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CCSF – PermitSF

Weekly Status Report – December 5, 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 are completed at the Validate phase, including Online Trades, which have final inputs needed to close Validate. This marks a major milestone compared to last week, where Online Trade was still in progress and carried schedule risk. Configuration is now in motion across majority of the workflows, with due dates reconfirmed for Dec 15 and Dec 19 to complete the build. Configuration progress was especially strong in Special Events.

The Reporting & Dashboards Validate phase has advanced but remains "Yellow," as CCSF must still finalize requirements. This decision is expected by the end of December.

The focus in Change Management is to accelerate the process in support staff and applicant readiness. Messaging, Standard Operating Procedures (SOPs) development, terminology simplification ("feedback" vs. "testing") and readiness planning will be fast-tracked through weekly strategy sessions.

Overall, the project remains on track to complete Configuration by Dec 12–19. Starting mid-December, project teams will focus on testing, documentation, SOPs, training pathways, and communication alignment in preparation for February go-live. |
|---|---|---|

Top Risk(s)	**Top Issue(s)**	**Top Win(s)**
1. **Change Management** – Staff/applicant readiness requires accelerated planning, clearer communication, and simplified terminology to avoid confusion. 2. **Holiday Resource Capacity** – Holiday weeks and time off requires tighter meeting planning and decision coordination.	1. **Reporting & Dashboard Decision Dependency** – CCSF to Finalize requirements by end of December. 2. **Staff & Applicant Readiness** – This is one of the highest-priorities to CCSF for February launch. 3. **Risk Log** – OpenGov to provide updated risk log early next week.	1. Leadership alignment on key Inspection assumptions and best practice recommendations 2. Configured Special Events workflows shared with Fire Construction and Special Events SMEs for review and testing 3. First Change Management session held with PermitSF core leadership and deputies

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	In Progress	Completed
Configure	In Progress	N/A	In Progress	In Progress	Not Started	In Progress
Train	Not Started	N/A	Not Started	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 12/19	Not Started Due by 12/19	In Progress Due by 12/15	In Progress Due by 12/15	In Progress Due by 12/15	In Progress Due by 12/15	In Progress Due by 12/19
Train	Not Started	Not Started	Not Started	Not Started	Not Started	Not Started	Not Started	Not Started
Launch	Not Started	Not Started	Not Started	Not Started	Not Started	Not Started	Not Started	Not Started

Small Mechanical has been rolled up into the Online Trade category; it is now replaced by the Solar workflow.

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Project Health Tracker Dashboard

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Delivery		Delivery remains strong across all workflows. With Online Trade Validate now complete, all workflows have exited the Validate phase, and configuration has begun or is scheduled. Consistent CCSF participation and timely decisions supported substantial progress on Special Events, OTC DSW–R, Signs, Solar, and Water Flow. Reporting continues forward following successful demos, with Validate completion pending CCSF reporting and dashboard direction.
Schedule		Although Validate extended into early December, the overall timeline remains stable. Configuration is pacing toward Dec 12–19 completion. January will be dedicated to staff/applicant readiness, testing, SOP finalization, documentation, training plan execution, and leadership communications.
Resource/Capacity		Capacity remains stable with strong engagement from CCSF leadership. CCSF continued to manage a high meeting cadence while accelerating turnaround on configuration decisions. Both teams are preparing for next week's emphasis on receiving workflow configuration feedback, training script development, SOP alignment, and readiness communications. Collaboration remains strong despite holidays and time off constraints.

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Thank You

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