

CalSAWS CalWIN
Implementation Support
Services (ISS) Weekly Status
Report

**Reporting Period: September 26, 2022 to
October 2, 2022**

CalSAWS – CalWIN ISS Weekly Status Report

Weekly Status Report, October 5, 2022

Period: September 26, 2022 to October 2, 2022

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1 Project Management

1.1 Executive Summary

STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
Business Process Reengineering (BPR)	<ul style="list-style-type: none"> ▶ Conducted BPR Closeout sessions for Sonoma County (Wave 5) from 09/27/22 to 09/30/22. ▶ Conducted pre-meet with Sacramento County (Wave 6) on 09/29/22 to develop the BPR Closeout schedule collaboratively with the County. ▶ Collaborated with Santa Clara County (Wave 2) on 09/26/22 to complete creation of the detailed scenario packets for Process Simulation Scenarios and confirm needs for the staged data and specific converted records to support execution. ▶ Conducted a Process Simulation kickoff meeting for Contra Costa County (Wave 2) on 09/28/22. ▶ Facilitated daily office hours with Wave 1 (Placer and Yolo Counties) from 09/26/22 to 09/30/22 on County Prep activities, including security.
Organizational Change Management (OCM)	<ul style="list-style-type: none"> ▶ Supported the Change Discussion Guide (CDG) for the Santa Clara roadshow rollout approach. ▶ Conducted Tulare County's upcoming Change Discussion Prep sessions from 09/29/22 to 10/06/22. ▶ Conducted Contra Costa County's Change Discussion Prep sessions from 09/26/22 to 09/29/22. ▶ Finished Wave 3 working sessions with the Counties to review the County Change Guide/Change Discussion Guide (CCG/CDG) Work Products. ▶ Reviewed the survey results with the Wave 2 Regional Managers and the Consortium. ▶ Conducted the Change Network Champion (CNC) Meeting – Wave 1 and Wave 2 and posted the CNC Meeting materials and resources to the Web Portal. ▶ Distributed the Wave 3 Newsletter #2 to the Counties. ▶ Distributed the CalSAWS Request for Information (CRFI) for the Waves 5 and Wave 6 CNC selection. ▶ Sent the CIT/CRFI Review Group the Survey CalSAWS Information Transmittal (CIT) Review regarding Wave 3, Wave 4, and Wave 5.
Training	<ul style="list-style-type: none"> ▶ Completed week 4 of Instructor Led Training (ILT) delivery for Placer and Yolo Counties. ▶ Continued Wave 1 Counties' Web-based Training (WBTs) in the CalSAWS Learning Management Software (LMS). ▶ Started Wave 2 Counties' Web-based Training for Early Training and Train the Trainer participants. ▶ Met with Ventura County to review their County-Specific Training Plans. ▶ Facilitated the Training Advisory Council (TAC) meeting.

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STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
Implementation	<ul style="list-style-type: none"> ▶ Go-Live Packet (GLP) – Conducted a high-level walkthrough of the GLP with the CNCs, shared the GLP communication plan with leads, submitted the GLP CIT for internal review. Attended the GLP strike team working session to review the GLP actionable items and P3/P4. ▶ Presented County Readiness Checklists and discussed outstanding items with the Santa Barbara County, Contra Costa County, Santa Clara County, and San Mateo County Targeted On-Site Support/Implementation Points of Contacts (TOSS/IPOC). ▶ Conducted County Prep Daily Office Hours and Debriefs for Wave 1 Counties. ▶ Reviewed the agendas and schedule for the Post-Implementation Support orientation sessions with CalSAWS Implementation Managers on 09/29/22 and 09/30/22. Calendar invites distributed for virtual and onsite support orientation sessions. ▶ Submitted the Final Deliverable Expectation Document (FDED) for Del-11 County Wave Implementation Completion Report on 09/27/22, with all comments closed on 09/30/22.

