



CalSAWS Central Print Weekly Status Report

**Reporting Period: November 13, 2023, to
November 19, 2023**

CalSAWS – Central Print Project

Weekly Status Report, November 20, 2023

Period: November 13, 2023, to November 19, 2023

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1.0 CalSAWS Central Print Project

1.1 Highlights of the Reporting Period

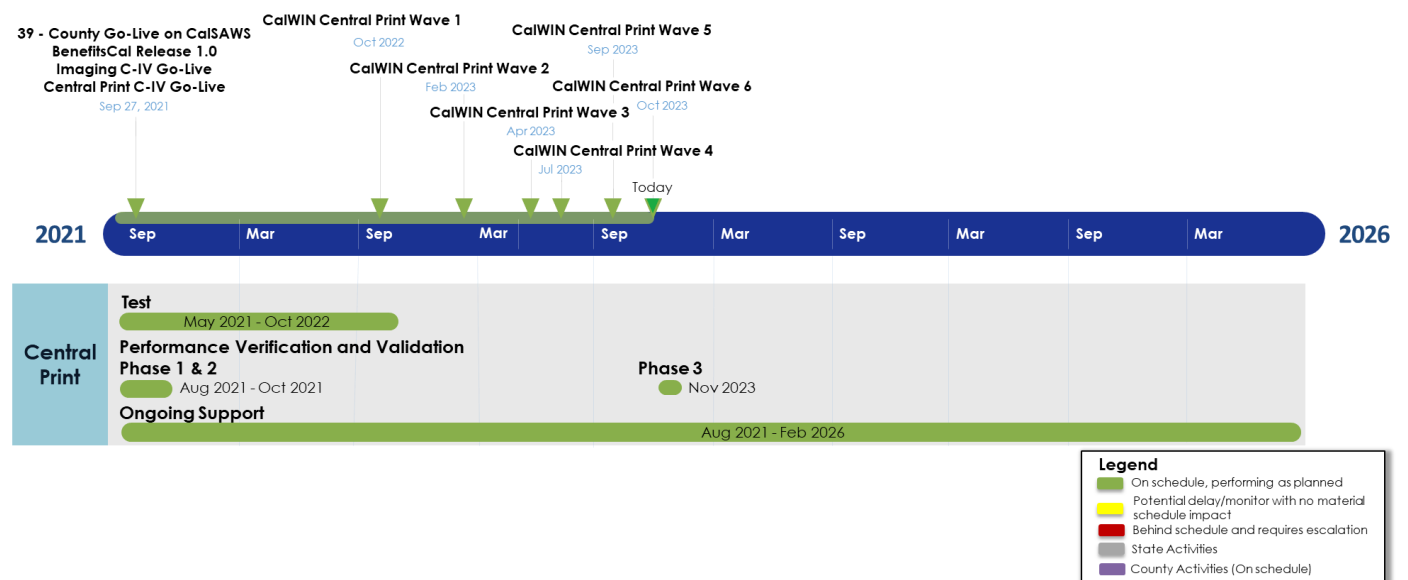
Table 1.1-1 – CalSAWS Central Print Status Agenda Topics

| STATUS REPORT SUB-SECTION | STATUS AGENDA TOPIC |
|---------------------------|--|
| 1.1 | <ul style="list-style-type: none"> Continued processing of print for all 58 CalSAWS counties. |

Project Management

- Continued updates to project work plan.

Project Gantt



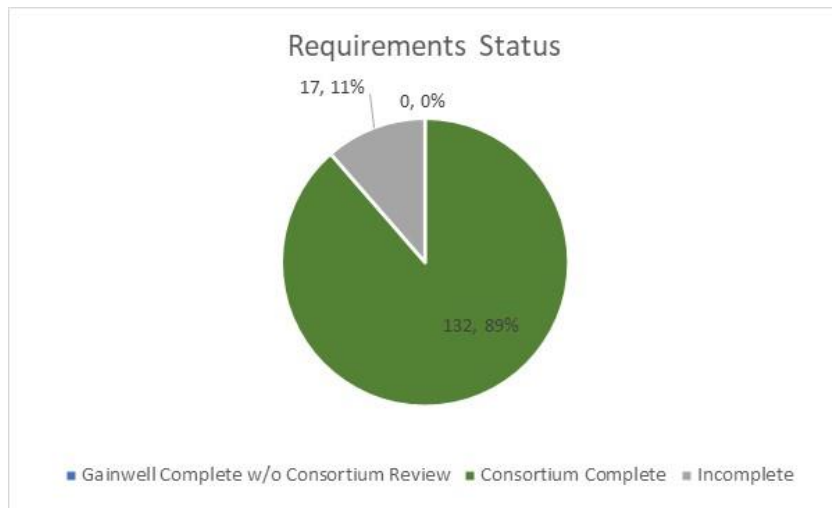
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Requirements Verification

► No Update



Master Implementation Plan

► Continued work on materials inventory management.

