



CalSAWS Central Print Weekly Status Report

Reporting Period: May 10, 2021 to May 16, 2021

CalSAWS – Central Print Project

Weekly Status Report, May 16, 2021

Period: May 10, 2021 to May 16, 2021

Table of Contents

1.0 CalSAWS Central Print Project2

 1.1 Highlights of the Reporting Period2

 1.2 Project Deliverable Summary4

 1.3 Project Risks and Issues5

 1.4 CRFI/CIT Communications Information5

 1.5 Activities for the Next Reporting Period.....6

 1.6 Deviations from Plan/Adjustments6

CalSAWS – Central Print Project

Weekly Status Report, May 16, 2021

Period: May 10, 2021 to May 16, 2021

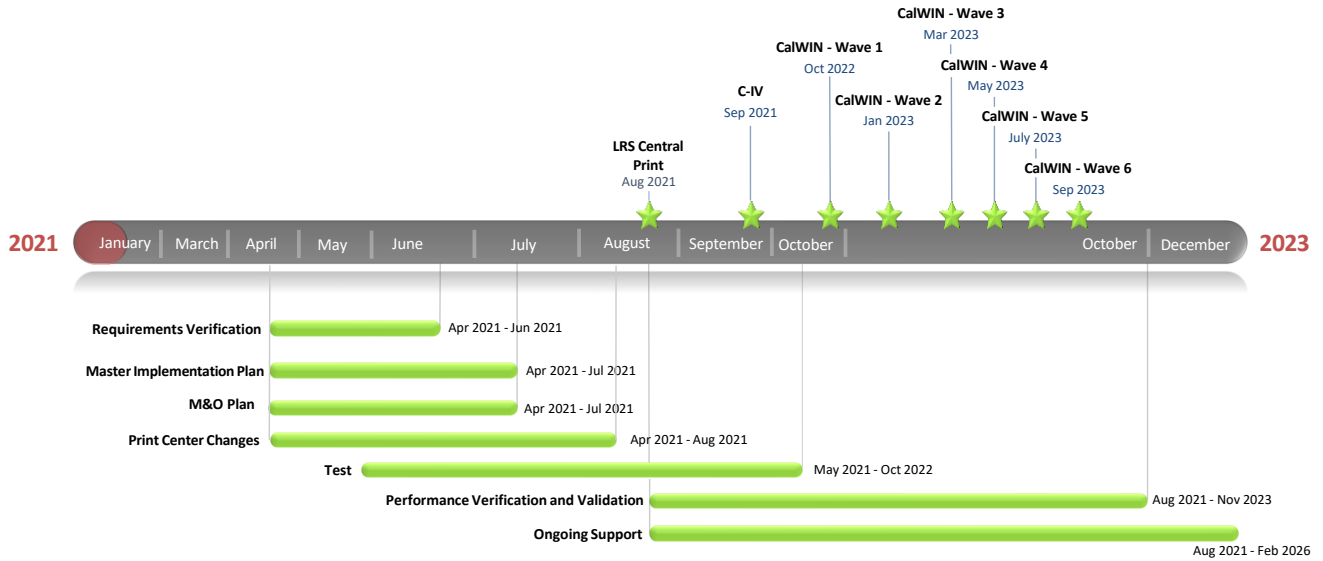
1.0 CalSAWS Central Print Project

1.1 Highlights of the Reporting Period

Project Management

- ▶ Submitted the FDED for Deliverable 01 - Monthly Status Report.
- ▶ Conducted meeting to review FDED 01 - Monthly Status Report.

Project Gantt



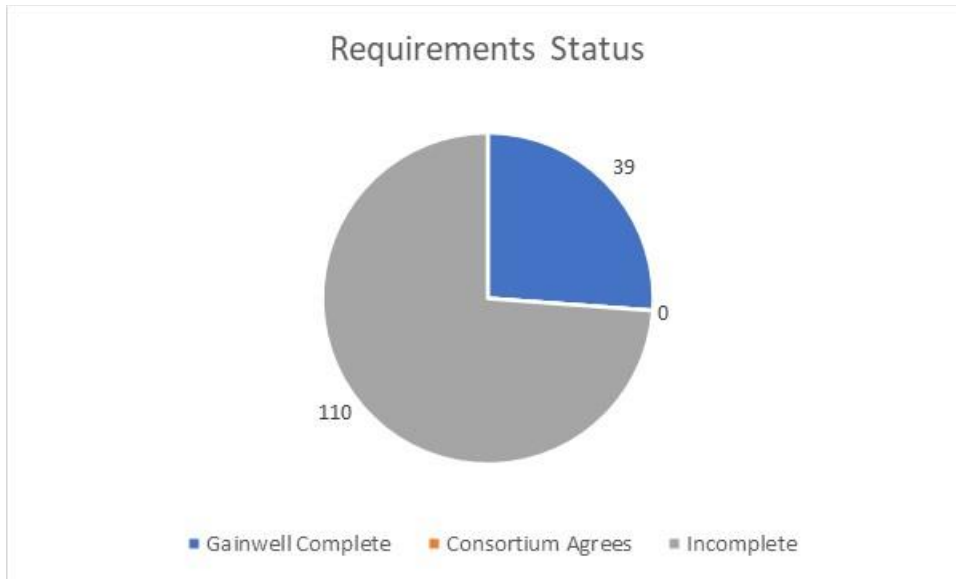
Requirements Verification

- ▶ Continued Requirements Verification – Facilities & Tech meeting sessions.
- ▶ Conducted meeting to go over Requirements Verification – PMO Related Items.
- ▶ Updated Requirements Traceability Matrix (RTM) based on information from the Requirements Verification meetings.

