CalSAWS Central Print Weekly Status Report

Reporting Period: April 18, 2022, to April 24, 2022

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1.0 CalSAWS Central Print Project

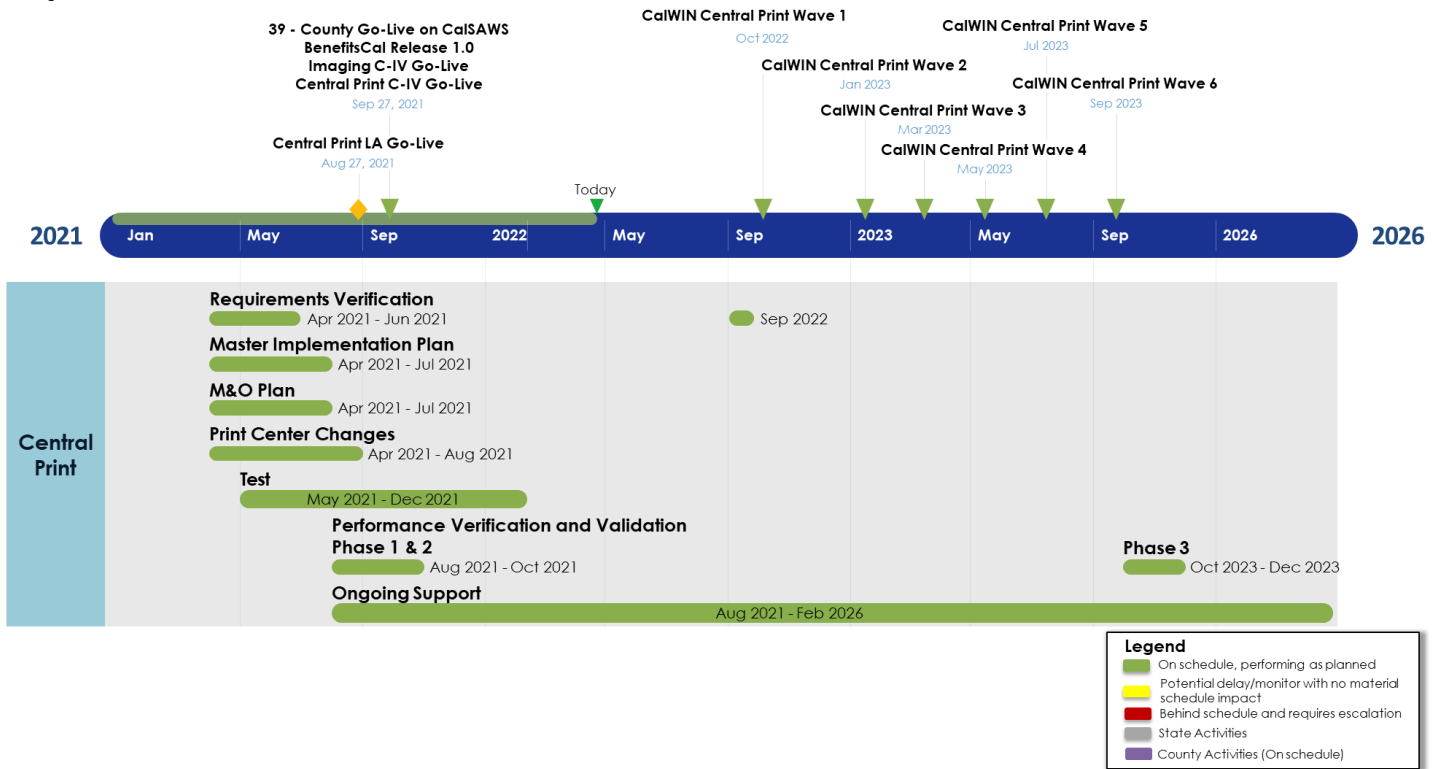## 1.1 Highlights of the Reporting Period

Table 1.1-1 – CalSAWS Central Print Status Agenda Topics

STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
1.1	• LA County Temp CF Packet Changes

Project Management

► Continued updates to project work plan.
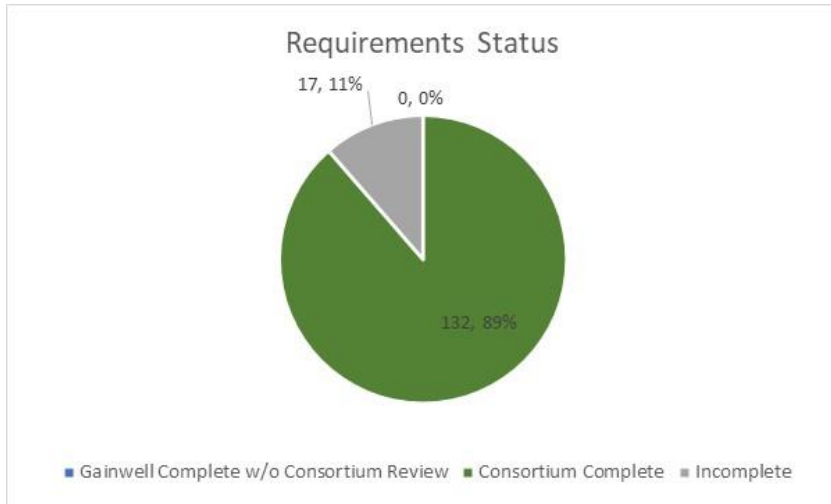
Project Gantt

Requirements Verification

► No Update

Master Implementation Plan
- ► Continued work on materials inventory management.
- ► Continued testing the IMB placement using the new release of the CalSAWS address placement on correspondence.
- ► Continued discussions regarding the metadata SCR.
- ► Continued discussions regarding the iText upgrade for CalSAWS.
- ► Continued discussions with Contra Costa regarding Central Print configuration.

