



CalSAWS Central Print Weekly Status Report

Reporting Period: May 24, 2021 to May 30, 2021

CalSAWS – Central Print Project

Weekly Status Report, May 30, 2021

Period: May 24, 2021 to May 30, 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 Information6

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

 1.6 Deviations from Plan/Adjustments7

CalSAWS – Central Print Project

Weekly Status Report, May 30, 2021

Period: May 24, 2021 to May 30, 2021

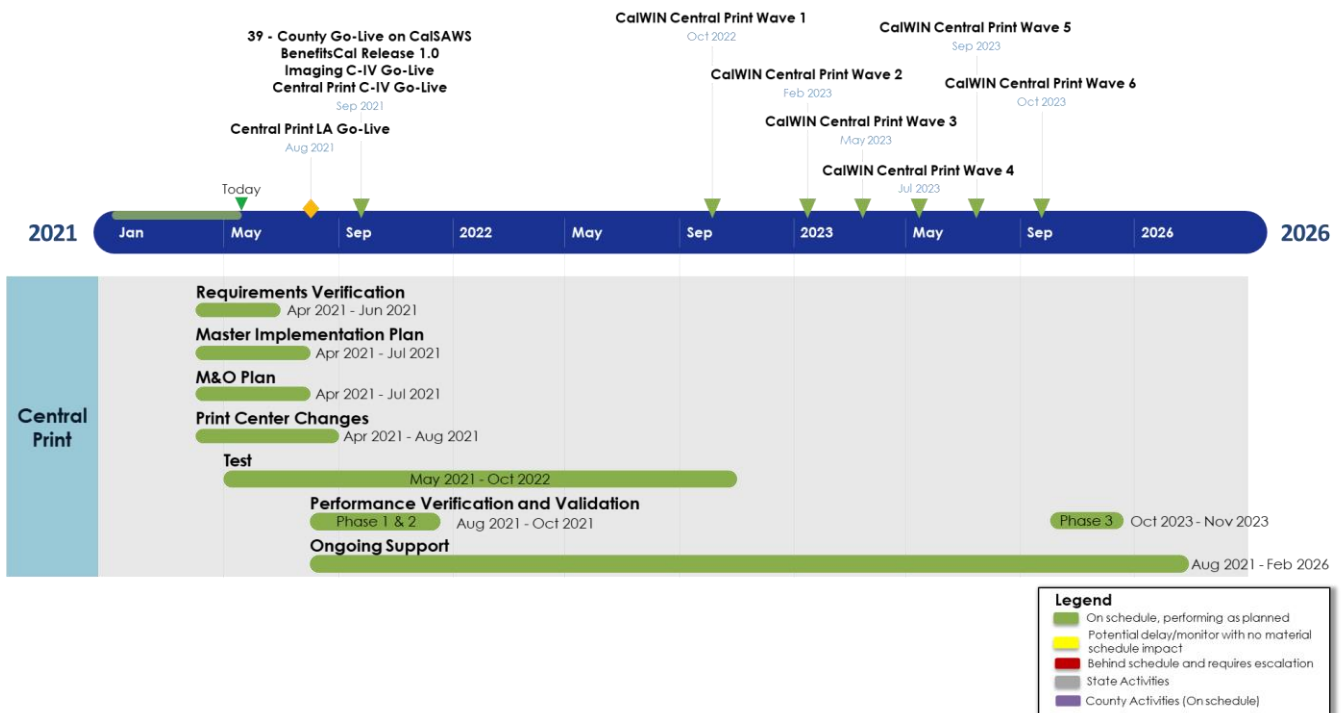
1.0 CalSAWS Central Print Project

1.1 Highlights of the Reporting Period

Project Management

- ▶ Received FDED approval for Monthly Status Report Deliverable.
- ▶ Continued updates to project work plan.
- ▶ Provided an overview of the Central Print project at the Region 1 meeting.
- ▶ Provided an overview of the Central Print project at the Region 2 meeting.
- ▶ Provided an overview of the Central Print project at OPAC.

Project Gantt



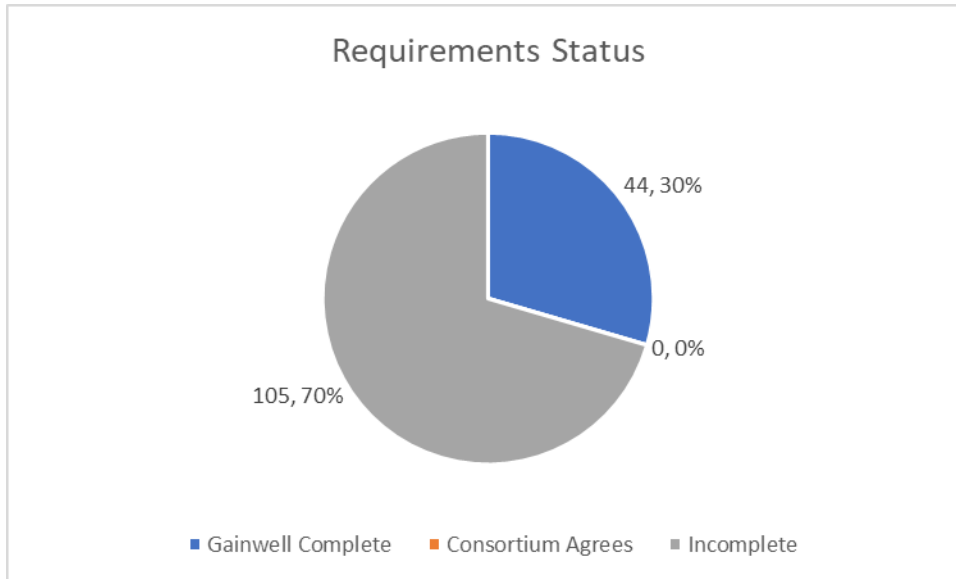
Requirements Verification

- ▶ Completed Requirements Verification – Operational requirements.
- ▶ Updated Requirements Traceability Matrix (RTM) based on information from the Requirements Verification meetings.
- ▶ Scheduled Requirements Verification – Implementation requirements meeting.

