



# CalSAWS Central Print Bi- Weekly Status Report

**Reporting Period: December 18, 2023, to  
December 31, 2023**

**CalSAWS – Central Print Project**

Weekly Status Report, January 2, 2024

Period: December 18, 2023, to December 31, 2023

---

**Table of Contents**

1.0 CalSAWS Central Print Project .....2

    1.1 Highlights of the Reporting Period .....2

    1.2 Project Deliverable Summary .....4

    1.3 CRFI/CIT Communications Information .....6

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

    1.5 Deviations from Plan/Adjustments .....7

    1.6 Postage Status .....8

# CalSAWS – Central Print Project

Weekly Status Report, January 2, 2024

Period: December 18, 2023, to December 31, 2023

## 1.0 CalSAWS Central Print Project

### 1.1 Highlights of the Reporting Period

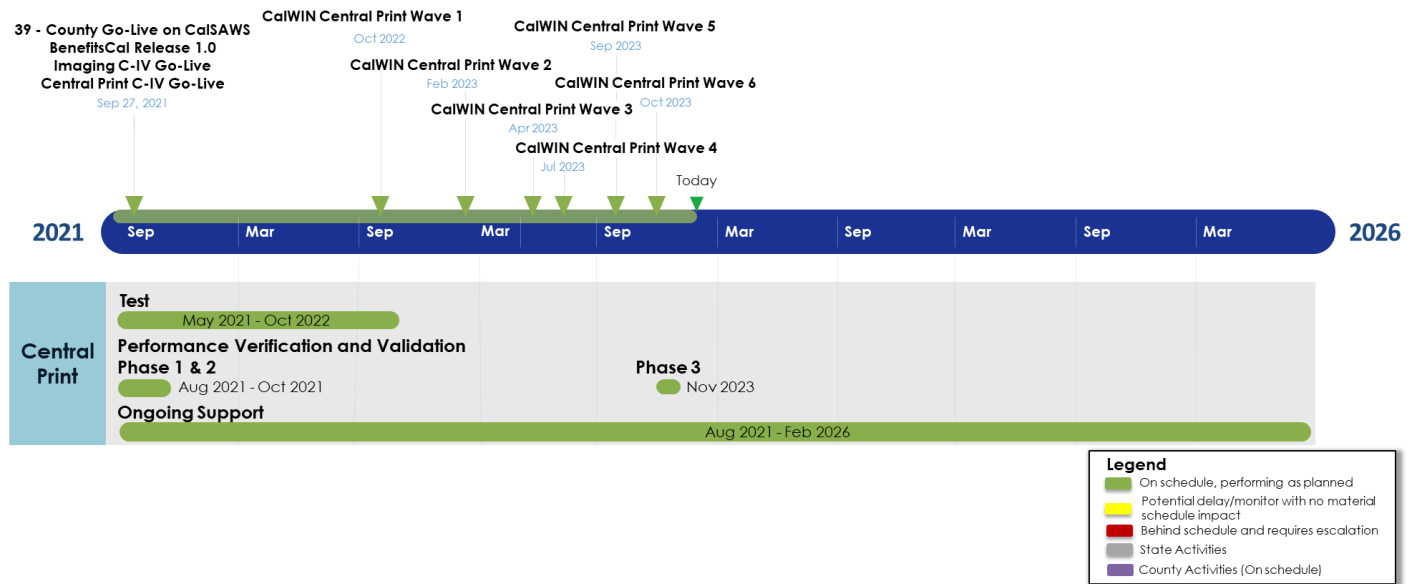
Table 1.1-1 – CalSAWS Central Print Status Agenda Topics

STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
1.1	<ul style="list-style-type: none"> <li>Continued processing of print for all 58 CalSAWS counties.</li> <li>Met with Alameda on 12/19/23 to discuss adding flyers to packets.</li> <li>Met with Solano on 12/21/23 to discuss Return Mail.</li> </ul>

### Project Management

- ▶ Continued updates to project work plan.

### Project Gantt



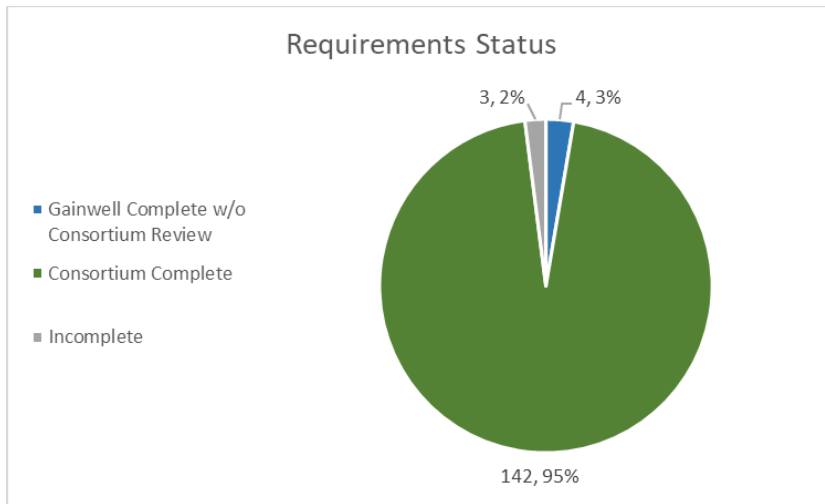
## CalSAWS – Central Print Project

Weekly Status Report, January 2, 2024

Period: December 18, 2023, to December 31, 2023

### Requirements Verification

- ▶ Completed requirements associated with the completion of the first 30 days after the Wave 6 migration date.



