CalSAWS CalWIN Implementation Support Services (ISS) Weekly Status Report

Reporting Period: June 27, 2022 to July 03, 2022

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1.0   Project Management

1.1   Executive Summary

STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
Business Process Reengineering (BPR)	• Delayed sign-off on the To-Be BPR Final Work Product (FWP) for Fresno County. Working with Deputy Director to expedite, but there is potential to impact submission of the Fresno BPR Plan if not received by 07/06/22. • Submitted the To-Be BPR FWPs for Sonoma and San Francisco Counties for final sign-off (Wave 5 and Wave 6). • Delivered Week 3 of To-Be BPR sessions for Sacramento and San Luis Obispo (SLO) Counties. • Continued to refine Process Simulation detailed scenario packets and data needs. Awaiting a list of cases to be used for Process Simulation execution from Accenture. Due 07/15/22. • Delivered detailed in-person configuration working sessions with Placer County from 06/27/22 – 07/01/22. Core and Additional Configurations documented and ready for Process Simulation by 07/08/22.
Organizational Change Management (OCM)	• Completed four (4) Change Readiness Survey Result reports for the surveyed Wave 1 and 2 Counties. • Conducted three (3) Change Readiness Survey Results Reviews with Placer County, Santa Clara County, and Tulare County. • Completed uploading the W1 T-6 & W2 T-9 Data into ChangeScout • Finalized the completion of the T-minus 6 dashboard • Facilitated the monthly Change Network Champion Session – Waves 1 and 2 on 06/28/22. • Scheduled working sessions and dry runs for Wave 1 Change Discussion Kickoff and Prep Sessions • Finalized the Wave 1 Change Discussion Kickoff presentation • Continued the development of the Wave 1 Change Discussion Prep Session presentation. • Sent invites to Yolo and Placer Counties for the Wave 1 Change Discussion Kickoff and Prep sessions. • Continued to address comments for the Wave 2 County Change Guides/Change Discussion Guides (CDGs).
Training	• 22 CalSAWS Trainers completed week 3 (of 5 weeks) of Train the Trainer (TTT). • All Wave 1 Counties have started the Web Base Trainings (WBTs) in the Learning Management System (LMS). • Worked with the CalSAWS Tech Team to plan classroom installation and testing for Wave 1 Early Training. • Laptop imaging has started to support Wave 1 Instructor Led Training (ILT) sessions.

STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
Implementation	• Go-Live Packet (GLP) draft in progress – GLP structure and Work Plan completed on 06/24/22; GLP Awareness Item section first draft completed on 07/01/22 and ready for internal review. • Conducted Review of Post Go-Live County Work/Staffing needs material and outlined communication plan as part of the CalWIN Conversion and Change Management meeting. • Conducted sessions to outline scenarios for Retro EDBC for converted cases. This will be included as part of the GLP packet. • Continued the restructuring the Implementation Support Plan and conducted a walkthrough. • Santa Clara, Santa Barbara, and Orange County Targeted On-Site Support/Implementation Points of Contact (TOSS/IPOC) – Conducted meeting to discuss the Work Plan and the different use perspectives between the Work Plan and the county readiness checklists. • Led meeting with the Gainwell, Accenture, and Consortium Subject Matter Experts (SMEs) on 06/28/22 and 06/29/22 to discuss the MyBCW Transition, messaging, and approach. • Completed the County Prep Packet Draft and submitted to the Consortium Implementation and QA for review (06/30/22). **Error! Bookmark not defined.**

Table 1.1-1 – CalSAWS Executive Summary Agenda Topics

1.2   Highlights of the Reporting Period

► **Staff Onboarding** – Continued planning for and onboarding staff resources.
► **Information Coordination for CalWIN Counties** – Continued to collaborate with other teams to coordinate information for the CalWIN Counties.
► **County Work Plans**
  o Critical Path Reporting Wave 1 and 2 – Developed weekly summary report and presented to the Consortium Leadership during week of 06/27/22.
  o Critical Path GANTT Chart – Developed a custom Critical Path GANTT view for Wave 1 and presented during the week of 06/29/22 to the Consortium Leadership.
  o Wave 3 Work Plan – Provided additional guidance to complete and baseline the Wave 3 Work Plan.
  o Continue to facilitate the Work Plan updates with the Consortium project teams to improve Project Plan accuracy, updates, and to identify milestones, critical path, and cross-team dependencies.
► **Deliverables and Work Products** – Submitted the following:
  o None.

