CalSAWS – CalWIN Implementation Support Weekly Status Report

Reporting Period: December 6, 2021 to December 12, 2021

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1.0 CalWIN Implementation Support Services

1.1 Highlights of the Reporting Period

Project Management
► Continued planning for and onboarding staff resources.
► Continued monitoring Action Items (AIs) and following up with the points of contact (POCs) to update the statuses.
► Continued monitoring and updating the ISS Questions and Answers (Q&A) Log.
► Continued updating the County Work Plans for Wave 1.
► Submitted the following Work Products:
  ○ WP02 To-Be Processes – Santa Barbara County Final Work Product (FWP) on 12/07/21.

Business Process Reengineering (BPR)
► Completed Week 4 of To-Be BPR sessions with Orange and Ventura Counties.
► Continued planning for the To-Be BPR sessions for Santa Cruz and Solano Counties.
► Conducted Pre-Meets Part 1 for Santa Cruz and Solano Counties.
► Addressed comments received for the Santa Barbara To-Be Draft Work Product (DWP) and submitted the FWP.
► Submitted the Wave-2 County-Specific BPR Plans for Sign-Off.

Figure 1 – To-Be Process Timetable by County

	Session Start Date	Session End Date	First Review Start Date	First Review End Date	Start Final Review	County Sign-Off on Final To-Be Work Product
Wave 1						
Contra Costa	06/21/21	07/30/21	08/04/21	09/02/21	09/02/21	09/10/21
Placer	06/21/21	07/30/21	08/04/21	08/20/21	08/30/21	09/07/21
Yolo	07/12/21	08/11/21	08/11/21	08/27/21	09/08/21	09/17/21
Wave 2						
Tulare	09/13/21	10/08/21	10/11/21	10/22/21	11/01/21	11/08/21
Santa Clara	09/13/21	10/08/21	10/11/21	10/22/21	11/01/21	11/08/21
Wave 3						
Santa Barbara	10/18/21	11/12/21	11/15/21	11/30/21	12/08/21	12/14/21
Orange	11/15/21	12/14/21	12/20/21	01/07/21	01/18/22	01/24/22
Ventura	11/15/21	12/14/21	12/20/21	01/07/21	01/18/22	01/24/22
Wave 4						
Solano	01/10/22	02/04/22	02/07/22	02/18/22	02/28/22	03/04/22
Santa Cruz	01/10/22	02/04/22	02/07/22	02/18/22	02/28/22	03/04/22
San Mateo	02/07/22	03/04/22	03/07/22	03/18/22	03/28/22	04/01/22
San Diego	02/14/22	03/11/22	03/14/22	03/25/22	04/04/22	04/08/22
Wave 5						
Alameda	03/21/22	04/15/22	04/18/22	04/29/22	05/09/22	05/13/22
Fresno	03/21/22	04/15/22	04/18/22	04/29/22	05/09/22	05/13/22
Sonoma	04/25/22	05/20/22	05/23/22	06/06/22	06/14/22	06/20/22
Wave 6						
San Francisco	04/25/22	05/20/22	05/23/22	06/06/22	06/14/22	06/20/22
Sacramento	05/31/22	06/27/22	06/28/22	07/15/22	07/25/22	07/29/22
San Luis Obispo	05/31/22	06/27/22	06/28/22	07/15/22	07/25/22	07/29/22

*As of 12/12/21

Organizational Change Management (OCM)
► Prepared the T-Minus 12 Wave 1 Readiness Survey Response Report.
► Worked with the OCM Leads and QA team to finalize the change impacts for Wave 1.
► Shared the draft County Communication Plan with the OCM Leads and QA team.
► Refined the approach to the Change Discussion Guides.

► Issued the CalSAWS Request for Information (CRFI) for the Change Network Champions (CNCs) selections for Wave 1 and 2 on 12/06/21.

