



# CalSAWS Central Print Weekly Status Report

**Reporting Period: May 16, 2022, to May 22, 2022**

**CalSAWS – Central Print Project**

Weekly Status Report, May 23, 2022

Period: May 16, 2022, to May 22, 2022

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## 1.0 CalSAWS Central Print Project

### 1.1 Highlights of the Reporting Period

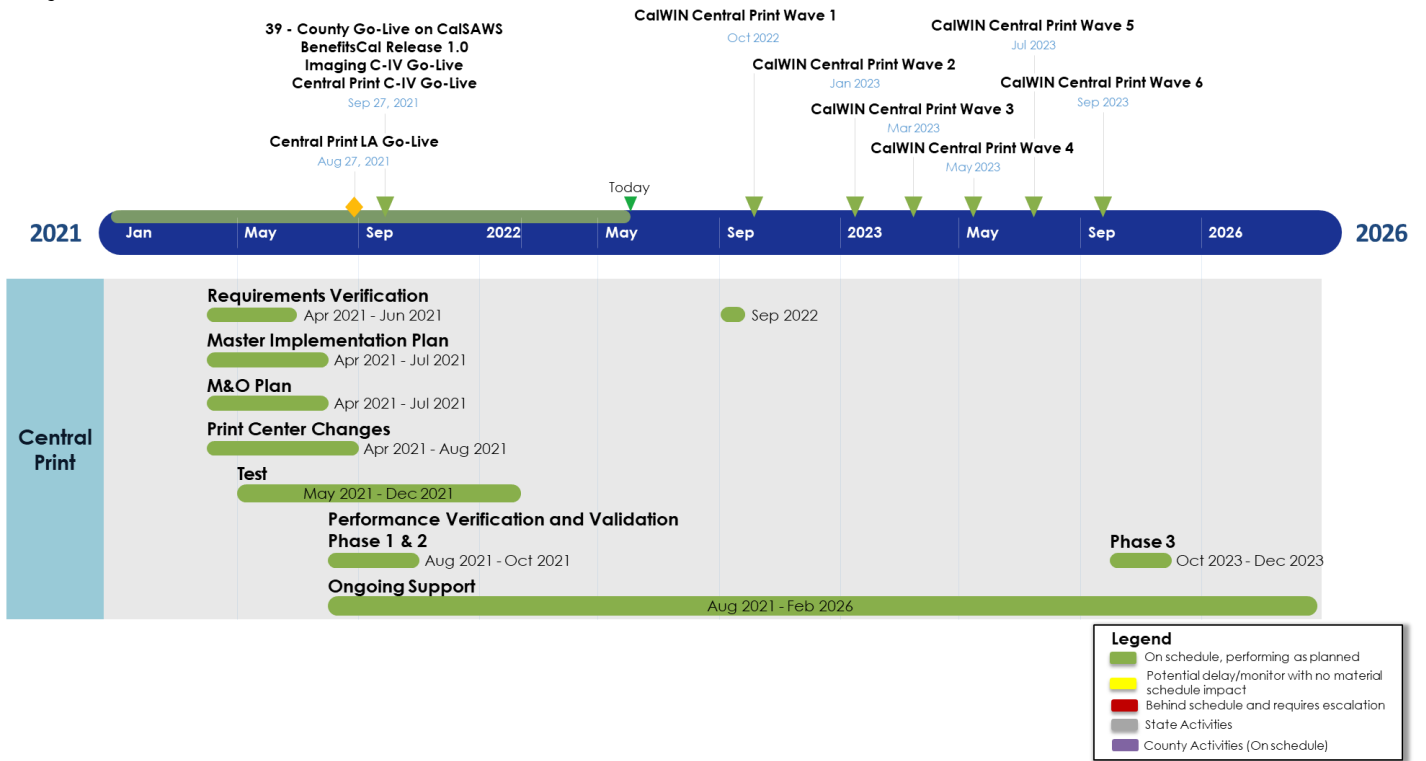
Table 1.1-1 – CalSAWS Central Print Status Agenda Topics

| STATUS REPORT SUB-SECTION | STATUS AGENDA TOPIC   |
|---------------------------|---|
| 1.1                       | <ul style="list-style-type: none"> <li>County Meetings</li> </ul> |

### Project Management

- ▶ Continued updates to project work plan.

### Project Gantt



## CalSAWS – Central Print Project

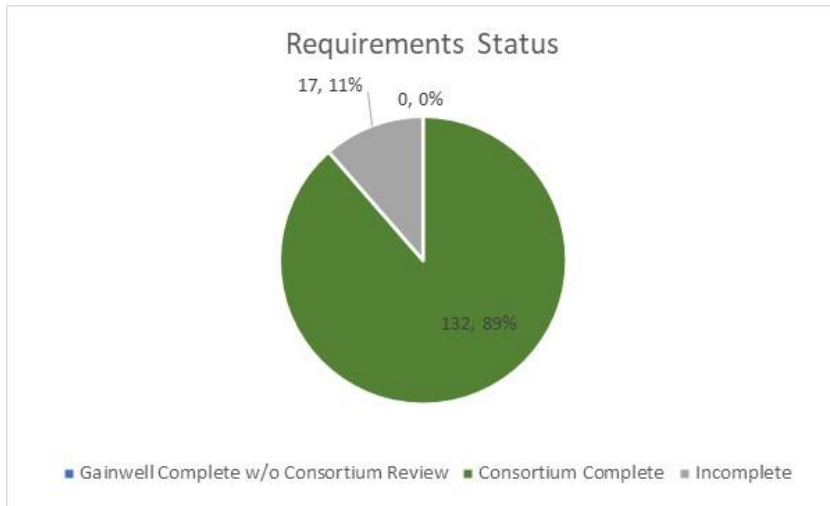
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### Requirements Verification

