



# CalSAWS Central Print Weekly Status Report

**Reporting Period: May 31, 2021 to June 6, 2021**

**CalSAWS – Central Print Project**

Weekly Status Report, June 6, 2021

Period: May 31, 2021 to June 6, 2021

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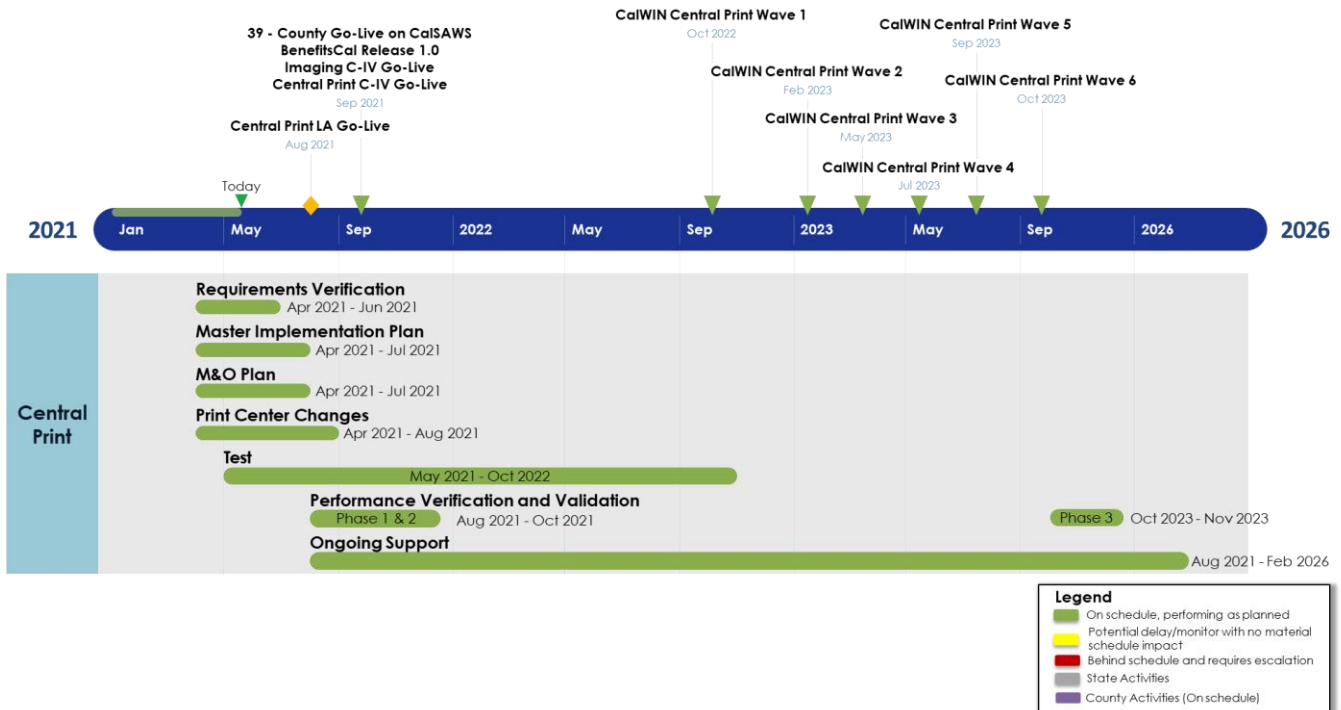
## 1.0 CalSAWS Central Print Project

### 1.1 Highlights of the Reporting Period

#### Project Management

- ▶ Received DDEL approval for DEL 01.00 - Monthly Status Report – March.
- ▶ Received FDEL approval for DEL 01.01 – Monthly Status Report – April.
- ▶ Continued updates to project work plan.

#### Project Gantt



#### Requirements Verification

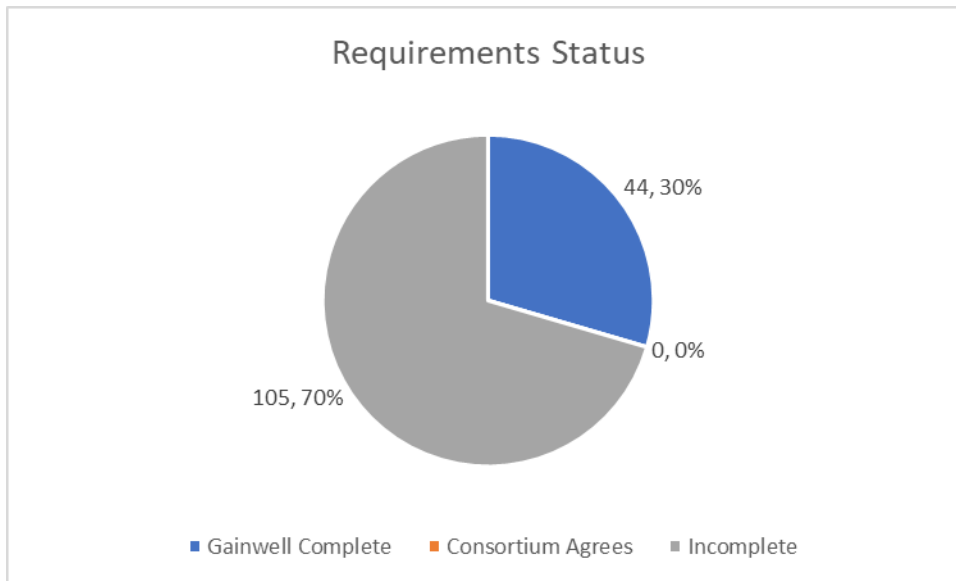
- ▶ Completed Requirements Verification – Implementation requirements.
- ▶ Updated Requirements Traceability Matrix (RTM) based on information from the Requirements Verification meetings.
- ▶ Scheduled Requirements Verification – Security meeting.