1.3   Activities for the Next Reporting Period

► **Staff Onboarding** – Continue planning for and onboarding staff resources.
► **Information Coordination for CalWIN Counties** – Continue to collaborate with other teams to coordinate information for the CalWIN Counties.

► **County Work Plans**
  o Continue updating Waves 1, 2, and 3 County Work Plans for the Implementation Readiness Checklist. Achieved baseline state for Wave 1 and 2. Baseline for Wave 3 is planned for week of 07/11
  o Continue creating the initial Wave 4 Work Plan. This planned for August 2022.
► **Deliverables and Work** Products – Submit the following:
  o FDEL 02.18: CalWIN Monthly Status Report – June 2022 on 07/08/22.
  o FDEL 01.18: CalWIN Work Plan Monthly Updates – June 2022 on 07/08/22.

2.0   Business Process Reengineering (BPR)

2.1   Highlights of the Reporting Period

► **To-Be BPR Sessions**
  o Met with the Fresno Deputy Director and Leadership team to address the County's delayed sign-off of their To-Be BPR Flows. Fresno's To-Be Flows are complete, reviewed and all comments have been addressed, however there is concern from the Fresno leadership about whether they can update flows following sign-off. ISS Leadership and Fresno's Regional Manager met with the Fresno Leadership team to allay their concerns, and sign-off is expected by 07/06/22. If sign-off is not received, this will need to be further escalated to resolve.
  o Completed Week 3 of To-Be BPR Sessions for Wave 6 (Sacramento and San Luis Obispo Counties) from 06/27/22 – 07/01/22. SLO County sessions are conducted via hybrid remote/on-site delivery.
  o Submitted To-Be Final Work Products (FWPs) for Wave 05/06/22 (Sonoma and San Francisco Counties) on 06/27/22.
  o Obtained sign-off from Alameda County (Wave 5) on To-Be Final Work Product (FWPs) on 06/28/22.
  o Obtained Consortium final approval on San Mateo County Specific BPR Plan FDEL (Wave 4) on 06/30/22.
► **BPR Closeout Sessions**
  o Finalized BPR Closeout schedule for Orange & Santa Barbara Counties (Wave 3) between 07/18/22 and 07/29/22 (with two Santa Barbara sessions on the week of 07/05/22).
  o Conducted pre-meets with Ventura County (Wave 3) on 06/29/22 and began building BPR Closeout schedule collaboratively with County.
► **Process Simulation** – Continued preparing for execution. Received JIRA access and UAT access. Working to configure JIRA to support execution and worked with Accenture to identify specific converted records that will be needed to support execution.
► **Configuration** – Delivered in-person Configuration Working Sessions with Placer County from 06/27/22 – 06/30/22 to define Core, Task and Additional Configurations to assist with County Prep phase.

Weekly Status Report, June 29, 2022
Period: June 27, 2022 to July 03, 2022

	Session Start Date	Session End Date	First Review Start Date	First Review End Date	Start Final Review	County Sign-Off on Final To-Be Work Product	DWP BPR Plan Submit
Wave 1							
Contra Costa	06/21/21	07/30/21	08/04/21	09/02/21	09/02/21	09/10/21	09/27/21
Placer	06/21/21	07/30/21	08/04/21	08/20/21	08/30/21	09/07/21	09/27/21
Yolo	07/12/21	08/11/21	08/11/21	08/27/21	09/08/21	09/17/21	09/27/21
Wave 2							
Tulare	09/13/21	10/08/21	10/11/21	10/22/21	11/01/21	11/08/21	11/19/21
Santa Clara	09/13/21	10/08/21	10/11/21	10/22/21	11/01/21	11/08/21	11/19/21
Wave 3							
Santa Barbara	10/18/21	11/12/21	11/15/21	11/30/21	12/08/21	12/14/21	02/11/22
Orange	11/15/21	12/14/21	12/20/21	01/07/21	01/18/22	01/24/22	02/11/22
Ventura	11/15/21	12/14/21	12/20/21	01/07/21	01/18/22	01/24/22	02/11/22
Wave 4							
Solano	01/10/22	02/04/22	02/07/22	02/22/22	03/07/22	03/11/22	03/25/22
Santa Cruz	01/10/22	02/04/22	02/07/22	02/22/22	03/07/22	03/11/22	03/25/22
San Mateo	02/07/22	03/04/22	03/09/22	03/22/22	03/30/22	06/03/22	06/10/22
San Diego	02/14/22	03/11/22	03/16/22	03/30/22	04/06/22	04/11/22	04/18/22
Wave 5							
Alameda	04/11/22	05/06/22	05/09/22	05/20/22	06/06/22	06/28/22	07/08/22
Fresno	04/04/22	04/29/22	05/02/22	06/08/22	06/13/22	07/06/22*	07/08/22
Sonoma	05/09/22	06/03/22	06/06/22	06/17/22	06/27/22	07/07/22	07/08/22
Wave 6							
San Francisco	05/09/22	06/03/22	06/06/22	06/17/22	06/29/22	07/07/22	08/12/22
Sacramento	06/13/22	07/08/22	07/11/22	07/22/22	08/01/22	08/05/22	08/12/22
San Luis Obispo	06/13/22	07/08/22	07/11/22	07/22/22	08/01/22	08/05/22	08/12/22

