CalSAWS CalWIN Implementation Support Services (ISS) Weekly Status Report

Reporting Period: August 15, 2022 to August 21, 2022

08/24/22

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1 Project Management

1.1 Executive Summary

STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
Business Process Reengineering (BPR)	► Submitted Wave 5 (Alameda, Fresno, and Sonoma Counties) County Specific BPR Plan Final Deliverables (FDELs) to the Consortium on 08/19/22. ► Concluded BPR Closeout sessions for Santa Cruz County (Wave 4) on 08/17/22. ► Started BPR Closeout sessions for San Diego County (Wave 4) on 08/15/22. ► Concluded execution of Process Simulation scenarios with Wave 1 County participants (Placer and Yolo Counties) on 08/15/22 and 08/16/22. ► Facilitated the County Prep Phase kickoff meeting for Wave 1 (Placer and Yolo Counties) on 08/18/22.
Organizational Change Management (OCM)	► Sent emails to Wave 3 Counties providing an update on the County Change Guide/County Discussion Guides (CCG/CDG) schedule and introducing the Wave 3 Orientation Meeting. ► Continued updating the meeting materials for the Wave 3 CDG Orientation meeting. ► Continued updating the master CCG/CDG and met with the Consortium to review on 08/17/22. ► Completed updates to the Santa Clara CCG/CDG and prepared to send the re draft CCG/CDG to Santa Clara County next week. ► Conducted Wave 1 CDG Weekly PPOC Touchpoint with Placer and Yolo Counties; both Counties are complete with change discussions. ► Started meeting with Wave 4 Counties to review T-Minus 12 Readiness Survey results.
Training	► Completed Placer County Early Training (In-person). ► Completed Yolo County TTT (In-person). ► Continued Wave 1 Counties Web Based Trainings (WBTs) in the CalSAWS LMS. ► Conducted Training Preview, Week 1
Implementation	► Go-Live Packet (GLP) – Work in progress to finalize GLP for 1st round of internal review starting the week of 8/22. Completed documentation of planned V1 items for Awareness Items and Case Review Guides Sections; Ongoing planning and discussions on enhancing GLP structure to increase usability with Consortium and counties ► Presented County Readiness Checklists and discussed outstanding items with the Tulare, Orange, Placer, and Yolo Counties' Targeted On-Site Support/Implementation Points of Contact (TOSS/IPOC). ► Conducted County Prep Kickoff meeting on 08/18/22. ► Established plan for Application Security County Prep guidance and distribution of Materials. Scheduled Application Security Kickoff for 09/06/22. ► Conducted Discussion on updates to ICT Conversion plan.

Table 1.1-1 – CalSAWS Executive Summary Agenda Topics

1.2   Highlights of the Reporting Period

► **Staff Onboarding**
  o   Continued planning for and onboarding staff resources.
► **Information Coordination for CalWIN Counties**
  o   Continued to collaborate with other teams to coordinate information for the CalWIN Counties.
► **County Work Plans**
  o   Critical Path Reporting Wave 1, 2, and 3 – Developed weekly summary report and made available for review to the Consortium Leadership during the week of 08/15/22.
  o   Continued to facilitate the Work Plan updates with the Consortium project teams to improve Project Plan accuracy, updates, and to identify milestones, critical path, and cross-team dependencies.
► **Deliverables and Work Products – Submitted the following:**
  o   FDEL 4.13: Business Process Reengineering Plan - Wave 5 (Alameda) on 08/19/22.
  o   FDEL 4.14: Business Process Reengineering Plan - Wave 5 (Fresno) on 08/19/22.
  o   FDEL 4.15: Business Process Reengineering Plan - Wave 5 (Sonoma) on 08/19/22.

1.3   Activities for the Next Reporting Period

► **Staff Onboarding**
  o   Continue planning for and onboarding staff resources.
► **Information Coordination for CalWIN Counties**
  o   Continue to collaborate with other teams to coordinate information for the CalWIN **Counties.**
► **County Work Plans**
  o   Continue updating Waves 1, 2, 3, and 4 County Work Plans for the Implementation Readiness Checklist. Update Wave 4 County Work Plan for predecessors and successors throughout Wave 1.
► **Deliverables and Work Products – Submit the following:**
  o   No scheduled submissions.

