

# CalSAWS Central Print Weekly Status Report

**Reporting Period: September 5, 2022, to  
September 11, 2022**

## CalSAWS – Central Print Project

Weekly Status Report, September 12, 2022

Period: September 5, 2022, to September 11, 2022

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## 1.0 CalSAWS Central Print Project

### 1.1 Highlights of the Reporting Period

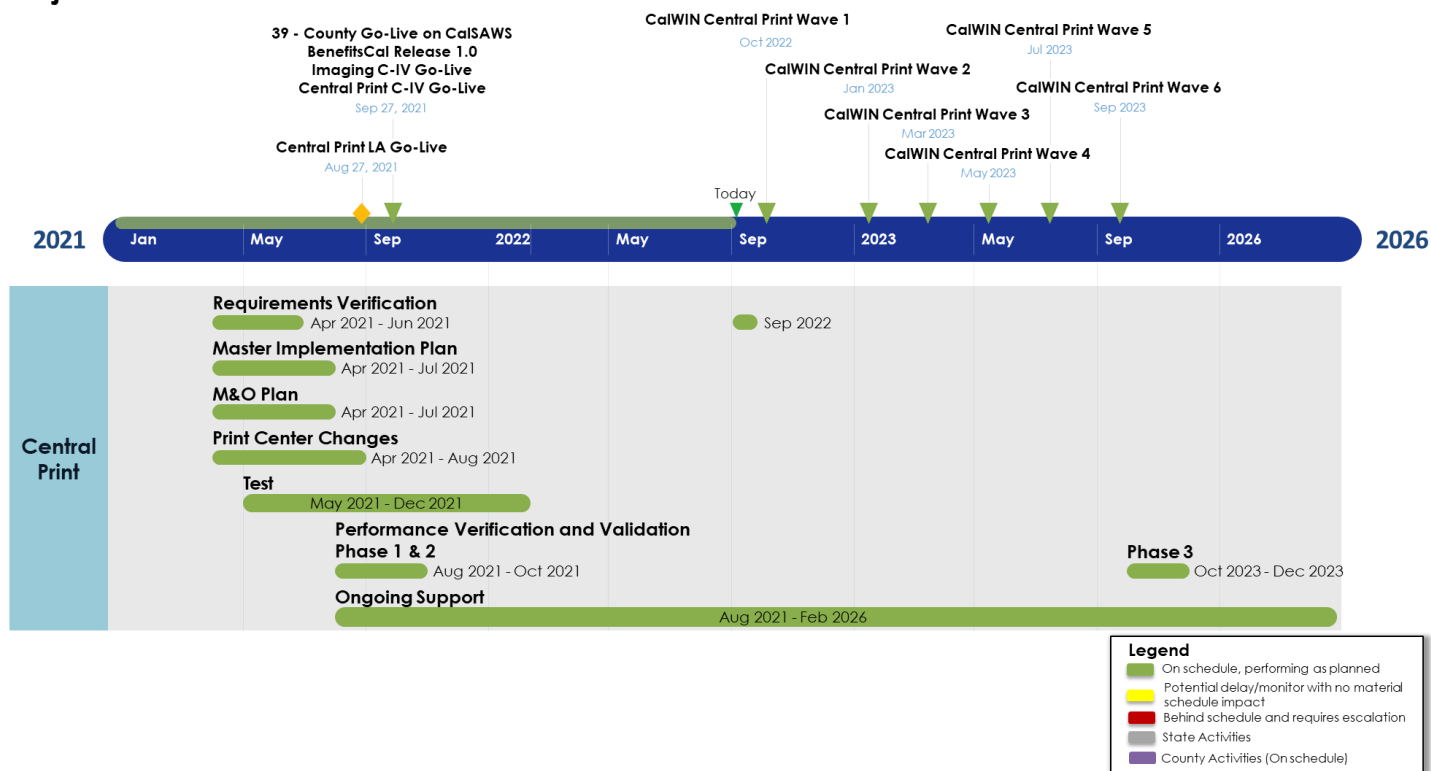
Table 1.1-1 – CalSAWS Central Print Status Agenda Topics

STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
1.1	<ul style="list-style-type: none"> <li>Continued discussions with CalWIN Counties.</li> <li>Configuration meetings with San Mateo, Santa Cruz, and Santa Clara.</li> <li>Kickoff Meeting for CalWIN Wave 5.</li> </ul>

### Project Management

- Continued updates to project work plan.

