CalSAWS-CalWIN Implementation Support Weekly Status Report

Reporting Period: March 29, 2021 to April 04, 2021

Table of Contents

1.0   CalWIN Implementation Support Services

1.1   Highlights of the Reporting Period

Project Management
► Presented Work Product Processes with second group of counties; Santa Barbara and Santa Clara, in preparation for their As-Is Work Product Review 04/05/21.
► Continued coordination with DD&I Team on project interdependencies - conversion tasks and training environments, and peripheral systems.
► Reviewed internal communication protocols and SharePoint collaboration processes with Project Team members.
► Reviewed Action Item tracking process with Consortium on 03/29/21.
► Reviewed Consortium and County collaboration areas in SharePoint and Web Portal with Consortium 03/29/21.

Business Process Re-engineering (BPR)
► Concluded County As-Is Sessions for Santa Barbara and Santa Clara.
► Reviewed initial comments from Contra Costa, Placer, Yolo and Tulare on As-Is Work Product Formal Submission.
► Finalized preparation and scheduling for Orange and Ventura County As-Is Sessions.
► Overall Status for all Counties' As-Is BPR is provided in the table below:

Figure 1 - As-Is Process Timetable by County

County	Deloitte Senior Manager	Session Start Date	Session End Date	Formal Review Start Date	Formal Review End Date	Incorporate Feedback	Start Final Review	County Sign-Off on FINAL As-Is Processes
Wave 1								
Contra Costa	Duncan	COMPLETE	COMPLETE	COMPLETE	4/9/2021	4/16/2021	4/19/2021	4/23/2021
Placer	Jeric	COMPLETE	COMPLETE	COMPLETE	4/9/2021	4/16/2021	4/19/2021	4/23/2021
Yolo	Duncan	COMPLETE	COMPLETE	COMPLETE	4/9/2021	4/16/2021	4/19/2021	4/23/2021
Wave 2								
Tulare	Duncan	COMPLETE	COMPLETE	COMPLETE	4/9/2021	4/16/2021	4/19/2021	4/23/2021
Santa Clara	Jeric	COMPLETE	COMPLETE	COMPLETE	4/16/2021	4/23/2021	4/26/2021	4/30/2021
Wave 3								
Santa Barbara	Jeric	COMPLETE	COMPLETE	COMPLETE	4/16/2021	4/23/2021	4/26/2021	4/30/2021
Orange	Duncan	COMPLETE	4/16/2021	4/19/2021	4/30/2021	5/7/2021	5/10/2021	5/14/2021
Ventura	Cathryn	COMPLETE	4/16/2021	4/19/2021	4/30/2021	5/7/2021	5/10/2021	5/14/2021
Wave 4								
Solano	Cathryn	4/19/2021	4/30/2021	5/3/2021	5/14/2021	5/21/2021	5/24/2021	6/1/2021
Santa Cruz	Duncan	4/19/2021	4/30/2021	5/3/2021	5/14/2021	5/21/2021	5/24/2021	6/1/2021
San Mateo	Cathryn	5/3/2021	5/14/2021	5/17/2021	5/28/2021	6/7/2021	6/8/2021	6/15/2021
San Diego	Duncan	5/3/2021	5/14/2021	5/17/2021	5/28/2021	6/7/2021	6/8/2021	6/15/2021
Wave 5								
Alameda	Duncan	5/17/2021	5/28/2021	6/1/2021	6/15/2021	6/22/2021	6/23/2021	6/30/2021
Fresno	Cathryn	5/17/2021	5/28/2021	6/1/2021	6/15/2021	6/22/2021	6/23/2021	6/30/2021
Sonoma	Cathryn	6/14/2021	6/25/2021	6/28/2021	7/9/2021	7/16/2021	7/19/2021	7/23/2021
Wave 6								
San Francisco	Duncan	6/7/2021	6/18/2021	6/21/2021	7/2/2021	7/9/2021	7/12/2021	7/16/2021
Sacramento	Cathryn	6/14/2021	6/25/2021	6/28/2021	7/9/2021	7/16/2021	7/19/2021	7/23/2021
San Luis Obispo	Duncan	6/1/2021	6/11/2021	6/14/2021	6/25/2021	7/2/2021	7/5/2021	7/9/2021