- ▶ No Update



### Master Implementation Plan

- ▶ Continued work on materials inventory management.
- ▶ Continued discussions regarding the metadata SCR.
- ▶ Continued discussions regarding the iText upgrade for CalSAWS.
- ▶ Continued discussions with Contra Costa regarding Central Print configuration.
- ▶ Conducted Configuration Meeting with Contra Costa.
- ▶ Scheduled Wave 3 Kickoff Meeting.

### 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

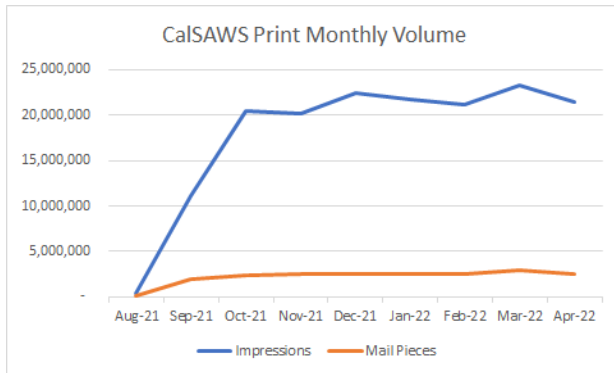
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### Maintenance and Operations Plan

- ▶ Continued ongoing operations for Phase 2 (40 County) Central Print.
- ▶ Completed processing of LA CW/CFR RD correspondences.
- ▶ Continued processing monthly MC RE correspondences.
- ▶ Completed processing of 10-Day NOAs.
- ▶ Continued discussions with Consortium regarding Central Print SLAs.



### 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                | DDED    | FDED    | Complete |         | Coming Soon |      |
|--------|---------------------------------|---------|---------|----------|---------|-------------|------|
|        |                                 |         |         | DDEL     | FDEL    | DDEL        | FDEL |
| 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

**CalSAWS – Central Print Project**

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| 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**

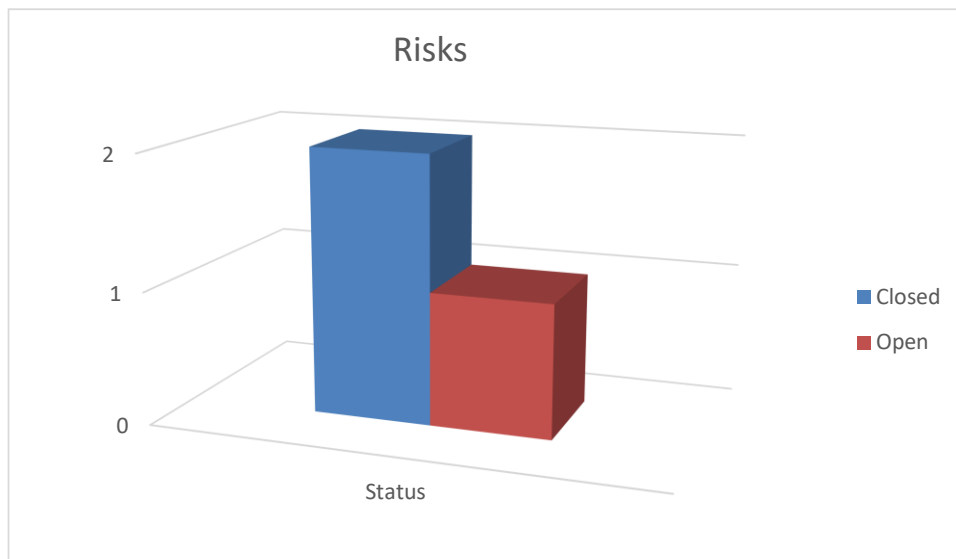
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**Project Risks and Issues**

| 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 no CalSAWS Information Transmittals (CITs).

| CIT ID | To | Subject | Category | Distribution Date |
|--------|----|---------|----------|-------------------|
|        |    |         |          |                   |

**Table 1.4-1 – CITs**

There was no CalSAWS Requests for Information (CRFIs).

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| CRFI ID | To | Subject | Distribution Date | Status | Response Due Date |
|---------|----|---------|-------------------|--------|-------------------|
|         |    |         |                   |        |                   |

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 County regarding Central Print configuration.

#### 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 monthly MC RE correspondences.
- ▶ Continue discussions with Consortium regarding Central Print SLAs.
- ▶ Begin processing of SAR7/QR7 correspondences.
- ▶ Complete processing of CW, MC and Balderas Reminder correspondences.
- ▶ Conduct Validation Meeting with Yolo County.
- ▶ Conduct Configuration Meeting with Tulare County.

#### Comprehensive Testing

- ▶ No Update

### 1.5 Deviations from Plan/Adjustments

- ▶ No deviations from the plan are noted.