CalSAWS – Central Print Project

Weekly Status Report, May 30, 2021

Period: May 24, 2021 to May 30, 2021



Master Implementation Plan

- ▶ Continued work on materials inventory management.
- ▶ Participated in Los Angeles Print Knowledge Transfer session.
- ▶ Received FDED approval for Master Implementation Plan.

Changes to Existing Print Centers

- ▶ Continued meetings with Rancho Print Center staff to review requirements and changes.

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 test file timing.

Fulfillment Platform Configuration

- ▶ Continued meetings to determine print file parameters.

Maintenance and Operations Plan

- ▶ Received FDED approval for M&O Plan.
- ▶ Continued work on M&O Plan DDEL.
- ▶ Participated in Print Calendar Review for Los Angeles County.

Comprehensive Testing

- ▶ Continued to work on test scripts/cases.

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

CalSAWS – Central Print Project

Weekly Status Report, May 30, 2021

Period: May 24, 2021 to May 30, 2021

1.2 Project Deliverable Summary

Deliverable Activity is summarized within the tables below.

Deliverable Status by Submission

DEL ID	Deliverable Name	Complete		Coming Soon		
		DDED	FDED	DDEL	FDEL	Final
01	Monthly Status Report	4/29/21	5/24/21	5/28/21	6/7/21	6/8/21
02	Master Implementation Plan	4/29/21	5/24/21	5/28/21	6/11/21	6/21/21
03	Maintenance and Operations Plan	4/29/21	5/24/21	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 6/7/21
02	Master Implementation Plan	On-track	FDEL submission due on 6/11/21
03	Maintenance and Operations Plan	On-track	DDEL submission due 6/10/21
04	Final Acceptance	On-track	DDEL submission due 11/21/23

Table 1.2-2 – Upcoming Deliverable Deadlines

CalSAWS – Central Print Project

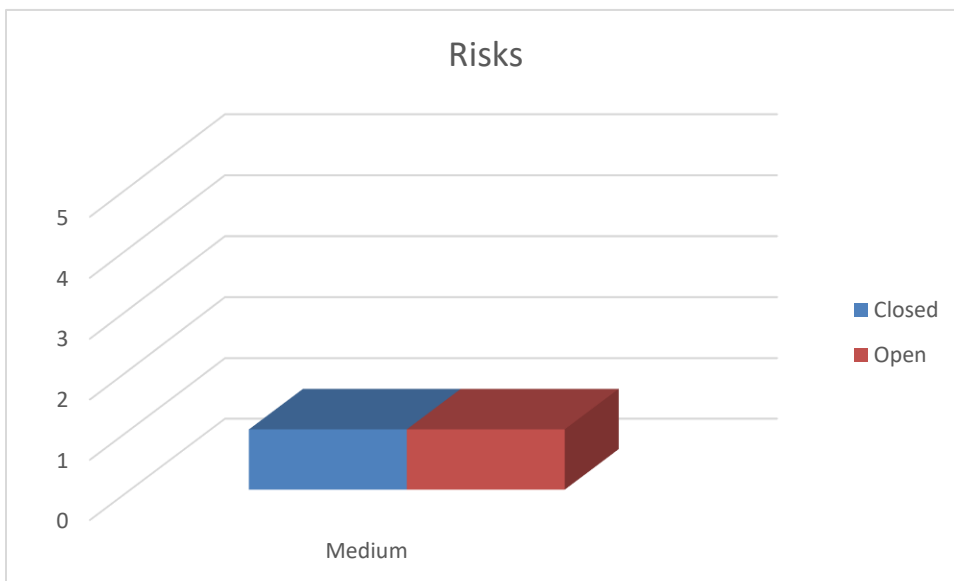
Weekly Status Report, May 30, 2021

Period: May 24, 2021 to May 30, 2021

Project Risks and Issues

ID	Title	Details	Status	Impact	Severity	Date Logged
242	Central Print Insertion Barcode Placement & Margin Formatting Inconsistency	Recommended clearance for insertion bar codes is ¼ of white space around the bar code. The white space is designed to increase the accuracy of the bar code scan, reducing insertion errors or stoppages. The sample test file provided included pages with no clearance and on some forms, the bar code was overwritten by text or borders. Obtaining the recommended ¼ inch of white space would result in changes to the CalSAWS correspondence templates and would not be feasible prior to the planned go live for Los Angeles (August 2021) and C-IV (September 2021).	Open	3	Medium	4/9/21

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.

CalSAWS – Central Print Project

Weekly Status Report, May 30, 2021

Period: May 24, 2021 to May 30, 2021

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

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

- ▶ Continue work on materials inventory management.
- ▶ Prepare for County postage communications.

Changes to Existing Print Centers

- ▶ Schedule printer installation.

Establishment of the SoCal Print Center

- ▶ Continue equipment receipt.

Interface and File Considerations with CalSAWS

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

Fulfillment Platform Configuration

- ▶ Continue meetings to determine print file parameters.

Maintenance and Operations Plan

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

Comprehensive Testing

CalSAWS – Central Print Project

Weekly Status Report, May 30, 2021

Period: May 24, 2021 to May 30, 2021

- ▶ Continue work on test scripts/cases.
- ▶ Begin updates on Readiness materials.

1.5 Deviations from Plan/Adjustments

- ▶ No deviations from the plan are noted.