



CalSAWS Central Print Weekly Status Report

Reporting Period: April 26, 2021 to May 2, 2021

CalSAWS – Central Print Project

Weekly Status Report, May 2, 2021

Period: April 26, 2021 to May 2, 2021

Table of Contents

1.0 CalSAWS Central Print Project2

 1.1 Highlights of the Reporting Period2

 1.2 Project Deliverable Summary3

 1.3 Project Risks and Issues4

 1.4 CRFI/CIT Communications Information4

 1.5 Activities for the Next Reporting Period.....5

 1.6 Deviations from Plan/Adjustments5

CalSAWS – Central Print Project

Weekly Status Report, May 2, 2021

Period: April 26, 2021 to May 2, 2021

1.0 CalSAWS Central Print Project

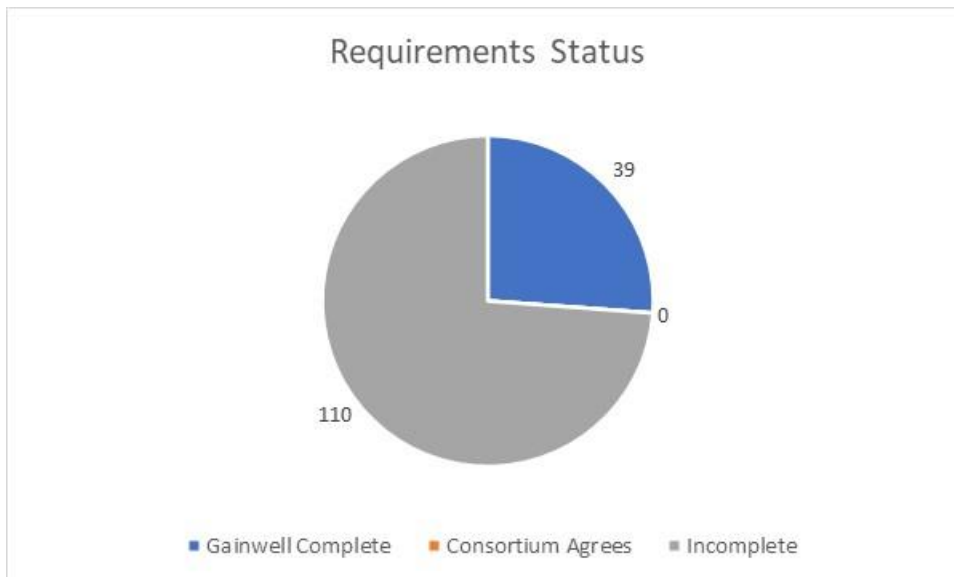
1.1 Highlights of the Reporting Period

Project Management

- ▶ Submitted the DDED for Deliverable 1, Monthly Status Report.
- ▶ Submitted the DDEL for Deliverable 1.01, Monthly Status Report for March 2021.
- ▶ Submitted draft project plan as part of DDEL 1.01, Monthly Status Report for March 2021.
- ▶ Conducted kickoff meeting

Requirements Verification

- ▶ Conducted Requirements Verification kickoff meeting.
- ▶ Updated Requirements Traceability Matrix (RTM) based on information from the Requirements Verification kickoff meeting.



Master Implementation Plan

- ▶ Submitted the DDED for the Master Implementation Plan.

Changes to Existing Print Centers

- ▶ Continued meetings with Rancho Print Center staff to review requirements and changes.
- ▶ Began purchase order process for scanner equipment upgrade.

Establishment of the SoCal Print Center

- ▶ Equipment shipments continued to arrive.

Interface and File Considerations with CalSAWS

- ▶ Conducted meetings with Accenture Correspondence Team to discuss bar code placement and clearance.

Fulfillment Platform Configuration

- ▶ Not applicable.

CalSAWS – Central Print Project

Weekly Status Report, May 2, 2021

Period: April 26, 2021 to May 2, 2021

Maintenance and Operations Plan

- ▶ Submitted the DDED for the Maintenance and Operations Plan.

Comprehensive Testing

- ▶ Continued work on the Final Acceptance Report DDED.
- ▶ Continued work on the Draft Test Plan.

Project Action Items – Overdue

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

ID	Description	Owner	Due Date
None	No overdue actions items		

Table 1.1-8 – Overdue Action Items

1.2 Project Deliverable Summary

Deliverable Activity is summarized within the tables below.