Table 1.1-1 – CalSAWS Executive Summary Agenda Topics

1.2 Highlights of the Reporting Period

- ▶ **Staff Onboarding**
 - Onboarded one (1) new resource to support County Prep and Post-Implementation.
- ▶ **Information Coordination for CalWIN Counties**
 - Continued to collaborate with other teams to coordinate information for the CalWIN Counties.
- ▶ **County Work Plans**
 - Critical Path Reporting Waves 1 to 4 – Developed weekly summary report and made available for review to the Consortium Leadership during the week of 09/26/22.
 - Continued to facilitate the Work Plan updates for Waves 1–5 with the Consortium project teams to improve Project Plan accuracy, updates, and to identify milestones, critical path, and cross-team dependencies. Escalations provided for items not on track in the Work Plans.
- ▶ **Deliverables and Work Products – Submitted the following:**
 - 11: County Wave Implementation Completion Report (FDEL) on 09/30/22.

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1.3 Activities for the Next Reporting Period

- ▶ **Staff Onboarding**
 - Continue planning for and onboarding staff resources.
- ▶ **Information Coordination for CalWIN Counties**
 - Continue to collaborate with other teams to coordinate information for the CalWIN Counties.
- ▶ **County Work Plans**
 - Continue updating Waves 1 to 5 County Work Plans for the Implementation Readiness Checklist.
- ▶ **Deliverables and Work Products – Submit the following:**
 - 01.21 Work Plan Monthly Updates – September 2022 FDEL on 10/05/22.
 - 02.21: Monthly Status Report – September 2022 FDEL on 10/05/22.
 - 07.01: County Change Guide – Wave 2 (Contra Costa) FDEL on 10/03/22.
 - 07.04: County Change Guide – Wave 2 (Santa Clara) FDEL on 10/03/22.
 - 08.03: Master Training Plan Monthly Update – 03 FDEL on 10/05/22.
 - 09.04: County Training Plan – Wave 2 (Santa Clara) FDEL on 10/07/22.
 - 09.05: County Training Plan – Wave 2 (Tulare) FDEL on 10/07/22.
 - 09.06: County Training Plan – Wave 3 (Orange) County WP on 10/07/22.
 - 09.07: County Training Plan – Wave 3 (Santa Barbara) County WP on 10/07/22.
 - 09.08: County Training Plan – Wave 3 (Ventura) County WP on 10/07/22.

2 Business Process Reengineering (BPR)

2.1 Highlights of the Reporting Period

- ▶ **BPR Closeout Sessions**
 - Conducted BPR Closeout sessions for Sonoma County (Wave 5) from 09/27/22 to 09/30/22.
 - Conducted a pre-meet with Sacramento County (Wave 6) on 09/29/22 to develop the BPR Closeout schedule collaboratively with the County.
- ▶ **Process Simulation**
 - Collaborated with Santa Clara County (Wave 2) on 09/26/22 to complete creation of the detailed scenario packets for the Process Simulation Scenarios and to confirm needs for the staged data and specific converted records to support execution.
 - Conducted the Process Simulation kickoff meeting for Contra Costa County (Wave 2) on 09/28/22.
 - Continued preparing for the Process Simulation kickoff meeting for Tulare County (Wave 2) on 10/10/22.
- ▶ **County Prep**
 - Facilitated daily office hours with Wave 1 (Placer and Yolo Counties) from 09/26/22 to 09/30/22 on County Prep activities, including security.

2.2 Activities for the Next Reporting Period

- ▶ **BPR Closeout Sessions**
 - Conduct BPR Closeout sessions for San Luis Obispo County (Wave 6) from 10/03/22 to 10/05/22.

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- Conduct one (1) BPR Closeout Session for San Francisco County (Wave 6) on 10/06/22.
- ▶ **Process Simulation**
 - Conduct the Process Simulation kickoff meeting for Tulare County (Wave 2) on 10/10/22.
 - Begin preparing for the Process Simulation meetings with the Wave 3 County participants (Orange, Santa Barbara, and Ventura Counties).
- ▶ **Configuration**
 - Deliver the Configuration kickoff with Contra Costa County (Wave 2) on 09/28/22.
- ▶ **County Prep**
 - Facilitate daily office hours with Wave 1 (Placer and Yolo Counties) from 10/03/22 – 10/07/22 on County Prep activities, including security.

