



# CalSAWS Central Print Weekly Status Report

**Reporting Period: June 27, 2021 to July 4, 2021**

**CalSAWS – Central Print Project**

Weekly Status Report, July 5, 2021

Period: June 28, 2021 to July 4, 2021

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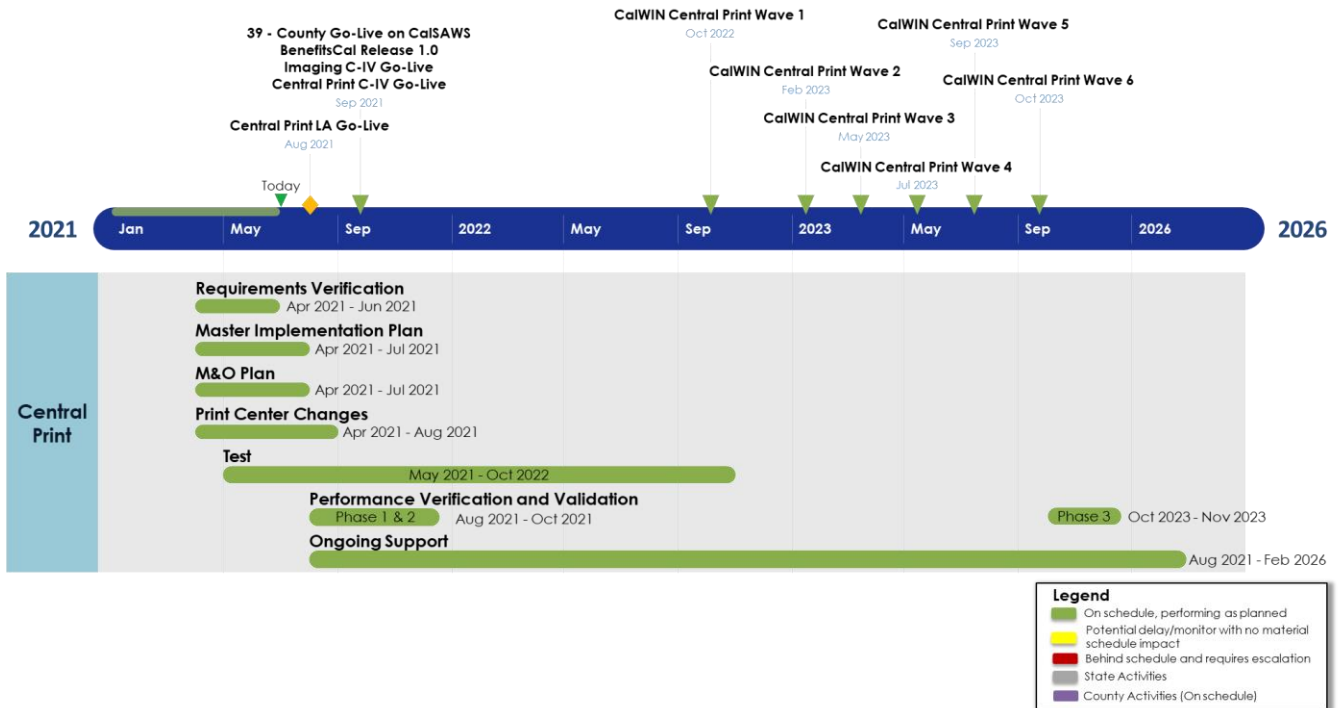
## 1.0 CalSAWS Central Print Project

### 1.1 Highlights of the Reporting Period

#### Project Management

- ▶ Presented status at the June JPA meeting.
- ▶ Continued updates to project work plan.

#### Project Gantt



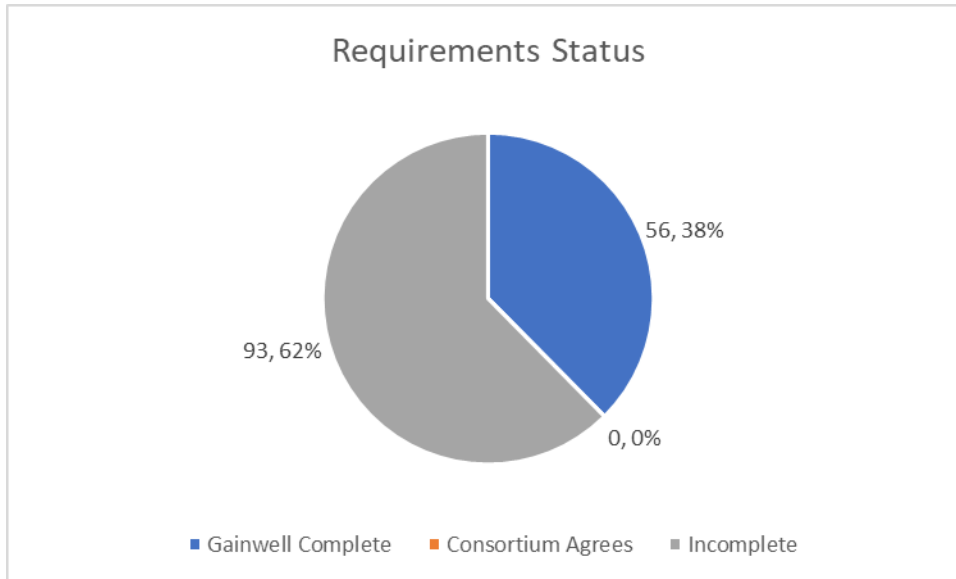
#### Requirements Verification

- ▶ Continued Requirements Verification meetings.
- ▶ Continued updates to RTM based on information from the Requirements Verification meetings.
- ▶ Scheduled continuation of Requirements Verification – Testing meeting