Figure 2.1-1 – To-Be Process Timetable by County (As of 07/01/22)

2.2 Activities for the Next Reporting Period

► **To-Be BPR Sessions** –
  o Complete Week 4 of To-Be BPR Sessions for Wave 6 (Sacramento and San Luis Obispo Counties) from 07/05/22 – 07/08/22. SLO County sessions are conducted via hybrid remote/on-site delivery.
  o Obtain sign-off from Fresno County (Wave 5) on To-Be FWP.
► **BPR Closeout Sessions**
  o Finalize BPR Closeout schedule with Ventura County (Wave 3).
  o Conduct three BPR Closeout sessions for Santa Barbara County (Wave 3) on 07/07/22 and 07/08/22.
► **Process Simulation** – Continue identification of needs for staged data and specific converted records to support execution for Wave 1 (Yolo and Placer Counties). Continue configuration of Jira and preparing data for execution. Send invite for Process Simulation Orientation the week of 07/18/22.
► **Configuration** – Prepare finalized configuration worksheets with details on Core and Additional Configurations for Wave 1 (Yolo and Placer Counties) for delivery to the Counties by 07/08/22.

3.0   Organizational Change Management (OCM)

3.1   Highlights of the Reporting Period

► **Future Targeted Topic/Demo Sessions** – Conducted the Tax Intercept targeted topic on 06/28/22.

► **Change Network Champions (CNC) –** Conducted Change Network Champion meeting for Waves 1 and 2 on 06/28/22.

► **Wave 1 Change Discussion Guides** – Finalized the schedule for the CDG Education Sessions. Finalized the Change Discussion Kick-Off presentation. Drafted Change Discussion Prep session presentation and materials. Sent CDG Kick-off and Prep session meeting invites.

► **Wave 2 County Change Guide Work Products** –
  o Continued addressing comments received for the Contra Costa County DWP.
  o Received comments from Tulare County for the DWP.

► **Wave 1 T-Minus 6 Surveys** – Uploaded survey results into ChangeScout and completed Dashboard and Survey Results Presentation.

► **Wave 2 T-Minus 9 Surveys** – Uploaded survey results into ChangeScout and completed Survey Results Presentation.

3.2   Activities for the Next Reporting Period

► **Wave 1 Change Discussion Guide** – Finalize Change Discussion Prep presentation and materials. Conduct Change Discussion Kick off with Placer on 07/07/22.

► **Wave 2 Change Discussion Guides** – Continue to support County reviewers in their review DWPs for the Wave 2 Change Discussion Guides.

► **Wave 1 T-Minus 6 Surveys** – Conduct walk-through meeting with the Yolo on 07/07/22.

► **Wave 2 T-Minus 9 Surveys** – Create Dashboard

► **Infographics** – Continued drafting the July infographics for Waves 1 and 2: Authorizations and Resource Databank due 07/28/22.

