

CalSAWS Central Print Weekly Status Report

Reporting Period: July 19, 2021 to July 25, 2021

CalSAWS – Central Print Project

Weekly Status Report, July 26, 2021

Period: July 19, 2021 to July 25, 2021

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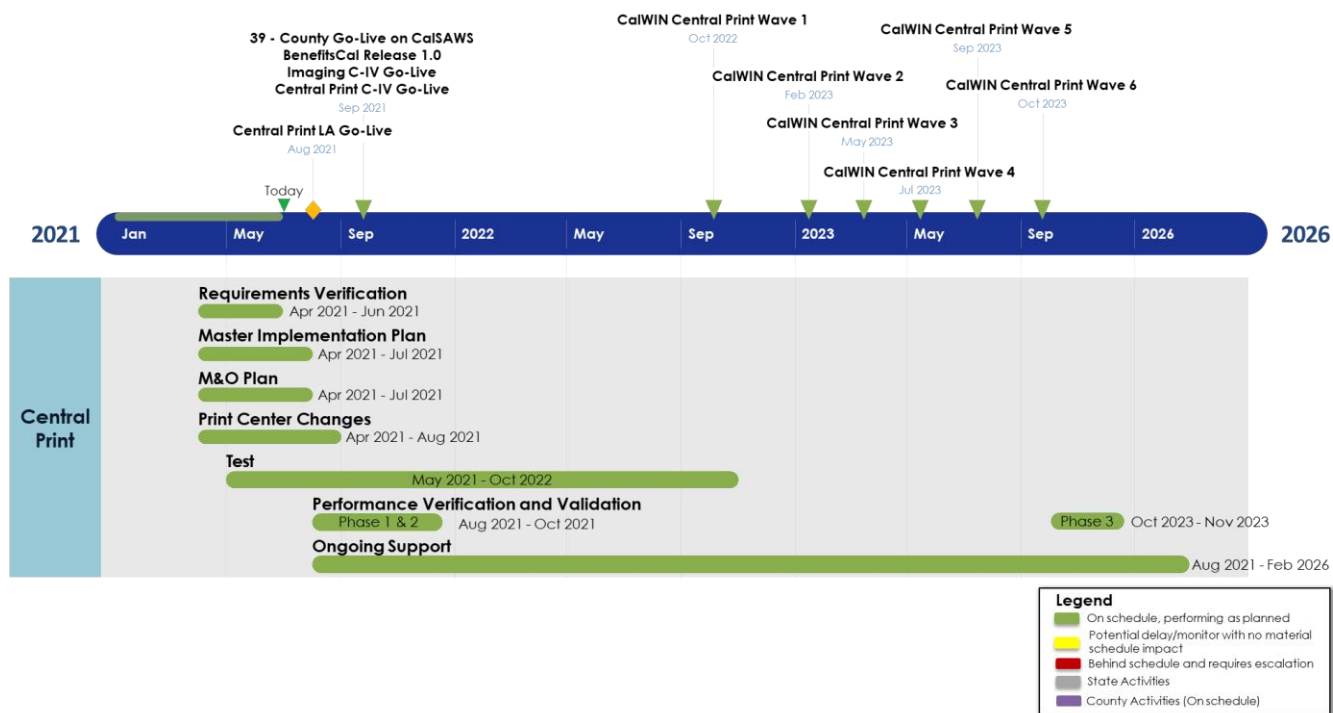
1.0 CalSAWS Central Print Project

1.1 Highlights of the Reporting Period

Project Management

- ▶ Continued updates to project work plan.
- ▶ Provided Central Print update presentation at PSC.
- ▶ Established dates for Consortium site visits to the three print centers.

Project Gantt



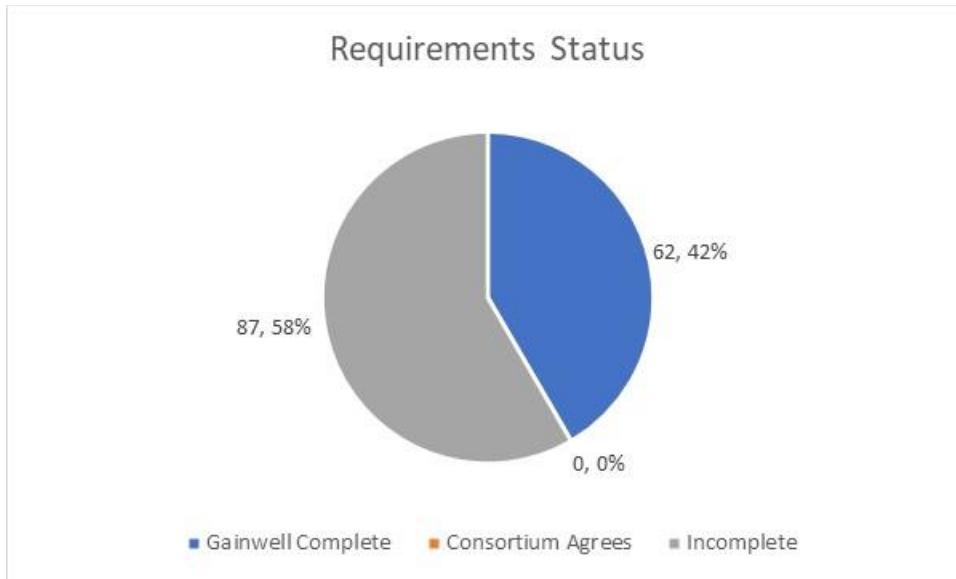
Requirements Verification

- ▶ Continued updates to RTM based on information from the Requirements Verification meetings.

