

# CalSAWS Central Print Weekly Status Report

**Reporting Period: March 14, 2022, to March 20,  
2022**

**CalSAWS – Central Print Project**

Weekly Status Report, March 21, 2022

Period: March 14, 2022, to March 20, 2022

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# CalSAWS – Central Print Project

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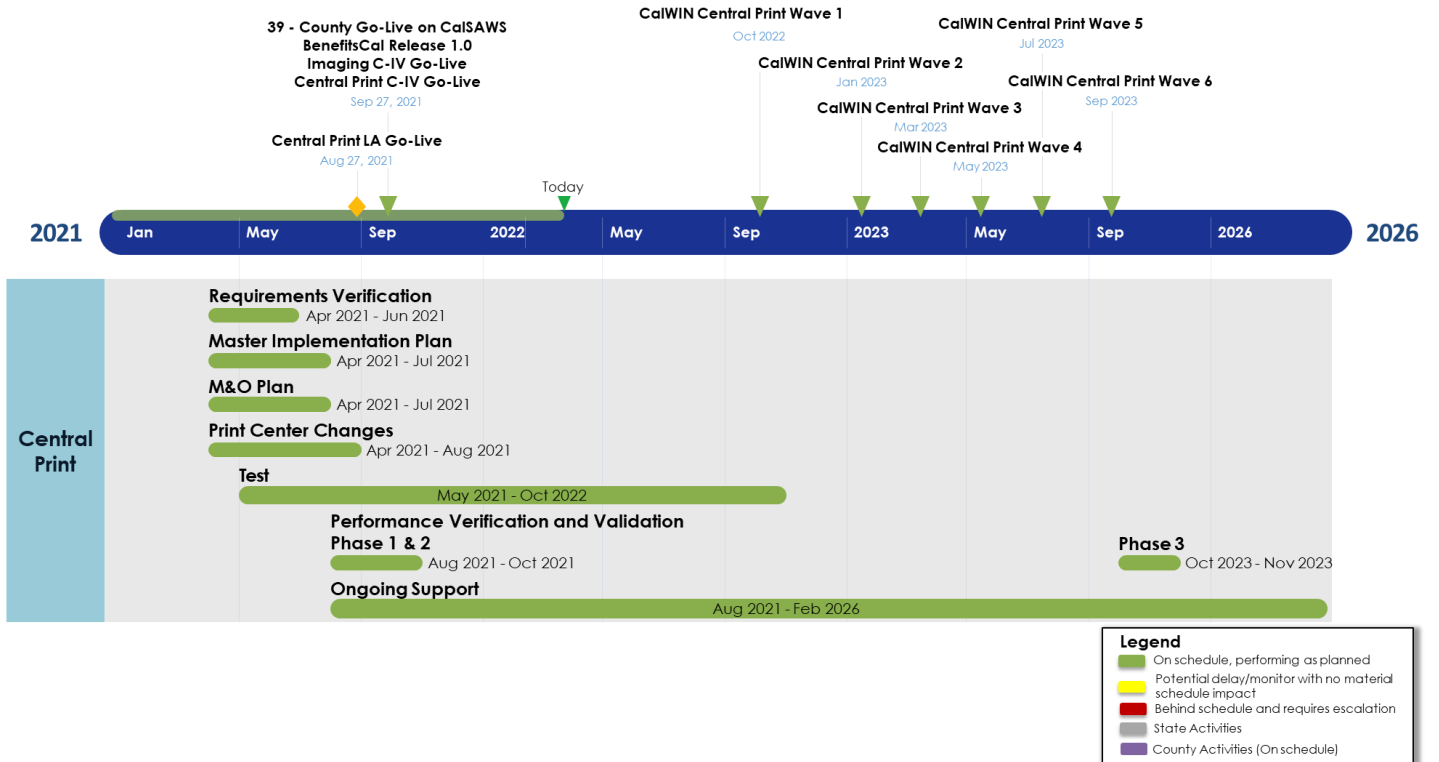
## 1.0 CalSAWS Central Print Project

### 1.1 Highlights of the Reporting Period

#### Project Management

- ▶ Continued updates to project work plan.

#### Project Gantt



#### Requirements Verification

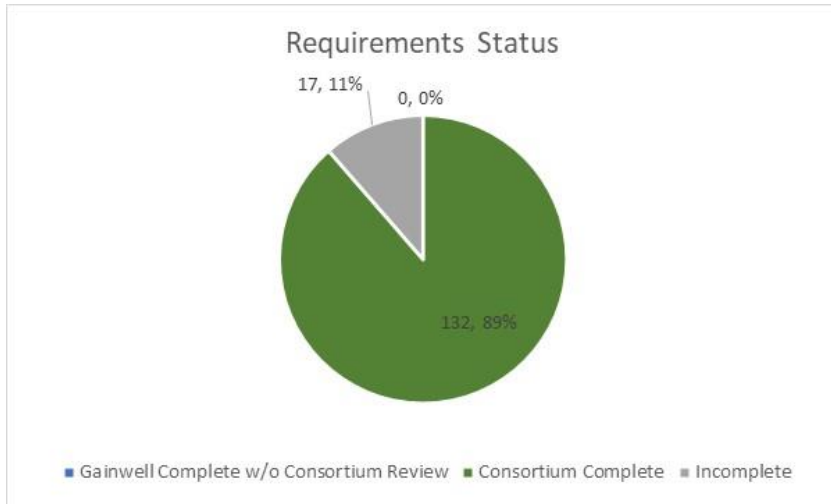
- ▶ No Update

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### Master Implementation Plan

- ▶ Continued work on materials inventory management.
- ▶ Continued testing the IMB placement using the new release of the CalSAWS address placement on correspondence.
- ▶ Continued discussions regarding the metadata SCR.
- ▶ Continued discussions regarding the iText upgrade for CalSAWS.
- ▶ Continued discussions with Contra Costa regarding Central Print configuration.
- ▶ Scheduled site visit for Contra Costa print facilities.
- ▶ Received Central Print Points of Contact from 17 of the 18 CalWIN Counties.

