



CalSAWS-CalWIN
Implementation Support
Weekly Status Report

Reporting Period: May 17, 2021 to May 21, 2021

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1.0 CalWIN Implementation Support Services

1.1 Highlights of the Reporting Period

Project Management

- ▶ Finalized the setup of the CalWIN ISS email account and confirmed that receipt and send functions work properly; worked out processes for assigning Questions to team members.
- ▶ Continued the monitoring of Action Items (AIs) and followed up with POCs to update the statuses.

Business Process Re-Engineering (BPR)

- ▶ Pending Sign-Off on Final Work (FWP) for Santa Cruz and Solano Counties.
- ▶ Completed Week-1 of Fresno and Alameda Counties As-Is BPR sessions, including a hybrid onsite/offsite delivery for Fresno County.
- ▶ Continued with To-Be pre-work and data gathering.
- ▶ Continued definition of Global To-Be Process Flows.
- ▶ Agreed on a plan to engage CalSAWS BAs/SMEs throughout To-Be Process Definition.

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 05/28/21

Organizational Change Management (OCM)

- ▶ Received approval for the OCM requirements validation for the RTM at a meeting on 05/20/21.
- ▶ Completed the Global and County stakeholder draft register.
- ▶ Facilitated a Targeted Topics discussion on 05/21/21 to determine timing; next steps will be to build a schedule for CalWIN counties to start receiving Targeted Topic sessions in the fall.

Training

- ▶ Facilitated a final review of the TAC meeting content on 05/17/21.
- ▶ Participated in Wave 2 ISS Timeline meeting on 05/18/21.

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- ▶ Conducted the May TAC meeting on 05/19/21.
- ▶ Distributed the TAC meeting minutes to TAC members on 05/21/21.
- ▶ Facilitated a discussion with the Consortium Training Manager and the ISS BPR team regarding the best way to plan and schedule the CalSAWS demonstrations to support Wave 1 (and subsequent waves) BPR To-Be.
- ▶ Finalized a presentation for the OPAC meeting on 05/27/21.

Implementation Support Services

- ▶ Continued pre-work activities and updating the County profiles.
- ▶ Facilitated meetings with the CalSAWS SMEs to gather baseline information around Ancillary systems on 05/19/21 and 05/20/21.
- ▶ Scheduled County profile review meetings with Wave 1 Counties to confirm baseline.
- ▶ Participated in ongoing meetings with DD&I and the Consortium for conversion, API User Groups, and DDID.
- ▶ Conducted a Wave 2 ISS Timeline Review meeting with the Wave 2 Counties on 05/18/21.
- ▶ Distributed a Visioning Lab Survey on 05/17/21 for completion by CalWIN participants.

