# CalSAWS Central Print Weekly Status Report

**Reporting Period:  February 6, 2023, to February 12, 2023**

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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 | • Continued discussions with CalWIN Counties. <br> • Conducted configuration meetings with Fresno, San Francisco, Sacramento, Sonoma and San Diego counties. |

### Project Management

► Continued updates to project work plan.
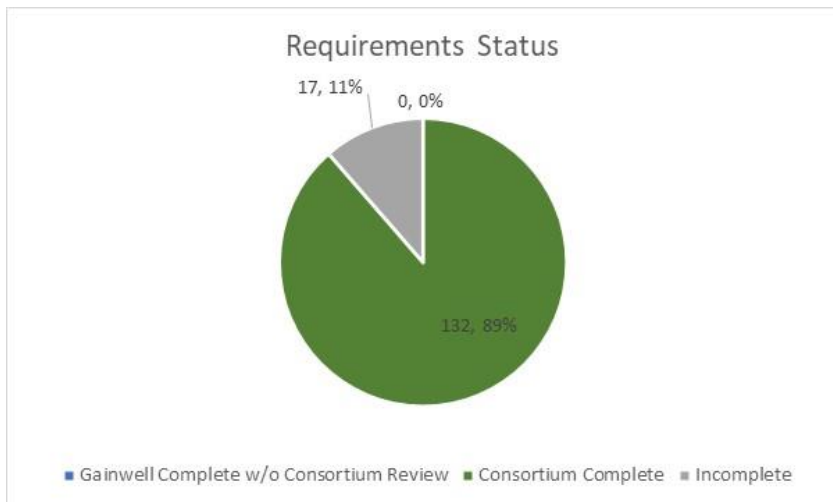
### Project Gantt
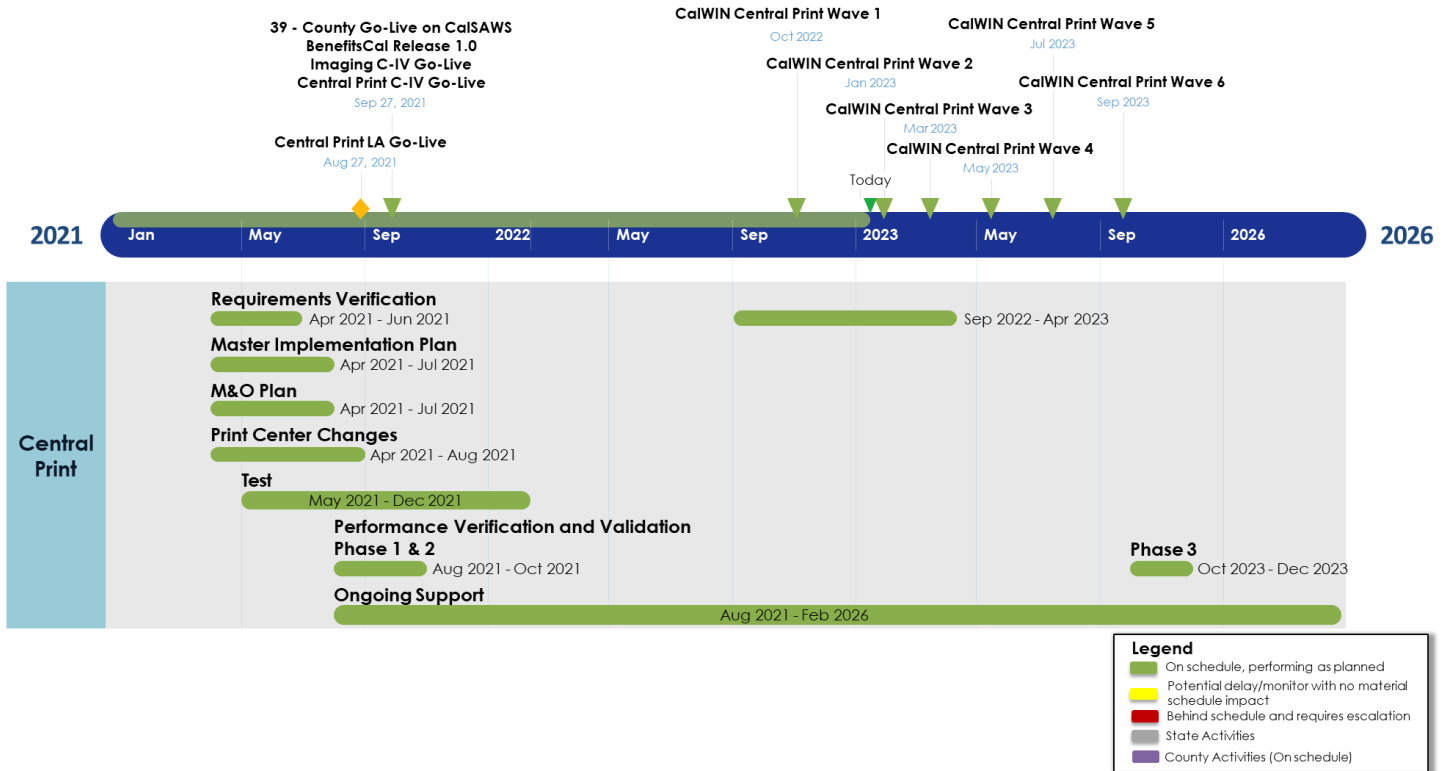
**CalSAWS – Central Print Project**
Weekly Status Report, February 13, 2023
Period: February 6, 2023, to February 12, 2023