2   Business Process Reengineering (BPR)

2.1   Highlights of the Reporting Period

► **BPR Closeout Sessions**
  o   Concluded BPR Closeout Sessions for Santa Cruz County (Wave 4) on 08/17/22.
  o   Conducted Week-1 of BPR Closeout Sessions for San Diego County (Wave 4) from 08/15/22 – 08/19/22.
  o   Submitted Wave 5 County Specific BPR Plan FDELs (Alameda, Fresno, and Sonoma Counties) to Consortium on 08/19/22.
► **Process Simulation** – Concluded execution of Process Simulation scenarios with Wave 1 County participants (Placer and Yolo Counties) on 08/15/22 and 08/16/22.
► **County Prep** – Facilitated County Prep Phase kickoff meeting for Wave 1 (Placer and Yolo Counties) on 08/18/22.

	Session Start Date	Session End Date	First Review (Draft Work Product) Start Date	First Review (Draft Work Product) End Date	Start Final Review (Final Work Product)	County Sign-Off on Final To-Be Work Product	DWP BPR Plan Submit
Wave 1							
Contra Costa	06/21/21	07/30/21	08/04/21	09/02/21	09/02/21	09/10/21	09/27/21
Placer	06/21/21	07/30/21	08/04/21	08/20/21	08/30/21	09/07/21	09/27/21
Yolo	07/12/21	08/11/21	08/11/21	08/27/21	09/08/21	09/17/21	09/27/21
Wave 2							
Tulare	09/13/21	10/08/21	10/11/21	10/22/21	11/01/21	11/08/21	11/19/21
Santa Clara	09/13/21	10/08/21	10/11/21	10/22/21	11/01/21	11/08/21	11/19/21
Wave 3							
Santa Barbara	10/18/21	11/12/21	11/15/21	11/30/21	12/08/21	12/14/21	02/11/22
Orange	11/15/21	12/14/21	12/20/21	01/07/22	01/18/22	01/24/22	02/11/22
Ventura	11/15/21	12/14/21	12/20/21	01/07/22	01/18/22	01/24/22	02/11/22
Wave 4							
Solano	01/10/22	02/04/22	02/07/22	02/22/22	03/07/22	03/11/22	03/25/22
Santa Cruz	01/10/22	02/04/22	02/07/22	02/22/22	03/07/22	03/11/22	03/25/22
San Mateo	02/07/22	03/04/22	03/09/22	03/22/22	03/30/22	06/03/22	06/10/22
San Diego	02/14/22	03/11/22	03/16/22	03/30/22	04/06/22	04/11/22	04/18/22
Wave 5							
Alameda	04/11/22	05/06/22	05/09/22	05/20/22	06/06/22	06/28/22	07/08/22
Fresno	04/04/22	04/29/22	05/02/22	06/08/22	06/13/22	07/06/22*	07/08/22
Sonoma	05/09/22	06/03/22	06/06/22	06/17/22	06/27/22	07/07/22	07/08/22
Wave 6							
San Francisco	05/09/22	06/03/22	06/06/22	06/17/22	06/29/22	07/07/22	08/12/22
Sacramento	06/13/22	07/08/22	07/11/22	07/22/22	08/01/22	08/05/22	08/12/22
San Luis Obispo	06/13/22	07/08/22	07/11/22	07/22/22	08/01/22	08/05/22	08/12/22

Figure 2.1-1 – To-Be Process Timetable by County (As of 08/12/22)

2.2 Activities for the Next Reporting Period

► **BPR Closeout Sessions**
- o Conclude BPR Closeout Sessions for San Diego County (Wave 4) on 08/24/22.

► **County Prep**
- o Continue documentation of county prep materials, including security needs for Counties.

3 Organizational Change Management (OCM)

3.1 Highlights of the Reporting Period

► **Wave 1 Change Discussion Guides**
- o Conducted Wave 1 CDG Weekly PPOC Touchpoint with Placer and Yolo; both counties are complete with change discussions.

