



# CalSAWS Central Print Weekly Status Report

**Reporting Period: August 16, 2021 to August 22,  
2021**

**CalSAWS – Central Print Project**

Weekly Status Report, August 23, 2021

Period: August 16, 2021 to August 22, 2021

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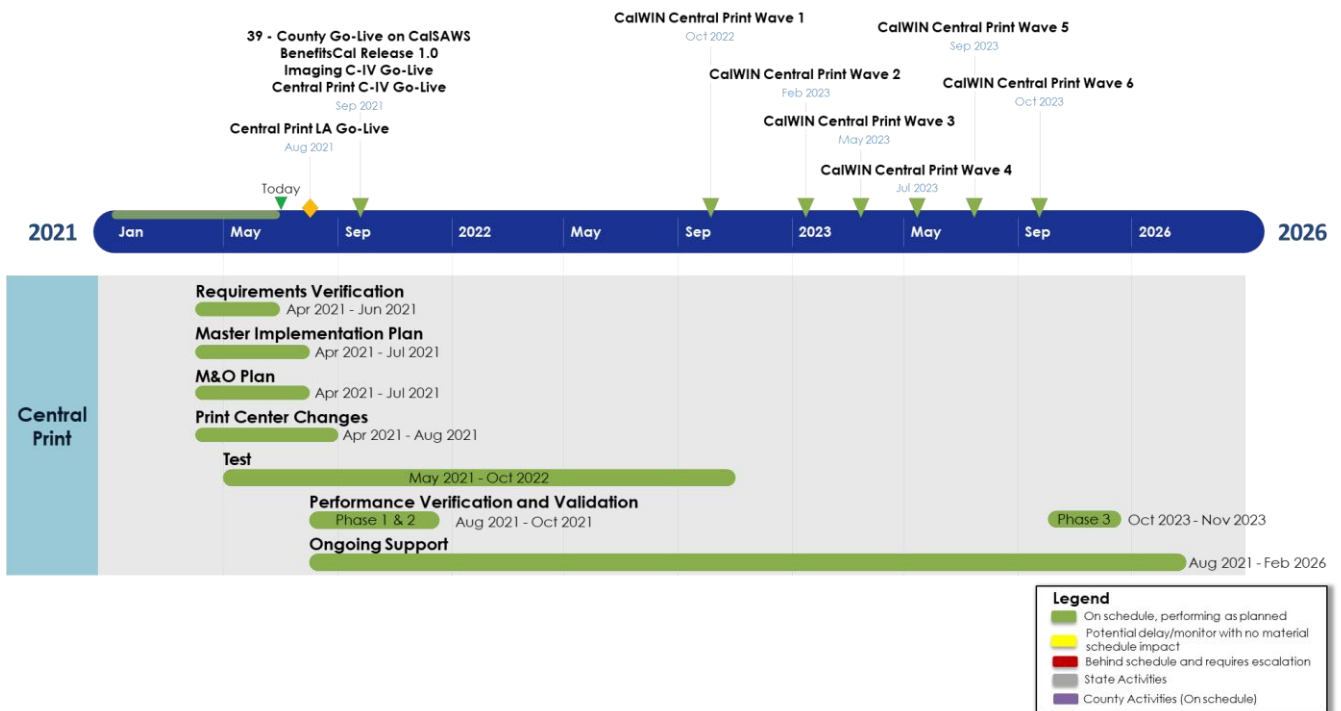
## 1.0 CalSAWS Central Print Project

### 1.1 Highlights of the Reporting Period

#### Project Management

- ▶ Continued updates to project work plan.
- ▶ Attended multiple regional touchpoint meetings to discuss Central Print.

