



# CalSAWS Central Print Weekly Status Report

**Reporting Period: May 3, 2021 to May 9, 2021**

**CalSAWS – Central Print Project**

Weekly Status Report, May 9, 2021

Period: May 3, 2021 to May 9, 2021

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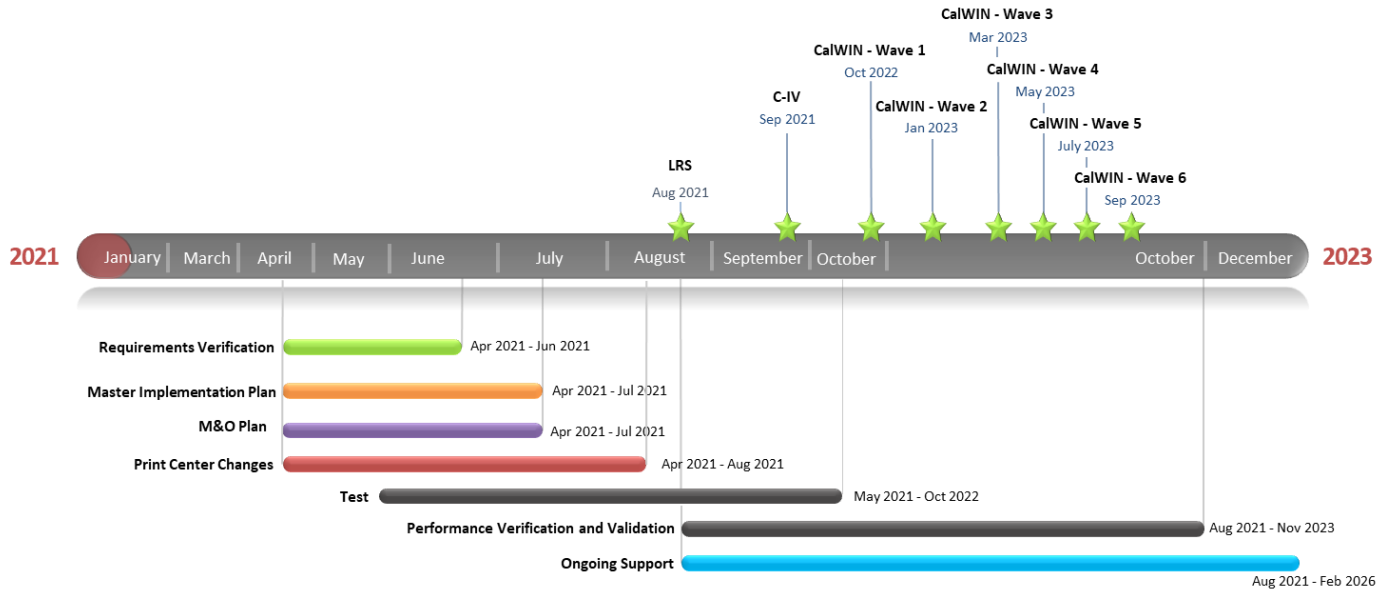
## 1.0 CalSAWS Central Print Project

### 1.1 Highlights of the Reporting Period

#### Project Management

- ▶ Submitted the DDEL for Deliverable 1.01, Monthly Status Report for April 2021.
- ▶ Submitted draft project plan as part of DDEL 1.01, Monthly Status Report for April 2021.
- ▶ Received comments for Monthly Status Report DDED.

#### Project Gantt



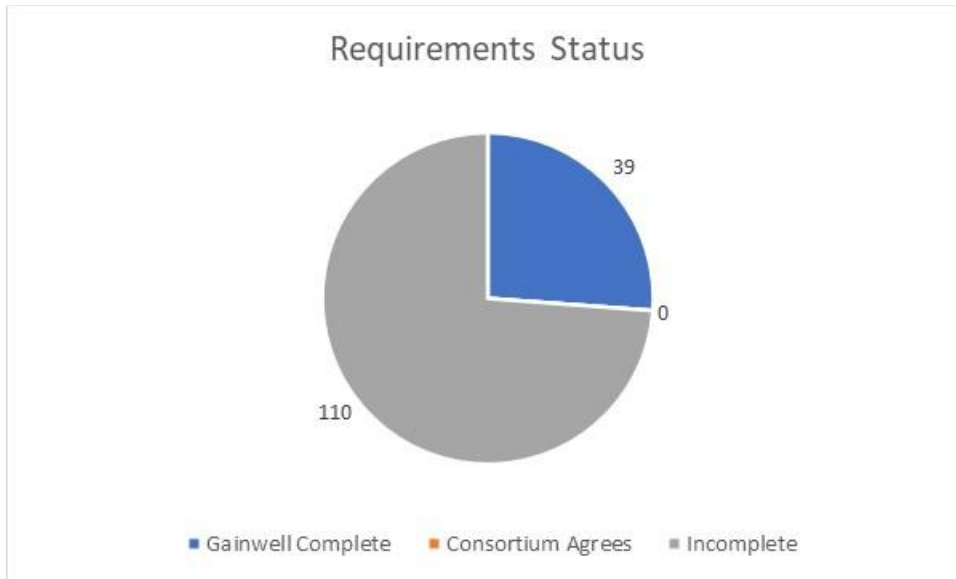
#### Requirements Verification

- ▶ Conducted Requirements Verification – Facilities & Tech meeting.
- ▶ Updated Requirements Traceability Matrix (RTM) based on information from the Requirements Verification – Facilities & Tech meeting.