Changes to Existing Print Centers
- ► No Update

Establishment of the SoCal Print Center
- ► No Update

Interface and File Considerations with CalSAWS
- ► No Update

Fulfillment Platform Configuration
- ► No Update

Maintenance and Operations Plan
- ► Continued ongoing operations for Phase 2 (40 County) Central Print.
- ► Completed processing Los Angeles CW/CFR correspondences.
- ► Completed processing 39 Counties CW/CFR correspondences.
- ► Completed processing MC RE correspondences.
- ► Completed processing of 10-Day NOA correspondences.
- ► Continued discussions with Consortium of Central Print SLAs.
- ► Coordinated with Los Angeles County on their request to temporarily add pages to the CF packet.

Comprehensive Testing

► No Update

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**		

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Table 1.1-8 – Overdue Action Items

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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

| | | | | | Complete | Coming Soon |

DEL ID	Deliverable Name	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

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Table 1.2-1 – Deliverable Status for Current Reporting Period

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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

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Table 1.2-2 – Upcoming Deliverable Deadlines

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Project Risks and Issues

ID	Title	Details	Status	Impact	Severity	Date Logged
255	Global paper shortage may impact CalSAWS ability to print/mail correspondence	Due to the current global paper shortage, paper for envelopes and printing is in limited supply. This could result in delays in receiving shipments of envelopes and paper for printing affecting CalSAWS ability to produce timely correspondence.	Open	4	Medium	11/2/2021

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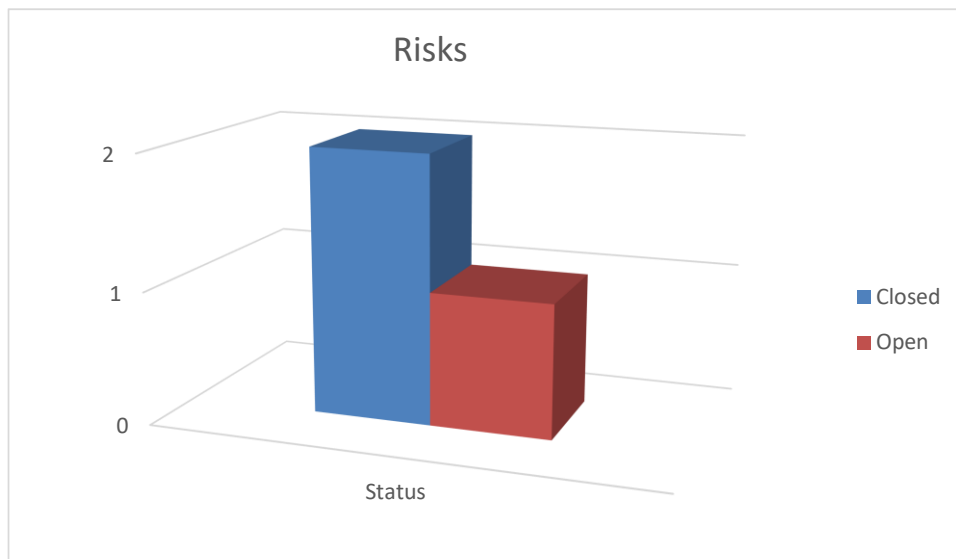
The following chart shows the number of issues currently open and previously closed, if applicable.

► 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 was one CalSAWS Information Transmittals (CITs).

CIT ID	To	Subject	Category	Distribution Date
0022-22	All Counties	August 2021 and Future Postage Rate Changes	Correspondence	1/25/22

Table 1.4-1 – CITs

There was one CalSAWS Requests for Information (CRFIs).

CRFI ID	To	Subject	Distribution Date	Status	Response Due Date
22-008	CalWIN Counties	Central Print CalWIN POCs	1/25/21	Open	2/4/22

Table 1.4-2 – CRFIs

1.4   Activities for the Next Reporting Period

Project Management
► Continue updates to project work plan.

Requirements Verification
► No Update

Master Implementation Plan
► Continue work on materials inventory management.
► Continue discussions regarding the metadata SCR.
► Continue discussions regarding the iText upgrade for CalSAWS.
► Continue discussions with Contra Costa regarding Central Print configuration.
► Conduct Configuration Meeting with Santa Clara County.
► Conduct additional Validation Meeting with Yolo County.

Changes to Existing Print Centers
► No Update

Establishment of the SoCal Print Center
► No Update

Interface and File Considerations with CalSAWS
► No Update

Fulfillment Platform Configuration
► No Update

Maintenance and Operations Plan
► Continue ongoing operations for Phase 2 Central Print.
► Complete processing of SAR7/QR7 correspondences.
► Complete processing of MC Reminder and Balderas Reminder correspondences.

Comprehensive Testing
► No Update

1.5   Deviations from Plan/Adjustments

► No deviations from the plan are noted.