Training
► Continued developing the draft training schedules based on County Profile information (Waves 5–6).
► Prepared for Wave 5 and 6 meetings with the Counties for the weeks of 12/06/21 and 12/13/21 to review the draft schedules and training roles.
  o Met with San Mateo County on 12/06/21.
  o Met with Solano County on 12/07/21.
► Prepared for the 12/15/21 Training Advisory Committee (TAC) meeting.
► Presented a training update and Learning Journey Map demonstration to OPAC on 12/08/21.
► Prepared materials for the Region 5 Management meeting on 12/08/21.
► Participated in a C-IV Retro Debrief delivered by the QA Vendor on 12/09/21.
► Continued training development, creating instructional design documents for the CalSAWS Instructor-led Training curriculum.
► Continued development of the Learning Journey Maps.

Implementation Support Services (ISS)
► Continued to compile available cross-project schedules for impacts on Wave 1 CalWIN Counties and incorporate into county-specific timelines.
► Reviewed Contra Costa, Placer, and Yolo county-specific work plan feedback on 12/09/21 and 12/10/21.
► Continued drafting the DEL10 Implementation Support Plan Draft Deliverable Expectation Document (DDED).
► Participated in a C-IV Retro Debrief for the CalWIN ISS team on 12/09/21.
► Presented at the Region 5 Management Site Visit on 12/08/21.
► Presented Implementation and Conversion at the December OPAC meeting.
► Participated in ongoing meetings with DD&I and the Consortium for conversion, imaging, application programming interface (API) user groups, UAT, and DDID.
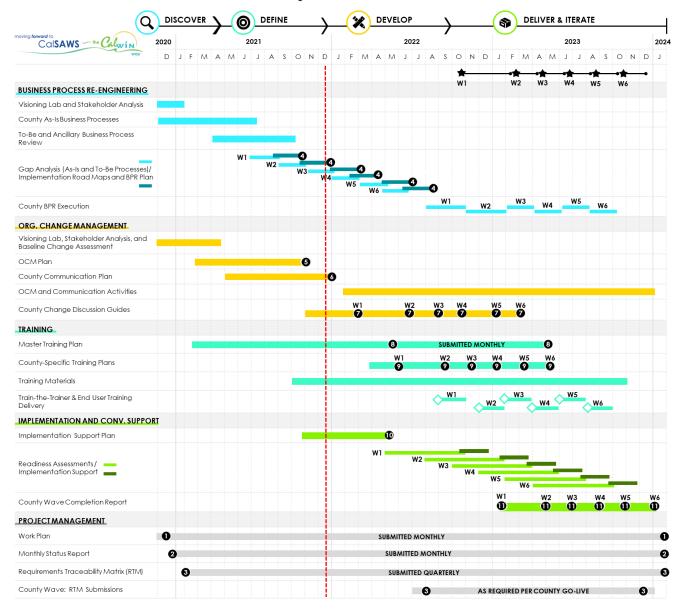
Project Timeline

Figure 2 – Project Gantt Chart

Project Timeline

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 Reengineering Plan	07/14/21	07/26/21	10/01/21	10/22/21	10/27/21
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	10/27/21	11/08/21	05/13/22	06/06/23	06/13/23
09	County Specific Training Plan (W1)	10/27/21	11/08/21	05/13/22	06/06/23	06/13/23
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	
01.11	Work Plan – November 2021	On Track	FDEL submitted 12/03/21 FDEL approval 12/10/21
02	Monthly Status Report – Initial	Complete	
02.11	Monthly Status Report – November 2021	On Track	FDEL submitted 12/03/21 FDEL approved 12/10/21
03	Requirements Traceability Matrix Initial	Complete	

DEL #	Deliverable Name	Status	Next Deadline
03.03	Requirement Traceability Matrix – Quarter 3	On-Track	FDEL submitted 12/01/21 FDEL approval 12/10/21
04	Business Process Reengineering Plan	Complete	
04.01	County BPR Plan – Contra Costa	On-Track	DDEL submitted 11/29/21 FDEL submission 12/20/21
04.02	County BPR Plan – Placer	On-Track	DDEL submitted 11/29/21 FDEL submission 12/20/21
04.03	County BPR Plan – Yolo	On-Track	DDEL submitted 11/29/21 FDEL submission 12/20/21
05	Organizational Change Management Plan	Complete	
06	County Communication Plan	On-Track	DDEL submission 01/03/22 FDEL submission 01/25/22
07	County Change Guide	On-Track	DDED submission 01/14/22 FDED submission 01/27/22
08	Master Training Plan	On-Track	DDEL submission 05/13/22 FDEL submission 06/06/22
09.01	County Specific Training Plan – Contra Costa	On-Track	DDEL submission 05/13/22 FDEL submission 06/06/22
09.02	County Specific Training Plan – Placer	On-Track	DDEL submission 05/13/22 FDEL submission 06/06/22
09.03	County Specific Training Plan – Yolo	On-Track	DDEL submission 05/13/22 FDEL submission 06/06/22
10	Implementation Support Plan	On-Track	DDED submission 01/14/22 FDED submission 01/27/22
11	Wave Completion Report	On-Track	DDED submission 09/15/22 FDED submission 09/27/22

