



CalSAWS-CalWIN
Implementation Support
Weekly Status Report

Reporting Period: May 3, 2021 to May 7, 2021

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1.0 CalWIN Implementation Support Services

1.1 Highlights of the Reporting Period

Project Management

- ▶ Created a Questions and Answers (Q&A) Log and process for project team review.
- ▶ Finalized the setup of the CalWIN ISS email account and confirmed that receipt and send functions work properly.
- ▶ Created and linked 18 individual county Work Plans within the Master Work Plan.
- ▶ Conducted Work Plan walk through with Consortium reviewers on 05/04/21 to cover 18 county subprojects.
- ▶ Continued the monitoring of Action Items (AIs) and followed up with POCs to update the statuses.

Business Process Re-Engineering (BPR)

- ▶ Submitted Final Work Product (FWP) for Orange and Ventura Counties for Sign-Off.
- ▶ Completed Week-1 San Diego and San Mateo County As-Is BPR Sessions, including hybrid onsite/offsite delivery for San Diego.
- ▶ Continued with To-Be Pre-Work.
- ▶ Socialized initial plan for definition of Global To-Be Process Flows and shared with the Consortium.

Figure 1 – As-Is Process Timetable by County

County	Session Start Date	Session End Date	First Review Start Date	First Review End Date	Incorporate Feedback	Start Final Review	County Sign-Off on FINAL As-Is Processes
Wave 1							
Contra Costa	02/22/21	03/25/21	03/29/21	04/09/21	04/16/21	04/19/21	04/23/21
Placer	02/22/21	03/12/21	03/29/21	04/09/21	04/16/21	04/19/21	04/23/21
Yolo	03/01/21	03/19/21	03/29/21	04/09/21	04/16/21	04/19/21	04/23/21
Wave 2							
Tulare	03/01/21	03/19/21	03/29/21	04/09/21	04/16/21	04/19/21	04/23/21
Santa Clara	03/22/21	04/02/21	04/05/21	04/16/21	04/23/21	04/26/21	04/30/21
Wave 3							
Santa Barbara	03/22/21	04/02/21	04/05/21	04/16/21	04/23/21	04/26/21	04/30/21
Orange	04/05/21	04/16/21	04/19/21	04/30/21	05/07/21	05/10/21	05/14/21
Ventura	04/05/21	04/16/21	04/19/21	04/30/21	05/07/21	05/10/21	05/14/21
Wave 4							
Solano	04/19/21	04/30/21	05/03/21	05/14/21	05/21/21	05/24/21	06/01/21
Santa Cruz	04/19/21	04/30/21	05/03/21	05/14/21	05/21/21	05/24/21	06/01/21
San Mateo	05/03/21	05/14/21	05/17/21	05/28/21	06/07/21	06/08/21	06/15/21
San Diego	05/03/21	05/14/21	05/17/21	05/28/21	06/07/21	06/08/21	06/15/21
Wave 5							
Alameda	05/17/21	05/28/21	06/01/21	06/15/21	06/22/21	06/23/21	06/30/21
Fresno	05/17/21	05/28/21	06/01/21	06/15/21	06/22/21	06/23/21	06/30/21
Sonoma	06/14/21	06/25/21	06/28/21	07/09/21	07/16/21	07/19/21	07/23/21
Wave 6							
San Francisco	06/07/21	06/18/21	06/21/21	07/02/21	07/09/21	07/12/21	07/16/21
Sacramento	06/14/21	06/25/21	06/28/21	07/09/21	07/16/21	07/19/21	07/23/21
San Luis Obispo	06/01/21	06/11/21	06/14/21	06/25/21	07/02/21	07/05/21	07/09/21

*As of 05/07/21

Organizational Change Management (OCM)

- ▶ Reviewed the May OCM POC slides with the Consortium Team on 05/06/21.
- ▶ Scheduled a follow-up RTM validation session for 05/20/21 with the Consortium Implementation Team for the OCM requirements.
- ▶ Successfully onboarded a new ISS OCM team member.
- ▶ Continued developing and socializing stakeholder-related materials for the 05/12/21 OCM POC working session.

