CalSAWS – CalWIN Implementation Support Weekly Status Report

Reporting Period: July 5, 2021 to July 11, 2021

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1.0   CalWIN Implementation Support Services

1.1   Highlights of the Reporting Period

Project Management
► Continued planning for onboarding staff resources.
► Continued the monitoring of Action Items (AIs) and followed up with the points of contact (POCs) to update the statuses.
► Continued monitoring and updating the Questions and Answers (Q&A) Log.
► Submitted the Monthly Status Report – June 2021 on 07/08/21.
► Submitted the Monthly Work Plan – June 2021 on 07/08/21.
► Published the Q&A Log to the Web Portal on 07/06/21.
► Provided QA and Deliverable creation support for the Organizational Change Management (OCM) Plan and Business Process Re-Engineering (BPR) Plan Draft Deliverable Expectation Documents (DDEDs) to the BPR and OCM workstream leads.

Business Process Re-Engineering (BPR)
► As-Is sessions for ALL 18 CalWIN Counties are complete.
► Alameda, Fresno, San Luis Obispo (SLO), and Sonoma Counties' As-Is Final Work Product (FWP) sign-offs are complete.
► The Draft Work Product (DWP) for San Francisco County is under review.
► Submitted the Sacramento FWP for sign-off.
► Conducted Week-3 of the To-Be BPR sessions with Placer and Contra Costa Counties.
► Started the Week-1 To-Be BPR sessions for Yolo County.

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	06/06/21	06/08/21	06/15/21
San Diego	05/03/21	05/14/21	05/17/21	05/28/21	06/06/21	06/08/21	06/15/21
Wave 5							
Alameda	05/17/21	05/28/21	06/01/21	06/15/21	06/25/21	06/25/21	07/06/21
Fresno	05/17/21	05/28/21	06/01/21	06/15/21	06/25/21	06/28/21	07/09/21
Sonoma	06/14/21	06/25/21	06/28/21	07/08/21	07/08/21	07/09/21	07/26/21
Wave 6							
San Francisco	06/07/21	06/23/21	06/28/21	07/12/21	07/19/21	07/20/21	07/26/21
Sacramento	06/14/21	06/25/21	06/28/21	07/12/21	07/19/21	07/20/21	07/26/21
San Luis Obispo	06/01/21	06/11/21	06/14/21	06/25/21	06/29/21	06/30/21	07/09/21

*As of 07/09/21

Organizational Change Management (OCM)
► Continued building the CalWIN Monthly Stand-Up Meeting presentation.
► Completed drafting the DDED for the OCM Plan.

► Reviewed the July OCM POC meeting presentation feedback and made updates.
► Continued collecting the Change Impacts from the BPR To-Be sessions.
► Continued uploading the ChangeScout tool data.

Training
► Began orientation and onboarding of the Training Development team on 07/06/21.
► Participated in an OCM Planning session on 07/06/21.
► Participated in the Placer and Contra Costa Counties BPR debrief sessions on 07/06/21, 07/07/21, and 07/08/21.
► Participated in the Yolo County Leadership meeting for BPR/OCM on 07/07/21.
► Participated in the Wave-1 Check-in meeting on 07/07/21.
► Participated in the Consortium Implementation and CalWIN ISS Team meeting on 07/08/21.
► Began preparation for the 07/21/21 Training Advisory Council (TAC) meeting.
► Prepared for the CalWIN Stand-Up meeting on 07/12/21.
► Began preparation for the CalWIN OPAC meeting on 07/22/21.

Implementation Support Services (ISS)
► Participated in the Wave-1 Counties To-Be sessions.
► Continued preparing for Visioning Lab II.
► Continued to review the conversion activities that will impact conversion of the CalWIN Counties and discussed open questions with the Conversion team on 07/06/21.
► Continued to work with the CalSAWS subject matter experts (SMEs) to gather details around the questions raised during their County profile review meeting.
► Participated in ongoing meetings with DD&I and the Consortium for conversion, API user groups, and DDID.

