



# CalSAWS Central Print Weekly Status Report

**Reporting Period: September 4, 2023, to  
September 11, 2023**

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## CalSAWS – Central Print Project

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# 1.0 CalSAWS Central Print Project

## 1.1 Highlights of the Reporting Period

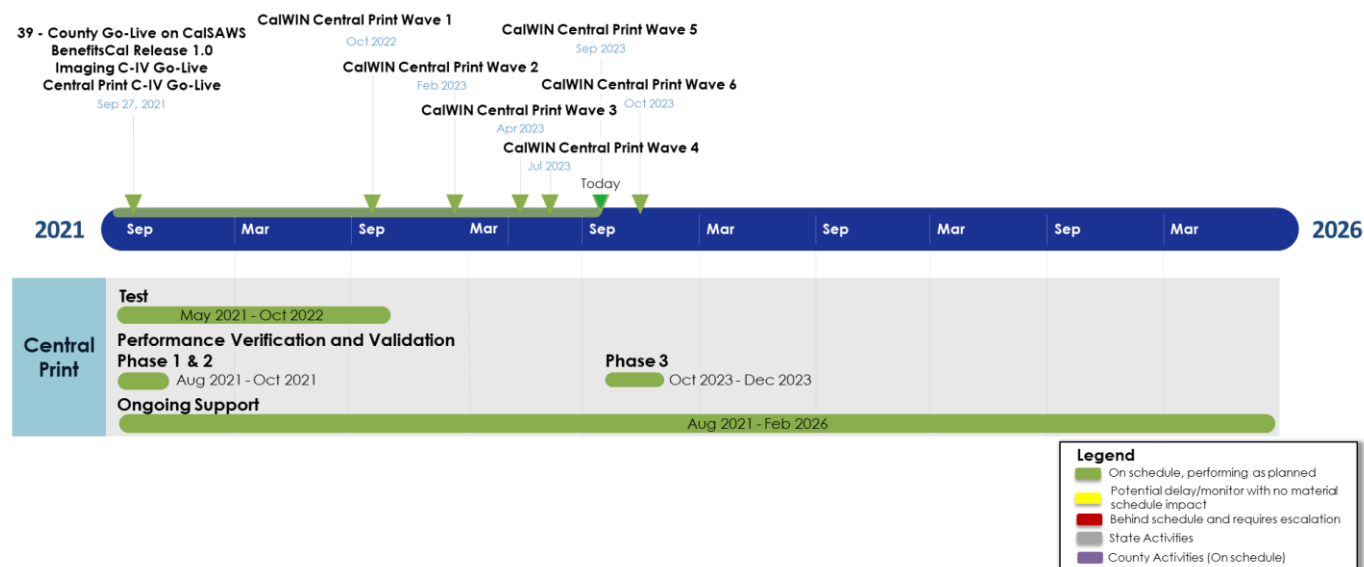
Table 1.1-1 – CalSAWS Central Print Status Agenda Topics

STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
1.1	<ul style="list-style-type: none"> <li>Continued discussions with CalWIN Counties.</li> <li>Completed CW/CF COLA processing.</li> <li>Met with Los Angeles and San Francisco to discuss return mail processing.</li> </ul>

## Project Management

- Continued updates to project work plan.

## Project Gantt



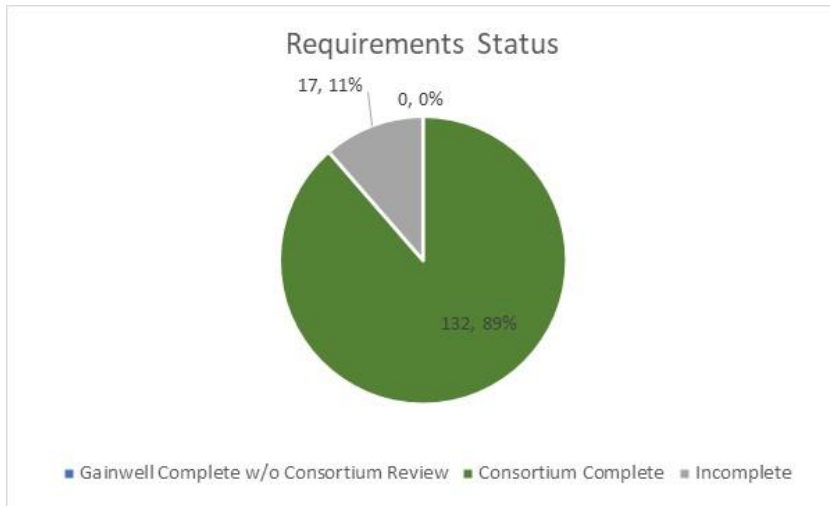
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### Requirements Verification

- No Update



### Master Implementation Plan

- Continued work on materials inventory management.
- Continued discussions with Alameda County regarding Central Print configuration.
- Continued discussions with Fresno County regarding Central Print configuration.
- Continued discussions with Sonoma County regarding Central Print configuration.
- Continued discussions with Sacramento regarding Central Print configuration.
- Continued discussions with San Francisco regarding Central Print configuration.
- Continued discussions with San Luis Obispo regarding Central Print configuration.
- Conducted meeting with Los Angeles County to discuss return mail processing on 9/7/23.
- Conducted meeting with San Francisco County to discuss return mail processing on 9/7/23.