► **Wave 2 Change Discussion Guides**
- o Continued reviewing and updating the Contra Costa and Santa Clara Counties' CCG/CDG FWPs to address comments from the Counties and the Consortium.
- o Scheduled comment walkthrough meetings with Contra Costa County for the Contra Costa County CCG/CDG FWP.

► **Wave 3 Change Discussion Guides**
- o Continued creating the first drafts of the CCG/CDG Work Products.
- o Sent emails to the Wave 3 Counties providing an update on the CDG schedule and introducing the Wave 3 Orientation Meeting.
- o Continued updating the meeting materials for the Wave 3 CDG Orientation meeting.
- o Continued updating the master CCG/CDG template to ensure accuracy and consistency of County agnostic content. Met with the Consortium on 08/17/22 to review the master CCG/CDG template.

► **Wave 1 T-3 Survey**
  o Closed survey on 08/19/22. Placer has exceeded their target response rate and is at 76% (target is 50%). Yolo also exceeded and is at 62%.
► **Wave 3 T-9 Survey**
  o Completed first draft of the County-specific results presentations and began internal review.
► **Wave 4 T-12 Survey**
  o Finalized the presentations to address Consortium feedback and prepared to meet with counties next week.
► **Change Network Champion (CNC) Meetings**
  o Conducted the Waves 3 and 4 CNC meeting on 08/18/22.
► **Wave 4 Newsletter #1**
  o Finished the first draft of the newsletter and sent to the CIT review group for review.

3.2   Activities for the Next Reporting Period

► **Wave 2 Change Discussion Guides**
  o Finish functional/internal QA review and addressing comments received for the Santa Clara and Contra Costa CCG/CDG FWPs.
  o Submit the updated CCG/CDG FWP to Santa Clara County for their final review and approval.
► **Wave 3 Change Discussion Guides**
  o Continue creating the first drafts of the CCGs/CDGs and aligning with the master CCG/CDG template.
  o Finish updating the master CCG/CDG template to support accuracy and consistency of County agnostic content.
► **Wave 1 T-Minus 3 Survey**
  o Analyze results and draft county-specific presentations to show results to the counties.
  o Send invites to counties for meetings to review their county-specific results.
► **Wave 3 T-Minus 9 Survey**
  o Meet with the Consortium on 08/22/22 to review the county-specific results presentations for each county.
  o Send invites to the counties for meetings to review their county-specific results.
► **Wave 4 T-Minus 12 Survey**
  o Meet with the counties the week of 08/22/22 to present their results to them.
► **Change Network Champion Meetings**
  o Finalize the meeting materials for the August Waves 1 and 2 CNC meeting on 08/23/22 and facilitate the meeting.
► **Wave 4 Newsletter #1**
  o Finalize the newsletter and send to the counties via CIT.

4   Training

► **Instructor Led Training (ILT) Course Updates**
  o Completed Yolo County Train the Trainer (In-person) on 08/17/22.
  o Completed Placer County Early Training (In-person) on 08/19/22.
► **Training Preview**
  o Conducted previews of ILT courses for Waves 2 – 6.