► **Change Network Champions (CNC) –** Prepare for the Change Network Champion meeting for Waves 3 and 4 in July.
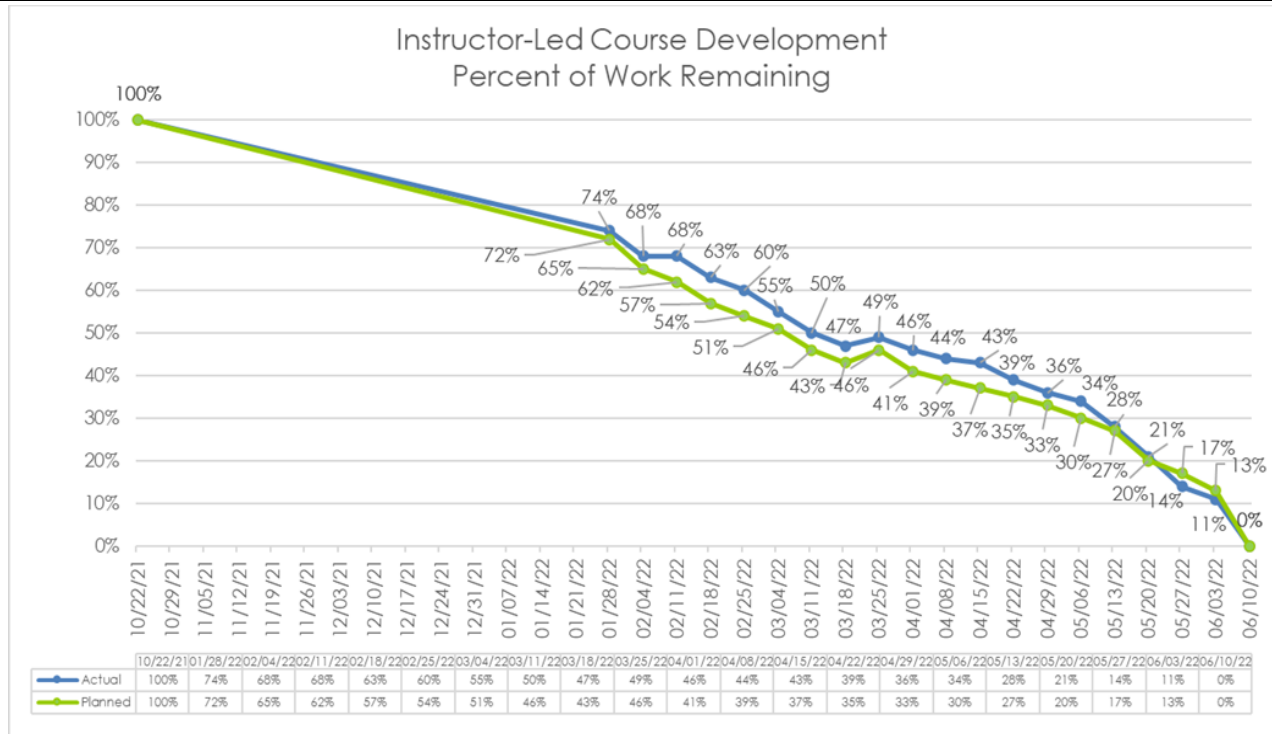
4.0   Training

4.1   Highlights of the Reporting Period

► **Train the Trainer** – Completed week 3 at the Rancho Cordova project site and with a virtual / remote component.

► **ILT Course Updates** – Made updates based on Trainer reviews and input during Train the Trainer.

► **Classroom Planning and Scheduling** – Continued planning classroom and scheduling logistics for Counties in all waves.

► **Classroom Site Prep for Wave 1** – Continued planning with the CalSAWS Tech team to prepare for classroom training.

► **LMS and Training Environment** – The WBT window started for Yolo and Placer County end user trainees.

Figure 4.1-1 – Instructor-Led Training Development Progress

Wave	County	ILT Training Dates (Includes Early Training, Train the Trainer, End User Training)	Estimated Setup Date	Total # Classrooms Needed	# Classrooms to Lease (In progress)	Total # Workstations Required for Training	# Project-Provided Workstations Needed
2	Contra Costa	07/25/22 – 08/05/22 (Early Training Only)	07/14/22	1	0	25	0
1	Placer	07/18/22 – 10/28/22	07/07/22	3	0	75	0
1	Yolo	07/18/22 – 10/28/22	07/08/22	3	2	75	50
2	Contra Costa	11/28/22 – 02/24/23	11/15/22 – 11/16/22	7	9	175	0
2	Santa Clara	11/28/22 – 02/24/23	11/15/22 – 11/16/22	7	0	175	0
2	Tulare	11/28/22 – 02/24/23	11/17/22 – 11/18/22	6	0	150	36

