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CCSF – PermitSF

Weekly Status Report – December 15, 2025

Project Status – High Level

Status Indicators (**GREEN** = on track, no major issues; **YELLOW** = potential risk to project delivery; **RED** = issues present with major impact to scope, schedule, resources)

PermitSF Project Health		All workflows have entered the Configuration phase, and the go-live plan is now confirmed: ● Feb 13 for Fire Construction, OTC DSW, Special Events ● Apr 13 for Trade, Signs, Solar, Fire Operational, Water Flow Configuration is progressing as planned, with the remaining integration and data-migration validation items on track to close this week. Current priorities include completing the February go-live workflow configurations, finalizing the training plan and communications, and preparing for testing and overall readiness. The project remains on schedule for both deployment dates.

Top Risk(s)

1. **Change Management / Readiness Risk** – Staff and applicant readiness remains one of CCSF's highest priorities for February launch; accelerated training and communication are required.
2. **Holiday Resource Capacity** – Holiday schedules continue to compress timelines and require tighter coordination.
3. **Training** – A large number of staff will require training without disrupting essential City operations. A detailed OG training plan is prepared and will be finalized with CCSF this week so scheduling and communication can begin before the holiday break.

Top Issue(s)

1. **Reporting & Dashboard Decision Dependency –** CCSF to Finalize requirements by end of December.
2. **Staff & Applicant Readiness –** Requires clear messaging, SOP updates, and training pathways to prepare users for new workflows.
3. **Integration Validate Sign-Off Pending** - CCSF needs to finalize Validate phase sign-off for Autofill, Location Flags, Bluebeam Integration, and Automated Intake Review before configuration can be fully closed.

Top Win(s)

1. **Successful Fees Working Session** – Strong alignment reached on fee configuration approach across departments.
2. **DSW Demo Delivered by Darcy** – Clear workflow walkthrough by CCSF staff
3. **First Product Communication Distributed** – Broad communication sent to staff showing how the product works, improving transparency and readiness.

Project Status – Milestones

Status Indicators (**GREEN** = on track, no major issues; **YELLOW** = potential risk to project delivery; **RED** = issues present with major impact to scope, schedule, resources; GREY = not started)

Milestones/ Workstreams	Record Type Workflows	Data Migration	Payment Processor	Integration**	Reporting & Dashboards	Change Management
Initiate	Completed	Completed	Completed	Completed	Completed	Completed
Validate	Completed	Completed	Completed	In Progress	Completed	Completed
Configure	In Progress	N/A	In Progress	In Progress	In Progress	In Progress
Train	In Progress	N/A	In Progress	Not Started	Not Started	In Progress
Launch	Not Started	N/A	Not Started	Not Started	Not Started	In Progress

Integration includes Master Address Table, GIS with Flags, CSLB, Advanced Reporting Integration, Bluebeam

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Project Status – Workflow/ Permit Type

Status Indicators (**GREEN** = on track, no major issues; **YELLOW** = potential risk to project delivery; **RED** = issues present with major impact to scope, schedule, resources; GREY = not started)
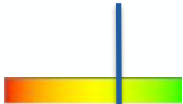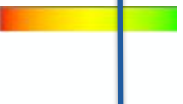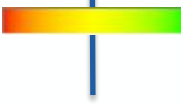
Workflow	Fire Construction	Fire Operational	Online Trade**	OTC DSW–R	Signs	Solar**	Special Events	Water Flow
Initiate	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed
Validate	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed
Configure	Completed	In Progress Due by 2/22	In Progress Due by 2/22	In Progress Due by 12/19	In Progress Due by 2/22	In Progress Due by 2/22	Completed	In Progress Due by 2/22
Train	On track for Jan Training	Not Started	Not Started	On track for Jan Training	Not Started	Not Started	On track for Jan Training	Not Started
Launch	Not Started Go Live: 2/13/26	Not Started Go Live: 4/13/26	Not Started Go Live: 4/13/26	Not Started*** Go Live: 2/13/26	Not Started Go Live: 4/13/26	Not Started Go Live: 4/13/26	Not Started Go Live: 2/13/26	Not Started Go Live: 4/13/26

Small Mechanical has been rolled up into the Online Trade category; it is now replaced by the Solar workflow.
Re-roofing Go Live Date: April 13th, 2026

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Project Health Tracker Dashboard

Delivery		Delivery continues to progress across all workflows now that the program has fully entered the Configuration phase. Workflows scheduled for the February launch: Fire Construction, OTC DSW, and Special Events, remain on track to complete configuration this week. Workflows planned for the April release are advancing according to their updated timelines. Remaining data migration and integration items are expected to complete their Validate phase this week, which will enable the program to proceed into the upcoming testing, training and readiness phase..
Schedule		The project schedule has now been finalized: ● February 13 for the first set of workflows, and ● April 13 for the remaining workflows. Configuration for the February group is targeted for completion this week, while configuration for the April group will continue into end of February. The training plan, schedule, and communications approach will be finalized this week so readiness activities can begin prior to the holiday period. The overall timeline remains stable, with no critical risks identified at this time.
Resource/Capacity		Resource capacity remains steady across the program. CCSF has established a coverage plan to ensure continuity in critical decision–making during the holiday weeks. Both CCSF and OpenGov teams are increasing activity over the next two weeks to prepare for testing, finalize training materials and schedules, and align on communication planning to support a smooth transition into the readiness period.

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Thank You

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