3 Organizational Change Management (OCM)

3.1 Highlights of the Reporting Period

- ▶ **Wave 2 Change Discussion Guides**
 - **Santa Clara County** – Supported the CDG for the Santa Clara roadshow rollout approach.
 - **Tulare County** – Conducted upcoming Change Discussion Prep sessions from 09/29/22 to 10/06/22.
 - **Contra Costa County** – Conducted the Change Discussion Prep sessions from 09/26/22 to 09/29/22.
- ▶ **Wave 3 Change Discussion Guides**
 - Finished the Wave 3 working sessions with the Counties to review the CCG/CDG Work Products.
- ▶ **Wave 2 T-6 Survey**
 - Reviewed the survey results with the Wave 2 Regional Managers and the Consortium.
- ▶ **Wave 5 T-12 Survey**
 - Opened the T-12 Readiness Surveys to the Wave 5 Counties on 09/26/22.
- ▶ **Change Network Champion (CNC) Meetings**
 - Conducted a dry run for the CNC Meeting – Waves 1 and 2.
 - Conducted the CNC Meeting – Waves 1 and 2 on 09/27/22.
 - Posted/sent the CNC Meeting materials and resources to CNCs on 09/28/22.
- ▶ **Targeted Topic**
 - Sent the Targeted Topics' questions and answers and the recording of the session to the Consortium for review and distribution.
- ▶ **Infographics**
 - Distributed the Wave 3 Newsletter #2 to the Counties.
 - Distributed the CalSAWS Request for Information (CRFI) for the Waves 5 and 6 CNC selection.
 - Sent the CIT/CRFI Review Group the Survey CIT Review regarding Wave 3, Wave 4, and Wave 5.

3.2 Activities for the Next Reporting Period

▶ **Wave 2 Change Discussion Guides**

- Submit the Wave 2 (Contra Costa and Santa Clara Counties) Final Deliverable (FDEL) on 10/03/22.
- Prepare for the Wave 2 (Tulare County) Office Hours scheduled for 10/11/22 through 10/20/22.

▶ **Wave 3 Change Discussion Guides**

- Finish Wave 3 working sessions with the Counties to review the CCG/CDG Work Products on 10/07/22.

▶ **Change Readiness Surveys**

- Prepare a standard guidance for Change Readiness Survey distribution and send it to the Consortium and QA for review and approval.
- Share the standardized guidance with the ISS team for review and approval.
- Update the survey templates with the CalSAWS branding and Welcome/Intro page.
- Use the standardized guidance and updates to open the Wave 4 T-9 Survey on 10/03/22.

▶ **Wave 5 T-12 Survey**

- The Wave 5 T-12 Readiness Surveys closes on 10/07/22.

▶ **Change Network Champion (CNC) Meetings**

- Develop the presentation for the CNC Meeting – Waves 3 and 4.

▶ **Infographics**

- Send the CIT/CRFI Review Group – CIT for CalSAWS Posters, Newsletter review of Wave 1 Newsletter 4 and Infographics review for Waves 3 and 4.
- Send Consortium Review request to review the Wave 2 Newsletter 3.

4 Training

▶ **Training Advisory Council (TAC)**

- 18 counties participated.

▶ **Wave 1: Yolo and Placer County Training**

- Completed week 4 of ILT end user training in Placer and Yolo County. 69 sessions completed in weeks 1–4, and 111 sessions remaining.
- WBTs continued for Placer and Yolo County end users, over 50% completed.

▶ **Wave 2: Contra Costa, Tulare, and Santa Clara County Training**

- Completed week 1 of WBTs for Early Training and Train the Trainer participants.

▶ **Classroom Planning and Scheduling**

- Continued planning classroom and scheduling logistics for Counties in all Waves.
- Met with Ventura County to review their draft County-Specific Training Plan.

▶ **Waves 3 – 6 Planning**

- Continued analysis of County-specific training content.
- Scheduled ILT walkthroughs with Orange, Santa Barbara, and Ventura Counties.