► **Classroom Planning and Scheduling**
  o Continued planning classroom and scheduling logistics for Counties in all waves.
► **LMS and Training Environment**
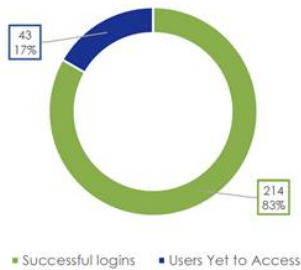 o Continued WBT training for Yolo and Placer County for all end users.
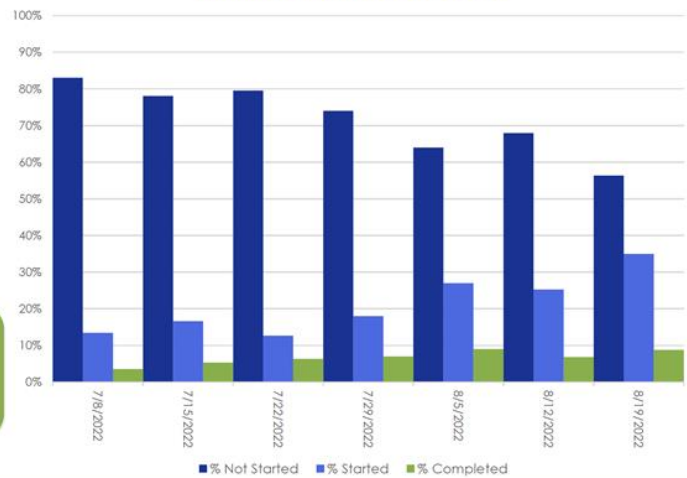
Figure 3.2-1 – Weekly Training Report – Yolo
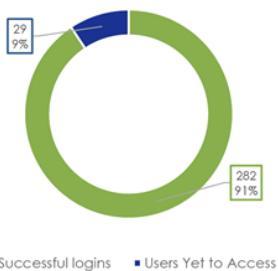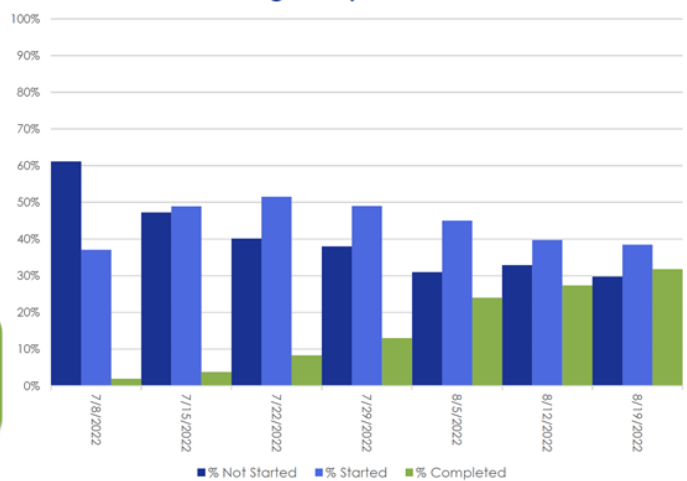
Figure 3.2-2 – Weekly Training Report – Placer

4.1 Activities for the Next Reporting Period

► **Training Preview**
  o Continue CalSAWS ILT demonstrations for Waves 2–6.
► **Yolo and Placer County Training**
  o WBTs continue for Placer and Yolo End Users.
  o Deliver webinars to complement WBTs to Yolo and Placer End Users.
► **Classroom Planning and Scheduling**
  o Complete laptop imaging for Yolo County leased classrooms.
  o Begin classroom set-up for Yolo County leased classrooms.
  o Continue planning classroom and scheduling logistics for Counties in all waves.
► **Focus**
  o Wave 3 (Orange County) external classroom site identification.

5 Implementation

5.1 Highlights of the Reporting Period

► **Rejected Defect Review from CDT/CDV/UAT**
  o Continued categorization of defects with the required Conversion, Consortium, and Implementation team. The current statuses of the 160 items are noted below:

Status	Next Steps	County
Awareness for Go-Live	Documentation completed for all items identified during CDT. Under Review by Consortium and QA.	84
Post-Go-Live Case Review Guide	Documentation completed for all items identified during CDT. Under Review by Consortium and QA.	12
County Prep	Included in County Prep Tasks. No Further Action Required.	5
Cancelled	No Further Action Required.	26
No Action Needed from CDT Group	No Further Action Required.	32
In Progress	Team to review and deliberate on next steps	1

Table 5.1-1 – Status of Rejected Defect Review

► **County Prep Planning Activities**
  o Conducted County Prep Kickoff on 08/18/22. Conducted walkthrough of Application Security County Prep Materials with Consortium and QA teams on 08/17/22 and 08/19/22. Established distribution plan and scheduled kickoff for Application Security County Prep Materials for 09/06/22.
► **Readiness Dashboard and Packet**
  o Continued Readiness Dashboard and Packet updates for Wave1 and Wave 2.

