



CCSF – PermitSF

Weekly Status Report – February 9, 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>This week, the project moved into the soft launch period for the February go-live workflows. At this stage, no new changes are being added unless they are critical for go-live and reviewed and approved.</p> <p>As more people begin using the system, small issues may surface. OpenGov has support coverage in place and is ready to quickly address any issues that could impact go-live.</p> <p>PermitSF and OpenGov have also agreed to pause non-essential changes, including configuration and SOP updates, until after go-live. Any requests that come in during this time are being documented so they can be reviewed and addressed post-launch.</p> <p>Overall, the team is focused on execution and stability as we prepare for the February 13 go-live.</p>
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Top Risk(s)

- Staff & Applicant Readiness** – Continued emphasis on communication, process clarity, and support tools as the project enters launch week.
- Late Requests During Soft Launch** – New requests should be limited to Feb go-live-critical items.

Top Issue(s)

- Soft Launch Defects** – Minor bugs may surface during soft launch; OpenGov is prepared to triage and fix critical items rapidly.

Top Win(s)

- PermitSF ready for soft launch** – with controls and escalation paths in place.
- Clear pre-, during-, and post-go-live plans finalized** – strengthening staff and applicant readiness ahead of February 13.

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)	Completed (Feb) In Progress (Apr)	Completed (Feb) In Progress (Apr)
Train	Completed (Feb) Not Started (Apr)	N/A	Completed	Completed (Feb) Not Started (Apr)	Completed (Feb) Not Started (Apr)	Completed (Feb) Not Started (Apr)
Launch	Completed (Feb) Not Started (Apr)	N/A	In Progress	Completed (Feb) Not Started (Apr)	Completed (Feb) Not Started (Apr)	In Progress (Feb) Not Started (Apr)

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	 A horizontal bar with a gradient from red to green, positioned above a vertical black line.	Delivery remains on track as the project executes the soft launch. February workflows are stable, and OpenGov is actively monitoring the environment to address any go-live-critical issues that emerge.
Schedule	 A horizontal bar with a gradient from red to yellow, positioned above a vertical black line.	The February 13 go-live remains on track. No schedule changes were introduced this week. All non-critical requests are deferred to protect launch readiness.
Resource/Capacity	 A horizontal bar with a gradient from red to green, positioned above a vertical black line.	Coverage and escalation plans are active for soft launch and go-live week. OpenGov and PermitSF teams are aligned on rapid response and decision-making to support a smooth launch and immediate post-go-live stabilization.

Thank You