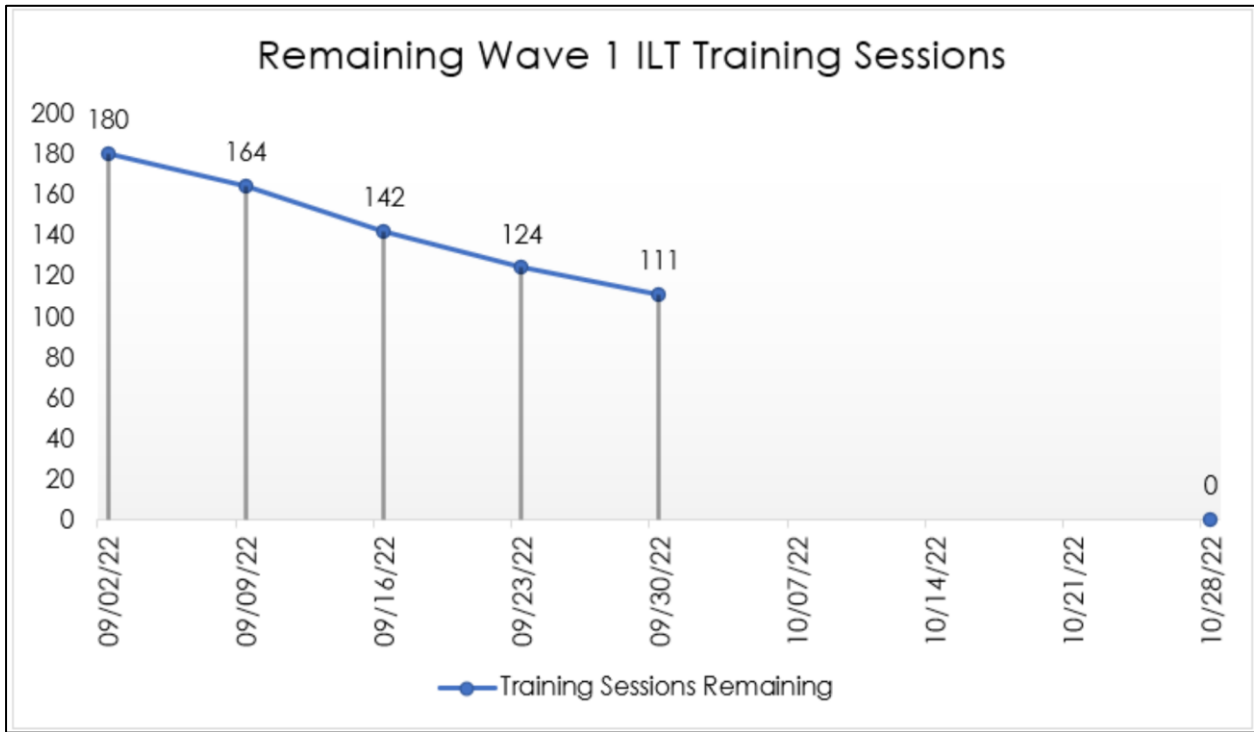


Figure 3.2-1 – Weekly Training Completion Progress

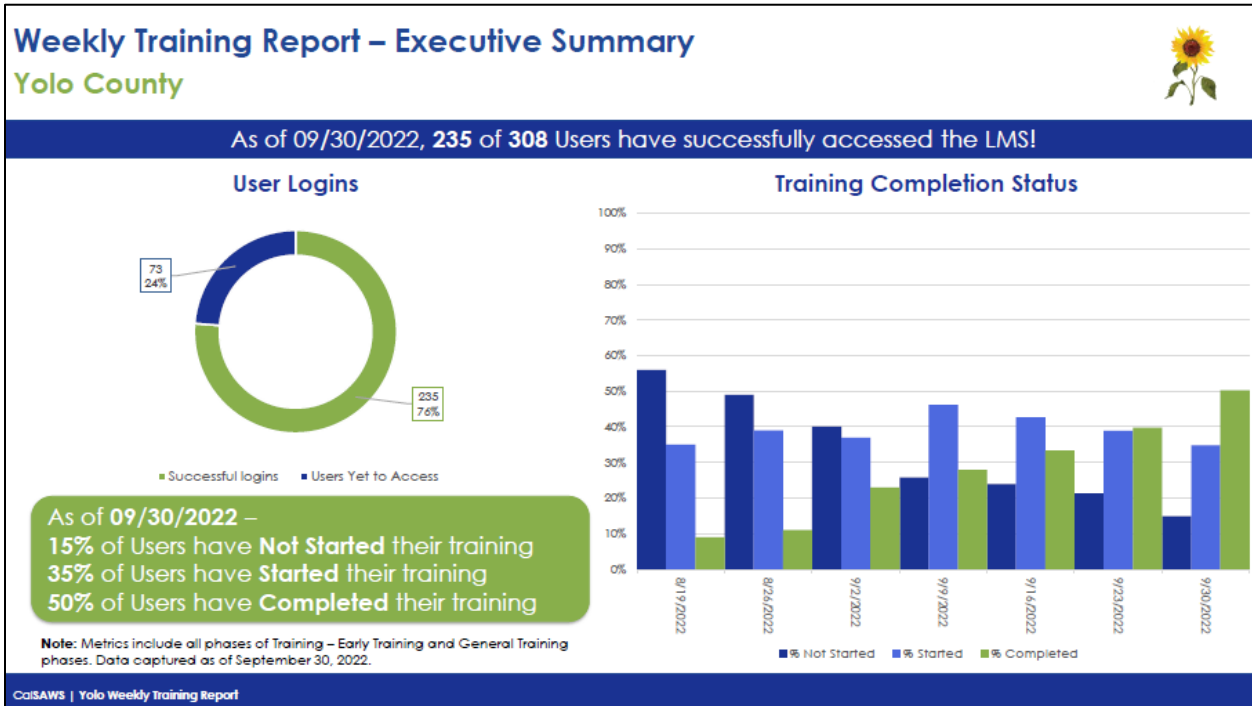


Figure 3.2-2 – Weekly Training Report – Yolo

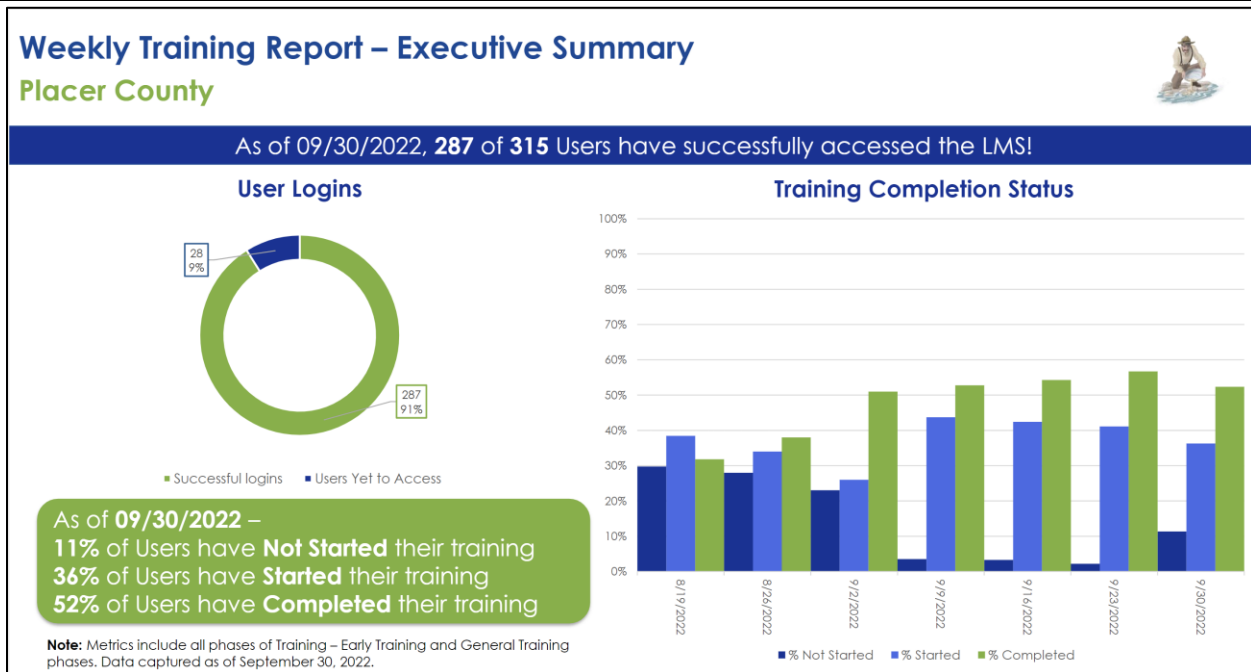


Figure 3.2-3 – Weekly Training Report – Placer

4.1 Activities for the Next Reporting Period

- ▶ **Wave 1: Yolo and Placer County Training**
 - Deliver week 5 of ILT end user training in Placer and Yolo Counties.
 - Continue WBTs.
- ▶ **Wave 2: Contra Costa, Tulare, and Santa Clara County Training**
 - Continue WBTs for Early Training and Train the Trainer participants.
- ▶ **Classroom Planning and Scheduling**
 - Continued planning classroom and scheduling logistics for Counties in all Waves.
- ▶ **Waves 3 – 6 Planning**
 - Continued analysis of County-specific training content.
 - Scheduled ILT walkthroughs with Orange, Santa Barbara, and Ventura Counties.