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

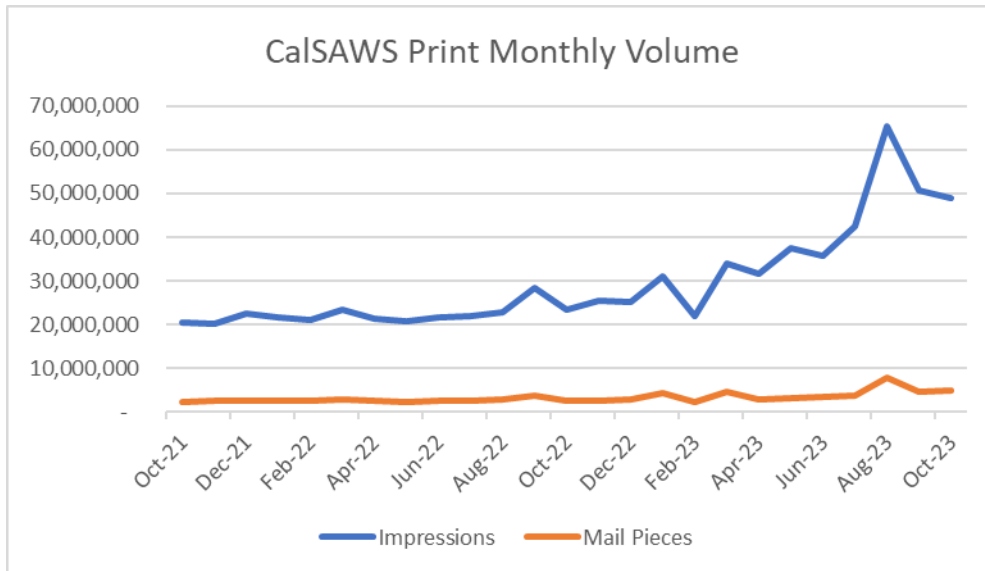
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Maintenance and Operations Plan

- ▶ Continued ongoing operations for all 58 counties.
- ▶ Began processing of MC RE correspondence.
- ▶ Completed processing of CW/CR RE 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

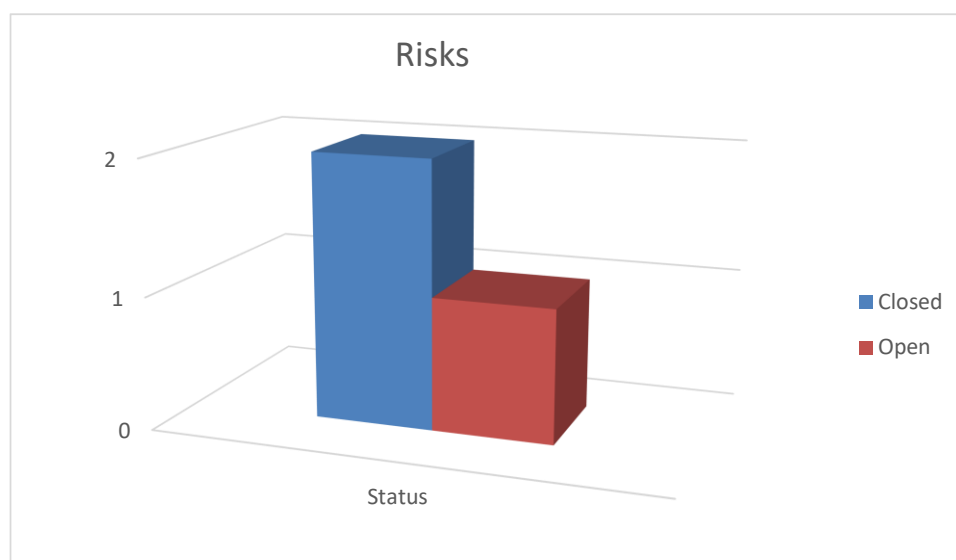
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Project Risks and Issues

| 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 one draft CalSAWS Information Transmittal (CIT).

| CIT ID | To | Subject | Category | Distribution Date |
|--------|----------|----------------------------------|---------------|-------------------|
| 376-23 | PPOC.ALL | January 2024 Postage Rate Change | Central Print | 11/7/23 |

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 |
|---------|----|---------|-------------------|--------|-------------------|
| | | | | | |

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.

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 all 58 CalSAWS counties.
- ▶ Complete processing of MC RE correspondence.

Comprehensive Testing

- ▶ No Update

1.5 Deviations from Plan/Adjustments

- ▶ No deviations.

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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 |

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