CalSAWS CalWIN Implementation Support Services (ISS) Weekly Status Report

Reporting Period: September 19, 2022 to September 25, 2022

09/28/22

Table of Contents

1   Project Management

1.1   Executive Summary

STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
Business Process Reengineering (BPR)	► Concluded BPR Closeout Sessions for Alameda and Fresno Counties (Wave 5) on 09/23/22. ► Conducted pre-meet with San Luis Obispo and San Francisco Counties (Wave 6) on 09/19/22 and 09/21/22 respectively to develop the BPR Closeout schedule collaboratively with County. ► Collaborated with Santa Clara County (Wave 2) on 09/19/22 to confirm final configuration setup requirements for Process Simulation and complete creation of the detailed scenario packets. ► Facilitated daily office hours with Wave 1 (Placer and Yolo Counties) from 09/19/22 – 09/23/22 on County Prep activities, including security. ► Developed Go-Live metrics for business and system health reports for Wave 1 (Placer and Yolo Counties).
Organizational Change Management (OCM)	► Updated the Change Discussion Guides (CDGs) for the upcoming Change Discussion Prep sessions which begin on 09/26/22 for Contra Costa County and 09/29/22 for Tulare County. ► Scheduled CDG Office Hours for Contra Costa and Tulare counties from 10/11/22 – 10/21/22. ► Conducted the first week of the Wave 3 working sessions with the Counties to review the County Change Guide/Change Discussion Guide (CCG/CDG) Work Products. ► Reviewed the Wave 2 T-6 survey results with the Consortium and Regional Managers. ► Prepared to send out the Wave 5 T-12 Readiness Surveys to the Wave 5 Counties on 09/26/22. ► Posted the Change Network Champions (CNC) Meeting materials from Waves 3 and 4 to the Web Portal. ► Sent a CalSAWS Information Transmittal (CIT) regarding Wave 5 and 6 CNC Selection to the CIT/CRFI Review Group for review.
Training	► Completed week 3 of Instructor Led Training (ILT) delivery for Placer and Yolo Counties. ► Continued Wave 1 Counties Web Based Trainings (WBTs) in the CalSAWS Learning Management Software (LMS). ► Completed County-specific content updates to Wave 2 County ILTs. ► Met with Orange County and Santa Barbara County to discuss their County-Specific Training Plans.
Implementation	► Go-Live Packet (GLP) – Restructured GLP provided for review. Review Calendar Shared. P3/P4 items being assessed for inclusion in GLP. Strike team

STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
	formed to review impacts for items classified as other than yellow banner cases.
	► Presented County Readiness Checklists and discussed outstanding items with the Orange County Targeted On-Site Support/Implementation Points of Contact (TOSS/IPOC).
	► Conducted County Prep Daily Office Hours and Debriefs for Wave 1 Counties.
	► Presented the Post-Implementation Plan to the CalSAWS Leadership Alignment Working Group Session on 09/21/22.
	► Submitted the Draft Deliverable Expectation Document (DDED) for Del-11 County Wave Implementation Completion Report on 09/22/22.

Table 1.1-1 – CalSAWS Executive Summary Agenda Topics

1.2   Highlights of the Reporting Period

► **Staff Onboarding**
o   Onboarded one new resource to support County Prep and Post-Implementation Support.
► **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 Waves 1 to 4 – Developed weekly summary report and made available for review to the Consortium Leadership during the week of 09/19/22.
o   Released draft Wave 5 County Work Plan during the week of 09/19/22.
o   Continued to facilitate the Work Plan updates for Waves 1-4 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:**
o   04.16: Business Process Reengineering Plan - Wave 6 (Sacramento) (FDEL) on 09/23/22.
o   04.17: Business Process Reengineering Plan - Wave 6 (San Francisco) (FDEL) on 09/23/22.
o   04.18: Business Process Reengineering Plan - Wave 6 (San Luis Obispo) (FDEL) on 09/23/22.