5 Implementation

5.1 Highlights of the Reporting Period

- ▶ **Go-Live Packet (GLP)**
 - Conducted walkthrough with the CNCs on 09/27/22.
 - Shared the GLP communication plan with the leads on 09/29/22.
 - Created and supplied the GLP CIT for review on 09/29/22.
 - App Dev team reviewing actionable items and P3/P4 defects to be included as part of the GLP.
- ▶ **County Prep Activities**
 - Conducted Daily Office Hours and Debriefs supporting the Wave 1 Counties and continued reporting on completion metrics.

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- ▶ **Readiness Dashboard and Packet**
 - Continued the Readiness Dashboard and Packet updates for Wave 1 and Wave 2.
- ▶ **Santa Barbara, Contra Costa, San Mateo, and Santa Clara TOSS/IPOC**
 - Presented the County Readiness Checklist and discussed outstanding items for Santa Barbara County (09/27/22), Contra Costa County (09/27/22), Santa Clara County (09/28/22), and San Mateo County (09/29/22).
- ▶ **Post-Implementation Support**
 - Presented Post-Implementation materials at the CNC Meeting for Wave 1/Wave 2 on 09/27/22.
 - Reviewed the agendas and schedule for the Post-Implementation Support orientation sessions with the CalSAWS Implementation Managers on 09/29/22 and 09/30/22. Distributed calendar invites for virtual and onsite support orientation sessions.
 - Continued content development for Onsite, Virtual, Extended, and Command Center support orientation sessions. Continued access requests for CalSAWS Production, AWS, and ServiceNow configuration, testing, and validation needs.
- ▶ **Implementation Support Plan and Deliverables 10/11**
 - Submitted the Final Deliverable Expectation Document (FDED) for the DEL-11 Wave Completion Report on 09/27/22 and closed comments on 09/30/22.

5.2 Activities for the Next Reporting Period

- ▶ **Post-Implementation Support**
 - Review content developed for Onsite, Virtual, and Command Center support orientation sessions with Consortium for feedback and discussion. Conduct rehearsal for Command Center and Onsite orientation sessions for following week. Finish configuration of Amazon Web Services (AWS) and ServiceNow functionality to detail any necessary final adjustments and conduct testing and validation.
 - Ensure invites distributed for all virtual, onsite, and extended orientation sessions.
- ▶ **Go-Live Packet**
 - Continue incorporating comments and resubmit GLP for review.
 - Complete P3/P4 assessment for impact analysis and include in the GLP.
 - Review the GLP Communication Plan with leads and confirm approach, attendees etc.
 - Conduct a meeting with the Conversion Team to finalize discrepant data reports and other details for the GLP.
 - Finalize the CIT and transmit the GLP to the Counties on 10/07/22.
- ▶ **CalWIN Conversion and Change Management**
 - Conduct the CalWIN Conversion and Change Management meeting on 10/04/22.
- ▶ **Lead TOSS/IPOC Meetings**
 - TOSS/IPOC meeting scheduled for Yolo County (10/05/22), Ventura County (10/05/22), Orange (10/05/22), Tulare (10/6/22), Placer (10/06/22), and San Diego (10/07/22).
- ▶ **County Prep Phase**
 - Continue to conduct Wave 1 County Prep Support: Daily Office Hours and Daily Debriefs.
 - Continue to track and analyze the Wave 1 County Prep Inquiries and Completion Metrics.

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- Begin updates to Wave 2 County Prep Packet and Materials based on Wave 1 Lessons Learned.