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### Master Implementation Plan

- ▶ Continued work on materials inventory management.
- ▶ Participated in LA County Transition Plan meeting.
- ▶ Participated in Knowledge Transfer session with LA County DPSS and DSSS.

### Changes to Existing Print Centers

- ▶ Continued meetings with Rancho Print Center staff to review requirements and changes.
- ▶ Scheduled installation of new printer at the Rancho Print Center.

### Establishment of the SoCal Print Center

- ▶ Main printer has been installed with two additional printers on site ready for installation.
- ▶ Two inserters scheduled for installation in June.
- ▶ Security cameras installed and operational.
- ▶ Forklifts have been delivered.
- ▶ Initial paper order has been delivered.
- ▶ Staffing is 75% complete.

### Interface and File Considerations with CalSAWS

- ▶ Continued meetings with Accenture Correspondence Team to discuss test file timing.
- ▶ Received initial test file with 2D bar code.

### Fulfillment Platform Configuration

- ▶ Continued meetings to determine print file parameters.

### Maintenance and Operations Plan

- ▶ Continued work on M&O Plan DDEL.
- ▶ Continued discussions on the monthly print calendar.

### Comprehensive Testing

- ▶ Continued to work on test scripts/cases.
- ▶ Began updates to Readiness materials.

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### 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. Note that only the initial submission of the Monthly Status Report is listed in the table below. Each remaining Monthly Status Report will be submitted as an FDEL only per the date in the approved FDED and is not included in the list below.

### Deliverable Status by Submission

DEL ID	Deliverable Name	DDED	FDED	Complete		Coming Soon	
				DDEL	FDEL	DDEL	FDEL
01	Monthly Status Report - March	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 – March 2021	Completed	Each remaining Monthly Status Report will be submitted as an FDEL only per the date in the approved FDED and are not listed here. Any exceptions will be noted.
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

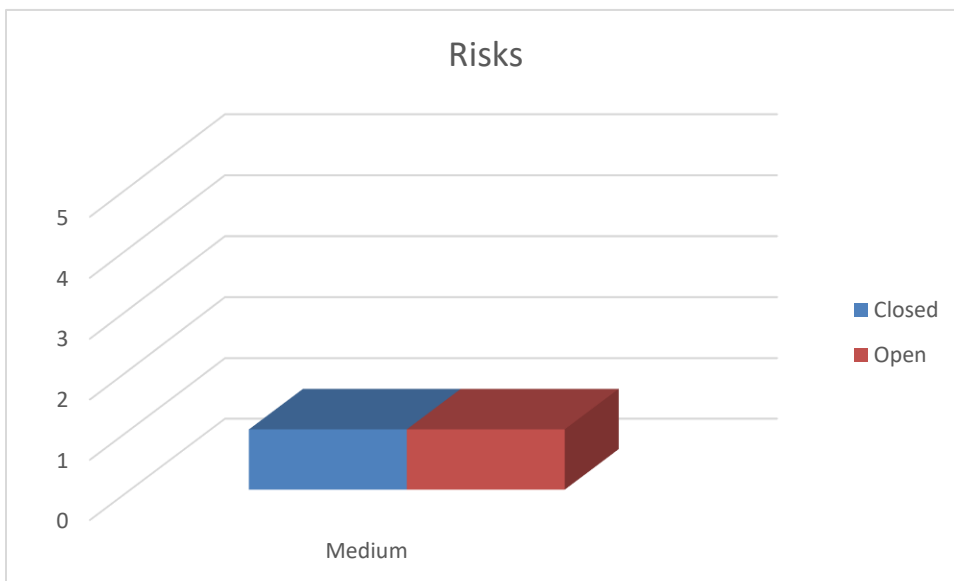
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### Project Risks and Issues

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.

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### 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.
- ▶ Submit FDEL 01.02 – Monthly Status Report – May.
- ▶ Coordinate attendance at remaining region meetings to provide County kickoff information.

#### Requirements Verification

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

#### Master Implementation Plan

- ▶ Submit FDEL 02 – Master Implementation Plan.
- ▶ Continue work on materials inventory management.
- ▶ Prepare for County postage communications.

#### Changes to Existing Print Centers

- ▶ Begin printer installation at Rancho Print Center.

#### Establishment of the SoCal Print Center

- ▶ Continue staffing process.
- ▶ Coordinate equipment installations per vendor availability.

#### 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.

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### **Maintenance and Operations Plan**

- ▶ Submit DDEL 03 – Maintenance and Operations Plan.
- ▶ Continue discussions on print calendar.

### **Comprehensive Testing**

- ▶ Continue work on test scripts/cases.
- ▶ Complete first submission of Readiness packet updates.

### **1.5 Deviations from Plan/Adjustments**

- ▶ No deviations from the plan are noted.