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 to 5 County Work Plans for the Implementation Readiness Checklist.
► **Deliverables and Work Products – Submit the following:**
  o 11 County Wave Implementation Completion Report (FDED) on 09/27/22.

2 Business Process Reengineering (BPR)

2.1 Highlights of the Reporting Period

► **BPR Closeout Sessions**
  o Concluded BPR Closeout Sessions for Alameda County (Wave 5) on 09/23/22.
  o Conducted BPR Closeout Sessions for Fresno County (Wave 5) from 09/19/22 – 09/23/22.
  o Conducted pre-meet with San Luis Obispo County (Wave 6) on 09/19/22 to develop the BPR Closeout schedule collaboratively with the County.
  o Conducted pre-meet (part 2) with San Francisco County (Wave 6) on 09/21/22 to develop the BPR Closeout schedule collaboratively with the County.
► **Process Simulation**
  o Collaborated with Santa Clara County (Wave 2) to confirm final configuration setup requirements for Process Simulation and complete the creation of the detailed scenario packets on 09/19/22.
  o Began preparing for the Process Simulation kickoff meetings for Contra Costa County (on 09/28/22) and Tulare County (10/10/22).
► **County Prep**
  o Facilitated daily office hours with Wave 1 (Placer and Yolo Counties) from 09/19/22 – 09/23/22 on County Prep activities, including security.
  o Developed Go-Live metrics for business and system health reports for Wave 1 (Placer and Yolo Counties).

2.2 Activities for the Next Reporting Period

► **BPR Closeout Sessions**
  o Conduct BPR Closeout Sessions for Sonoma County (Wave 6) from 09/27/22 – 09/29/22.
► **Process Simulation**
  o Continue preparing for the Process Simulation meetings with the Wave 2 County participants (Santa Clara, Contra Costa, and Tulare Counties).
► **Configuration**
  o Deliver Configuration Kickoff with Contra Costa County (Wave 2) on 09/28/22.

► **County Prep**
  o Facilitate daily office hours with Wave 1 (Placer and Yolo Counties) from 09/26/22 – 09/30/22 on County Prep activities, including security.

3 Organizational Change Management (OCM)

3.1 Highlights of the Reporting Period

► **Wave 2 Change Discussion Guides**
  o **Santa Clara County** – Prepared the CDG for the Santa Clara roadshow rollout approach meeting on Wednesday, 09/21/22.
  o **Tulare County** – Prepared the Change Discussion Guide for the upcoming Change Discussion Prep sessions which begin 09/29/22.
  o **Contra Costa County**
    ▪ Received County sign-off on the CCG/CDG FWP.
    ▪ Prepared the Change Discussion for the upcoming Change Discussion Prep sessions which begin 09/26/22.
    ▪ Scheduled office hours with Contra Costa and Tulare Counties between 10/11/22 – 11/21/22.
► **Wave 3 Change Discussion Guides**
  o Conducted the first week of Wave 3 working sessions with the Counties to review the CCG/CDG Work Products.
► **Wave 2 T-6 Survey**
  o Reviewed the survey results with the Consortium and Regional Managers.
► **Wave 5 T-12 Survey**
  o Prepared to send out the T-12 Readiness Surveys to the Wave 5 Counties on 09/26/22.
► **Change Network Champion (CNC) Meetings**
  o Posted CNC Meeting materials from Waves 3 and 4 to the Web Portal.
  o Finalized the presentation on 09/27/22 for the CNC Meeting – Waves 1 and 2.
  o Scheduled the dry run for the CNC Meeting – Waves 1 and 2.
  o Sent CIT regarding Wave 5 and 6 CNC selection to the CIT/CRFI Review Group for review.
► **Targeted Topic**
  o Assisted the Consortium with the next Targeted Topic – BenefitsCal session on 09/28/22.
► **Infographics and Newsletter**
  o Sent the Wave 1 Newsletter #4 to the Consortium for review.
  o Sent the CIT/CRFI Review Group the Survey CIT Review regarding Wave 3 and 4 and Wave 5 and 6 CNC selection.