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Master Implementation Plan

- ▶ Continued work on materials inventory management.
- ▶ Continued envelope testing.
- ▶ Participated in Implementation Readiness and Greenlight preparation meetings.
- ▶ Ordered the initial stock of standard paper for the print centers.
- ▶ Began the process of obtaining quotes for the non-standard paper in use for Los Angeles County.

Changes to Existing Print Centers

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

Establishment of the SoCal Print Center

- ▶ Completed equipment operation validation.

Interface and File Considerations with CalSAWS

- ▶ Completed end to end transmission of a small test file with CalSAWS.
- ▶ Began discussions on transmission of a production size file.

Fulfillment Platform Configuration

- ▶ Continued working with Accenture Correspondence Team to understand changes being implemented for LA County print.
- ▶ Continued drafting materials for the Central Print Portal webinar.

Maintenance and Operations Plan

- ▶ Completed discussions on the monthly print calendar.
- ▶ Participated in Los Angeles County Central Print Reports meeting.
- ▶ Submitted order to Los Angeles County for redetermination packets for use in the manual stuffing process.
- ▶ Identified an issue with voter registration card languages in use today. Began work on determining the correct language to obtain.
- ▶ Began discussions for Los Angeles County to consider automating redetermination

Comprehensive Testing

- ## Project Action Items – Overdue

- | ID | Description | Owner | Due Date |
|------|--------------------------|-------|----------|
| None | No overdue actions items | | |

1.2 Project Deliverable Summary

Deliverable Status by Submission

				Complete	Coming Soon	
DEL ID	Deliverable Name	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

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	Completed	Received WAC approvals on 7/9/21.
03	Maintenance and Operations Plan	Completed	Received WAC approvals on 7/9/2021.
04	Final Acceptance	On-track	DDEL submission due 11/21/23

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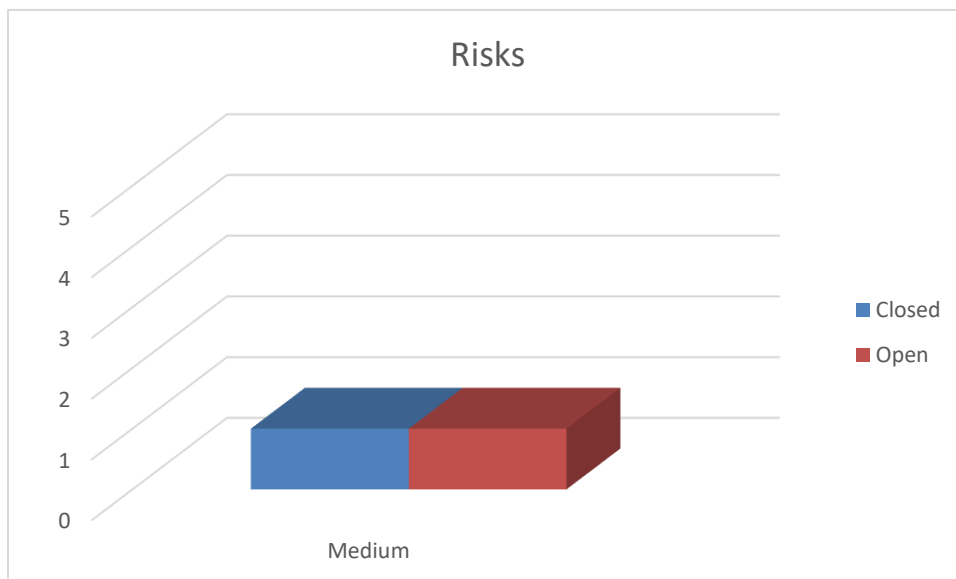
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Project Risks and Issues

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
0181-21	LA/C-IV County	Central Print Postage Process	Correspondence	7/19/21

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
21-041	LA/C-IV County	Central Print Correspondence	7/14/21	Open	7/23/21

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

- ▶ Complete updates to RTM.

Master Implementation Plan

- ▶ Continue work on materials inventory management.
- ▶ Complete initial order for envelopes.
- ▶ Continue meetings on Performance Report format.
- ▶ Receive quotes for the non-standard paper in use for Los Angeles County.

Changes to Existing Print Centers

- ▶ Begin installation of third new printer at Rancho Print Center.

Establishment of the SoCal Print Center

- ▶ N/A

Interface and File Considerations with CalSAWS

- ▶ Coordinate processing of the next group of test files.

Fulfillment Platform Configuration

- ▶ Continue coordination on a Central Print Portal demonstration.

Maintenance and Operations Plan

- ▶ Determine resolution to the concern with voter registration card languages in use today.

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Comprehensive Testing

- ▶ Continue work on test scripts/cases.

1.5 Deviations from Plan/Adjustments

- ▶ No deviations from the plan are noted.