



CalSAWS-CalWIN
Implementation Support
Weekly Status Report

Reporting Period: March 8, 2021 to March 14, 2021

CalSAWS – California Statewide Automated Welfare System (CalSAWS)

CalWIN Implementation Support Phase

Weekly Status Report, March 17, 2021

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1.0 CalWIN Implementation Support Services

1.1 Highlights of the Reporting Period

Project Management

- ▶ Received Approval of 01.02 FDEL – Monthly Work Plan – Feb 2021 on 03/12/21.
- ▶ Received Approval of 02.02 FDEL – Monthly Status Report – Feb 2021 on 03/12/21.
- ▶ Continued coordination with DD&I Team on project interdependencies - conversion tasks and training environments.
- ▶ Reviewed internal communication protocols and SharePoint collaboration processes with Project Team members.

Business Process Re-engineering (BPR)

- ▶ Prepared for Contra Costa and Placer Follow-Up As-Is BPR Sessions for the week of 03/15/21.
- ▶ Confirmed Santa Barbara and Santa Clara County-Specific As-Is Sessions for the weeks of 03/22/21 and 03/29/21 and began pre-work and pre-meetings with both counties.
- ▶ Updated Yolo, Placer, Contra Costa and Tulare County-Specific As-Is Flows for Review and Validation based on sessions held the week of 02/22/21.

Organizational Change Management (OCM)

- ▶ Received comments on CalWIN OCM POC CRFI and scheduled time to review and finalize with Consortium on 3/15/21.
- ▶ Reviewed CalWIN OCM POC Kick-Off session agenda with Consortium Implementation Team.

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.
- ▶ Prepare for the March TAC meeting 03/17/21
- ▶ Resolved Action Items from February TAC meeting.
- ▶ Developed detailed timeline to detail tasks for the next 8 months.

Implementation Support Services

- ▶ Finalized consolidating the Visioning Lab information and created the Visioning Lab Packet: Executive Summary, Facilitation Deck and Supporting Documentation, One-Pager 03/12/21.
- ▶ Distributed VL Packet and draft email language to Consortium 03/12/21.
- ▶ Created new timeline activities for 4-month look ahead.
- ▶ Attended conversion meetings (DD&I + Consortium).

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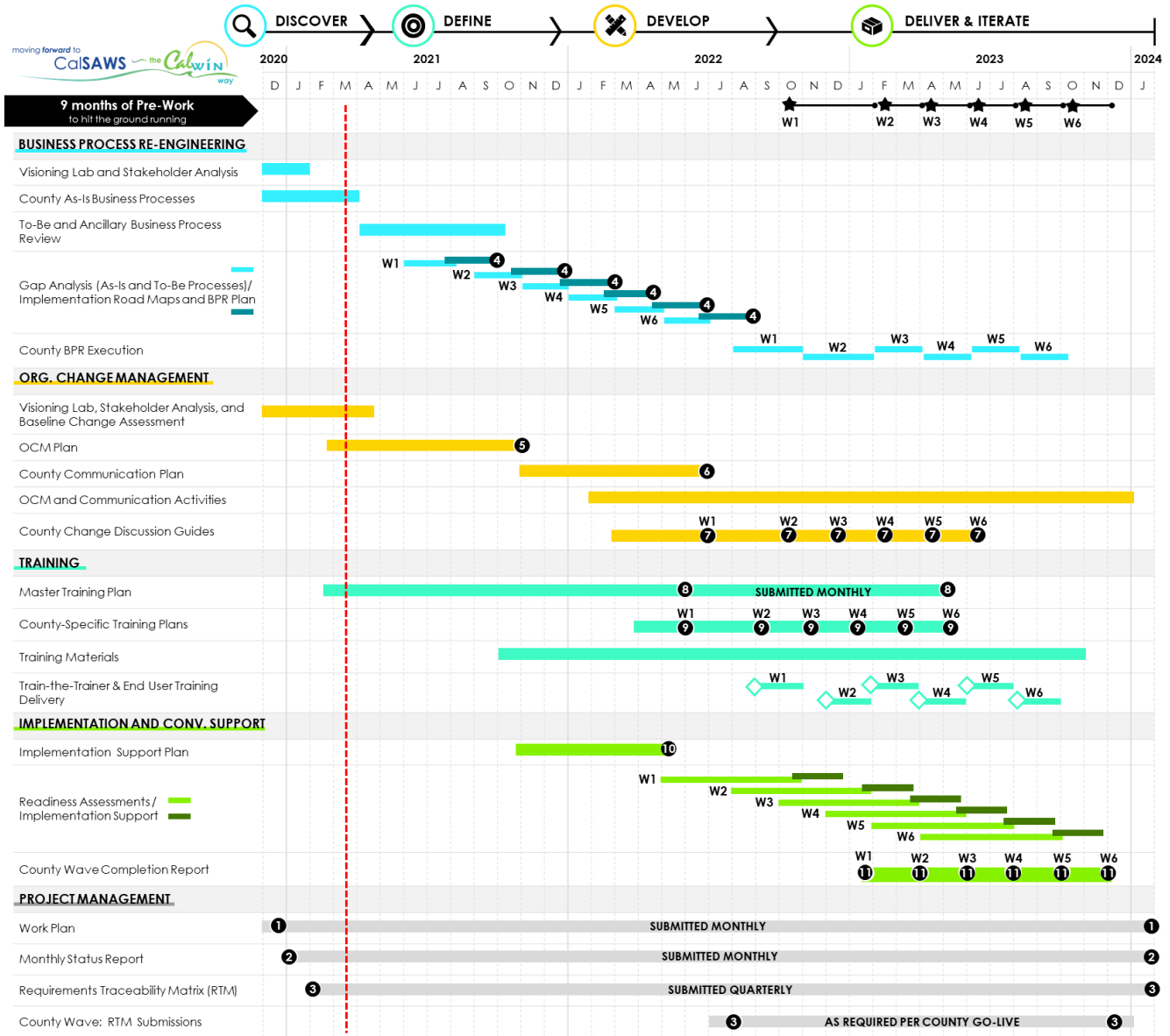
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Project Timeline