3.2 Activities for the Next Reporting Period

► **Wave 2 Change Discussion Guides**
  o **Santa Clara County** – Support the Change Discussion Guide for the Santa Clara roadshow rollout approach.

- o **Tulare County** – Conduct upcoming Change Discussion Prep sessions on 09/29/22 to 10/06/22.
  - o **Contra Costa County** – Conduct the Change Discussion Prep sessions on 09/26/22 to 09/29/22.
- ► **Wave 3 Change Discussion Guides**
  - o Finish Wave 3 working sessions with the Counties to review the CCG/CDG Work Products.
- ► **Wave 2 T-6 Survey**
  - o Review the survey results with the Wave 2 Regional Managers and the Consortium.
- ► **Wave 5 T-12 Survey**
  - o Open the T-12 Readiness Surveys to the Wave 5 Counties on 09/26/22.
- ► **Change Network Champion (CNC) Meetings**
  - o Conduct a dry run for the CNC Meeting – Waves 1 and 2.
  - o Conduct the CNC Meeting – Waves 1 and 2.
  - o Develop the presentation for the CNC Meeting – Waves 3 and 4.
- ► **Targeted Topic**
  - o Send out the Targeted Topics' questions and answers from the session to the Consortium.
- ► **Infographics**
  - o Distribute the Wave 3 Newsletter #2 to the Counties.
  - o Distribute the CalSAWS Request for Information (CRFI) for the Waves 5 and 6 CNC selection.
  - o Send the CIT/CRFI Review Group the Survey CIT Review regarding Waves 3 and 4 and Wave 5.

4   Training

- ► **Yolo and Placer County Training**
  - o Completed week 3 of ILT end user training in Placer and Yolo County. 56 sessions completed in weeks 1–3, and 124 sessions remaining.
  - o WBTs continued for Placer and Yolo County end users.
- ► **Classroom Planning and Scheduling**
  - o Continued planning classroom and scheduling logistics for Counties in all waves.
  - o Met with Orange County and Santa Barbara County to discuss their County-Specific Training Plans.
  - o Assigned curriculum to Wave 2 County Early Training and Train the Trainer for WBT training start on 09/26/22.
- ► **Waves 2 – 6 Planning**
  - o Completed ILT walkthroughs with Tulare County.
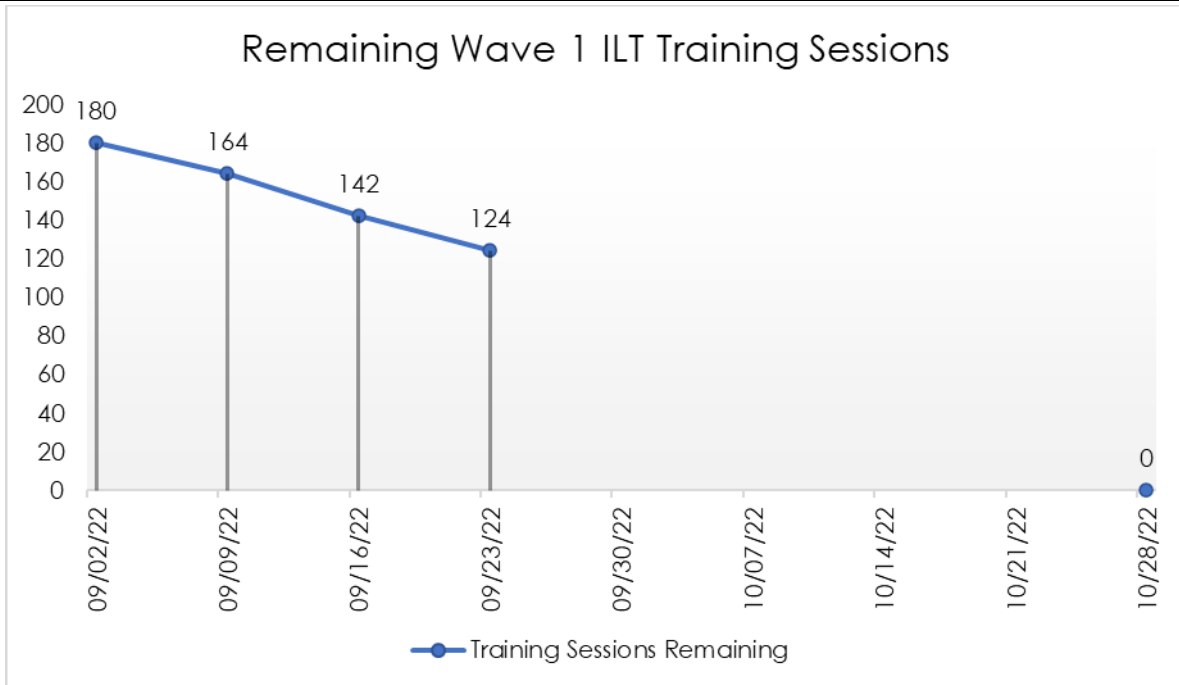 - o Completed updates to ILTs for Wave 2 Counties based on ILT walkthroughs.

