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CCSF – PermitSF

Weekly Status Report – December 22, 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 remain in the Configuration phase, with Record Type workflows now tracking Yellow as a small number of outstanding items require final discussion and refinement with CCSF. The team remains confident that OTC DSW configuration will complete by December 23, keeping the February 13 go-live plan intact. 🗒️ The Reporting & Dashboards workstream is also in Yellow during configuration as CCSF and OpenGov finalize the most appropriate data access approach. OpenGov's R&D team has made progress and will present a viable solution this week to support CCSF's final decision on which OpenGov reporting tools will be adopted. Training planning is actively in progress, with the rollout on track to begin the week of January 12. This aligns with the finalized go-live sequencing and supports staff and applicant readiness ahead of deployment. This week's focus is on completing February workflow configuration, finalizing the training plan and communications, and closing the remaining integration Validate items to fully transition into testing and readiness.

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. **Informal testing of the DSW workflow kicked off –** with CCSF sharing early observations and feedback to support readiness and workflow refinement.
2. **Building Inspection Committee (BIC) meeting demo was successful –** reinforcing confidence in the configured workflows and solution direction.
3. **First cross-functional inspection process & SOP session held** – enabling service areas to align and share improvement ideas for the first time.

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 12/23	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

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Delivery		Delivery continues to progress as configuration work nears completion. February workflows remain on track, with OTC DSW expected to close configuration by December 23. Reporting & Dashboards configuration is advancing, pending final data access decisions. Training preparation and informal testing have begun, signaling readiness momentum.
Schedule		The go-live schedule remains confirmed: ● February 13 for Fire Construction, OTC DSW, and Special Events ● April 13 for Trade, Signs, Solar, Fire Operational, and Water Flow Configuration for February workflows is completing this week, while April workflows continue on their planned timelines. Training rollout is scheduled to begin the week of January 12, supporting readiness ahead of both deployment dates.
Resource/Capacity		Resource capacity remains steady. CCSF has a coverage plan in place to support timely decisions through the holiday period. Both CCSF and OpenGov teams are increasing activity over the next two weeks to prepare for testing, finalize training materials and schedules, and align communications to support a smooth transition into the readiness phase.

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Thank You

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