Project Timeline

Figure 2 – Project Gantt Chart
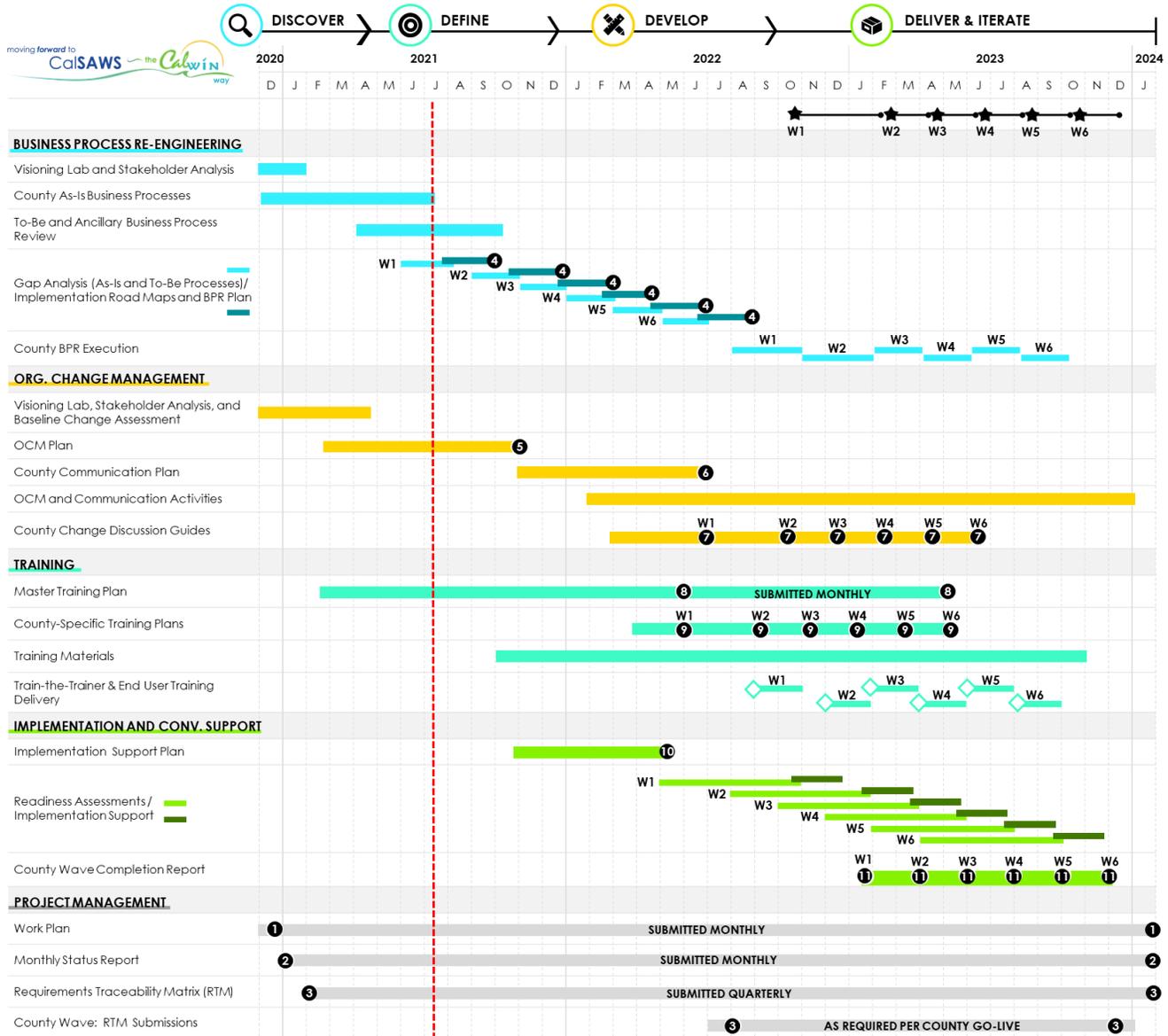
1.2   Project Deliverable Summary

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	12/04/20	12/15/20	12/23/20	01/14/21	01/22/21
02	Monthly Status Report – Initial	12/04/20	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	07/14/21	07/26/21	10/11/21	11/01/21	11/08/21
05	Organizational Change Management Plan	07/14/21	07/26/21	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	
01.06	Work Plan – June 2021	On-Track	FDEL submitted 07/08/21 FDEL approval due 07/15/21
02	Monthly Status Report – Initial	Complete	
02.06	Monthly Status Report – June 2021	On-Track	FDEL submitted 07/08/21 FDEL approval due 07/15/21
WS03	Requirements Traceability Matrix Initial	Complete	
03.01	Requirement Traceability Matrix – Quarter 1	Complete	
04	Business Process Re-engineering Plan	On-Track	DDED submission due 07/14/21
05	Organizational Change Management Plan	On-Track	DDED submission due 07/14/21
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

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 was one CalSAWS Information Transmittal (CIT) 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
168-21	CalWIN Counties	CalWIN Implementation Support Services – Publication of Q&A Log	CalSAWS DD&I	07/07/21	Greg Postulka	Richard Neumann

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 information for the CalWIN Counties.

Business Process Re-Engineering (BPR)
► Review As-Is DWP feedback for San Francisco County.
► Obtain sign-off on As-Is FWP for Sacramento County.
► Conduct Week-4 To-Be sessions for Placer and Contra Costa Counties.
► Conduct Week-1 To-Be sessions for Yolo County.
► Incorporate real-time feedback from the BPR sessions for continuous improvement.

Organizational Change Management (OCM)
► Participate in the CalWIN Monthly Stand-Up meeting on 07/12/21
► Facilitate the July CalWIN ISS POC working session on 07/14/21
► Continue reviewing the July OCM POC meeting presentation feedback and make updates.
► Continue collecting the Change Impacts from the BPR To-Be sessions.

Training
► Continue orientation to CalSAWS and knowledge transfer for the Training Development team and monitor progress.

► Attend the Wave-1 Counties CalSAWS demonstration on GA/GR functionality on 07/12/21.
► Participate in the monthly CalWIN ISS meeting with the Regional Managers (RMs) on 07/13/21.
► Present the training update during the CalWIN Implementation Stand-up meeting on 07/12/21.
► Participate in the Placer and Contra Costa Counties BPR debrief sessions on 07/13/21, 07/14/21, and 07/15/21.
► Participate in the OCM Planning session on 07/14/21.
► Prepare for the 07/21/21 TAC meeting.
► Participate in the CalWIN ISS POC meeting on 07/14/21.

Implementation Support Services
► Participate in To-Be sessions with Contra Costa County, Placer County, and Yolo County.
► Continue preparing for Visioning Lab II (at the end of July).
► Continue to review the conversion activities that will impact conversion of the CalWIN Counties.
► Begin preparing the July OPAC meeting information.

1.6   Deviations from Plan/Adjustments
► None for the reporting period.