Table 4.1-2 – Waves 1 and 2 Classroom Needs and Set-Up

4.2   Activities for the Next Reporting Period

► **Train the Trainer** – Continue to week 4 of Train the Trainer through 07/15/22.
► **Classroom Planning and Scheduling** – Continue planning classroom and scheduling logistics for Counties in all waves.
► **Classroom Site Prep for Wave 1** – Continue planning with the CalSAWS Tech team to prepare for classroom training.

► **LMS and Training Environment** – Continue working with the Consortium Training Manager to plan for the LMS and Training Environment for training for the CalWIN Counties.

5.0 Implementation

5.1 Highlights of the Reporting Period

► **Conversion Defect Testing (CDT) Rejected Defect Review** – Completed CDT categorization. The current statuses of the 123 items are noted below:

Status	Next Steps	County
Awareness for Go-Live	Documentation completed for all items. Under Review	59
Post-Go Live Case Review Guide	Work In Progress to document initial draft Go-live Packet ETA 07/30/22	6
County Prep	Included in County Prep Tasks. No Further Action Required.	5
Cancelled	No Further Action Required.	25
No Action Needed from CDT Group	No Further Action Required.	28

Table 5.1-1 – Status of CDT Items

► **County Prep Planning Activities** – Completed County Prep Packet Draft and submitted for review on 6/30/22 to the Consortium Implementation and QA teams.
► **Santa Clara, Santa Barbara & Orange TOSS/IPOC** – Conducted meeting and discussed the different utilization perspectives between the Work Plan and the County Readiness Checklists.
► **Global IPOC (Implementation Point of Contact)** – Continued developing the agenda and materials for the July Global IPOC meeting.
► **MyBenefitsCalWIN (MyBCW) to BenefitsCal Cutover Process** – Les discussion with Gainwell, Accenture, and Consortium SMEs on 06/29/22 and 6/30/22 to align and plan for cutover process and messaging to Counties and customers.
► **Go Live Packet** – GLP Work Plan and structure in development completed and ongoing internal review. GLP section for Awareness Items draft to be completed for internal review by 07/01/22.
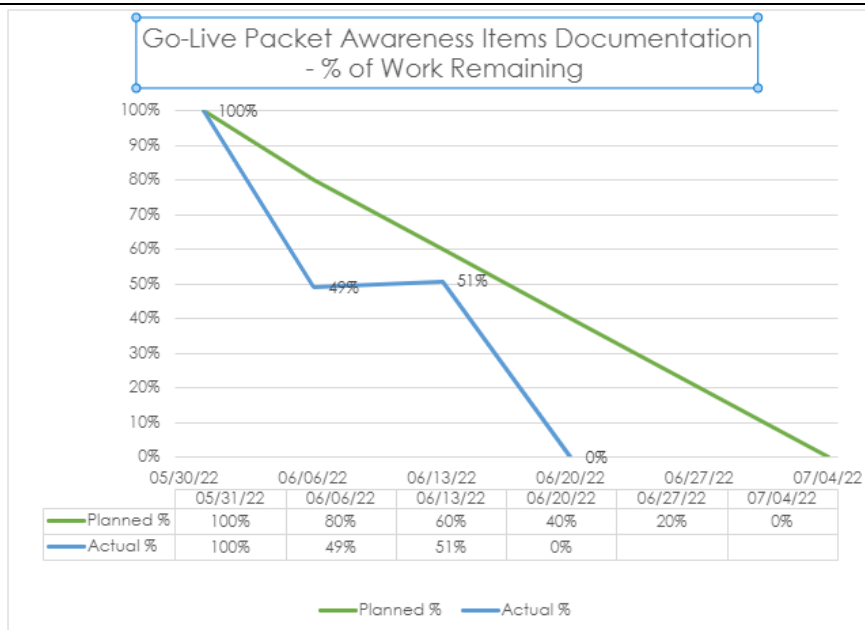
Figure 5.1-2 – Status of Go-Live Packet Awareness Items

► **Implementation Support Plan** – Restructured and presented for walkthrough pre and post implementation onsite and virtual/Command Center support plans.