► **Tulare, Orange, Yolo, and Placer TOSS/IPOC**
  o Presented County Readiness Checklists and discussed outstanding items for Tulare (08/15/22), Orange (08/17/22), Yolo (08/17/22), and Placer (08/18/22).
► **Inter County Transfer (ICT) Cutover Processes**
  o Continued discussion on 08/17/22 with Consortium, Accenture and Gainwell to discuss possible adjustments to the ICT Conversion plan which would result in changes to the content of the CIT. Discussions are ongoing.
► **OCAT Cutover Process**
  o Submitted CIT for format review on 08/17/22.
► **Go-Live Packet**
  o GLP Strike team created to track open items for version 1 submission (08/19/22); Continued reporting, documentation, and finalization of GLP items for 08/19/22 version 1 submission. On-going planning and discussions on enhancing GLP structure to increase usability with Consortium and counties with proposed County Focus Group Sessions/Surveys.
  o Finalized the GLP document for version 1 review on 08/19/22.
  o Continued planning and discussions on enhancing GLP structure to increase usability with the Consortium and the Counties with proposed County Focus Group Sessions/Surveys.
► **Post-Implementation Support**
  o Conducted Command Center/Escalation strike team regroup on 08/15/22 and 08/16/22; reviewed and aligned on Virtual County support approach and resource allocation for onsite and virtual. Updated draft kickoff materials for Wave 1 post go-live support for Placer and Yolo.
► **Implementation Support Plan and Deliverable 10**
  o Addressed comments from submission of Final Deliverable on 08/05/22 and 8/18/22. Migrated operational updates made for Deliverable 10 into revised Go-Live Packet.

5.2   Activities for the Next Reporting Period

► **Post-Implementation Support**
  o Continue to implement strike team feedback and finalize communications plan, processes, and resource allocation between onsite + virtual county/project support. Refine and finalize escalation pathway between onsite county, virtual, and CC. Prepare County kick off presentations for Wave 1. Review IVR call tree for AWS. Continue build out of learning development sessions and tools for use by CC.
► **Implementation Support Planning and Deliverable 10**
  o Address any final comments from Deliverable 10 review and migrate operational updates and/or changes into revised Go-Live Packet.
► **Go-Live Packet**
  o Continue planning and discussions on enhancing GLP structure to increase usability with the Consortium and the Counties with proposed County Focus Group Sessions/Surveys.
► **CalWIN Conversion and Change Management**
  o Conduct the CalWIN Conversion and Change Management meeting on 08/23/22.
► **CDT/CDV/UAT Rejected Defects Workgroup Meetings**
  o Continue Conducting the Workgroup meeting for assessing defects tagged for review as part of UAT phase to document GLP – Awareness Items and Post Go-Live Case Review Guides. Coordinate with ISS Training Team to review additional 26 items added on 08/16/22.

- ► **Lead TOSS/IPOC Meetings**
  - o TOSS/IPOC meeting scheduled for Santa Barbara (08/23/22), and Contra Costa (08/24/22)
- ► **ICT (Inter County Transfer) Cutover**
  - o Continue discussions on possible adjustments to the ICT Conversion Plan. Incorporate updated ICT Conversion Plan (if applicable) into CIT draft.
- ► **OCAT (Online CalWORKs Appraisal Tool) Cutover**
  - o Address comments from formal review and submit CalSAWS Information Transmittal (CIT) to inform Counties and document the plan for providing actionable data for Counties' OCAT efforts for distribution to Wave 1 counties.
- ► **County Prep Phase**
  - o Submit CIT for App Security County Prep Materials and Kickoff for review and distribution. Address request for and determine plan to accommodate expansion of County Prep Support Office Hours.