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
N/A						

1.4   CRFI/CIT Communications Information

There is one (1) open CalSAWS Request for Information (CRFI) for the reporting period.

Table 4 – CRFIs

CRFI ID	To	Subject	Category	Distribution Date	Response Due Date
21-069	CalWIN Counties (PPOC, RM, Section Directors)	CalWIN Implementation Point of Contact (IPOC) Identification	Migration	12/03/21	12/13/21
21-070	Wave 1&2 Counties select their Change Network Champions	CalWIN Change Network Champion selection for Wave 1 and 2 counties	OCM	12/06/21	12/17/21

There are currently no new CalSAWS Information Transmittals (CITs) for the reporting period.

Table 5 – CITs

CIT ID	To	Subject	Category	Distribution Date	Primary CalSAWS Contact	Backup CalSAWS Contact
N/A						

1.5   Activities for the Next Reporting Period

Project Management
► Continue planning for and onboarding staff resources.
► Continue to collaborate with other teams to coordinate information for the CalWIN Counties.
► Continue updating the County Work Plans for Wave 1.
► Submit the following Work Products:
   o WP02 To-Be Process Flows – Orange County DWP on 12/17/21.
   o WP02 To-Be Process Flows – Ventura County DWP on 12/17/21.

Business Process Reengineering (BPR)
► Complete the remaining To-Be BPR sessions for Orange and Ventura Counties.
► Gain approval on the Santa Barbara County To-Be FWP.
► Complete Pre-Meet Part 2 for Santa Cruz and Solano Counties.

Organizational Change Management (OCM)
► Continue drafting the DEL06 County Communication Plan DDEL.

► Meet with the Consortium to finalize the structure of the Change Discussion Guides
► Prepare the DEL07 Change Discussion Guide DDED.
► Schedule dry-run sessions for the CNC kickoff.

Training
► Continue developing the draft training schedules based on County Profile information (Wave 6).
► Discuss Wave 1 training classroom needs analysis to Consortium project manager on 12/13/21.
► Prepare for Waves 5 and 6 meetings with the Counties for the week of 12/13/21 to review the draft schedules and training roles.
   o Meet with Sonoma County on 12/16/21.
► Facilitate the Training Advisory Committee (TAC) meeting on 12/15/21.
► Participate in the CalWIN Stand Up meeting on 12/13/21.
► Participate in the Placer County Work Plan update meeting on 12/13/21.
► Continue training development, creating instructional design documents for the CalSAWS Instructor-Led Training curriculum.
► Continue development of the Learning Journey Map.

Implementation Support Services
► Continue to update the overall Implementation approach and work plan with the Customer Engagement Team.
► Conduct Wave 1 County-specific Implementation work plan meetings (Placer County on 12/13/21, Contra Costa County on 12/15/21, and Yolo County on 12/16/21).
► Update county-specific work plans based on Wave 1 County specific feedback.
► Follow up with the Conversion Team regarding planning the application security requirements and timeline (items specific to CalWIN emails).
► Develop Case Review Guides (CRGs) and update reporting requirements for the OCM items that were prioritized.
► Schedule and conduct ongoing cross-project meetings for the App Dev, Consortium, ISS, and Customer Engagement teams.
► Consolidate IPOC CRFI responses on 12/13/21 and prepare agenda and materials for the IPOC kick-off meeting.
► Participate in ongoing meetings with DD&I and the Consortium for conversion, imaging, API user groups, App Dev, and DDID.

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