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Training

- ▶ Finalized the Q&A document from the 04/21/21 TAC meeting and distributed to TAC members.
- ▶ Finalized topics and prepared materials for the next TAC session on 05/19/21.
- ▶ Met with the San Diego County leadership team to discuss training, BPR, and other CalSAWS implementation topics.
- ▶ Met with Contra Costa County to discuss CalSAWS demonstration needs.
- ▶ Scheduled a meeting with the Wave 1 counties to discuss CalSAWS awareness and demonstration needs.

Implementation Support Services

- ▶ Continued pre-work activities; built out a template for the County Profiles.
- ▶ Presented and socialized the implementation activities on 05/05/21 to the Wave 1 CalWIN counties, to be completed between now and October 2021.
- ▶ Participated in ongoing meetings with DD&I and the Consortium for conversion, API User Groups, and DDID.
- ▶ Conducted Wave 2 and Wave 3 ISS Timeline review meetings with the Regional Managers (RMs) on 05/04/21 and 05/05/21.

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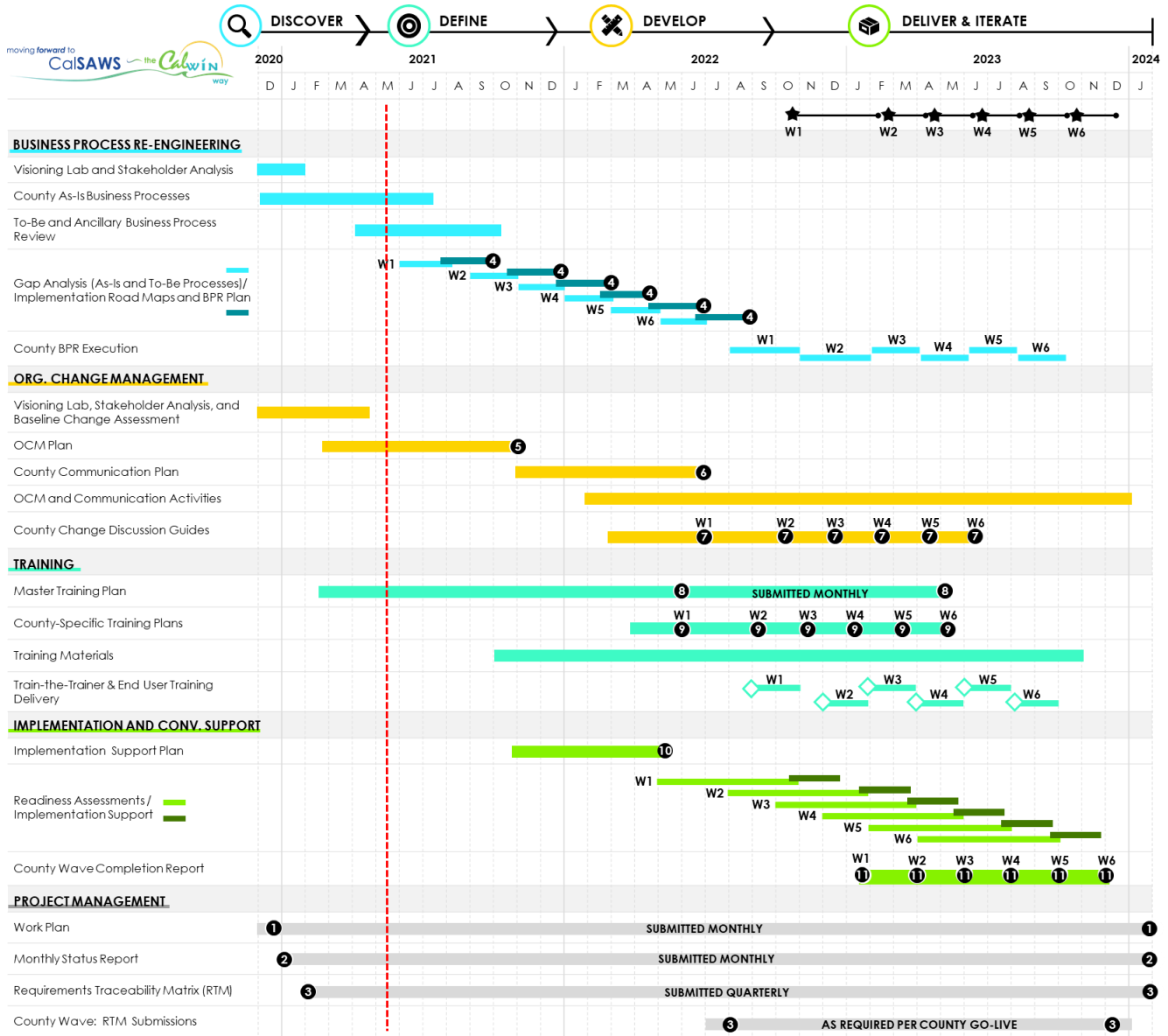
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Project Timeline