5.2 Activities for the Next Reporting Period

► **Implementation Support Planning** – Complete action items from walkthrough on 06/29/22.
► **CDT Workgroup Meetings** – Workgroup meeting frequency reduced to alternate weeks with conclusion of the CDT phase and the exercise will continue through County Data Validation (CDV) and UAT phase to document Awareness Items.
► **Lead TOSS/IPOC Meetings**
   o Contra Costa County TOSS/IPOC meeting scheduled for 07/05/22.
   o Yolo County TOSS/IPOC meeting scheduled for 07/06/22.
   o Placer County TOSS/IPOC meetings scheduled for 07/08/22.
► **Post Go-live Case Review Guide Section for Go-live Packet** – Conduct clarification meetings as required for continued development of case review guides for GLP.
► **CalWIN Conversion and Change Management** – Conduct the CalWIN Conversion and Change Management meeting on 07/05/22. Topics will include Post Go-Live County Staffing Material, and any walk-on items.
► **ICT (Inter County Transfer) Cutover** – Draft a CalSAWS Information Transmittal (CIT) to inform Counties and document the plan for providing actionable data for Counties' ICT efforts.
► **Global IPOC** – Finalize the agenda and materials for the July Global IPOC meeting and conduct the meeting on 07/06/22.

6.0   Appendices

6.1   Appendix A – Deliverable Summary

	Complete			Coming Soon	

DEL ID	Deliverable Name	DDED	FDED	DDEL	FDEL	Final Approval
01	Work Plan – Initial	12/04/20	12/15/20	12/23/20	01/14/21	01/22/21
01.18	Work Plan Monthly Updates – June 2022	N/A	N/A	N/A	07/08/22	07/15/22
02	Monthly Status Report – Initial	12/04/20	12/18/20	01/05/21	01/12/21	05/13/22
02.18	Monthly Status Report – June 2022	N/A	N/A	N/A	07/08/22	07/15/22
03	Requirements Traceability Matrix Initial	12/22/20	01/07/21	02/01/21	02/16/21	02/23/21
04	Business Process Reengineering Plan – Wave 5			07/29/22	08/19/22	08/28/22
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 – Wave 1	02/09/22	02/21/22	04/12/22	05/03/22	05/13/22
07	County Change Guide – Wave 2	N/A	N/A	07/18/22	08/08/22	08/17/22
08	Master Training Plan	10/27/21	11/08/21	05/13/22	06/06/23	06/13/23
09	County Specific Training Plan – Wave 1	10/27/21	11/08/21	05/13/22	06/06/23	06/13/23
10	Implementation Support Plan*	01/14/22	01/27/22	06/06/22	06/27/22	07/05/22
11	Wave Completion Report	09/15/22	09/27/22	01/11/24	01/24/24	01/31/24

* Schedule is being redetermined

Figure 6.1-1 – Deliverable Status for Current Reporting Period

Upcoming Deliverable Deadlines

DEL #	Deliverable Name	Status	Next Deadline
02.18	CalWIN Monthly Status Report – June 2022	On track	FDEL submission 07/08/22 FDEL approval 07/15/22
01.18	CalWIN Work Plan Monthly Updates – June 2022	On track	FDEL submission 07/08/22 FDEL approval 07/15/22

Table 6.1-2 – Upcoming Deliverable Deadlines

Work Product Status by Submission

	Complete		Coming Soon

ID	Work Product Name	DWP	FWP	Final Approval
02	To-Be Process Maps – Wave 5 (Alameda County)	05/09/22	06/06/22	06/28/22
02	To-Be Process Maps – Wave 5 (Fresno County)	05/02/22	06/13/22	TBD
02	To-Be Process Maps – Wave 5 (Sonoma County)	06/06/22	06/27/22	07/01/22
02	To-Be Process Maps – Wave 6 (San Francisco County)	06/06/22	06/29/22	07/01/22
07	County Change Guide – Wave 1	04/12/22	05/03/22	05/13/22
07	County Change Guide – Wave 2	05/25/22	06/16/22	06/23/22
09	County-Specific Training Plan – Wave 1	04/14/22	05/05/22	05/12/22