### Project Gantt



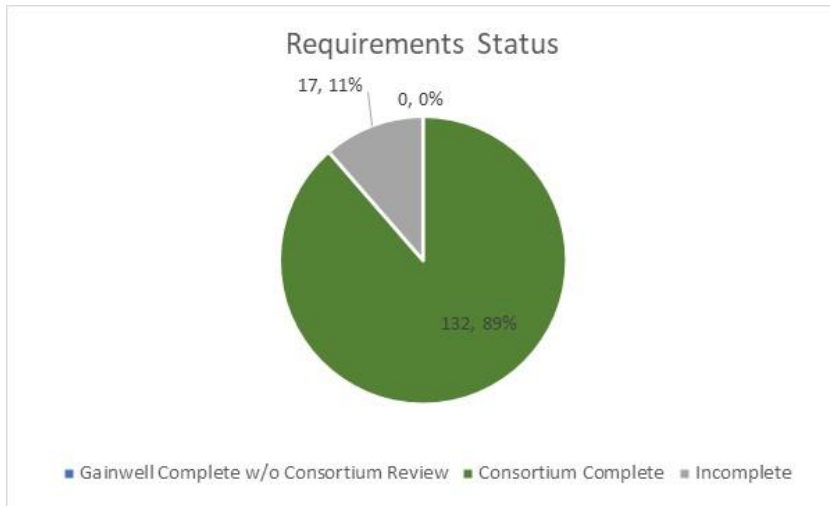
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### Requirements Verification

- 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 County regarding Central Print configuration.
- Continued discussions with Tulare County regarding Central Print configuration.
- Continued discussions with Orange County regarding Central Print configuration.
- Continued discussions with San Diego County regarding Central Print configuration.
- Continued discussions with San Mateo County regarding Central Print configuration.
- Continued discussions with Santa Cruz County regarding Central Print configuration.
- Continued discussions with Santa Barbara regarding Central Print configuration.
- Continued discussions with Santa Clara regarding Central Print configuration.
- Continued discussions with Solano regarding Central Print configuration.
- Continued discussions with Ventura regarding Central Print configuration.
- Conducted configuration meeting with San Mateo on 9/6/22.
- Conducted Kickoff meeting for CalWIN Wave 5 counties on 9/7/22.
- Conducted configuration meeting with Santa Cruz on 9/8/22.

### 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

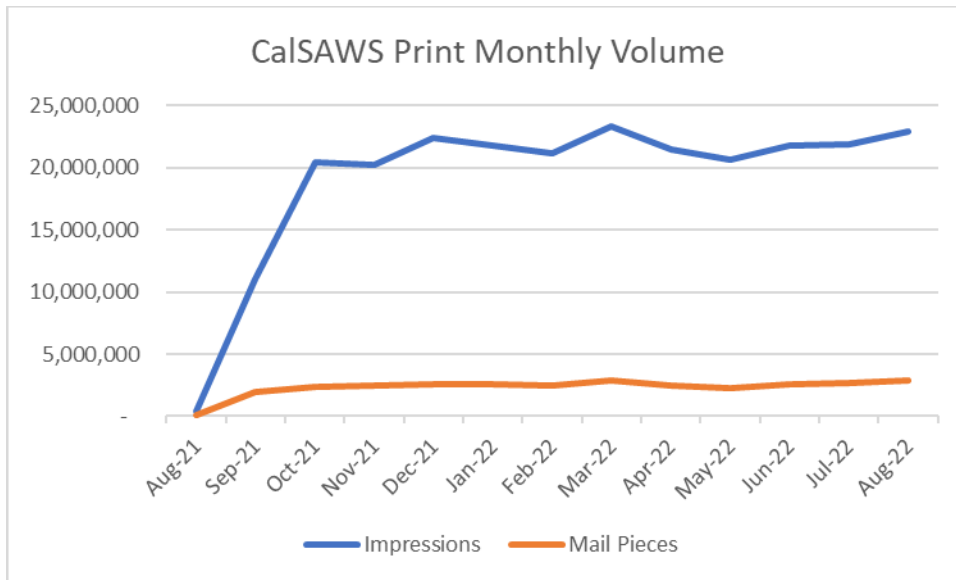
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### Maintenance and Operations Plan

