



CalSAWS-CalWIN
Implementation Support
Weekly Status Report

Reporting Period: March 1, 2021 to March 7, 2021

CalSAWS – California Statewide Automated Welfare System (CalSAWS)

CalWIN Implementation Support Phase

Weekly Status Report, March 10, 2021

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1.0 CalWIN Implementation Support Services

1.1 Highlights of the Reporting Period

Project Management

- ▶ Received TBCR for Change Scout software 03/02/21.
- ▶ Submitted Sample Go-Live Tracking reports for PMO review 03/04/21.
- ▶ Submitted 01.02 FDEL – Monthly Work Plan – Feb 2021 on 03/05/21.
- ▶ Submitted 02.02 FDEL – Monthly Status Report – Feb 2021 on 03/05/21.
- ▶ Continued coordination with DD&I Team on project interdependencies - conversion tasks and training environments.
- ▶ Drafted internal communication protocols with Project Team members.

Business Process Re-engineering (BPR)

- ▶ Delivered Tulare and Yolo County-Specific As-Is BPR Sessions.
- ▶ Confirmed Contra Costa and Placer Follow-Up Session.
- ▶ Confirmed Santa Barbara and Santa Clara County Specific As-Is Sessions.
- ▶ Incorporated real-time feedback from initial BPR Sessions for continuous improvement.
- ▶ Distributed updated Placer and Contra Costa County-Specific As-Is Flows for Review and Validation based on sessions held the week of 02/22/21.

Organizational Change Management (OCM)

- ▶ Drafted CalWIN OCM POC CRFI and distributed for internal review on 02/25/21.
- ▶ Received comments and made updates to CalWIN OCM POC CRFI.
- ▶ Scheduled CalWIN OCM POC bi-monthly Working Sessions.
- ▶ Scheduled preparation session for the OCM POC Kick-off planning.

Training

- ▶ Monitored Implementation Support Services Team's progress against CalSAWS / CalWIN knowledge acquisition plan and training completion.
- ▶ Continued discovery phase of CalWIN County information to prepare for drafting the Master Training Plan.
- ▶ Prepared topics for 3/17/21 TAC meeting.
- ▶ Met with Consortium Technical & Operations team members, DD&I vendor, and Consortium Implementation team to discuss CalWIN training environment needs for training development and delivery.

Implementation Support Services

- ▶ Continued compiling Visioning Lab outputs for distribution to the CalWIN Counties.
- ▶ Continued coordination with Conversion team on conversion planning for CalWIN ancillary systems.
- ▶ Continued coordination with Imaging team on Image conversions for CalWIN Counties.
- ▶ Drafted ancillary system discovery planning phase to socialize with the Consortium and DD&I vendor

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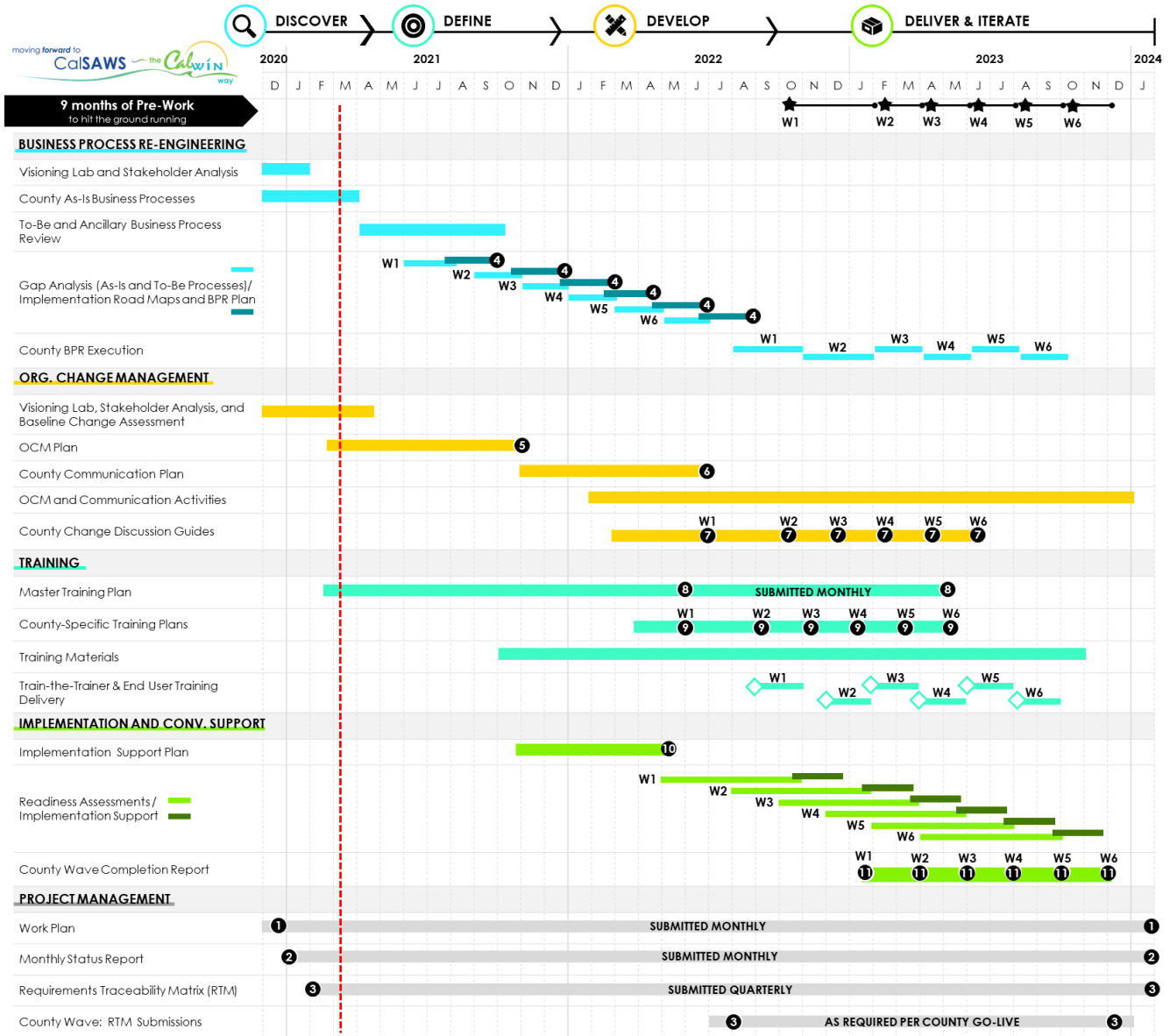
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Project Timeline