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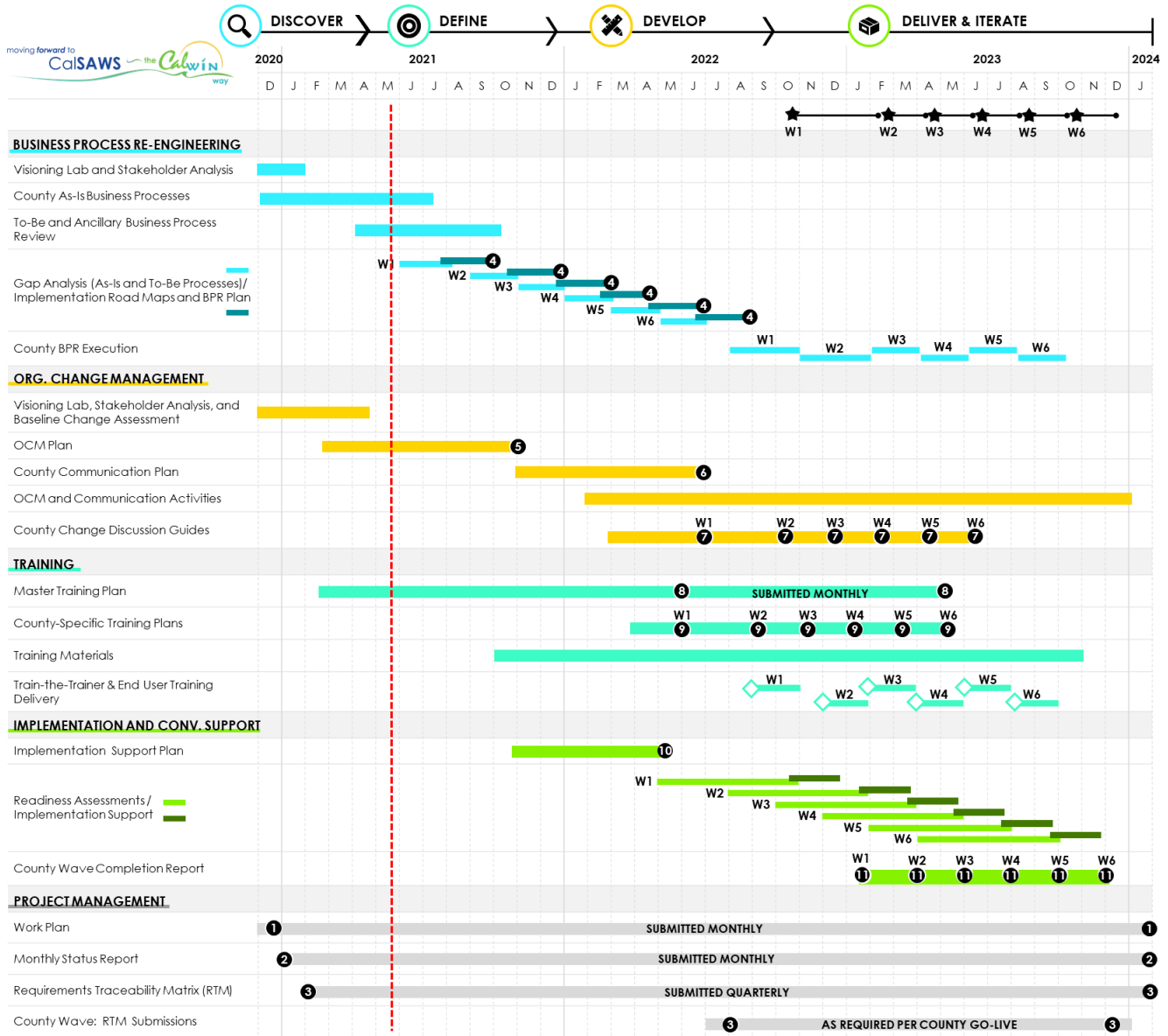
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Project Timeline

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, including the Training environments and DISCO tool access to the CalWIN system.
- ▶ Review the Q&A process and Q&A Log sample with the Consortium.
- ▶ Compile results of the Visioning Lab survey and determine agenda for July Lab.
- ▶ Prepare draft materials for WCDS meeting to be held 06/11/21.

Business Process Re-Engineering (BPR)

- ▶ Obtain As-Is FWP Sign-Off from Santa Cruz and Solano Counties.
- ▶ Conduct Week-2 Sessions for Alameda and Fresno Counties.
- ▶ Submit As-Is DWP for Fresno and Alameda and Fresno Counties.
- ▶ Conduct San Luis Obispo, Sonoma, San Francisco and Sacramento County Pre-Meet.
- ▶ Incorporate real-time feedback from the BPR sessions for continuous improvement.
- ▶ Continue with To-Be BPR pre-work.
- ▶ Continue working on definition of Global To-Be Process Flows.

Organizational Change Management (OCM)

- ▶ Present OCM material at the OPAC meeting 05/27/21.
- ▶ Distribute June OCM POC materials for review.
- ▶ Review the draft stakeholder registers with the Consortium on 05/24/21.

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Training

- ▶ Prepare and participate in an initial walkthrough of the June JPA presentation.
- ▶ Present a Training update for the OPAC meeting on 05/27/21.

Implementation Support Services

- ▶ Schedule Waves 4 through 6 ISS Timeline reviews with the Counties.
- ▶ Summarize results of the Visioning Lab Survey (open week of 05/17/21).
- ▶ Continue pre-work activities and updating County profiles.
- ▶ Continue to review the conversion activities that will impact conversion of CalWIN Counties.
- ▶ Continue 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.