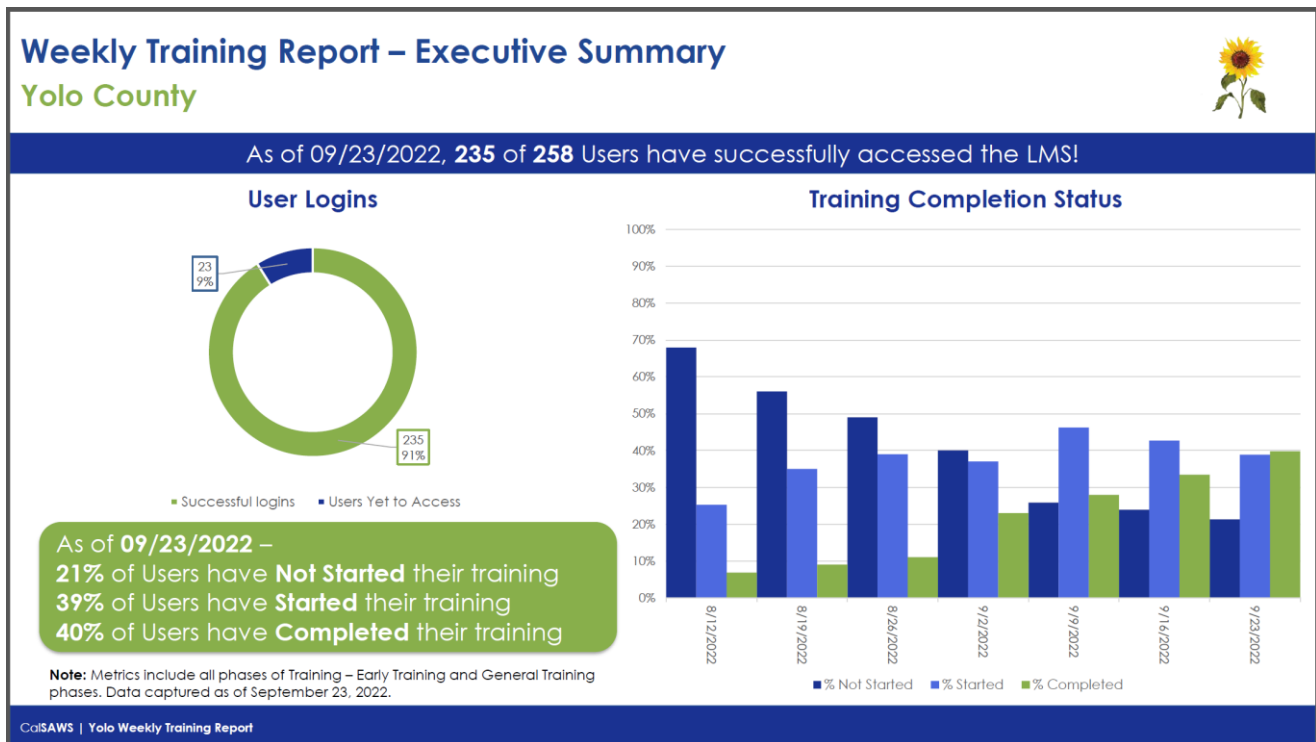**Figure 3.2-1 – Weekly Training Completion Progress**