### Changes to Existing Print Centers

- ▶ No Update

### Establishment of the SoCal Print Center

- ▶ No Update

### Interface and File Considerations with CalSAWS

- ▶ No Update

### Fulfillment Platform Configuration

- ▶ No Update

### Maintenance and Operations Plan

- ▶ Continued ongoing operations for Phase 2 (40 County) Central Print.
- ▶ Continued planning for participation in the CalSAWS disaster recovery test.
- ▶ Submitted Central Print disaster recovery documentation (Operational Working Document).
- ▶ Completed processing CW/CFR RD correspondence.
- ▶ Continued processing MC RE packets.

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### Comprehensive Testing

► No Update

### 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	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**

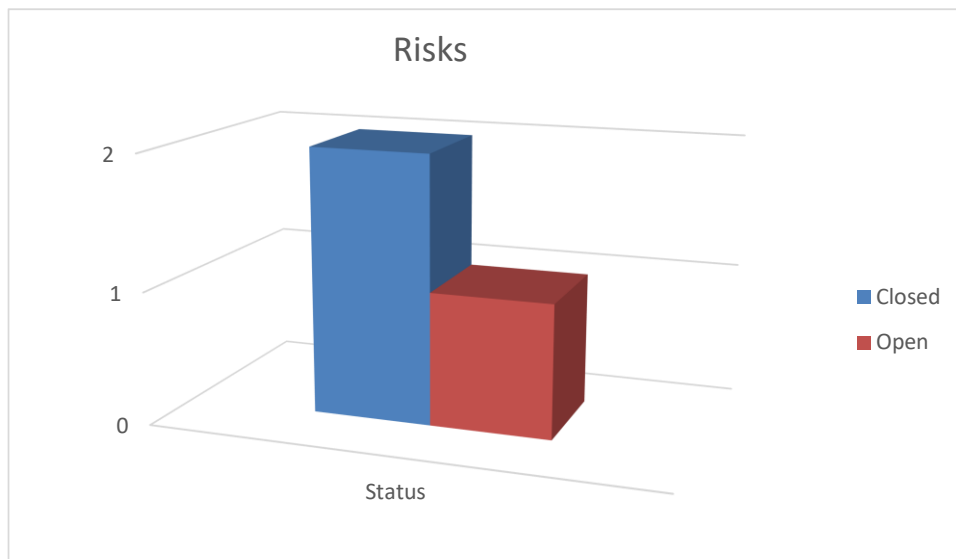
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**Project Risks and Issues**

ID	Title	Details	Status	Impact	Severity	Date Logged
255	Global paper shortage may impact CalSAWS ability to print/mail correspondence	Due to the current global paper shortage, paper for envelopes and printing is in limited supply. This could result in delays in receiving shipments of envelopes and paper for printing affecting CalSAWS ability to produce timely correspondence.	Open	4	Medium	11/2/2021

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.

**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
0022-22	All Counties	August 2021 and Future Postage Rate Changes	Correspondence	1/25/22

**Table 1.4-1 – CITs**

There was one CalSAWS Requests for Information (CRFIs).

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CRFI ID	To	Subject	Distribution Date	Status	Response Due Date
22-008	CalWIN Counties	Central Print CalWIN POCs	1/25/21	Open	2/4/22

**Table 1.4-2 – CRFIs**

### 1.4 Activities for the Next Reporting Period

#### Project Management

- ▶ Continue updates to project work plan.

#### Requirements Verification

- ▶ No Update

#### Master Implementation Plan

- ▶ Continue work on materials inventory management.
- ▶ Continue discussions regarding the metadata SCR.
- ▶ Continue discussions regarding the iText upgrade for CalSAWS.
- ▶ Continue discussions with Contra Costa regarding Central Print configuration.
- ▶ Conduct site visit to Contra Costa print vendor location.
- ▶ Schedule Validation Meetings with Placer and Yolo Counties.
- ▶ Schedule Kickoff Meeting for Wave 2 Counties.

#### Changes to Existing Print Centers

- ▶ No Update

#### Establishment of the SoCal Print Center

- ▶ No Update

#### Interface and File Considerations with CalSAWS

- ▶ No Update

#### Fulfillment Platform Configuration

- ▶ No Update

#### Maintenance and Operations Plan

- ▶ Continue ongoing operations for Phase 2 Central Print.
- ▶ Complete processing 10-Day NOAs.
- ▶ Complete processing of MC RE Packets.
- ▶ Complete processing of CW, MC and Balderas Reminders.
- ▶ Continue planning for participation in the CalSAWS disaster recovery test.
- ▶ Receive feedback on disaster recovery documentation.

#### Comprehensive Testing

- ▶ No Update

### 1.5 Deviations from Plan/Adjustments

- ▶ No deviations from the plan are noted.