



CalSAWS Central Print Weekly Status Report

**Reporting Period: August 2, 2021 to August 8,
2021**

CalSAWS – Central Print Project

Weekly Status Report, August 9, 2021

Period: August 2, 2021 to August 8, 2021

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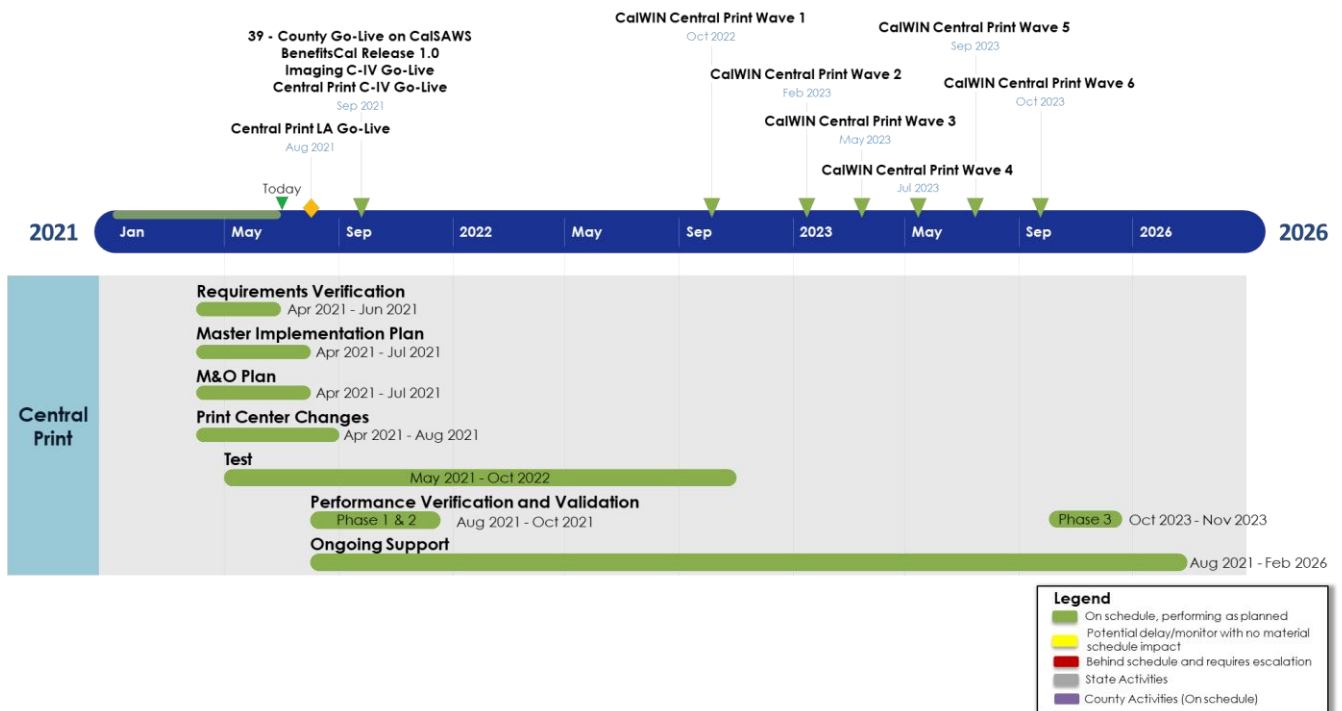
1.0 CalSAWS Central Print Project

1.1 Highlights of the Reporting Period

Project Management

- ▶ Continued updates to project work plan.
- ▶ Submitted Monthly Status Report – July 2021.

