



CCSF – PermitSF

Weekly Status Report – February 2, 2026



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		<p>The project continues to make strong progress as it moves through training, applicant readiness, and final launch preparation for the February go-live workflows. All February workflows are fully configured, and Payment Processor Integration has been signed off.</p> <p>Over the first three weeks of training, 1,495 training invitations were sent to 265 unique PermitSF staff across seminars, hands-on labs, and office hours. Many participants have attended multiple sessions and are demonstrating increasing confidence navigating the OpenGov platform, with some beginning to support peers. As training progresses, staff are increasingly requesting process-focused guidance in addition to system navigation, highlighting the importance of SOP alignment to support consistent execution ahead of go-live.</p> <p>In parallel, applicant readiness activities and applicant-facing testing are underway. Work on April workflows continues in parallel and remains on track, with active monitoring to ensure focus on February delivery does not introduce downstream risk.</p>
Top Risk(s)	Top Issue(s)	Top Win(s)
<ol style="list-style-type: none">Staff & Applicant Readiness – Requires strong communication, clear SOPs, and accessible tools as the project enters launch.April Workflow Progress – Focus on February delivery may reduce attention on April workflows; mitigated through parallel tracking and ownership.Late Requests During System Freeze – New requests limited to go-live-critical items and approved by Liz and Ned; all others logged for post-go-live review.	<ol style="list-style-type: none">Demand for Additional Training – Requests for more process-oriented training continue and are being prioritized based on go-live criticality.	<ol style="list-style-type: none">Strong staff adoption signals – including emerging peer-to-peer support.Payment Processor Integration – fully signed off

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	Completed	Completed	Completed
Configure	Completed (Feb) In Progress (Apr)	N/A	Completed	Completed (Feb) In Progress (Apr)	In Progress	In Progress
Train	In Progress	N/A	In Progress	In Progress	In Progress	In Progress
Launch	In Progress	N/A	In Progress	In Progress	In Progress	In Progress

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

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	Completed	In Progress Due by 2/22	In Progress Due by 2/22	Completed	In Progress Due by 2/22
Train	In Progress	Not Started	Not Started	In Progress	Not Started	Not Started	In Progress	Not Started
Launch	On Track for Go Live: 2/13/26	Not Started Go Live: 4/13/26	Not Started Go Live: 4/13/26	On Track for*** Go Live: 2/13/26	Not Started Go Live: 4/13/26	Not Started Go Live: 4/13/26	On Track for 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

Project Health Tracker Dashboard

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

Delivery		Delivery remains on track as the project enters the final launch preparation phase. Training execution continues as planned, and Payment Processor Integration has been signed off, removing a critical dependency for go-live. Applicant readiness activities, including applicant-facing testing, are underway and progressing as expected.
Schedule		February 13 remains on track for Fire Construction, OTC DSW, and Special Events. April 13 remains the target for remaining workflows; however, April delivery is at risk if project teams do not begin increasing focus and execution on April workflows in parallel while completing February launch readiness. The team is actively managing this through prioritization, parallel planning, and clear ownership to avoid downstream compression.
Resource/Capacity		Resource capacity remains steady. CCSF and OpenGov teams are operating at elevated intensity to support training delivery, applicant readiness, SOP alignment, and launch preparation. Coverage and escalation plans remain in place to ensure timely decision-making during this execution-heavy period.

Thank You