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### Master Implementation Plan

- ▶ Completed final review of FDEL – Master Implementation Plan.
- ▶ Continued work on materials inventory management.
- ▶ Participated in C-IV Project Green-Light Plan meeting.
- ▶ Received proofs for envelopes from envelope vendor.
- ▶ Submitted order for sample envelopes from envelope vendor.
- ▶ Submitted draft CRFI to request LA and C-IV County POC identification.
- ▶ Identified changes to the C-IV envelopes. Verifying specifications with the envelope vendor.

### Changes to Existing Print Centers

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

### Establishment of the SoCal Print Center

- ▶ Equipment install complete
- ▶ Continued staffing process. Staffing is 95% complete.

### Interface and File Considerations with CalSAWS

- ▶ Continued meetings with Accenture Correspondence Team to discuss test file timing.
- ▶ Completed analysis of CalSAWS print files.
- ▶ Design of connectivity to CalSAWS AWS approved through CAB and TCBR.

### Fulfillment Platform Configuration

- ▶ Continued meetings to determine print file parameters.
- ▶ Working with Accenture Correspondence Team to understand changes being implemented for LA County print.

### Maintenance and Operations Plan

- ▶ Received comments on FDEL 03 – Maintenance and Operations Plan.
- ▶ Continued discussions on the monthly print calendar.

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### 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

## 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			Complete		Coming Soon
		DDED	FDED	DDEL	FDEL	Final
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	6/28/21
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	Submit WAC for approvals on 7/5/21.
03	Maintenance and Operations Plan	On-track	Submit Final M&O Plan on 7/6/21.
04	Final Acceptance	On-track	DDEL submission due 11/21/23

Table 1.2-2 – Upcoming Deliverable Deadlines

**CalSAWS – Central Print Project**

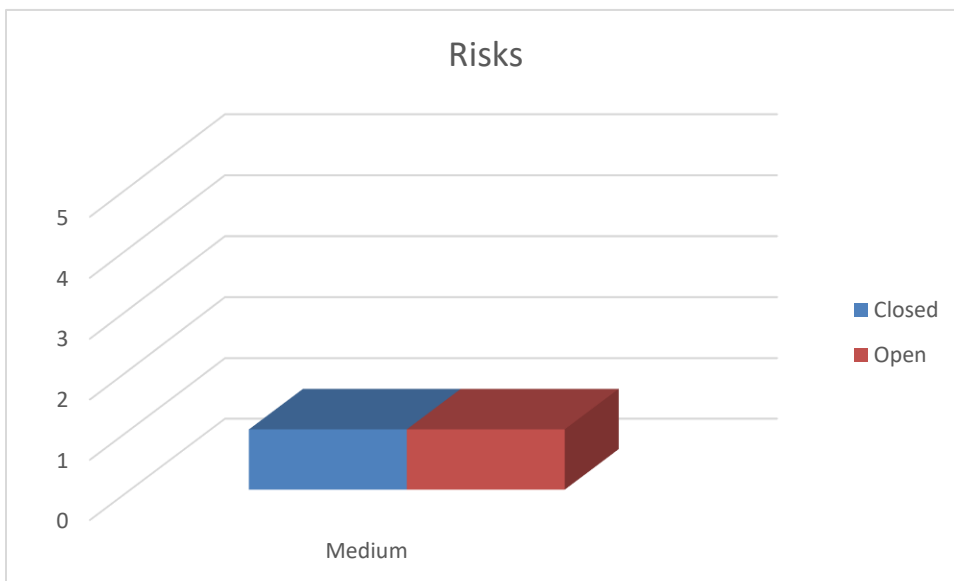
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**Project Risks and Issues**

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.
- ▶ Coordinate attendance at remaining region meetings to provide County kickoff information.

#### Requirements Verification

- ▶ Schedule and conduct final requirements verification meetings.
- ▶ Complete updates to RTM.

#### Master Implementation Plan

- ▶ Continue work on materials inventory management.
- ▶ Begin drafting C-IV County CIT related to envelopes.
- ▶ Submit draft County postage funding CIT.

#### Changes to Existing Print Centers

- ▶ Continue printer installation at Rancho Print Center.

#### Establishment of the SoCal Print Center

- ▶ Complete staffing process.
- ▶ Complete equipment operation validation.

#### Interface and File Considerations with CalSAWS

- ▶ Continue meetings with Correspondence Team to discuss test files.
- ▶ Coordinate processing of the next group of test files.
- ▶ Begin connectivity testing with Accenture.

#### Fulfillment Platform Configuration

- ▶ Continue meetings to determine print file parameters.

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### **Maintenance and Operations Plan**

- ▶ Continue discussions on print calendar.

### **Comprehensive Testing**

- ▶ Continue work on test scripts/cases.

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

- ▶ No deviations from the plan are noted.