CalSAWS Central Print Weekly Status Report

Reporting Period: May 22, 2023, to May 28, 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. • Conducted Central Print Portal training for CalWIN Wave 4 Counties.

Project Management

► Continued updates to project work plan.
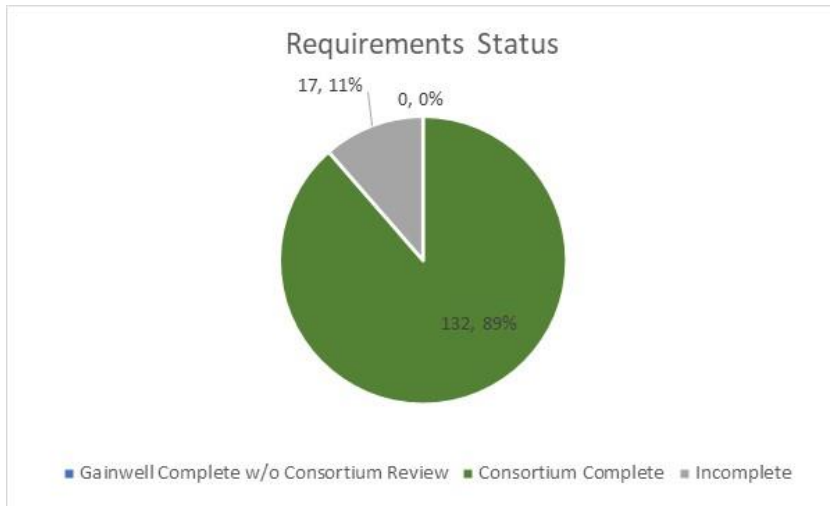
Project Gantt

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 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 Solano regarding Central Print configuration.
► Continued discussions with San Mateo 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
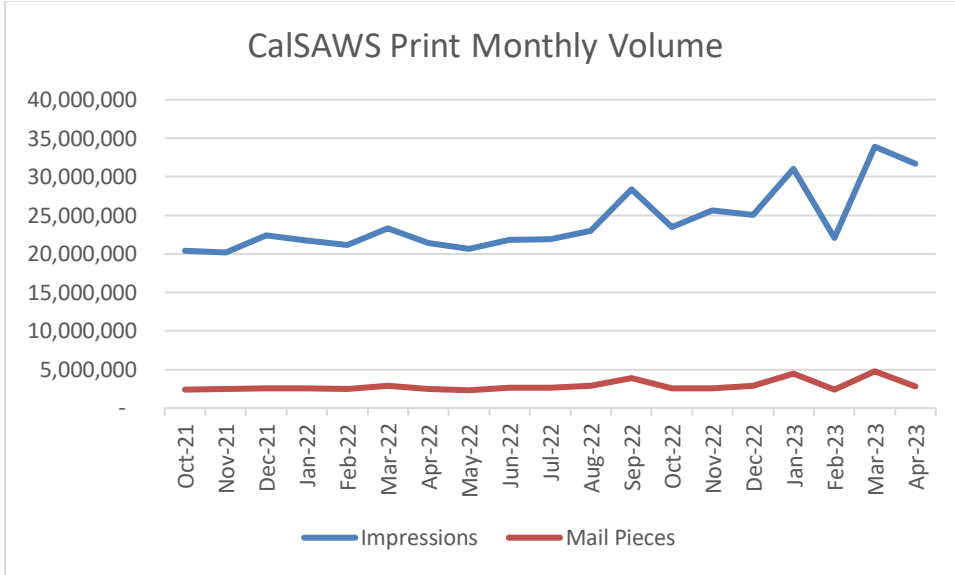► Continued ongoing operations for Phase 2 (40 County), Wave 1, Wave 2 counties and

Wave 3 counties.
► Completed processing of monthly MC RE correspondence.
► Began processing of monthly SAR7/QR7 correspondence.