Organizational Change Management (OCM)
► Received full roster of CalWIN OCM POC CRFI responses by the 03/31/21 due date.
► Conducted OCM POC Kick-Off session Dry Run with Consortium Implementation Team and Regional Managers on 03/30/21.
► Reviewed CalWIN ISS OCM RTM approach with Consortium team in preparation for RTM review meeting on 04/06/21.

CalSAWS – California Statewide Automated Welfare System (CalSAWS)
CalWIN Implementation Support Phase
Weekly Status Report, April 7,2021
Reporting Period: March 29, 2021 to April 04, 2021

► Began preparation for Wave 1 session on 04/07/21 and April's monthly CalWIN Stand Up Meeting.

Training
► Monitored Implementation Support Services Team's progress against CalSAWS/CalWIN knowledge acquisition plan and training completion.
► Planned and delivered a CalSAWS Q&A session with the CalWIN ISS team.
► Recorded CalSAWS demonstrations for us by the CalWIN ISS team.
► Continued discovery phase of CalWIN County information to prepare for drafting the Master Training Plan.
► Developed draft guidelines for CalWIN counties to learn more about CalSAWS functionality using existing CalSAWS resources. Worked with Consortium Training Manager to refine the guidelines.
► Sent meeting invitations to CalWIN counties for expanded TAC meeting on 04/21/2021, to include information about the *CalWIN to CalSAWS Overview* workshop.

Implementation Support Services
► Drafted Pre-Work Approach for the To-Be Sessions.
► Conducted CalWIN Conversion and Change Management kick-off meeting (04/01/21).
► Conducted working session with Consortium regarding the Pre-Work Approach (04/02/21).
► Attended ongoing conversion meetings (DD&I + Consortium).

Project Timeline

Figure 2 - Project Gantt Chart

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	
01.03	Work Plan – Mar 2021	On-track	FDEL Submission due 04/05/21
02	Monthly Status Report – Initial	Complete	
02.03	Monthly Status Report – Mar 2021	On-track	FDEL Submission due 04/05/21
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 09/15/22

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
21-019	PPOC 18 Regional Managers	CalWIN ISS - OCM Point of Contact Identification	03/17/21	Complete	03/31/21	Greg Postulka

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" visual aid for Waves 2 - 6.
► 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.

Business Process Re-engineering (BPR)
► Deliver Week-1 of County-Specific As-Is Sessions for Orange and Ventura.
► Complete Formal As-Is Work Product Reviews with Placer, Contra Costa, Yolo and Tulare.
► Make initial contact with Solano and Santa Cruz Counties for County-Specific As-Is Sessions.
► Incorporate real-time feedback from BPR Sessions for continuous improvement.

Organizational Change Management (OCM)
► Present OCM information at Wave 1 Check-In Meeting on 04/07/21.
► Finalize planning and materials for CalWIN OCM POC Kick-Off session scheduled for 04/14/21.
► Reschedule Requirements review session.
► Send invitations to participants of CalWIN OCM POC Kick-Off session.

Training
► Review draft guidelines for CalWIN counties to learn more about CalSAWS with Consortium ISS and Regional Managers.
► Continue to monitor Implementation Support Services Team's progress against CalSAWS/CalWIN knowledge acquisition plan and training completion.
► Continue discovery phase of CalWIN County information to prepare for drafting the Master Training Plan.
► Prepare for 04/21/21 TAC meeting.

Implementation Support Services
► Continue discovery of CalWIN ancillary processes and socialize discovery planning activities for input and feedback 04/02/21.
► Attend ancillary/data meeting with DD&I and Consortium.

1.6   Deviations from Plan/Adjustments
► None for the reporting period.