6   Appendices

6.1   Appendix A – Deliverable Summary

Deliverable Status by Submission

		Complete		Coming Soon	

DEL ID	Deliverable Name	DDED	FDED	DDEL	FDEL	Final Approval
01	Work Plan – Initial	12/04/20	12/15/20	12/23/20	01/14/21	01/22/21
01.18	Work Plan Monthly Updates – June 2022	N/A	N/A	N/A	07/08/22	07/15/22
01.19	Work Plan Monthly Updates – July 2022	N/A	N/A	N/A	08/05/22	08/15/22
02	Monthly Status Report – Initial	12/04/20	12/18/20	01/05/21	01/12/21	05/13/22
02.18	Monthly Status Report – June 2022	N/A	N/A	N/A	07/08/22	07/15/22
02.19	Monthly Status Report – July 2022	N/A	N/A	N/A	08/05/22	08/15/22
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 – Wave 5	N/A	N/A	07/29/22	08/19/22	08/26/22
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 – Wave 2	N/A	N/A	09/12/22	10/03/22	10/12/22
07	County Change Guide – Wave 3*	N/A	N/A	08/26/22	09/19/22	09/28/22
08	Master Training Plan	10/27/21	11/08/21	05/13/22	06/06/22	06/13/22
09	County Specific Training Plan – Wave 1	10/27/21	11/08/21	05/13/22	06/06/22	06/13/22
10	Implementation Support Plan	01/14/22	01/27/22	07/15/22	08/05/22	08/16/22
11	Wave Completion Report	09/15/22	09/27/22	01/11/24	01/24/24	01/31/24

*County Change Guide – Wave 3 schedule realignment in progress

Figure 6.1-1 – Deliverable Status by Submission

Upcoming Deliverable Deadlines

DEL #	Deliverable Name	Status	Next Deadline
4.13	Business Process Reengineering Plan - Wave 5 (Alameda)	On Track	FDEL approval 08/26/22
4.14	Business Process Reengineering Plan - Wave 5 (Fresno)	On Track	FDEL approval 08/26/22
4.15	Business Process Reengineering Plan - Wave 5 (Sonoma)	On Track	FDEL approval 08/26/22

Table 6.1-2 – Upcoming Deliverable Deadlines

Work Product Status by Submission

		Complete		Coming Soon

ID	Work Product Name	DWP	FWP	Final Approval
02	To-Be Process Maps – Wave 6 (Sacramento County)	07/08/22	08/01/22	08/05/22
02	To-Be Process Maps – Wave 6 (San Luis Obispo County)	07/08/22	08/01/22	08/05/22
04	Business Process Reengineering Plan – Wave 6	N/A	08/12/22	09/02/22
07	County Change Guide – Wave 2	05/25/22	09/02/22	09/09/22
07	County Change Guide – Wave 3*	08/03/22	08/24/22	08/31/22
09	County-Specific Training Plan – Wave 2	08/12/22	09/02/22	09/12/22

*County Change Guide – Wave 3 schedule realignment in progress

Figure 6.1-3 – Work Product Status by Submission

Upcoming Work Product Deadlines

WP #	Work Product Name	Status	Next Deadline
	No scheduled submissions.		

Table 6.1-4 – Upcoming Work Product Deadlines

6.2 Appendix B – Risks and Issues Summary

Project Risks and Issues

ID	Title	Details	Status	Impact	Risk Level	Date Logged
240	The scaling of CalSAWS Production Operations, including Batch Operations, to provide 40 and 58 County support, without considering the multi-County and multi-vendor CalSAWS ecosystem may impact business operations	As we expand to 58 counties and with continual activities to support policy, the consequences of a misstep in executing the CalSAWS M&O batch schedule magnifies the potential impact to business operations and benefits to the participants.	Open	4	Medium	03/03/21

