

# CalSAWS Central Print Weekly Status Report

Reporting Period: July 25, 2022, to July 31, 2022

## CalSAWS – Central Print Project

Weekly Status Report, August 1, 2022

Period: July 25, 2022, to July 31, 2022

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### Table of Contents

1.0	CalSAWS Central Print Project .....	2
1.1	Highlights of the Reporting Period .....	2
1.2	Project Deliverable Summary .....	4
1.3	Project Risks and Issues .....	6
1.4	CRFI/CIT Communications Information .....	6
1.5	Activities for the Next Reporting Period.....	7
1.6	Deviations from Plan/Adjustments .....	8

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Weekly Status Report, August 1, 2022

Period: July 25, 2022, to July 31, 2022

# 1.0 CalSAWS Central Print Project

## 1.1 Highlights of the Reporting Period

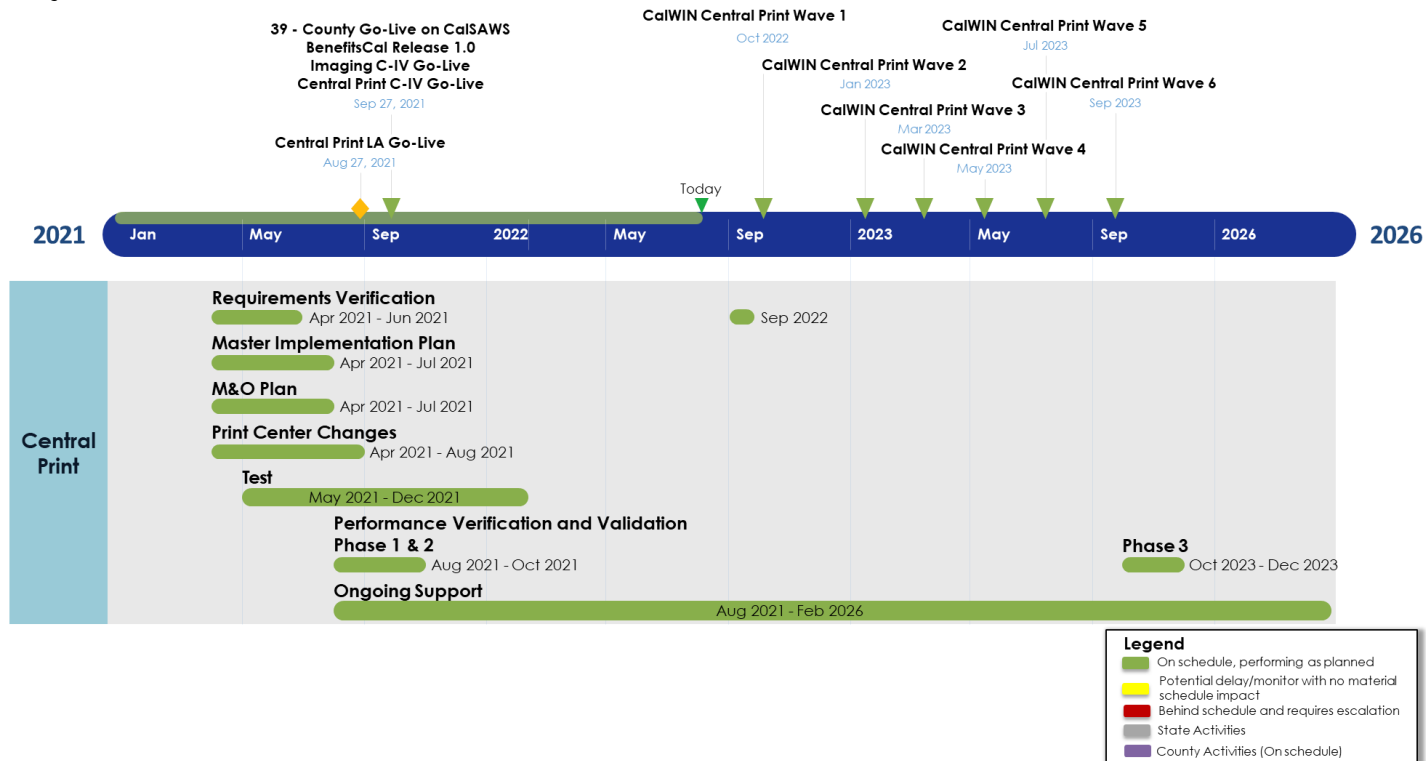
Table 1.1-1 – CalSAWS Central Print Status Agenda Topics

STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
1.1	<ul style="list-style-type: none"> <li>Configuration meetings with Wave 3 Counties.</li> <li>Wave 4 Kickoff meeting.</li> </ul>

## Project Management

- Continued updates to project work plan.

## Project Gantt



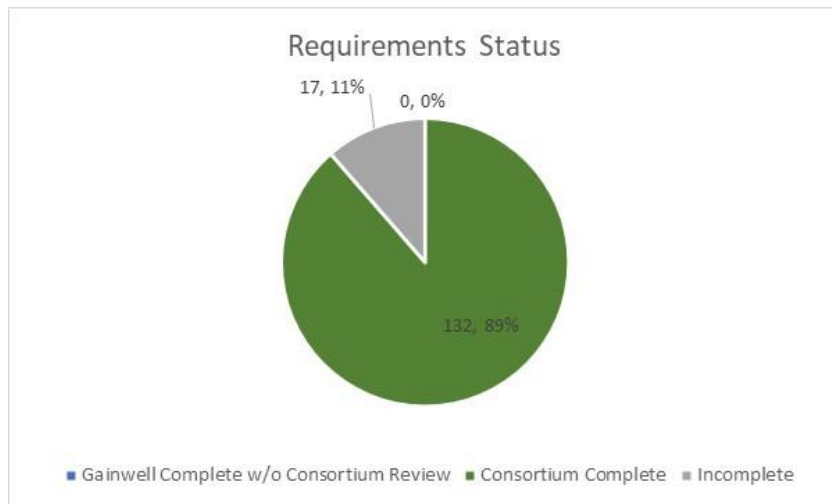
## CalSAWS – Central Print Project

Weekly Status Report, August 1, 2022

Period: July 25, 2022, to July 31, 2022

### 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 County regarding Central Print configuration.
- Continued discussions with Ventura County regarding Central Print configuration.
- Continued discussions with Orange County regarding Central Print configuration.
- Continued discussions with Santa Clara 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

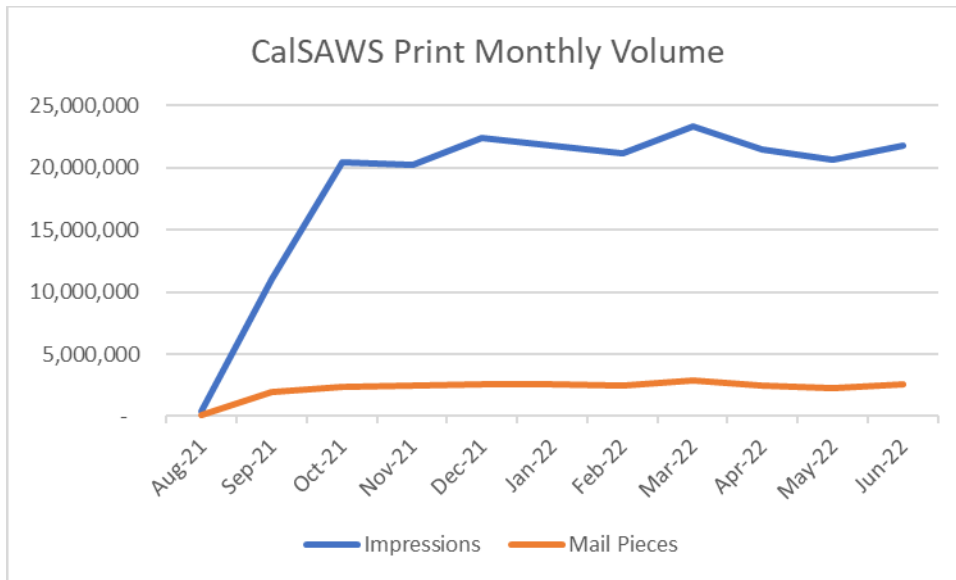
## CalSAWS – Central Print Project

Weekly Status Report, August 1, 2022

Period: July 25, 2022, to July 31, 2022

### Maintenance and Operations Plan

- ▶ Continued ongoing operations for Phase 2 (40 County) Central Print.
- ▶ Completed processing of CW, MC, and Balderas Reminder correspondences.
- ▶ Completed processing of SAR7/QR7 correspondences.



