

CalSAWS Central Print Weekly Status Report

Reporting Period: August 28, 2023, to September
3, 2023

Table of Contents

1.0 CalSAWS Central Print Project2

1.1 Highlights of the Reporting Period2

1.2 Project Deliverable Summary4

1.3 CRFI/CIT Communications Information6

1.4 Activities for the Next Reporting Period.....7

1.5 Deviations from Plan/Adjustments7

1.6 Postage Status8

CalSAWS – Central Print Project

Weekly Status Report, September 4, 2023

Period: August 28, 2023, to September 3, 2023

1.0 CalSAWS Central Print Project

1.1 Highlights of the Reporting Period

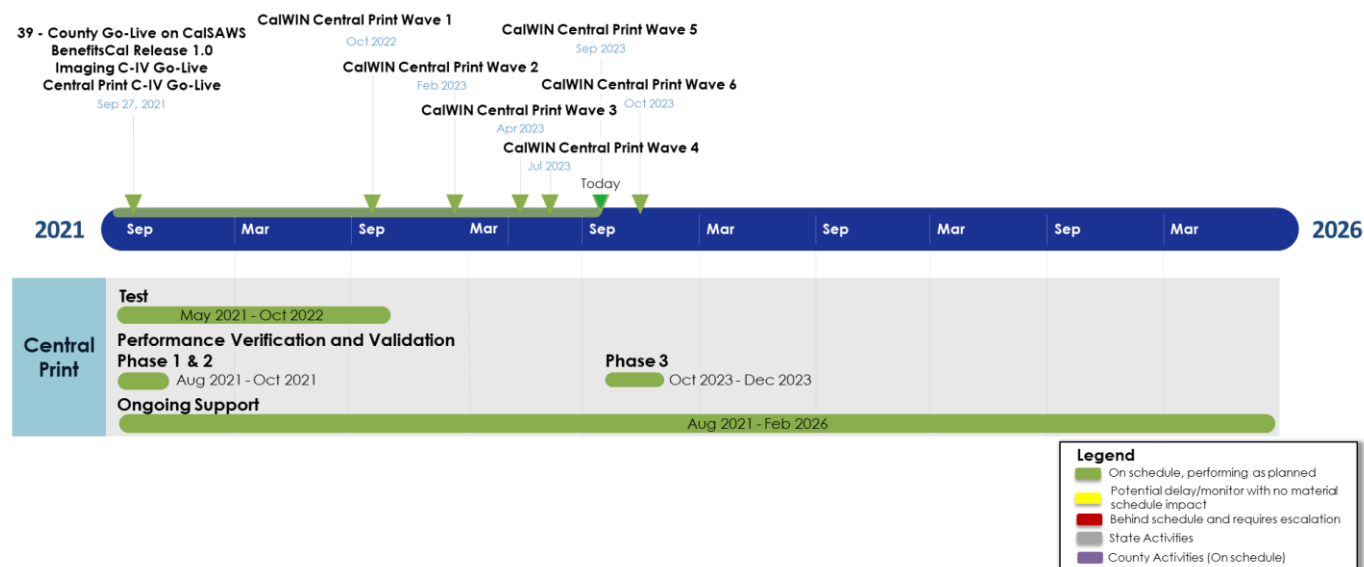
Table 1.1-1 – CalSAWS Central Print Status Agenda Topics

| STATUS REPORT SUB-SECTION | STATUS AGENDA TOPIC |
|---------------------------|--|
| 1.1 | <ul style="list-style-type: none"> Continued discussions with CalWIN Counties. Met with Lake and Solano to discuss return mail processing. Began return mail task processing for San Diego County. Began CW/CF COLA processing. Completed Wave 5 Implementation activities. |

Project Management

- Continued updates to project work plan.

Project Gantt



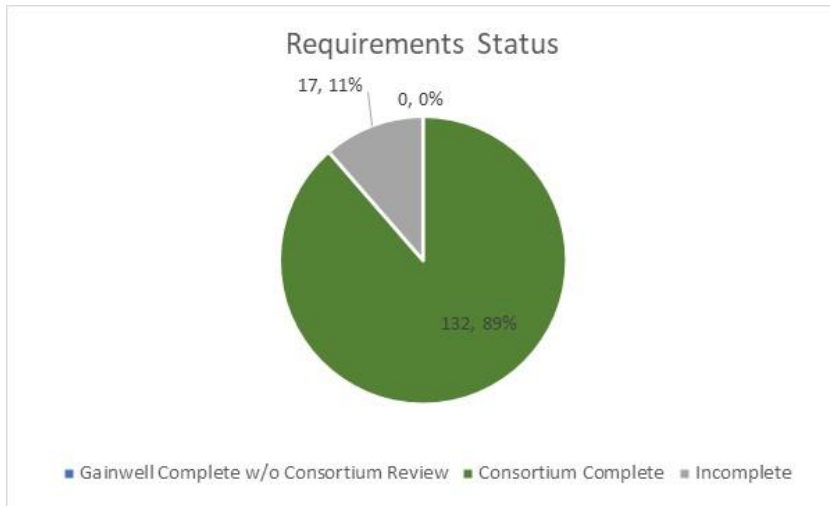
CalSAWS – Central Print Project

Weekly Status Report, September 4, 2023

Period: August 28, 2023, to September 3, 2023

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 Fresno County to discuss special processing on 8/29/23.
- Conducted meeting with Solano County to discuss return mail processing on 8/31/23.
- Conducted meeting with Lake County to discuss return mail processing on 9/1/23.
- Completed Wave 5 Implementation Execution activities.
- Completed Wave 5 Fulfillment Platform activities.