Project Gantt



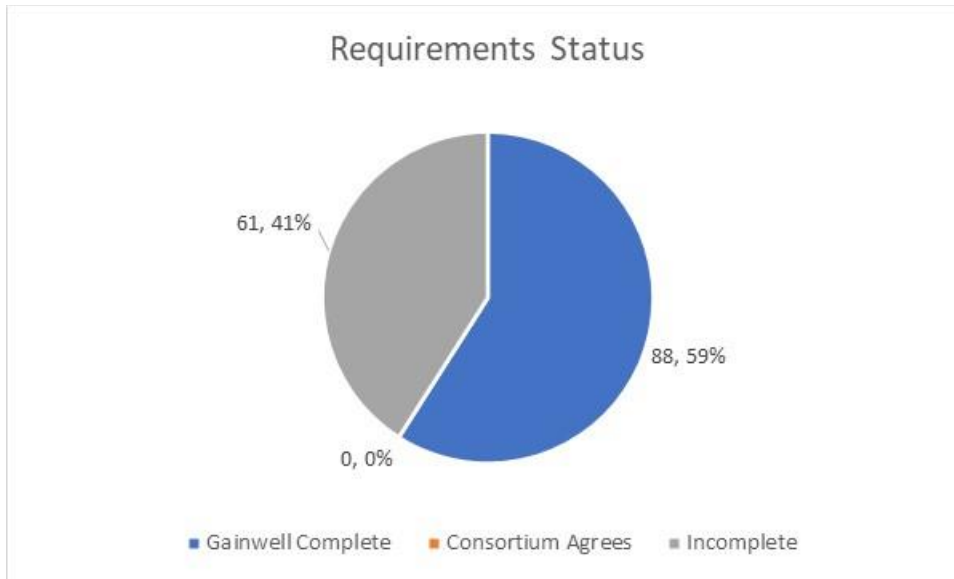
Requirements Verification

- ▶ 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.
- ▶ Participated in Implementation Readiness and Greenlight preparation meetings.
- ▶ Scheduled site visits for the three Central Print facilities.
- ▶ Obtained quotes and placed orders for non-standard paper stock for Los Angeles County.
- ▶ Provided draft of Phase 1 (Los Angeles) Greenlight presentation for Consortium review.

Changes to Existing Print Centers

- ▶ Continued meetings with Rancho Print Center staff to review requirements and changes.
- ▶ Completed implementation of the third replacement printer.

Establishment of the SoCal Print Center

- ▶ N/A

Interface and File Considerations with CalSAWS

- ▶ Continued discussions on transmission of a production size file.
- ▶ CalSAWS transmitted the July 20th (10-day cutoff) production files (69 files) the evening of August 6th.

Fulfillment Platform Configuration

- ▶ Continued drafting materials for the Central Print Portal webinar.

Maintenance and Operations Plan

- ▶ Participated in Los Angeles County Central Print Reports meeting.
- ▶ Submitted draft of OWD - SSP for Consortium Review.

Comprehensive Testing

- ▶ Submitted draft of OWD – Test Cases for Consortium review.

Project Action Items – Overdue

- ▶ This table lists overdue action items, including the owner and due date.

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| 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 | 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 |

Table 1.2-2 – Upcoming Deliverable Deadlines

CalSAWS – Central Print Project

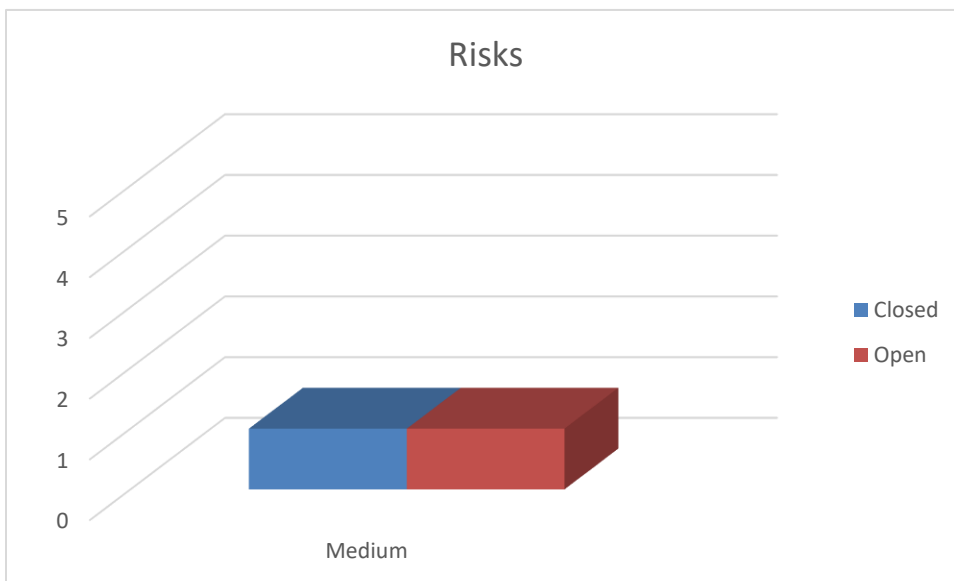
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Project Risks and Issues

| 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 was one CalSAWS Information Transmittals (CITs).

| 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 was one CalSAWS Requests for Information (CRFIs).

| 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 information.

Requirements Verification

- ▶ Complete updates to RTM.

Master Implementation Plan

- ▶ Continue work on materials inventory management.
- ▶ Continue meetings on Performance Report format.
- ▶ Complete site visits for the Sacramento Print Facility and Rancho Print Facility.
- ▶ Receive Los Angeles DPSS postage funds.

Changes to Existing Print Centers

- ▶ Prepare for inserter upgrades.

Establishment of the SoCal Print Center

- ▶ N/A

Interface and File Considerations with CalSAWS

- ▶ Verify receipt of production files for testing.

Fulfillment Platform Configuration

- ▶ Continue coordination on a Central Print Portal demonstration.

Maintenance and Operations Plan

- ▶ N/A

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Comprehensive Testing

- ▶ Continue work on test scripts/cases.
- ▶ Begin review of Los Angeles County print files for performance and load testing.

1.5 Deviations from Plan/Adjustments

- ▶ No deviations from the plan are noted.