ID	Title	Details	Status	Impact	Risk Level	Date Logged
262	The CalWIN counties may not be fully prepared for go-live if they do not have sufficient or timely information	The CalWIN counties and County Directors have voiced concern that they do not have sufficient information or direction from the CalWIN ISS team to adequately prepare for go-live. In some cases, they have begun creating their own materials based on what they understand. If the counties do not have a framework within which to prepare, they may not be ready for cutover. This includes clear communication and timelines for what is needed to be completed by when, readiness checklists, early conversations on the transition from the current state to the future state, and clear direction.	Open	2	Wave 1 – 6 Low	12/13/21
268	Implementation Readiness for CalWIN Cutover to CalSAWS	If implementation readiness (project and County) is not on track to meet their respective exit criteria by 04/29/2022, then the CalWIN Wave 1 cutover to CalSAWS could either be delayed or require significantly greater support to help counties through outstanding issues. Individual risks have been opened related to the ability to be fully ready in time for a successful CalWIN Wave 1 cutover to CalSAWS on October 27, 2022, and subsequent waves. This risk serves as an overarching risk for the overall readiness of the project and CalWIN counties to cutover to CalSAWS.	Open	4	Wave 1 – Medium Waves 2 – 6 – High	01/13/22
269	CalWIN Counties may not have enough development and testing timeline to Refactor their Ad-hoc Reports and Ancillary System before Go-Live	The CalWIN Counties need time in the schedule, leading up to their respective Go-Live, to Refactor Ad-hoc Reports and/or Ancillary Systems. To do so, the counties need connectivity and access to CalSAWS environments, data model (and definitions), as well as data. The current CalSAWS delivery schedule (of these) is compressing the CalWIN counties Design, Development, and Testing timelines (i.e., schedule) and	Open	5	Wave 1 – High Wave 2 – 6 – Medium	01/12/22

ID	Title	Details	Status	Impact	Risk Level	Date Logged
		putting their County Readiness for Go-Live at-risk.				
270	The CalWIN counties may not be fully prepared for Go-Live if there is insufficient information in the Organizational Change Management (OCM) Change Discussion Guides (CDGs)	If OCM does not have sufficient documentation and resources to create CDGs, and counties do not have adequate time to review and provide feedback, the CDG delivery timeframe and level of detail might be impacted. The OCM team uses the County To-Be Process documentation to create the CDGs. Requirement DEL-11 states that CDGs must capture tasks within each job process, steps the person in the role will complete once they begin utilizing the new System, and impacts to the 18 CalWIN Counties along with the steps that the person will stop completing once they begin utilizing the CalSAWS System. If County To-Be process documentation does not capture this information, more work must be done on the CDG content to make it useful for counties. The Training team leverages the CDGs by linking roles and changes to related training content and depends on receiving accurate CDGs in the expected timeframes.	Open	4	Wave 1 – Medium Waves 2 – 3 – High Wave 4 – 6 – Low	02/02/22
278	CalWIN OCM Implementation Support Plan	Deloitte Deliverable 10, CalWIN OCM Implementation Support Plan, is late, continues to require rework, and does not provide the structure or details necessary to inform the project or county teams of how support will be provided after the CalWIN counties cut over to CalSAWS. The DDEL was originally due on May 16, 2022, but not released until June 6, 2022. On June 15, 2022, it was decided that the review should be paused due to the coordination needed with project teams on Pre- and Post-Deployment Support roles, responsibilities, tasks, activities, and resources. DDEL 10 will be revised in working sessions with the project	Open	4	Wave 1 – Medium Waves 2 – 6 – Low	06/28/22

ID	Title	Details	Status	Impact	Risk Level	Date Logged
		teams, and the draft deliverable is targeted to be resubmitted on July 15, 2022. Based on the deliverable process, the earliest the DEL 10 is likely to be finalized is August 18, 2022. The most immediate impact is to the Wave 1 counties. Without adequate information, neither the project nor county teams can prepare for post-implementation support, and county post-implementation support might be insufficient, disorganized, and/or ineffective				

Table 6.2-1 – Project Risks and Issues

CRFI/CIT/CalSAWS Communications Information

The following table outlines CalSAWS Information Transmittals (CITs) sent for the reporting period.

CIT ID	To	Subject	Category	Distribution Date	Primary CalSAWS Contact	Backup CalSAWS Contact
0233-22	PPOCs (Orange, San Diego, San Mateo, Santa Barbara, Santa Cruz, Solano, Ventura)	Wave 3 and 4 CalSAWS Infographics #2	CalWIN Migration	08/17/22	Helen Cruz	Araceli Gallardo

Table 6.2-2 – CITs

The following table outlines CalSAWS Requests for Information (CRFIs) sent for the reporting period.