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

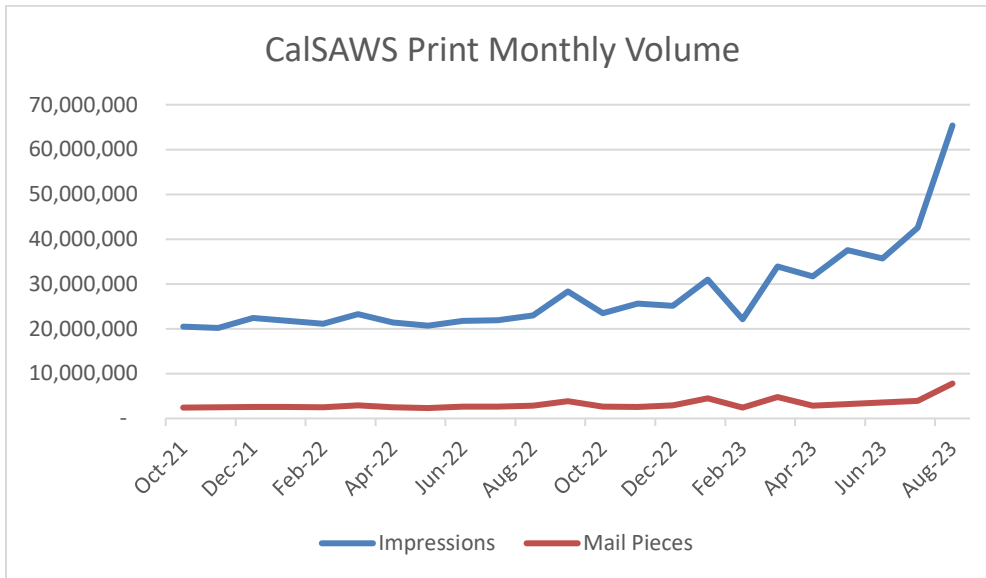
CalSAWS – Central Print Project

Weekly Status Report, September 4, 2023

Period: August 28, 2023, to September 3, 2023

Wave 4 counties.

- ▶ Continued processing of monthly CW/CF RE correspondence for LA County.
- ▶ Completed processing of monthly SAR7/QR7 correspondence.
- ▶ Began 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 |

CalSAWS – Central Print Project

Weekly Status Report, September 4, 2023

Period: August 28, 2023, to September 3, 2023

| 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

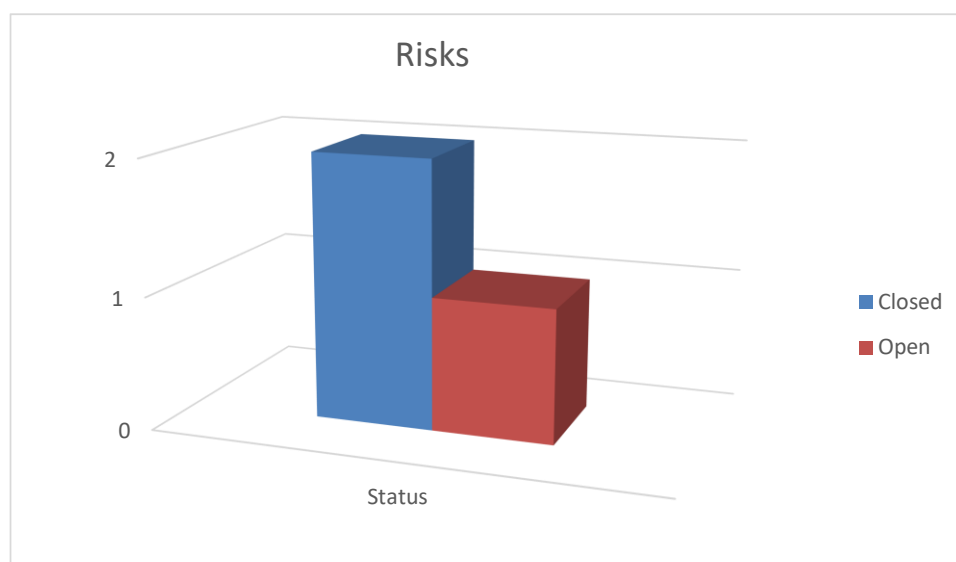
Weekly Status Report, September 4, 2023

Period: August 28, 2023, to September 3, 2023

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).

CalSAWS – Central Print Project

Weekly Status Report, September 4, 2023

Period: August 28, 2023, to September 3, 2023

| 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 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.
- ▶ Conduct meeting with Los Angeles County to discuss return mail processing on 9/7/23.
- ▶ Conduct 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

- ▶ Continue ongoing operations for Phase 3 Wave 4 Central Print.
- ▶ Begin operations for Phase 3 Wave 5 Central Print.
- ▶ Begin processing of monthly CW/CF RE correspondence for LA County.
- ▶ Complete processing of CW/CF COLA correspondence

Comprehensive Testing

- ▶ No Update

1.5 Deviations from Plan/Adjustments

- ▶ No deviations.

CalSAWS – Central Print Project

Weekly Status Report, September 4, 2023

Period: August 28, 2023, to September 3, 2023





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 |
|  | Nevada |  | Orange |
|  | Placer |  | Plumas |

CalSAWS – Central Print Project

Weekly Status Report, September 4, 2023

Period: August 28, 2023, to September 3, 2023

| Status | County | Status | County |
|---|-------------|---|-----------------|
|  | 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.