Figure 6.1-3 – Upcoming Work Product Deadlines

Upcoming Work Product Deadlines

WP #	Work Product Name	Status	Next Deadline
02	To-Be Process Flows – Wave 5 (Sonoma County)	On track	FWP approval 07/01/22
02	To-Be Process Flows – Wave 5 (San Francisco County)	On track	FWP approval 07/01/22

Table 6.1-4 – Upcoming Work Product Deadlines

6.2 Appendix B – Risks and Issues Summary

Project Risks and Issues

ID	Title	Details	Status	Impact	Risk Level	Date Logged
240	The scaling of CalSAWS Production Operations, including Batch Operations, to provide 40 and 58 County support, without effectively taking into account the multi-County and multi-vendor CalSAWS ecosystem may impact business operations	As we expand to 58 counties and with continual activities to support policy, the consequences of a misstep in executing the CalSAWS M&O batch schedule magnifies the potential impact to business operations and benefits to the participants.	Open	4	Medium	03/03/21
262	The CalWIN counties may not be fully prepared for go-live if they do not have sufficient or timely information	The CalWIN counties and County Directors have voiced concern that they do not have sufficient information or direction from the CalWIN ISS team to adequately prepare for go-live. In some cases, they have begun creating their own materials based on what they understand. If the counties do not have a framework within which to prepare, they may not be ready for cutover. This includes clear communication and timelines for what is needed to be completed by when, readiness checklists, early conversations on the transition from the current state to the future state, and clear direction.	Open	4	High	12/13/21
268	Implementation Readiness for	If implementation readiness (project and County) is not on track to meet their respective	Open	4	High	01/13/22

ID	Title	Details	Status	Impact	Risk Level	Date Logged
	CalWIN Cutover to CalSAWS	exit criteria by 04/29/2022, then the CalWIN Wave 1 cutover to CalSAWS could either be delayed or require significantly greater support to help counties through outstanding issues. Individual risks have been opened related to the ability to be fully ready in time for a successful CalWIN Wave 1 cutover to CalSAWS on October 27, 2022, and subsequent waves. This risk serves as an overarching risk for the overall readiness of the project and CalWIN counties to cutover to CalSAWS.				
269	CalWIN Counties may not have enough development and testing timeline to Refactor their Ad-hoc Reports and Ancillary System before Go-Live	The CalWIN Counties need time in the schedule, leading up to their respective Go-Live, to Refactor Ad-hoc Reports and/or Ancillary Systems. To do so, the counties need connectivity and access to CalSAWS environments, data model (and definitions), as well as data. The current CalSAWS delivery schedule (of these) is compressing the CalWIN counties Design, Development, and Testing timelines (i.e., schedule) and putting their County Readiness for Go-Live at-risk.	Open	5	High	01/12/22
270	The CalWIN counties may not be fully prepared for Go-Live if there is insufficient information in the Organizational Change Management (OCM) Change Discussion Guides (CDGs)	If OCM does not have sufficient documentation and resources to create CDGs, and counties do not have adequate time to review and provide feedback, the CDG delivery timeframe and level of detail might be impacted. The OCM team uses the County To-Be Process documentation to create the CDGs. Requirement DEL-11 states that CDGs must capture tasks within each job process, steps the person in the role will complete once they begin utilizing the new System, and impacts to the 18 CalWIN Counties along with the steps that the person will stop completing once they begin utilizing the CalSAWS System. If County To-Be	Open	4	High	02/02/22

ID	Title	Details	Status	Impact	Risk Level	Date Logged
		process documentation does not capture this information, more work must be done on the CDG content to make it useful for counties. The Training team leverages the CDGs by linking roles and changes to related training content and depends on receiving accurate CDGs in the expected timeframes.				

Table 6.2-1 – Project Risks and Issues

CRFI/CIT/CalSAWS Communications Information

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

CIT ID	To	Subject	Category	Distribution Date	Primary CalSAWS Contact	Backup CalSAWS Contact
None.						

Table 6.2-2 – CITs

The following table outlines CalSAWS Requests for Information (CRFIs) sent for the reporting period.