Figure 1 - 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	12/4/20	12/15/20	12/23/20	1/14/21	01/22/21
02	Monthly Status Report – Initial	12/4/20	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-W1	06/18/21	06/30/21	10/11/21	11/01/21	11/08/21
05	Organizational Change Management Plan	06/11/21	06/23/21	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	01/14/22	01/27/22	01/11/24	01/24/24	01/31/24

Table 2 - Upcoming Deliverable Deadlines

DEL #	DELIVERABLE NAME	STATUS	Next Deadline
01	Workplan – Initial	Complete	
01.02	Work Plan – Feb 2021	On-track	FDEL Approval due 03/12/21
02	Monthly Status Report – Initial	Complete	
02.02	Monthly Status Report – Feb 2021	On-track	FDEL Approval due 03/12/21
03	Requirements Traceability Matrix Initial	Complete	
04	Business Process Re-engineering Plan	On track	DDED submission due 06/18/21
05	Organizational Change Management Plan	On-track	DDED submission due 06/11/21
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 01/14/22

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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 Transmittals (CITs) 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.

Table 5 - CRFIs

CRFI ID	To	Subject	Distribution Date	Status	Response Due Date	CalSAWS Contact

1.5 Activities for the Next Reporting Period

Project Management

- ▶ Continue planning for and on-boarding staff resources.
- ▶ Continue to work with other teams to coordinate resources to meet dependencies: Training Environments and DISCO tool access to CalWIN system.
- ▶ Document training specifications per discussion of CalSAWS training environments for CalWIN county training, with Consortium staff.
- ▶ Establish monthly meetings with Regional Managers.

Business Process Re-engineering (BPR)

- ▶ Incorporate Tulare and Yolo feedback from County-Specific As-Is BPR Sessions and distribute updated flows due 03/12/21.
- ▶ Complete remaining Focus Groups and Interviews for Tulare and Yolo.
- ▶ Prep for Yolo, Placer and Contra Costa Follow-Up sessions scheduled for the week of 03/15/21.
- ▶ Prep for Santa Barbara and Santa Clara County-Specific As-Is BPR Sessions scheduled for the week of 03/22/21.

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- ▶ Incorporate real-time feedback from BPR Sessions for continuous improvement.

Organizational Change Management (OCM)

- ▶ Receive and incorporate CalWIN OCM POC CRFI Comments 03/12/21.
- ▶ Conduct preparation session for the OCM POC Kick-off planning 03/10/21.
- ▶ Begin internal setup and configuration for ChangeScout.

Training

- ▶ Conduct March TAC meeting 03/17/21.
 - Facilitate discussion about early CalSAWS training strategies that CalWIN counties can employ for their staff.
- ▶ Demonstrate the Learning Journey Map tool. Continue discovery phase of CalWIN County information, in preparation for developing the Master Training Plan.
- ▶ Report training status in the CalWIN standup 03/08/21.

Implementation Support Services

- ▶ Distribute Visioning Lab outputs to CalWIN Counties
- ▶ Continue discovery of CalWIN ancillary processes and socialize discovery planning activities for input and feedback.

1.6 Deviations from Plan/Adjustments

- ▶ None for the reporting period.