### 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

		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
03	Maintenance and Operations Plan	4/29/21	5/24/21	6/10/21	6/23/21	7/6/21

**CalSAWS – Central Print Project**

Weekly Status Report, August 1, 2022

Period: July 25, 2022, to July 31, 2022

DEL ID	Deliverable Name	DDED	FDED	DDEL	FDEL	Final
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

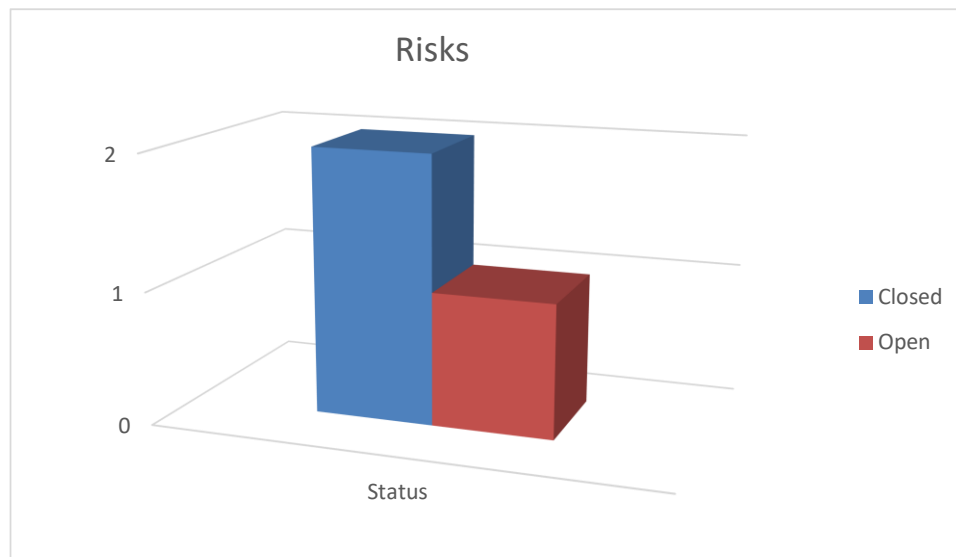
Weekly Status Report, August 1, 2022

Period: July 25, 2022, to July 31, 2022

### 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).

## CalSAWS – Central Print Project

Weekly Status Report, August 1, 2022

Period: July 25, 2022, to July 31, 2022

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.
- ▶ Reschedule Configuration meeting with Santa Barbara County.
- ▶ Continue discussions with Contra Costa County regarding Central Print configuration.
- ▶ Continue discussions with Ventura County regarding Central Print configuration.
- ▶ Continue discussions with Orange County regarding Central Print configuration.
- ▶ Continue discussions with Santa Clara County regarding Central Print configuration.
- ▶ Conduct Configuration meeting with San Diego County on August 1, 2022.
- ▶ Conduct Configuration meeting with San Mateo County on August 2, 2022.
- ▶ Conduct Validation meeting with Tulare County on August 3, 2022.
- ▶ Conduct Configuration meeting with Santa Cruz County on August 4, 2022.
- ▶ Conduct Configuration meeting with Solano County on August 5, 2022.
- ▶ Submit CRFI for CalWIN Wave 1 Counties Central Print Portal Users.

#### 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.
- ▶ Begin processing of CW/CFR RDs for Los Angeles County.

#### Comprehensive Testing

- ▶ No Update



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### 1.5 Deviations from Plan/Adjustments

- No deviations from the plan are noted.