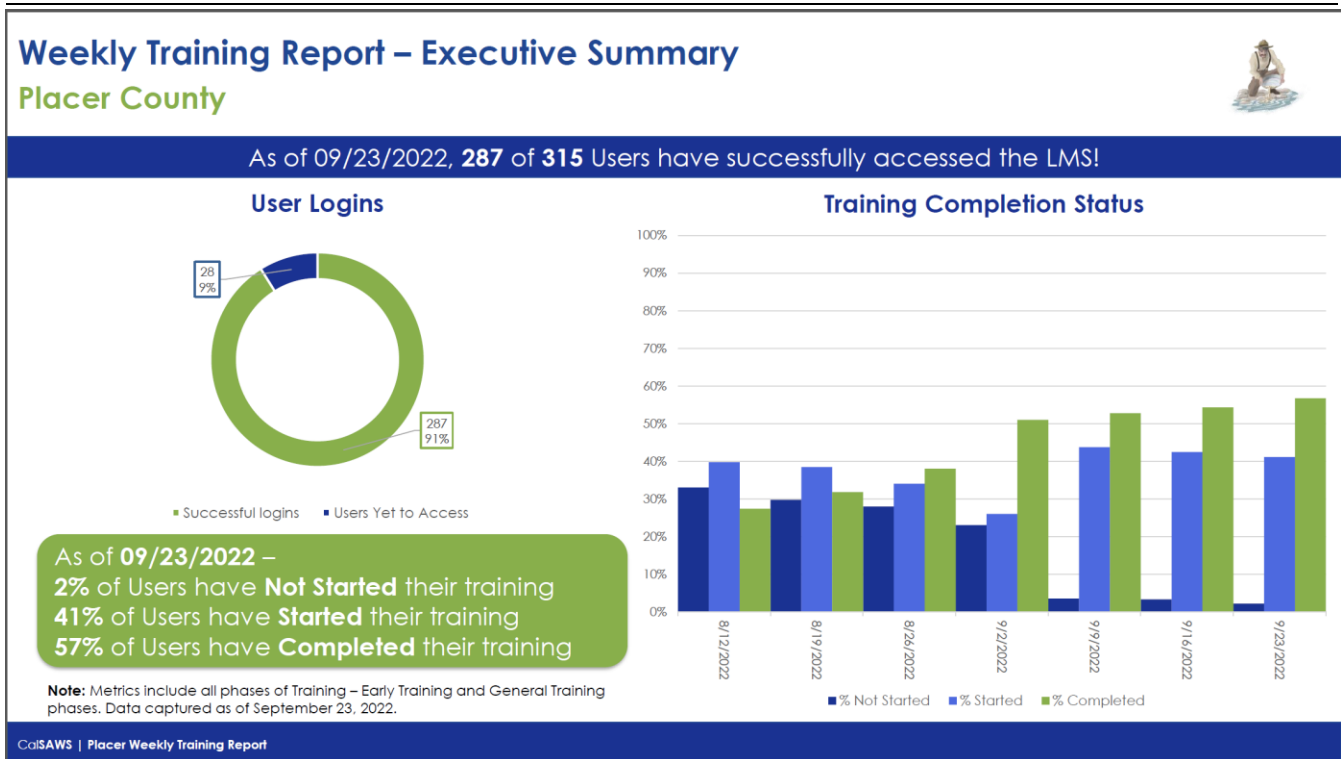**Figure 3.2-2 – Weekly Training Report – Yolo**