### 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), Wave 1, Wave 2, Wave 3, and

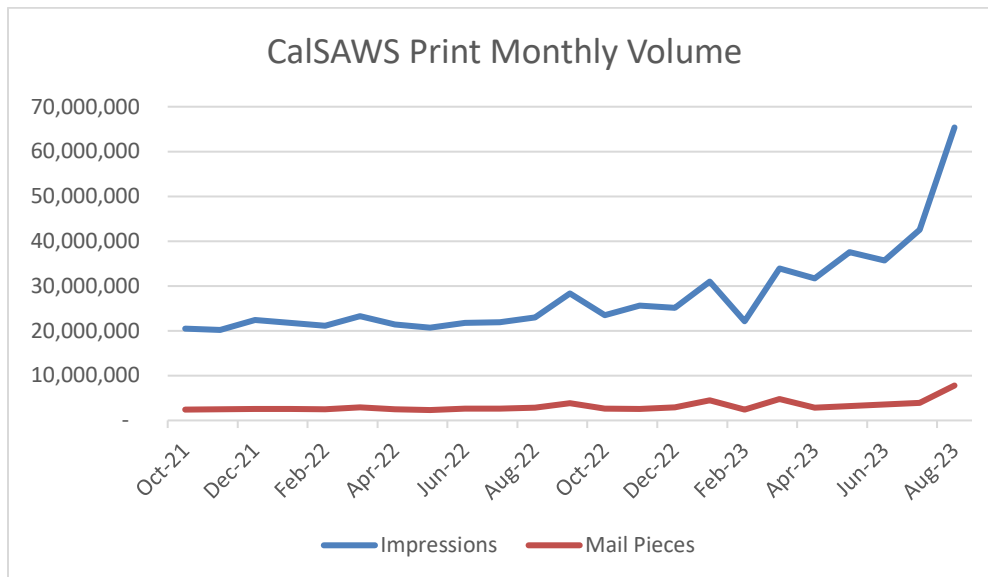
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Wave 4 counties.

- ▶ Began operations for Phase 3 Wave 5 Central Print.
- ▶ Began processing of monthly CW/CF RE correspondence for LA County.
- ▶ Completed processing of CW/CF COLA 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	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
03	Maintenance and Operations Plan	4/29/21	5/24/21	6/10/21	6/23/21	7/6/21

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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**

## CalSAWS – Central Print Project

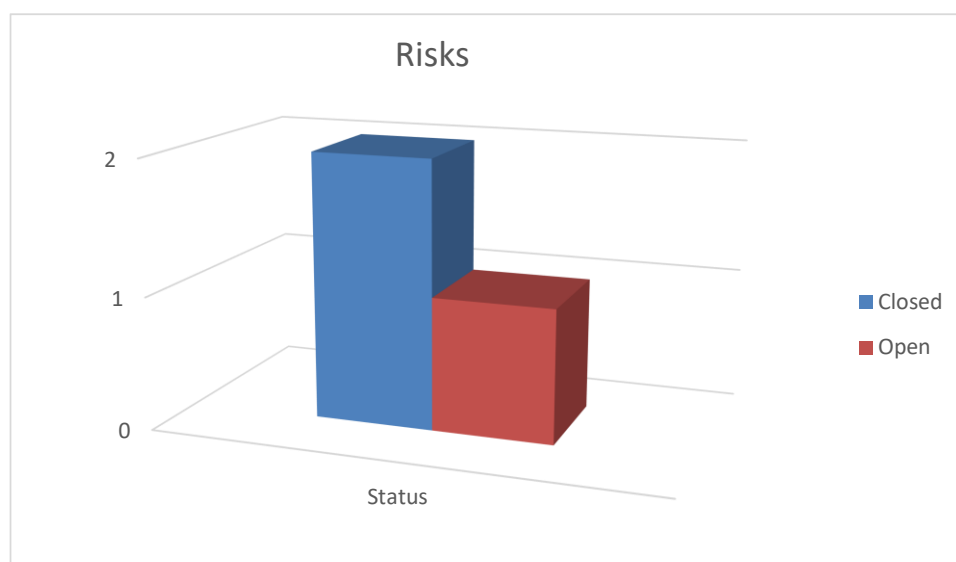
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### Project Risks and Issues

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
23-098	CalWIN Wave 6 Counties	CalWIN Wave 6 Counties – Central Print Portal Users	7/24/23	Complete	8/31/23

**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 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.
- ▶ Conduct meeting with Butte County to discuss return mail processing on 9/12/23.

#### **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**

- ▶ Continue ongoing operations for Phase 3 Wave 5 Central Print.
- ▶ Begin processing of monthly CW/CF RE correspondence for 54 counties.
- ▶ Begin processing of monthly MC RE 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.

































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### 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
	Nevada		Orange
	Placer		Plumas
	Riverside		Sacramento
	San Benito		San Bernardino

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Status	County	Status	County
	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.