

CalSAWS Central Print Weekly Status Report

**Reporting Period: August 30, 2021 to September
5, 2021**

CalSAWS – Central Print Project

Weekly Status Report, September 7, 2021

Period: August 30, 2021 to September 5, 2021

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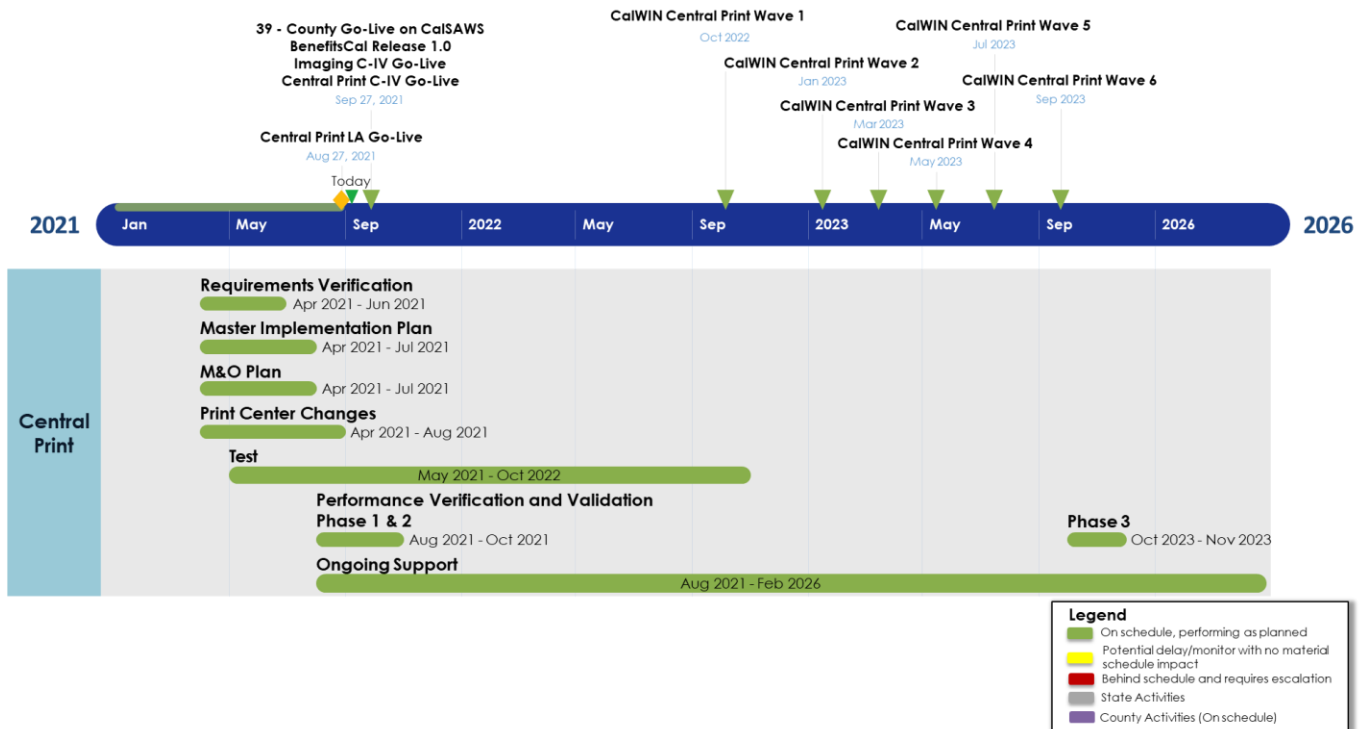
1.0 CalSAWS Central Print Project

1.1 Highlights of the Reporting Period

Project Management

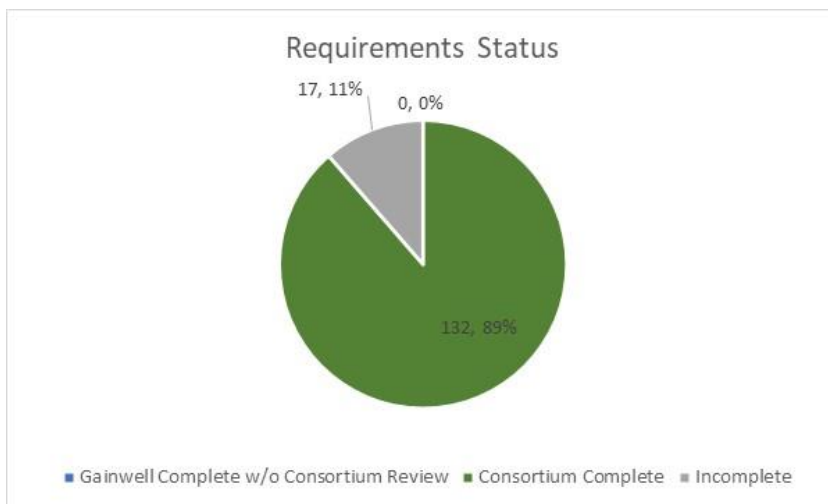
- Continued updates to project work plan.
- Attended regional touchpoint meetings to discuss Central Print.