## Requirements Verification
► No Update

### Requirements Status

17, 11%    0, 0%

132, 89%

■ Gainwell Complete w/o Consortium Review  ■ Consortium Complete  ■ Incomplete

## 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 Solano regarding Central Print configuration.
► Continued discussions with Ventura regarding Central Print configuration.
► Continued discussions with San Mateo regarding Central Print configuration.
► Continued discussions with Santa Cruz regarding Central Print configuration.
► Conducted Configuration Meeting with Fresno County on 2/6/23.
► Conducted Configuration Meeting with San Francisco on 2/6/23.
► Conducted Configuration Meeting with Sacramento County on 2/7/23.
► Conducted Configuration Meeting with Sonoma County on 2/8/23.
► Conducted Configuration Meeting with San Diego County on 2/10/23.

## 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**
► Continued ongoing operations for Phase 2 (40 County) Central Print.
► Continued ongoing operations for Wave 1 counties.
► Began processing of LA County CW/CFR correspondences.
► Began processing of MC RE correspondences.
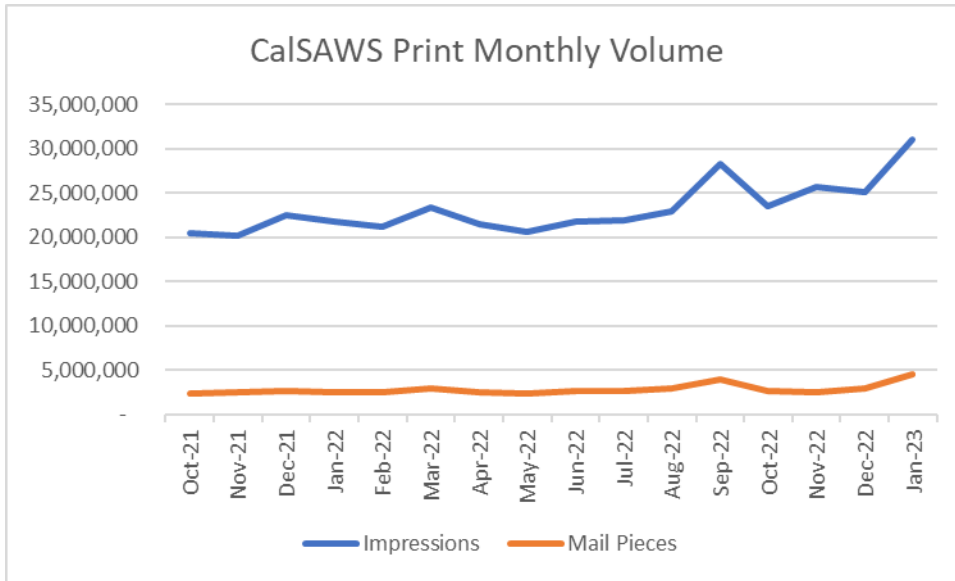


**Comprehensive Testing**
► No Update

**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 |
| 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**

**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.
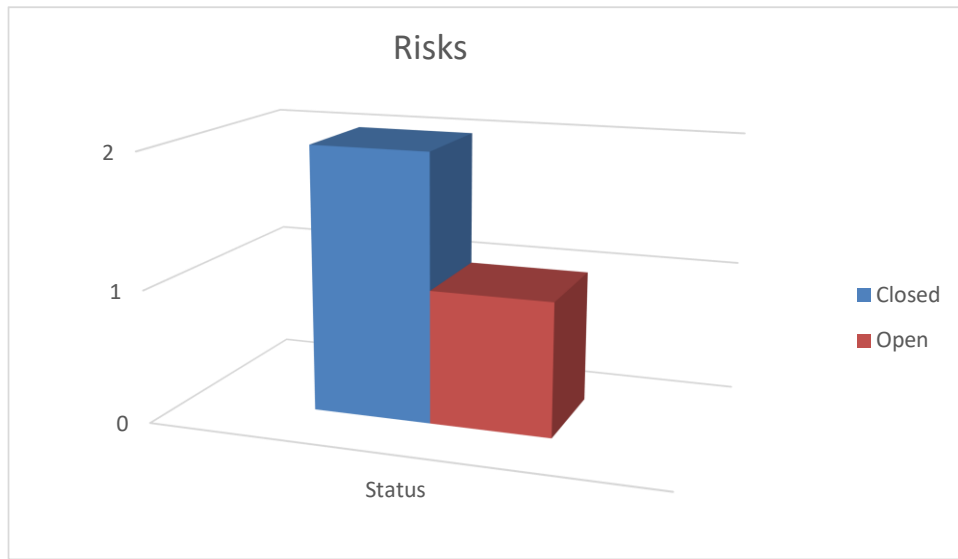


The following chart shows the number of issues currently open and previously closed, if applicable.

► 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).

| 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 3 Wave 1 Central Print.
► Complete processing of CW/CF RE correspondences.
► Complete processing of 10-Day notices.

**Comprehensive Testing**
► No Update

1.5 **Deviations from Plan/Adjustments**

▶ No deviations.