- ▶ Continued ongoing operations for Phase 2 (40 County) Central Print.
- ▶ Began processing of CW/CFR RE correspondence for Los Angeles County.
- ▶ Completed processing of FS NEC forms.



### 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	FDDED	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

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DEL ID	Deliverable Name	DDED	FDED	DDEL	FDEL	Final
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

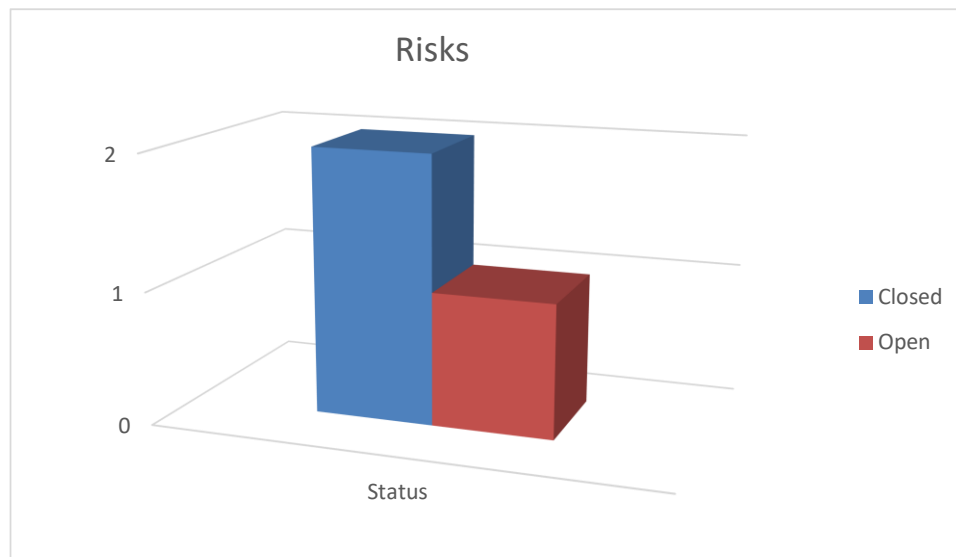
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### Project Risks and Issues

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 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 with Contra Costa County regarding Central Print configuration.
- ▶ Continue discussions with Santa Clara County regarding Central Print configuration.
- ▶ Continue discussions with Tulare County regarding Central Print configuration.
- ▶ Continue discussions with Orange County regarding Central Print configuration.
- ▶ Continue discussions with Santa Barbara County regarding Central Print configuration.
- ▶ Continue discussions with Ventura County regarding Central Print configuration.
- ▶ Continue discussions with San Diego County regarding Central Print configuration.
- ▶ Continue discussions with Santa Cruz County regarding Central Print configuration.
- ▶ Continue discussions with Solano County regarding Central Print configuration.
- ▶ Continue discussions with San Mateo regarding Central Print configuration.
- ▶ Continue discussions with Santa Cruz 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.
- ▶ Begin processing of MC RE correspondence.
- ▶ Begin processing of COLA correspondence.
- ▶ Begin processing of CW/CFR RE correspondence for 39 counties.

#### Comprehensive Testing

- ▶ No Update



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### 1.5 Deviations from Plan/Adjustments

- No deviations from the plan are noted.