#### Project Gantt



#### Requirements Verification

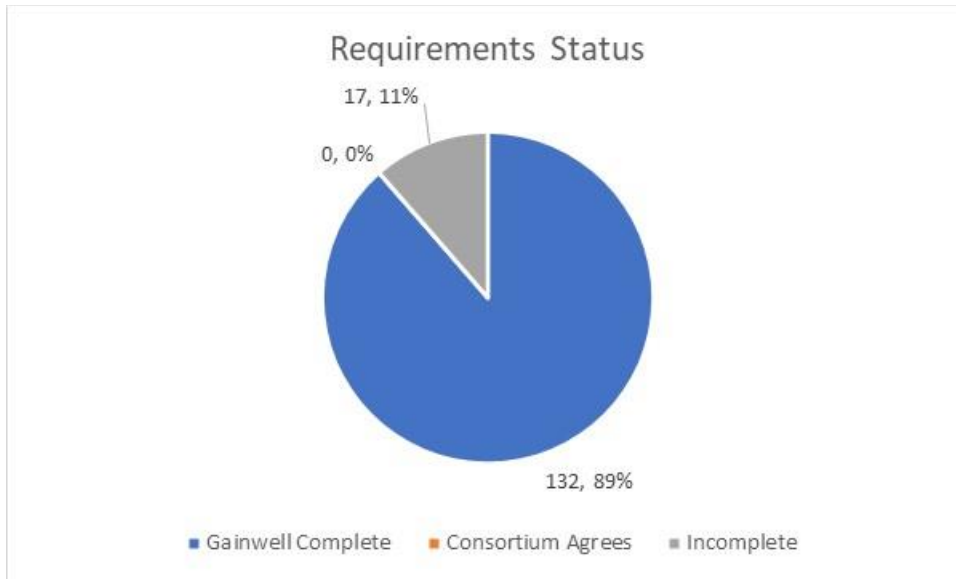
- ▶ Continued updates to RTM based on information from the Requirements Verification meetings.

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### Master Implementation Plan

- ▶ Continued work on materials inventory management.
- ▶ Participated in Implementation Readiness and Greenlight preparation meetings.
- ▶ Completed site visit at the SoCal Print Center.
- ▶ Received shipments of envelopes.
- ▶ Received shipments of special stock paper for Los Angeles County.
- ▶ Received Los Angeles DCFS postage funds.

### Changes to Existing Print Centers

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

### Establishment of the SoCal Print Center

- ▶ N/A

### Interface and File Considerations with CalSAWS

- ▶ CalSAWS transmitted Los Angeles production files for special Los Angeles stock forms.

### Fulfillment Platform Configuration

- ▶ Completed materials for the Central Print Portal webinar.
- ▶ Scheduled Central Print Portal webinar training for Los Angeles County users.

### Maintenance and Operations Plan

- ▶ N/A

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### Comprehensive Testing

- ▶ Submitted updated test scripts/cases based on OWD comments received.
- ▶ Completed Performance and Load Test.
- ▶ Completed Disaster Recovery Test.
- ▶ Completed Requirements Functionality Test.

### 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	DDED	FDED	Complete		Coming Soon
				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

## CalSAWS – Central Print Project

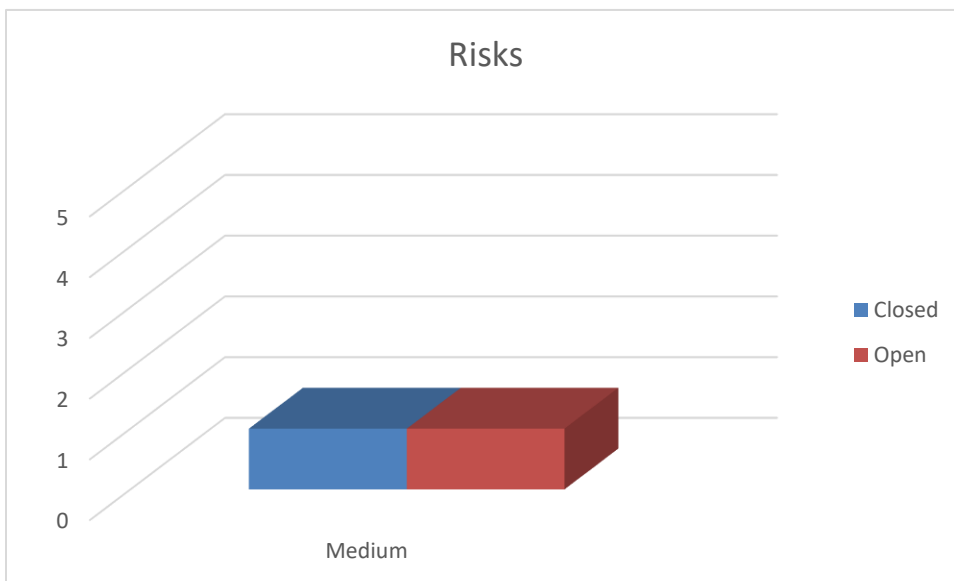
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### Project Risks and Issues

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.
- ▶ Facilitate the Central Print Phase 1 Greenlight meeting.
- ▶ Provide Go Live Central cutover communications.
- ▶ Complete Phase 1 cutover.

#### Changes to Existing Print Centers

- ▶ Complete 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

- ▶ Complete Central Print Portal demonstration for CMS.

#### Maintenance and Operations Plan

- ▶ N/A

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### Comprehensive Testing

- ▶ N/A

### 1.5 Deviations from Plan/Adjustments

- ▶ No deviations from the plan are noted.