

CalSAWS Committee SCR Prioritization Process – Regional Committee Members (RCMs) & Subject Matter Experts (SMEs)

The purpose of this document is to provide CalSAWS RCMs and SMEs of their responsibilities during the CalSAWS Committee SCR Prioritization process.

It is expected that RCMs and SMEs should work together to determine their County level ranking.

Regional Committee Members

The RCMs SCR prioritization responsibilities are:

- Receive communication the Committee SCR Prioritization List is posted to the CalSAWS Web Portal from Facilitators
- Communicate the prioritization process within their region/counties SMEs
- Share a copy of the Committee SCR Prioritization List to the SMEs in their region for each county, with a due date for the SMEs to respond by
- Obtain feedback from the SMEs in the region/county
- Update the County ranking in the Committee SCR Prioritization List in the Web Portal
 - **Note:** Access the Web Portal version of the Committee SCR Prioritization List spreadsheet in Edit mode and perform the necessary ranking updates
- Send an email to the Committee Facilitator once the priority/ranking updates are completed

Subject Matter Experts

The SMEs SCR prioritization responsibilities are:

- Receive Committee SCR Prioritization List from RCM
- Access “SCR Details” worksheet to obtain the list of SCRs
- Access Jira to obtain additional information about the SCR, if required
- Review/discuss the list of SCRs within the County
- Access the appropriate “Region” worksheet and rank the Top SCRs under the appropriate “County” column. While ranking the SCRs, if a cell gets highlighted,
 - In Red - Priority value is not valid
 - In Yellow - One or more SCRs have the same rank
- Respond to the RCM timely with your county’s top SCRs