CRFI ID	To	Subject	Distribution Date	Status	Response Due Date	Primary Contact	Backup Contact
	None for the reporting period						

Table 6.2-3 – CRFIs

6.3   Appendix C – Project Work Plan Reports

Project Timeline
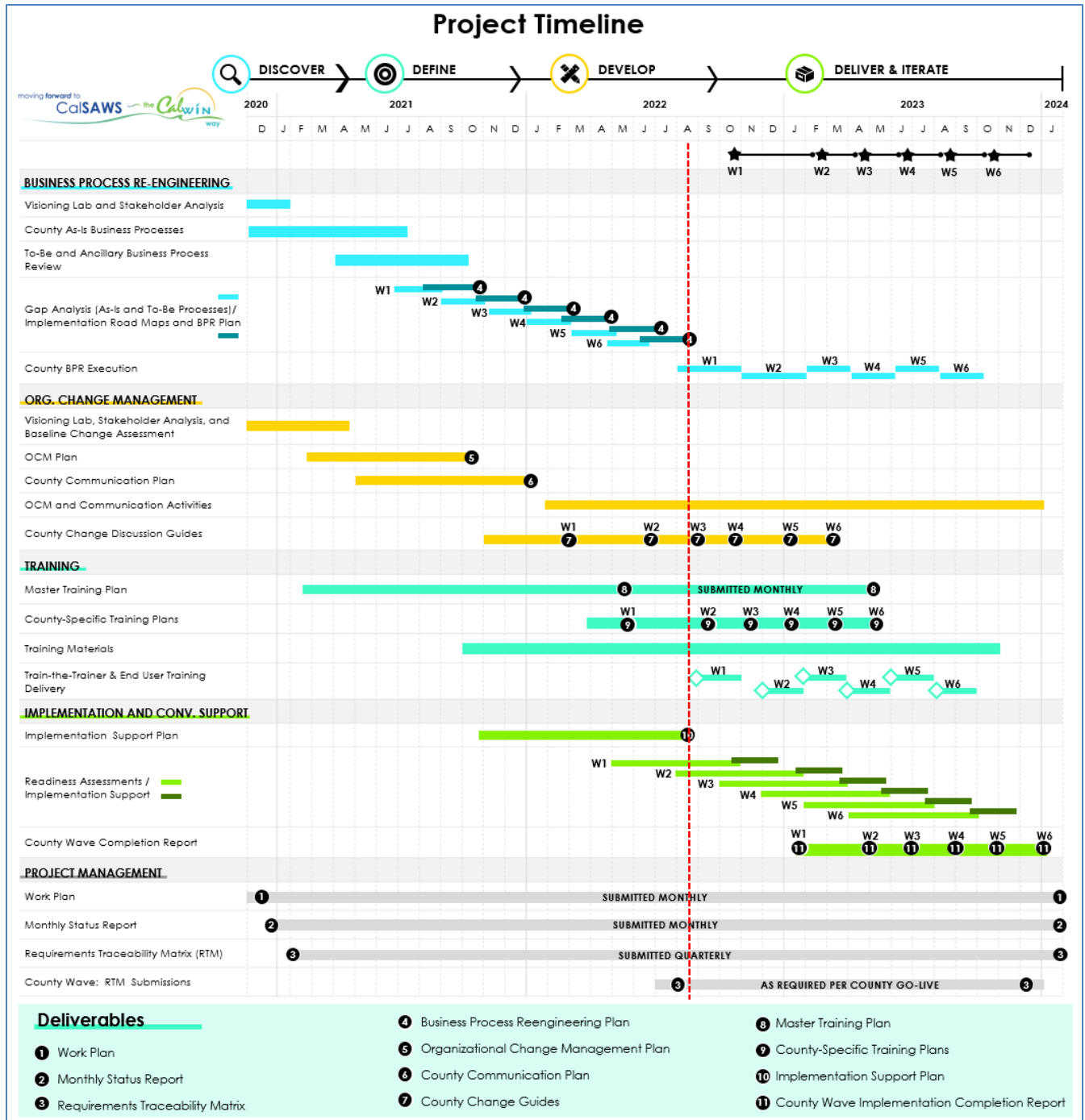
Figure 6.3-1 – Project Timeline

Project Action Items – Overdue

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

ID	Description	Owner	Due Date
None.			

Table 6.3-1 – Overdue Action Items