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	09/15/22	09/27/22	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 Approved on 03/12/21
02	Monthly Status Report – Initial	Complete	
02.02	Monthly Status Report – Feb 2021	On-track	FDEL Approved on 03/12/21
03	Requirements Traceability Matrix Initial	Complete	
03.01	Requirement Traceability Matrix – Quarter 1	On Track	FDEL submission due 06/04/21
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.
- ▶ Collaborate with Consortium to create "right size" Wave 1 visual aid 03/16/21.
- ▶ Develop process and instruction guide for Team members to access CalWIN SharePoint.
- ▶ Document training specifications per discussion of CalSAWS training environments for CalWIN county training, with Consortium staff.
- ▶ Schedule Inter-vendor dependencies meetings.
- ▶ Review Action Item tracking process with Consortium on 03/15/21.
- ▶ Review Consortium and County collaboration areas in SharePoint and Web Portal with Consortium.

Business Process Re-engineering (BPR)

- ▶ Distribute base Santa Barbara and Santa Clara flows by Monday 03/15/21 in anticipation of sessions starting on 03/22/21.

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- ▶ Complete remaining Focus Groups and Interviews for Tulare and Yolo.
- ▶ Prep for Santa Barbara and Santa Clara County-Specific As-Is BPR Sessions the week of 3/22/21.
- ▶ Incorporate real-time feedback from BPR Sessions for continuous improvement.

Organizational Change Management (OCM)

- ▶ Finalize CalWIN OCM POC CRFI and distribute by Friday 3/19/21.
- ▶ Review CalWIN OCM POC Kick-Off session draft slides with Consortium Implementation Team.
- ▶ Schedule CalWIN OCM POC Kick-off session Dry Run Meeting with Consortium Implementation Team and Regional Managers.

Training

- ▶ Conduct March TAC meeting on 03/17/21.
 - Discuss Action Items from the Feb TAC meeting specifically related to the counties' need for CalSAWS system knowledge.
 - Review the Learning Journey Map tool prototype and discuss its value to the CalSAWS learning path.
- ▶ Continue research and CalSAWS learning to prepare for Master Training Plan development.

Implementation Support Services

- ▶ Continue discovery of CalWIN ancillary processes and socialize discovery planning activities for input and feedback.
- ▶ Schedule ancillary/data meeting with DD&I and Consortium.

1.6 Deviations from Plan/Adjustments

- ▶ None for the reporting period.