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### Master Implementation Plan

- ▶ Continued work on materials inventory management.
- ▶ Received comments for Master Implementation Plan DDED.
- ▶ Received envelope samples from Los Angeles County.
- ▶ Participated in Los Angeles Print Transition Checklist Review meeting.

### Changes to Existing Print Centers

- ▶ Continued meetings with Rancho Print Center staff to review requirements and changes.
- ▶ Received test samples of new 2d insertion bar code.
- ▶ Finalized network design for print file landing platform from CalSAWS AWS.

### Establishment of the SoCal Print Center

- ▶ Equipment shipments continued to arrive.
- ▶ Connectivity to Fulfillment Platform has been established.

### Interface and File Considerations with CalSAWS

- ▶ Conducted meetings with Accenture Correspondence Team to discuss testing files.

### Fulfillment Platform Configuration

- ▶ Not applicable.

### Maintenance and Operations Plan

- ▶ Received comments for M&O Plan DDED.
- ▶ Continued work on M&O Plan DDEL.

### 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.

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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	Complete		Coming Soon		Final
		DDED	FDED	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	Monthly Status Report – Monthly Submission: March 2021	On-track	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**

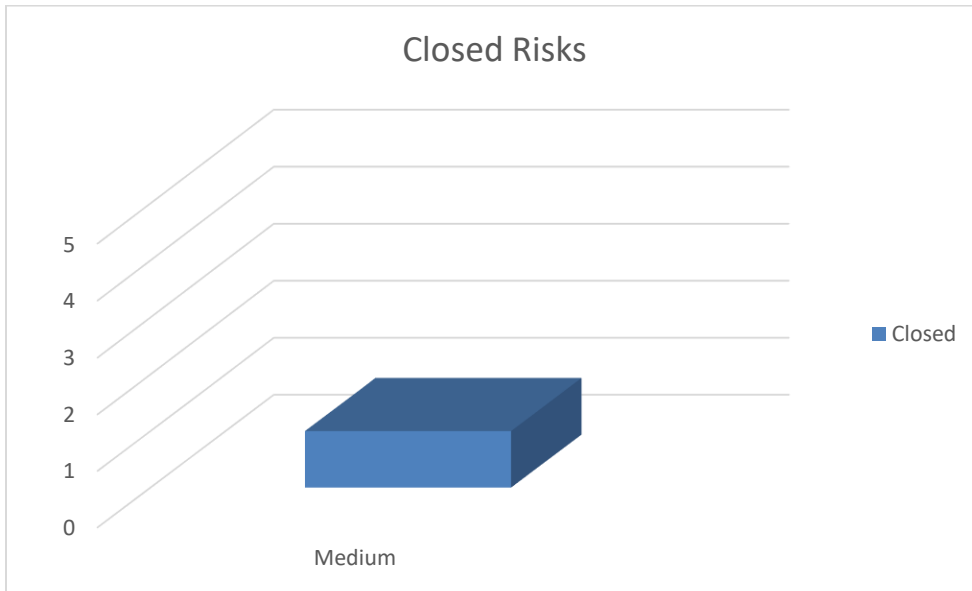
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**Project Risks and Issues**

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.

**1.3 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**

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### 1.4 Activities for the Next Reporting Period

#### Project Management

- ▶ Submit Monthly Status Report FDEL.
- ▶ Continue updates to project work plan.

#### Requirements Verification

- ▶ Schedule and conduct additional requirements verification meetings.

#### Master Implementation Plan

- ▶ Submit FDED for Master Implementation Plan.
- ▶ Continue work on Master Implementation DDEL.
- ▶ 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.
- ▶ Place orders for bar code reader upgrades.

#### Establishment of the SoCal Print Center

- ▶ Continue equipment receipt.

#### Interface and File Considerations with CalSAWS

- ▶ Continue meetings with Correspondence Team to discuss testing files.
- ▶ Meet with Accenture team on connectivity.

#### Fulfillment Platform Configuration

- ▶ Begin meetings to determine print file parameters.

#### Maintenance and Operations Plan

- ▶ Submit FDED for M&O Plan.
- ▶ Continue work on M&O Plan DDEL.

#### Comprehensive Testing

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

### 1.5 Deviations from Plan/Adjustments

- ▶ No deviations from the plan are noted.