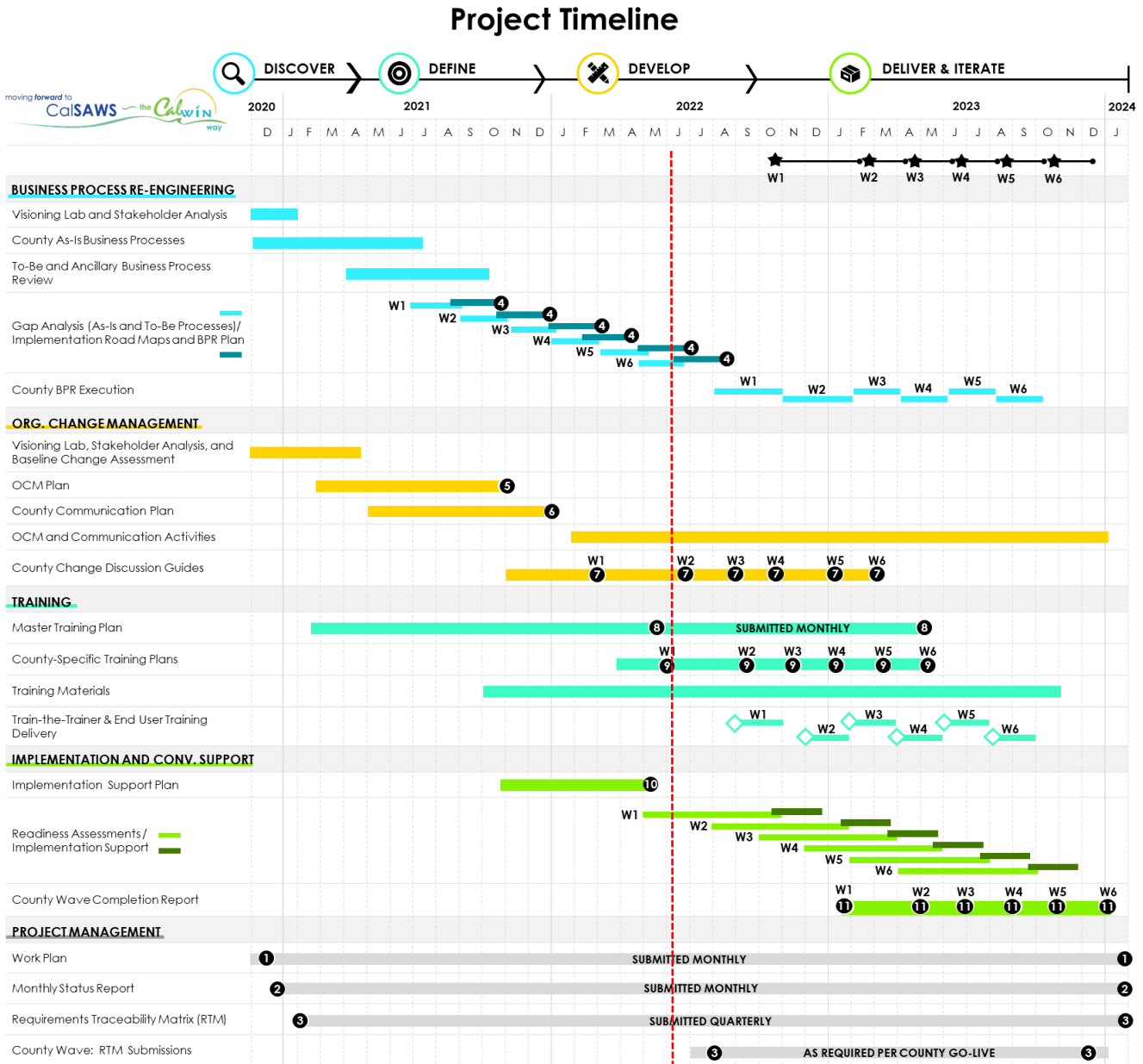| CRFI ID	To	Subject	Distribution Date	Status	Response Due Date	Primary Contact	Backup Contact
22-053	San Diego PPOCs; San Mateo PPOCs; Solano PPOCs; Santa Cruz PPOCs; San Diego Director; San Mateo Director; Solano Director; Santa Cruz Director; Region 5 Regional Managers; Region 1 Regional Managers; Section Directors;	Change Readiness Survey Participant Demographic Data	06/28/22	Open	07/11/22	Helen Cruz	Araceli Gallardo

Table 6.2-3 – CRFIs

6.3   Appendix C – Project Work Plan Reports

Project Timeline

Project Action Items – Overdue

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

ID	Description	Owner	Due Date
None.			

Table 6.3-1 – Overdue Action Items