CalSAWS – Central Print Project

Weekly Status Report, May 16, 2021

Period: May 10, 2021 to May 16, 2021



Master Implementation Plan

- ▶ Continued work on materials inventory management.
- ▶ Submitted Master Implementation Plan FDED.
- ▶ 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.
- ▶ Placed orders for bar code reader upgrades.

Establishment of the SoCal Print Center

- ▶ Equipment shipments continued to arrive.
- ▶ Connectivity to Gainwell file transfer as a service established.
- ▶ 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

- ▶ Begin meetings to determine print file parameters.

Maintenance and Operations Plan

- ▶ Submitted M&O Plan FDED.
- ▶ Continued work on M&O Plan DDEL.

Comprehensive Testing

- ▶ Submitted the Final Acceptance Report DDED.
- ▶ Continued work on the Draft Test Plan for inclusion in the Master Implementation Plan.

Project Action Items – Overdue

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

CalSAWS – Central Print Project

Weekly Status Report, May 16, 2021

Period: May 10, 2021 to May 16, 2021

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	5/27/21	6/8/21	
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 5/27/21
02	Master Implementation Plan	On-track	DDEL submission due 5/17/21
03	Maintenance and Operations Plan	On-track	DDEL submission due 6/10/21
04	Final Acceptance	On-track	FDED submission due 5/21/21

Table 1.2-2 – Upcoming Deliverable Deadlines

CalSAWS – Central Print Project

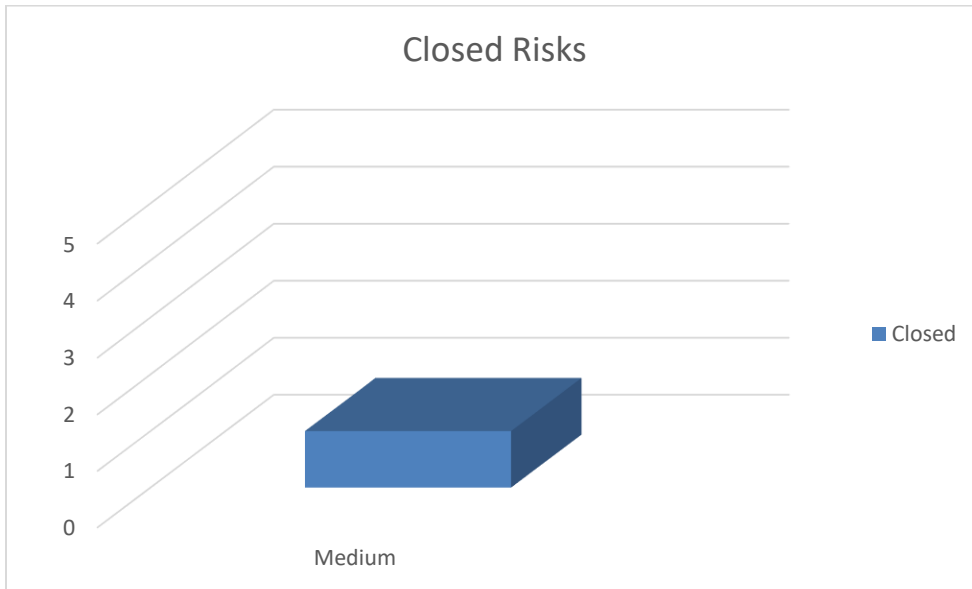
Weekly Status Report, May 16, 2021

Period: May 10, 2021 to May 16, 2021

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

CalSAWS – Central Print Project

Weekly Status Report, May 16, 2021

Period: May 10, 2021 to May 16, 2021

1.4 Activities for the Next Reporting Period

Project Management

- ▶ Continue updates to project work plan.

Requirements Verification

- ▶ Schedule and conduct additional requirements verification meetings.
- ▶ Continue updates to RTM.

Master Implementation Plan

- ▶ Submit DDEL for Master Implementation Plan.
- ▶ Continue work on materials inventory management.
- ▶ Prepare for County kickoff communications.

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

- ▶ Continue meetings to determine print file parameters.

Maintenance and Operations Plan

- ▶ Continue work on M&O Plan DDEL.
- ▶ Begin discussions on print calendar.

Comprehensive Testing

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

1.5 Deviations from Plan/Adjustments

- ▶ No deviations from the plan are noted.