Figure 3.2-3 – Weekly Training Report – Placer

4.1   Activities for the Next Reporting Period

► **Yolo and Placer County Training**
  o   WBTs continue for Placer and Yolo County End Users.
  o   Webinars continue.
  o   Continue Week 4 of Instructor-led classroom training delivery.
► **Classroom Planning and Scheduling**
  o   Continue planning classroom and scheduling logistics for Counties in all waves.
► **Wave 2 County Planning**
  o   Load Early Training and Train the Trainer participants into the LMS to begin WBTs.
► **Wave 3 County Planning**
  o   Continue development of County-specific Training Plans.

5   Implementation

5.1   Highlights of the Reporting Period

► **Go-Live Packet (GLP)**
  o   Purpose and Structure was approved and the updated GLP version has been supplied for review.
  o   Created a presentation regarding the GLP for next IPOC and CNC meetings.
  o   A new list of items called Conversion P3/P4 Defects are being created to be included as part of the GLP.
► **County Prep Activities**
  o   Conducted Daily Office Hours and Debriefs supporting the Wave 1 Counties and reporting on completion metrics.

- ► **Readiness Dashboard and Packet**
  - o Continued the Readiness Dashboard and Packet updates for Wave 1 and Wave 2.
  - o Distributed second biweekly September instance of the Wave 1 Readiness Dashboard and Packet to Yolo and Placer Counties.
- ► **Orange TOSS/IPOC**
  - o Presented the County Readiness Checklist and discussed outstanding items for Orange County on 09/21/22.
- ► **Post-Implementation Support**
  - o Presented the Post-Implementation Plan to the CalSAWS Leadership Alignment Working Group on 09/21/22. Coordinated with Yolo County for the integration of the County Help Desk staff with the Level 3 Onsite/Virtual support on 09/21/22. Compiled the user access requests for the Command Center/virtual staff requiring ServiceNow. Planned coordination, logistics, and agendas for Onsite, Virtual, and Command Center support orientation sessions. Onboarded one (1) new resource for virtual support staff.
- ► **Implementation Support Plan and Deliverables 10/11**
  - o Pending feedback for the Draft DED (DDED) for the DEL-11 Wave Completion Report.

5.2 Activities for the Next Reporting Period

- ► **Post-Implementation Support**
  - o Build out content modules for Onsite, Virtual, and Command Center support orientation sessions, review materials with the Consortium for feedback and alignment. Schedule virtual orientation sessions: prepare virtual meeting rooms for project virtual support to Wave 1 Counties. Review Amazon Web Services (AWS) and ServiceNow configurations and detail any necessary adjustments and conduct testing and validation.
- ► **Implementation Support Planning and Deliverables 10/11**
  - o Review any comments or feedback for the DED for the DEL-11 Wave Completion Report. Update GLP with virtual meeting logistics/info as available.
- ► **Go-Live Packet**
  - o Continue incorporating comments and resubmit GLP for review.
  - o Complete P3/P4 assessment for impact analysis and include in GLP.
- ► **CalWIN Conversion and Change Management**
  - o Conduct the CalWIN Conversion and Change Management meeting on 09/27/22.
- ► **Lead TOSS/IPOC Meetings**
  - o TOSS/IPOC meeting scheduled 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),
- ► **County Prep Phase**
  - o Continue to conduct County Prep Support: Daily Office Hours and Daily Debriefs.
  - o Continue to track and analyze the County Prep Inquiries and Completion Metrics.

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
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

*Wave 3 County Change Guides submission dates are pending approval.