### Master Implementation Plan

- ▶ No Update

### 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

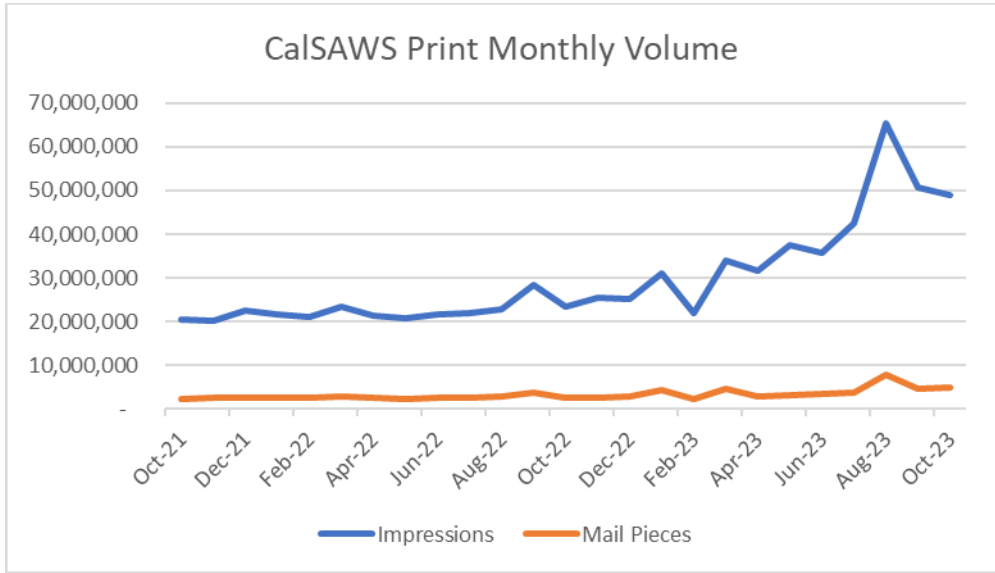
### Maintenance and Operations Plan

- ▶ Continued ongoing operations for all 58 counties.
- ▶ Completed processing of CW/CF RE correspondence for LA County.
- ▶ Completed processing of MC RE correspondence.
- ▶ Completed processing of CW/CF RE correspondence for 57 counties.
- ▶ Completed processing of SAR7/QR& correspondence for all 58 counties.
- ▶ Conducted meeting with Alameda County on 12/19/23 to discuss adding flyers to RE packets.
- ▶ Conducted meeting with Solano County on 12/21/23 to discuss Return Mail processing.

**CalSAWS – Central Print Project**

Weekly Status Report, January 2, 2024

Period: December 18, 2023, to December 31, 2023



**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**

DEL ID	Deliverable Name	DDED	FDED	Complete		Coming Soon	
				DDEL	FDEL	DDEL	FDEL
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**

**CalSAWS – Central Print Project**

Weekly Status Report, January 2, 2024

Period: December 18, 2023, to December 31, 2023

**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	WAC approval TBD based on PSC Meeting results.

**Table 1.2-2 – Upcoming Deliverable Deadlines**

## CalSAWS – Central Print Project

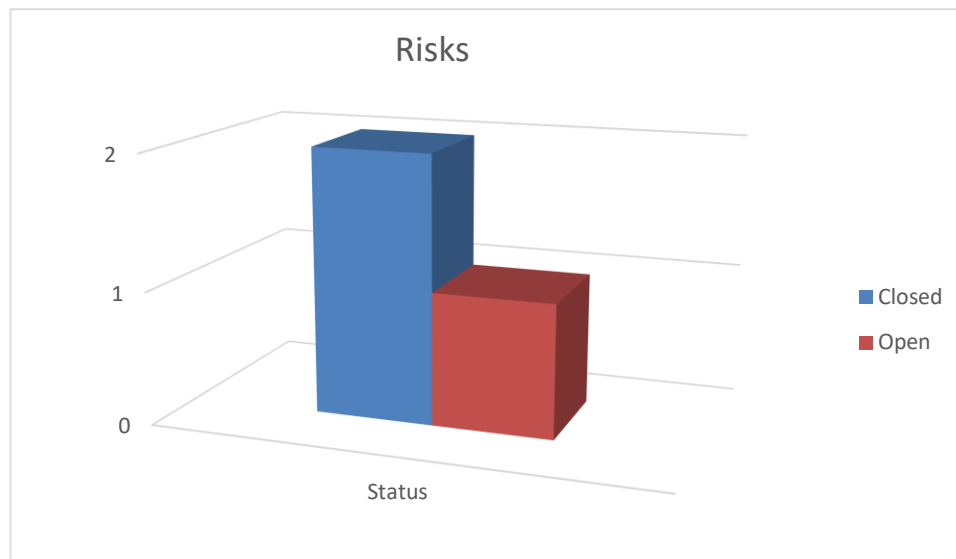
Weekly Status Report, January 2, 2024

Period: December 18, 2023, to December 31, 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 one draft CalSAWS Information Transmittal (CIT).

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, January 2, 2024

Period: December 18, 2023, to December 31, 2023

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.
- ▶ Begin processing of CW/CF RE correspondence for LA County.
- ▶ Begin processing of MC RE correspondence.
- ▶ Continue Return Mail processing activities for San Diego and Lake.
- ▶ Begin Return Mail processing activities for Solano.

#### Comprehensive Testing

- ▶ No Update

### 1.5 Deviations from Plan/Adjustments

- ▶ No deviations.



**CalSAWS – Central Print Project**

Weekly Status Report, January 2, 2024





Period: December 18, 2023, to December 31, 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

## CalSAWS – Central Print Project

Weekly Status Report, January 2, 2024

Period: December 18, 2023, to December 31, 2023

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.