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

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**

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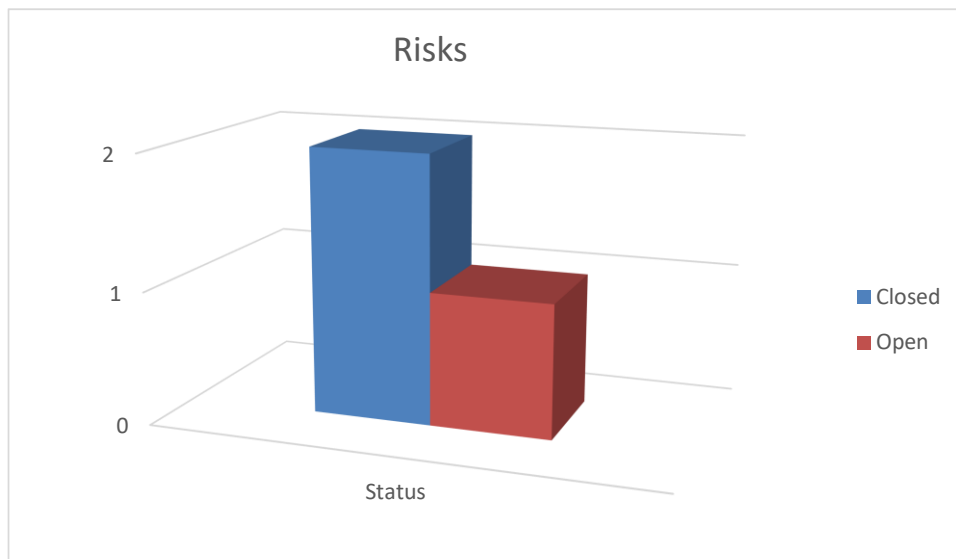
The following chart shows the number of issues currently open and previously closed, if applicable.

► 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
23-072		CalWIN Wave 5 Counties – Central Print Portal Users	5/16/23	Open	6/2/23

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 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 County regarding Central Print configuration.
► Continue discussions with Alameda County regarding Central Print configuration.
► Continue discussions with Fresno County regarding Central Print configuration.
► Continue discussions with Sonoma County regarding Central Print configuration.
► Continue discussions with Sacramento County regarding Central Print configuration.
► Continue discussions with San Francisco County regarding Central Print configuration.
► Continue discussions with San Luis Obispo 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

Maintenance and Operations Plan
► Continue ongoing operations for Phase 3 Wave 3 Central Print.
► Complete processing of monthly SAR7/QR7 correspondence.

Comprehensive Testing
► No Update

1.5 **Deviations from Plan/Adjustments**

► No deviations.

1.6 **Postage Status**

► Postage Status at the end of prior month.

This section includes a summary of the postage fund status for each County.
Legend

🟢	County has over two months of estimated funds on account.
🟡	County has between one and two months of estimated funds on account.
🔴	County has one month or less of estimated funds on account.
⚫	Not applicable (County has not started postage funding yet per plan or is not in scope).

Status	County	Status	County
⚫	Alameda	🟢	Alpine
🟡	Amador	🟡	Butte
🟡	Calaveras	🟢	Colusa
🟢	Contra Costa	🟢	Del Norte
🔴	El Dorado	⚫	Fresno
🟡	Glenn	🟢	Humboldt
🟢	Imperial	🟢	Inyo
🟡	Kern	🟢	Kings
🟢	Lake	🟢	Lassen
🟡	Los Angeles	🟡	Madera
🟢	Marin	🟢	Mariposa
🟢	Mendocino	🟢	Merced
🟢	Modoc	🟡	Mono
🟢	Monterey	🟢	Napa

Status	County	Status	County
🟡	Nevada	🟢	Orange
🟢	Placer	🟡	Plumas
🟡	Riverside	⚫	Sacramento
🟢	San Benito	🟢	San Bernardino
🟢	San Diego	⚫	San Francisco
🔴	San Joaquin	⚫	San Luis Obispo
⚫	San Mateo	🟢	Santa Barbara
🔴	Santa Clara	⚫	Santa Cruz
🟢	Shasta	🟢	Sierra
🟢	Siskiyou	⚫	Solano
⚫	Sonoma	🟢	Stanislaus
🟢	Sutter	🟢	Tehama
🟢	Trinity	🟢	Tulare
🟢	Tuolumne	🟢	Ventura
🟢	Yolo	🟢	Yuba

Note: Counties in Red and Yellow have been contacted to request additional funds.