6 Appendices

6.1 Appendix A – Deliverable Summary

Deliverable Status by Submission

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
01.20	Work Plan Monthly Updates – August 2022	N/A	N/A	N/A	09/08/22	09/16/22
02	Monthly Status Report – Initial	12/04/20	12/18/20	01/05/21	01/12/21	05/13/22
02.20	Monthly Status Report – August 2022	N/A	N/A	N/A	09/08/22	09/16/22
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 6	N/A	N/A	09/02/22	09/26/22	10/03/22
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	11/14/22	12/07/22	12/14/22
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

Figure 6.1-1 – Deliverable Status by Submission

Upcoming Deliverable Deadlines

DEL #	Deliverable Name	Status	Next Deadline
01.21	Work Plan Monthly Updates – September 2022	On Track	FDEL submission 10/05/22 FDEL approval 10/14/22
02.21	Monthly Status Report – September 2022 FDEL	On Track	FDEL submission 10/05/22 FDEL approval 10/14/22
04.16	Business Process Reengineering Plan – Wave 6 (Sacramento) (DEL)	On Track	FDEL submission 09/23/22 FDEL approval 10/05/22
04.17	Business Process Reengineering Plan – Wave 6 (San Francisco) (DEL)	On Track	FDEL submission 09/23/22 FDEL approval 10/05/22
04.18	Business Process Reengineering Plan – Wave 6 (San Luis Obispo) (DEL)	On Track	FDEL submission 09/23/22 FDEL approval 10/05/22
07.01	County Change Guide – Wave 2 (Contra Costa) (FDEL)	On Track	FDEL submission 10/03/22 FDEL approval 10/12/22
07.04	County Change Guide – Wave 2 (Santa Clara) (FDEL)	On Track	FDEL submission 10/03/22 FDEL approval 10/12/22
08.03	Master Training Plan Monthly Update – 03	On Track	FDEL submission 10/05/22 FDEL approval 10/14/22
09.04	County Training Plan – Wave 2 (Santa Clara) (FDEL)	On Track	FDEL submission 10/07/22 FDEL approval 10/17/22

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DEL #	Deliverable Name	Status	Next Deadline
09.05	County Training Plan – Wave 2 (Tulare) (FDEL)	On Track	FDEL submission 10/07/22 FDEL approval 10/19/22

Table 6.1-2 – Upcoming Deliverable Deadlines

Work Product Status by Submission

ID	Work Product Name	DWP	FWP	Final Approval
07	County Change Guide – Wave 3	10/10/22	10/31/22	11/07/22
09	County-Specific Training Plan – Wave 2	08/12/22	09/02/22	09/12/22

Figure 6.1-3 – Work Product Status by Submission

Upcoming Work Product Deadlines

WP #	Work Product Name	Status	Next Deadline
09.06	County Training Plan – Wave 3 (Orange) County WP	On Track	DWP submission 10/07/22 FWP submission 10/31/22 FWP approval 11/07/22
09.07	County Training Plan – Wave 3 (Santa Barbra) County WP	On Track	DWP submission 10/07/22 FWP submission 10/31/22 FWP approval 11/07/22
09.08	County Training Plan – Wave 3 (Ventura) County WP	On Track	DWP submission 10/07/22 FWP submission 10/31/22 FWP approval 11/07/22

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

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ID	Title	Details	Status	Impact	Risk Level	Date Logged
258	The CalWIN Conversion Cutover Window is at-risk of Completing past the 84-hour cutover window.	The CalWIN Conversion Cutover Window is at-risk of Completing past the 84-hour cutover window.	Open	5	Wave 1 – Low Wave 2-6 – High	11/03/21
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	High	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	Open	3	Wave 1 – Low Wave 2-3 – High Waves 4-6 – Low	01/13/22

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ID	Title	Details	Status	Impact	Risk Level	Date Logged
		counties to cutover to CalSAWS.				
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 putting their County Readiness for Go-Live at-risk.	Open	5	Wave 1 – Low Waves 2-6 – Medium	01/12/22
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	Open	4	Wave 1 – Low Wave 2-3 – High Wave 4-6 – Low	02/02/22

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ID	Title	Details	Status	Impact	Risk Level	Date Logged
		<p>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.</p>				
278	CalWIN OCM Implementation Support Plan	<p>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 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</p>	Open	4	Medium	06/28/22

Table 6.2-1 – Project Risks and Issues

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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
0281-22	PPOCs (Alameda; Fresno; Sonoma); Directors (Alameda; Fresno; Sonoma); Regional Managers (R1; R4); Section Directors	Wave 3 – The CalSAWS Scoop Newsletter #2	CalWIN Migration	09/26/22	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
22-090	PPOCs (Alameda, Fresno, Sacramento, San Francisco, San Luis Obispo, Sonoma), Regional Managers (R1, R2, R4), Section Directors	Change Network Champion (CNC) Identification for Wave 5 and 6 Counties	09/26/22	Open	10/10/22	Helen Cruz	Araceli Gallardo

