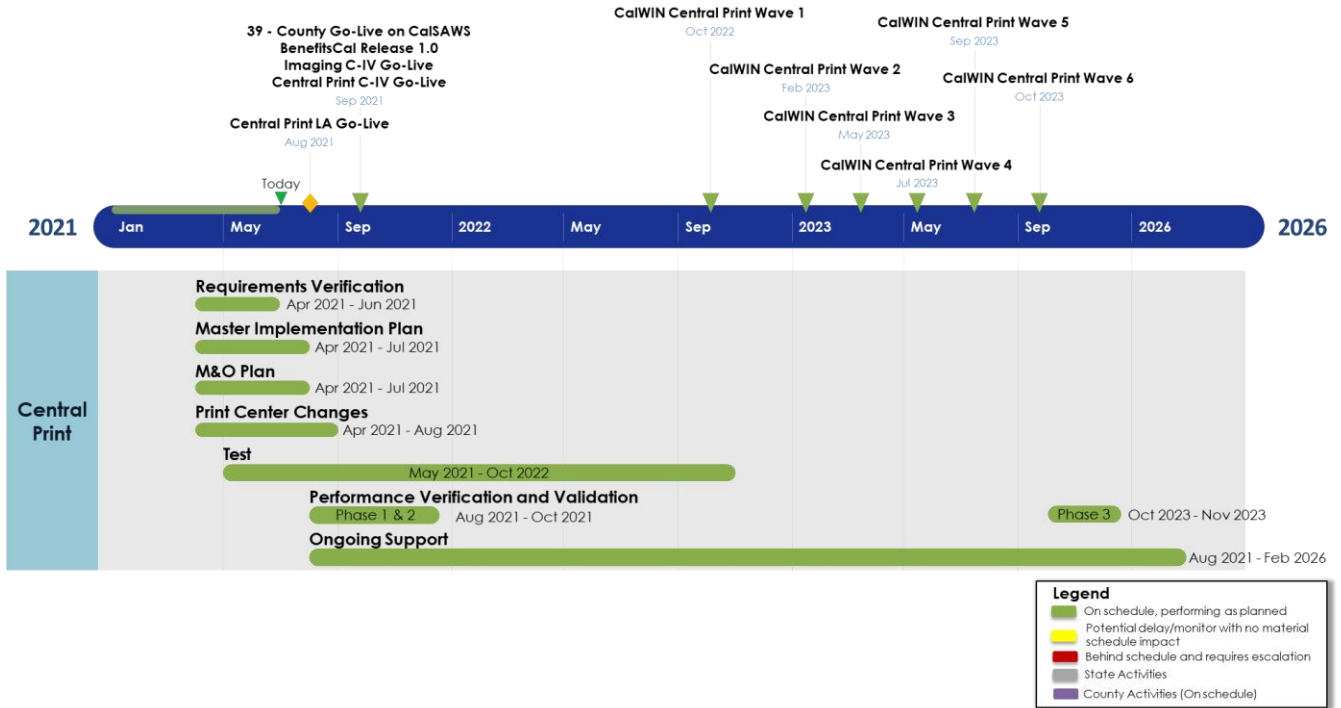
1.0 CalSAWS Central Print Project

1.1 Highlights of the Reporting Period

Project Management

- ▶ Continued updates to project work plan.

Project Gantt



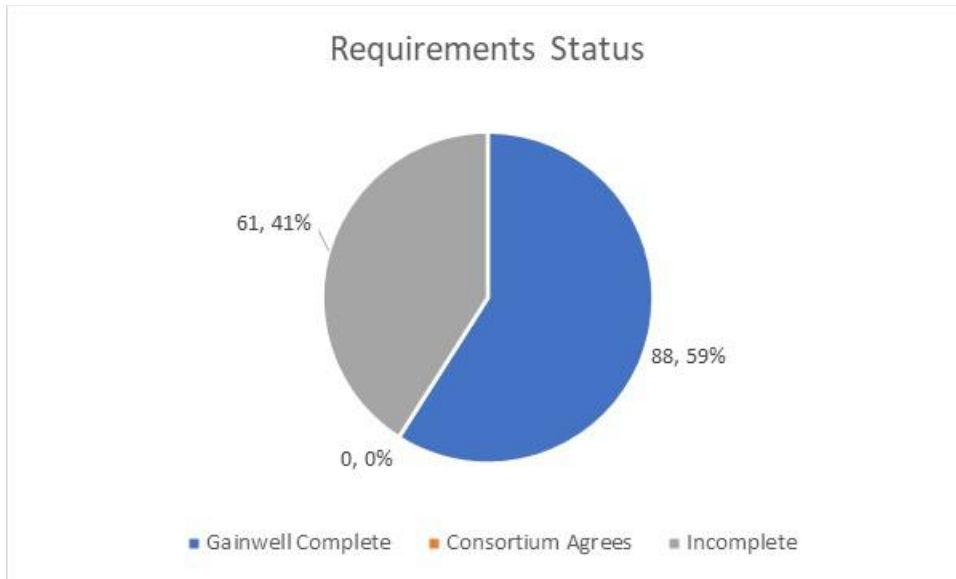
Requirements Verification

- ▶ Continued updates to RTM based on information from the Requirements Verification meetings.

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Master Implementation Plan

- ▶ Continued work on materials inventory management.
- ▶ Participated in Implementation Readiness and Greenlight preparation meetings.
- ▶ Completed site visits at the Sacramento and Rancho Print Centers.
- ▶ Received shipments of envelopes for performance and load testing.
- ▶ Received shipments of special stock paper for Los Angeles County.
- ▶ Received Los Angeles DPSS postage funds.

Changes to Existing Print Centers

- ▶ Continued meetings with Rancho Print Center staff to review requirements and changes.
- ▶ Completed preparations for Rancho Print Center inserter upgrades.