Figure 2 – 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	
01.04	Work Plan – Apr 2021	On-Track	FDEL Submitted 05/05/21 FDEL approval 05/12/21
02	Monthly Status Report – Initial	Complete	
02.04	Monthly Status Report – Apr 2021	On-Track	FDEL Submitted 05/05/21 FDEL approval 05/12/21
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 09/15/22

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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.

1.5 Activities for the Next Reporting Period

Project Management

- ▶ Continue planning for and on-boarding staff resources.
- ▶ Continue to collaborate with other teams to coordinate resources to meet dependencies: Training Environments and DISCO tool access to the CalWIN system.
- ▶ Review the Q&A process and Q&A Log sample with the Consortium.
- ▶ Review the Vision Lab survey with the Consortium.

Business Process Re-Engineering (BPR)

- ▶ Obtain Formal As-Is Work Product Sign-Off from Orange and Ventura Counties.
- ▶ Complete Week-2 Sessions for San Diego and San Mateo Counties.
- ▶ Receive DWP Comments from Santa Cruz and Solano.
- ▶ Incorporate real-time feedback from BPR sessions for continuous improvement.
- ▶ Continue with To-Be BPR Pre-Work.
- ▶ Continue working on plan for Global To-Be Process Flows.

Organizational Change Management (OCM)

- ▶ Present OCM material at the CalWIN Stand Up meeting on 05/10/21.
- ▶ Continue to develop and socialize stakeholder-related materials for the 05/12/21 OCM POC working session.
- ▶ Facilitate the OCM POC session on 05/12/21.
- ▶ Develop change impact materials for the 06/09/21 OCM POC working session.
- ▶ Ensure all OCM POCs and RMs have access to the Web Portal.

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Training

- ▶ Finalize materials and the presentation for the TAC meeting on 05/19/21.
- ▶ Meet with Wave 1 counties to discuss CalSAWS demonstration needs.
- ▶ Participate in the CalWIN Stand Up meeting on 05/10/21 to discuss training.
- ▶ Prepare a presentation for the OPAC meeting on 05/20/21.
- ▶ Review the TAC presentation with RMs on 05/11/21.

Implementation Support Services

- ▶ Conduct Wave 2 and Wave 3 county meetings to socialize the ISS timelines.
- ▶ Continue pre-work activities and updating County Profiles.
- ▶ Continue to review CalWIN conversion activities.
- ▶ Draft and compile a document of resources counties can use for analyzing peripheral system data sources.
- ▶ Start drafting the global To-Be process for ancillary systems.
- ▶ Participate in an ancillary/data meeting with DD&I and the Consortium.
- ▶ Participate in ongoing conversion meetings with DD&I and the Consortium.

1.6 Deviations from Plan/Adjustments

- ▶ None for the reporting period.