Table 6.2-3 – CRFIs

6.3 Appendix C – Project Work Plan Reports

Project Timeline

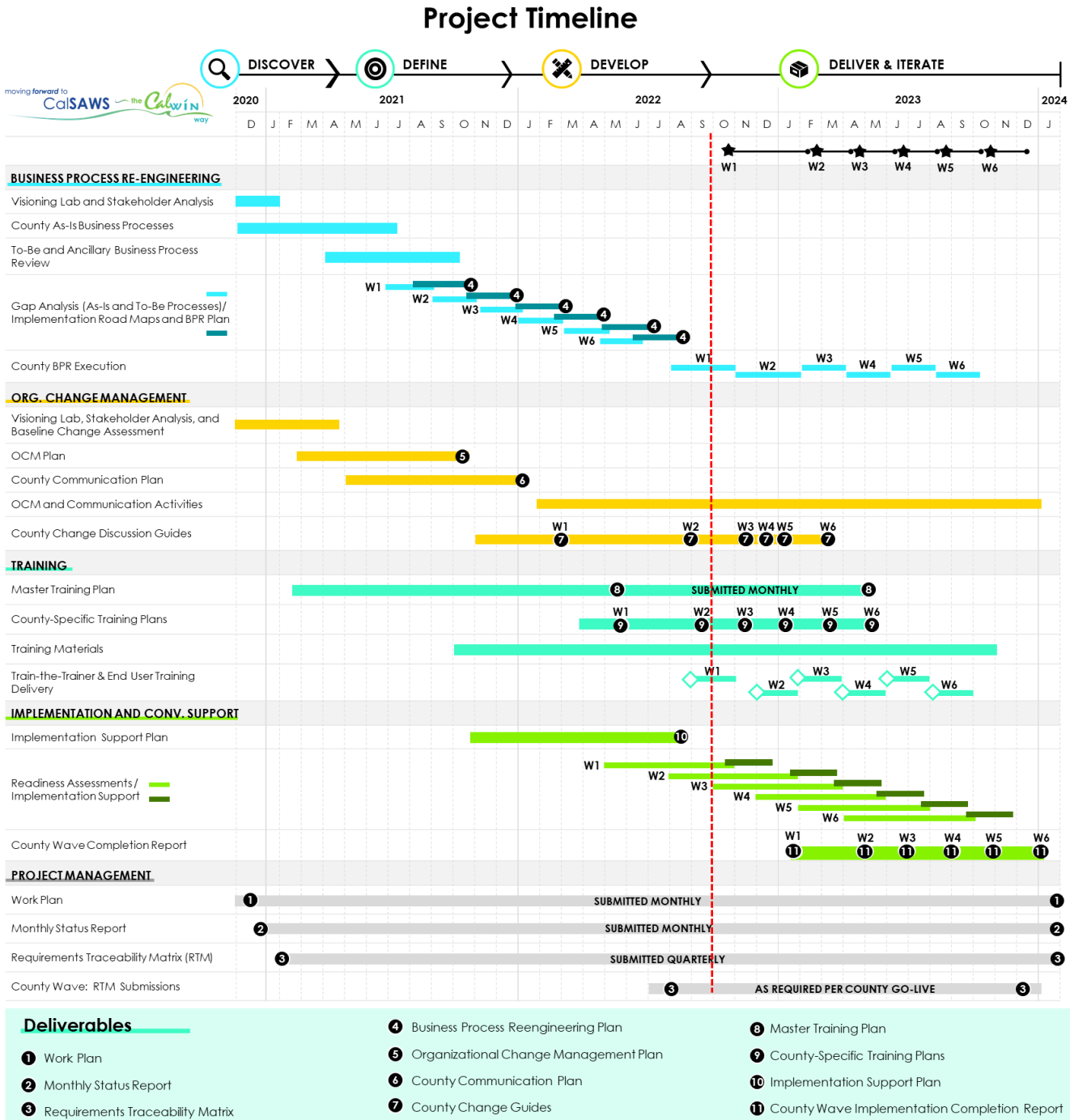


Figure 6.3-1 – Project Timeline

CalSAWS – CalWIN ISS Weekly Status Report

Weekly Status Report, October 5, 2022

Period: September 26, 2022 to October 2, 2022

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