Figure 6.1-1 – Deliverable Status by Submission

Upcoming Deliverable Deadlines

DEL #	Deliverable Name	Status	Next Deadline
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
11	County Wave Implementation Completion Report (DED)	On Track	FDED submission 09/27/22 FDED approval 09/30/22

Table 6.1-2 – Upcoming Deliverable Deadlines

Work Product Status by Submission

	Complete		Coming Soon

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
	None for the upcoming reporting period.		

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
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 Waves 2–6 – High	11/03/21

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	Waves 1, 5, and 6 – Low Wave 2–4 – Medium	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 2–3 – High Waves 4–6 – Low	01/13/22
269	CalWIN Counties may not have enough development and testing timeline to	The CalWIN Counties need time in the schedule, leading up to their respective Go-Live,	Open	5	Wave 1 – High Wave 2–6 – Medium	01/12/22

ID	Title	Details	Status	Impact	Risk Level	Date Logged
	Refactor their Ad-hoc Reports and Ancillary System before 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.				
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	Open	4	Wave 1 – Medium Waves 2–3 – High Wave 4–6 – Low	02/02/22

ID	Title	Details	Status	Impact	Risk Level	Date Logged
		accurate CDGs in the expected timeframes.				
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 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	Open	4	Waves 1–6 – Medium	06/28/22

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
0261-22	PPOCs (Alameda; Fresno; Sonoma); Directors (Alameda; Fresno; Sonoma); Regional Managers (R1; R4); Section Directors	Wave 5 Counties T-12 Months Change Readiness Survey	CalWIN Migration	09/12/22	Helen Cruz	Araceli Gallardo
0263-22	PPOCs (Placer; Yolo) Regional Managers (All); IPOCs (Wave1); TPOCs (Wave1)	CalWIN Wave 1 September Readiness Dashboard and Packet: 1st Distribution	CalWIN Migration	09/13/22	Jennifer Carpenter	Mara Jennings
0264-22	PPOCs (Contra Costa; Santa Clara; Tulare); Regional Managers (All); IPOCs (Wave 2); TPOC (Wave 2)	CalWIN Wave 2 September Readiness Dashboard and Packet	CalWIN Migration	09/13/22	Jennifer Carpenter	Mara Jennings
0266-22	PPOCs (all 18); Section Directors; Regional Managers (All)	CalSAWS Targeted Topic Session: Self-Service Portal e-Application Overview	CalWIN Migration	09/13/22	Araceli Gallardo	Helen Cruz
0269-22	PPOCs (Contra Costa; Placer; Yolo; Santa Clara; Tulare); Regional Mangers (R1; R2; R4); Section Directors	Wave 1 and 2 CalSAWS Infographics #6	CalWIN Migration	09/20/22	Helen Cruz	Araceli Gallardo
0270-22	PPOCs (Orange; San Diego; San Mateo; Santa Barbara; Santa Cruz; Solano; Ventura); Regional Mangers (R1)	Wave 3 and 4 CalSAWS Infographics #3	CalWIN Migration	09/20/22	Helen Cruz	Araceli Gallardo

CIT ID	To	Subject	Category	Distribution Date	Primary CalSAWS Contact	Backup CalSAWS Contact
0274-22	Regional Mangers (R5); Section Directors	CalSAWS Training Environment Roadshow (Wave 1)	CalWIN Migration	09/21/22	Ashley Arnold	Cristina Garcia
0277-22	PPOCs (Placer; Yolo); Regional Managers (R2); Section Directors; IPOCs (Wave1)	CalWIN Wave 1 September Readiness Dashboard and Packet: 2nd Distribution	CalWIN Migration	09/23/22	Jennifer Carpenter	Mara Jennings

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 during this reporting period.						