Deliverable Status by Submission

DEL ID	Deliverable Name	DDED	FDED	Complete		Coming Soon	
				DDEL	FDEL	DDEL	FDEL
01	Monthly Status Report	4/29/21	5/12/21	4/30/21	5/14/21	5/28/21	
02	Master Implementation Plan	4/29/21	5/12/21	5/17/21	6/8/21	6/21/21	
03	Maintenance and Operations Plan	4/29/21	5/12/21	6/10/21	6/23/21	7/6/21	
04	Final Acceptance Report	5/12/21	5/21/21	11/21/23	12/6/23	12/12/23	

Table 1.2-1 – Deliverable Status for Current Reporting Period

Overall Deliverable Status

DEL #	DELIVERABLE NAME	STATUS	Next Deadline
01.01	Monthly Status Report – Monthly Submission: March 2021	On-track	DDEL Submission on 5/12/21 FDEL Submission on 5/14/21
02	Master Implementation Plan	On-track	FDED submission due 5/12/21
03	Maintenance and Operations Plan	On-track	FDED submission due 5/12/21
04	Final Acceptance	On-track	DDED submission due 5/12/21

Table 1.2-2 – Upcoming Deliverable Deadlines

CalSAWS – Central Print Project

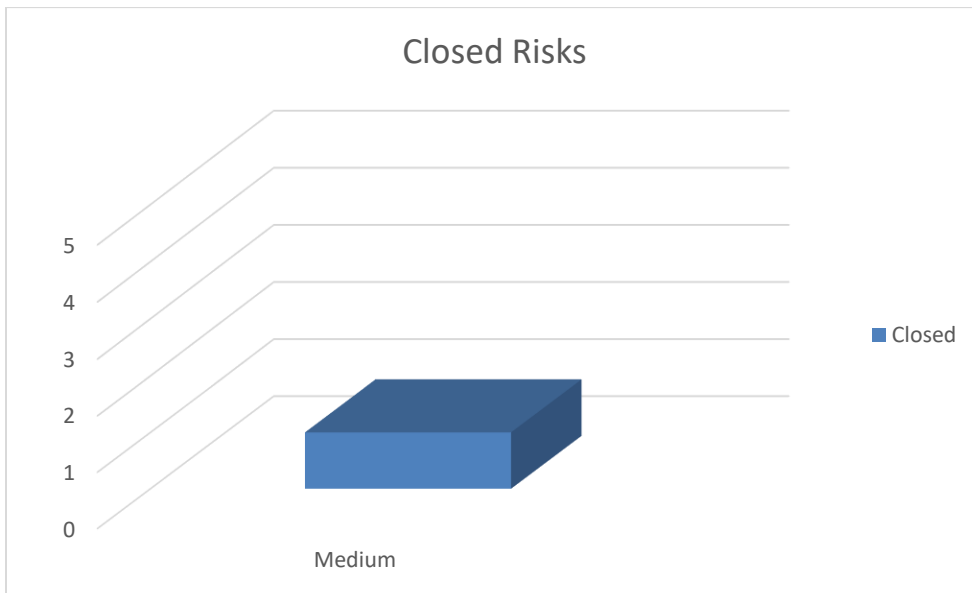
Weekly Status Report, May 2, 2021

Period: April 26, 2021 to May 2, 2021

1.3 Project Risks and Issues

ID	Title	Details	Status	Impact	Severity	Date Logged
	Not applicable					

The following chart shows the number of risks currently open and previously closed, if applicable.



The following chart shows the number of issues currently open and previously closed, if applicable.

► Not applicable – No open or closed issues as of this status reporting period.

1.4 CRFI/CIT Communications Information

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

There were no CalSAWS Information Transmittals (CITs) this reporting period.

CIT ID	To	Subject	Category	Distribution Date	Primary CalSAWS Contact	Backup CalSAWS Contact

Table 1.4-1 – CITs

There were no CalSAWS Requests for Information (CRFIs) this reporting period.

CRFI ID	To	Subject	Distribution Date	Status	Response Due Date

Table 1.4-2 – CRFIs

CalSAWS – Central Print Project

Weekly Status Report, May 2, 2021

Period: April 26, 2021 to May 2, 2021

1.5 Activities for the Next Reporting Period

Project Management

- ▶ Submit Deliverable 1.02 April 2021 Monthly Status Report.
- ▶ Continue updates to project work plan.

Requirements Verification

- ▶ Schedule requirements verification meetings.

Master Implementation Plan

- ▶ Continue work on Master Implementation Plan
- ▶ Continue work on materials inventory management.

Changes to Existing Print Centers

- ▶ Finalize bar code placement plan.
- ▶ Finalize network design for print file landing platform from CalSAWS AWS.

Establishment of the SoCal Print Center

- ▶ Continue equipment receipt.

Interface and File Considerations with CalSAWS

- ▶ Continue meetings with Correspondence Team to discuss testing files.

Fulfillment Platform Configuration

- ▶ Not applicable.

Maintenance and Operations Plan

- ▶ Begin work on M&O Plan DDEL.

Comprehensive Testing

- ▶ Continue work on Final Acceptance Report DDED.
- ▶ Continue Work on Draft Test Plan.

1.6 Deviations from Plan/Adjustments

- ▶ No deviations from the plan are noted.