Project Gantt



Requirements Verification

- N/A



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Master Implementation Plan

- ▶ Continued work on materials inventory management.
- ▶ Continued Phase I PV&V monitoring.
- ▶ Began follow up calls with C-IV Counties who have not funded postage.
- ▶ Began follow up with C-IV Counties who had not provided their POC's.

Changes to Existing Print Centers

- ▶ N/A

Establishment of the SoCal Print Center

- ▶ N/A

Interface and File Considerations with CalSAWS

- ▶ N/A

Fulfillment Platform Configuration

- ▶ Began loading C-IV County specific configurations.

Maintenance and Operations Plan

- ▶ Provided updated budgetary estimates to PMO.
- ▶ Continued ongoing operations for Los Angeles County Central Print.
- ▶ Completed printing of over 1,000,000 impressions for Los Angeles County.

Comprehensive Testing

- ▶ Continued planning for Phase II Performance and Load Test.

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

		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

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DEL ID	Deliverable Name	DDED	FDED	DDEL	FDEL	Final
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

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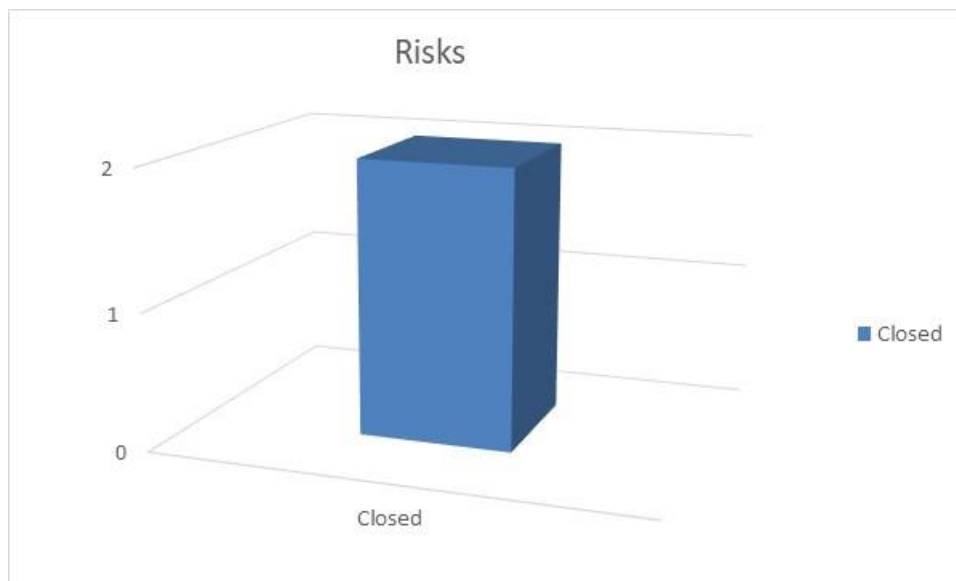
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Project Risks and Issues

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).	Closed	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

- ▶ Post final Phase 1 RTM to SharePoint.

Master Implementation Plan

- ▶ Continue work on materials inventory management.
- ▶ Determine submission date for the initial updates to the SSP.
- ▶ Continue Phase 1 PV&V monitoring.
- ▶ Monitor C-IV County postage funding and continue contacting Counties who have not requested the account information via the CRFI.

Changes to Existing Print Centers

- ▶ N/A

Establishment of the SoCal Print Center

- ▶ N/A

Interface and File Considerations with CalSAWS

- ▶ N/A

Fulfillment Platform Configuration

- ▶ Continue loading of C-IV County specific configurations.
- ▶ Schedule Central Print Portal C-IV user training webinars.

Maintenance and Operations Plan

- ▶ Continue ongoing operations for Los Angeles County Central Print.

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Comprehensive Testing

- ▶ Continue planning for the Phase 2 Performance and Load Test.

1.5 Deviations from Plan/Adjustments

- ▶ No deviations from the plan are noted.