Establishment of the SoCal Print Center

- ▶ N/A

Interface and File Considerations with CalSAWS

- ▶ CalSAWS transmitted the August 9th Los Angeles production files for usage in finding specific items as needed.

Fulfillment Platform Configuration

- ▶ Continued drafting materials for the Central Print Portal webinar.
- ▶ Provided demonstration of the Central Print Portal for CMS.
- ▶ Provided demonstration of the Central Print Portal for Los Angeles County.
- ▶ Provided demonstration of the Central Print Portal for QA.

Maintenance and Operations Plan

- ▶ Participated in Los Angeles County Central Print Reports meeting.

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Comprehensive Testing

- ▶ Submitted draft of OWD – Test Cases for Consortium review.

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. Note that only the initial submission of the Monthly Status Report is listed in the table below. Each remaining Monthly Status Report will be submitted as an FDEL only per the date in the approved FDED and is not included in the list below.

Deliverable Status by Submission

DEL ID	Deliverable Name	Complete		Coming Soon		
		DDED	FDED	DDEL	FDEL	Final
01	Monthly Status Report - March	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	6/28/21
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 – March 2021	Completed	Each remaining Monthly Status Report will be submitted as an FDEL only per the date in the approved FDED and are not listed here. Any exceptions will be noted.
02	Master Implementation Plan	Completed	Received WAC approvals on 7/9/21.
03	Maintenance and Operations Plan	Completed	Received WAC approvals on 7/9/2021.
04	Final Acceptance	On-track	DDEL submission due 11/21/23

Table 1.2-2 – Upcoming Deliverable Deadlines

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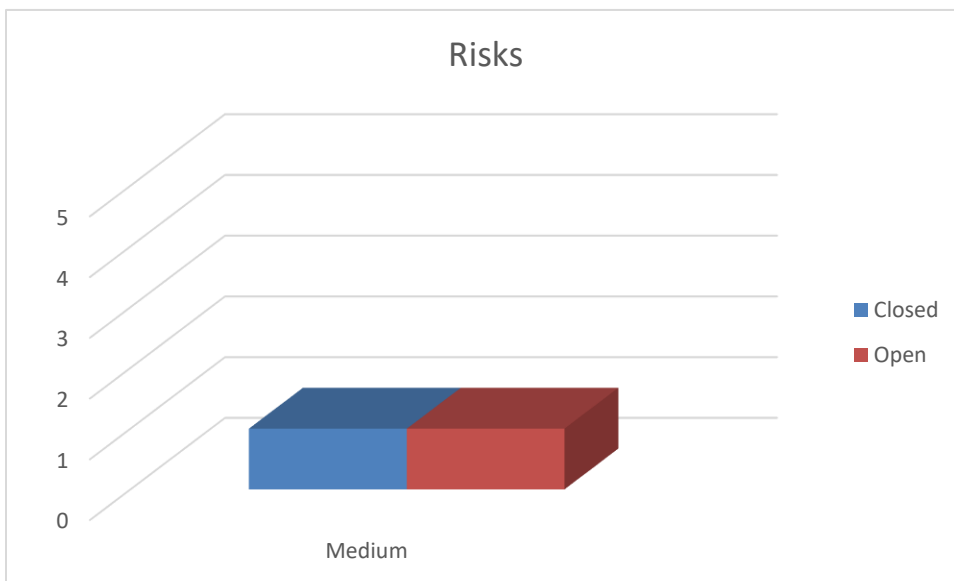
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Project Risks and Issues

ID	Title	Details	Status	Impact	Severity	Date Logged
242	Central Print Insertion Barcode Placement & Margin Formatting Inconsistency	Recommended clearance for insertion bar codes is ¼ of white space around the bar code. The white space is designed to increase the accuracy of the bar code scan, reducing insertion errors or stoppages. The sample test file provided included pages with no clearance and on some forms, the bar code was overwritten by text or borders. Obtaining the recommended ¼ inch of white space would result in changes to the CalSAWS correspondence templates and would not be feasible prior to the planned go live for Los Angeles (August 2021) and C-IV (September 2021).	Open	3	Medium	4/9/21

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.

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1.3 CRFI/CIT Communications Information

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

There was one CalSAWS Information Transmittals (CITs).

CIT ID	To	Subject	Category	Distribution Date
0181-21	LA/C-IV County	Central Print Postage Process	Correspondence	7/19/21

Table 1.4-1 – CITs

There was one CalSAWS Requests for Information (CRFIs).

CRFI ID	To	Subject	Distribution Date	Status	Response Due Date
21-041	LA/C-IV County	Central Print Correspondence	7/14/21	Open	7/23/21

Table 1.4-2 – CRFIs

1.4 Activities for the Next Reporting Period

Project Management

- ▶ Continue updates to project work plan.
- ▶ Coordinate attendance at remaining region meetings to provide County information.

Requirements Verification

- ▶ Complete updates to RTM.

Master Implementation Plan

- ▶ Continue work on materials inventory management.
- ▶ Continue meetings on Performance Report format.
- ▶ Complete site visit for the SoCal Print Center.

Changes to Existing Print Centers

- ▶ Begin inserter upgrades at Rancho Print Center.

Establishment of the SoCal Print Center

- ▶ N/A

Interface and File Considerations with CalSAWS

- ▶ N/A

Fulfillment Platform Configuration

- ▶ Continue coordination on a Central Print Portal demonstration.

Maintenance and Operations Plan

- ▶ N/A

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Comprehensive Testing

- ▶ Submit updated test scripts/cases based on OWD comments received.
- ▶ Complete Performance and Load test.

1.5 Deviations from Plan/Adjustments

- ▶ No deviations from the plan are noted.