Table 6.2-3 – CRFIs

6.3   Appendix C – Project Work Plan Reports

Project Timeline
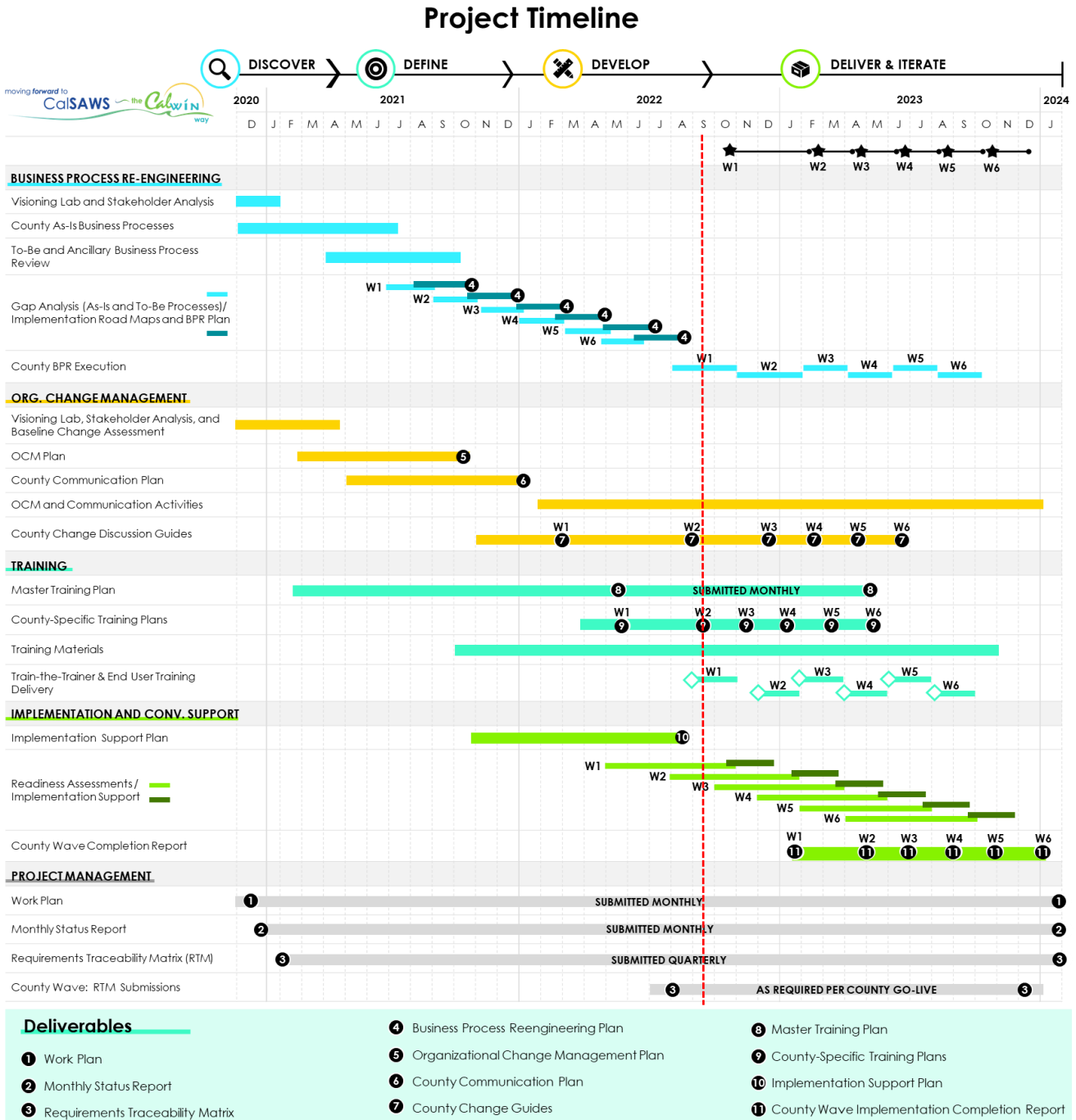
Figure 6.3-1 – Project Timeline

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