OpenGov

CCSF – PermitSF

Weekly Status Report – January 12, 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		Training execution underway; product-related items at risk. The project has entered the Training and Readiness phase, with training officially kicking off on January 12. Over 250 CCSF staff participated in initial training sessions for Fire – AES, OTC DSW, and Special Events, representing a strong start toward staff readiness. UAT is nearing completion, with remaining updates largely focused on workflow clarity. However, a product-related item are still pending final UAT sign-off. Given the limited buffer between UAT close-out and training delivery, these items introduce execution risk and are being actively managed to avoid disruption to the training schedule. All February workflows remain on track for the February 13 go-live, and April workflows continue progressing as planned. The current focus is on resolving remaining product item, ensuring training effectiveness, and maintaining readiness momentum.

Top Risk(s)

1. **Change Management / Readiness Risk** – Remains the highest priority as training and communication are actively rolling out.
2. **UAT → Training Timing –** Limited buffer between UAT and training increases execution risk; mitigated through close monitoring and prioritization of critical adjustments only.
3. **Product-Related Item Pending UAT Sign-Off –** Being actively addressed while training proceeds in parallel.

Top Issue(s)

1. **UAT-Driven Adjustments –** Minor wording or formatting updates may surface during UAT; non-critical items will be deferred to avoid training disruption.
2. **Training Depth & Adoption Insight** – Seminar participation is a positive first step; upcoming labs and workshops will provide deeper insight into user readiness and practical adoption of the new workflows.

Top Win(s)

1. **Training Phase Successfully Launched** – January 12 kickoff completed as planned.
2. **Strong Training Engagement –** 250+ CCSF staff attended seminar sessions for February workflows.
3. **UAT Nearing Completion** – Refinements underway to further strengthen workflow and usability.

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	In Progress	N/A	In Progress	In Progress	In Progress	In Progress
Train	In Progress	N/A	In Progress	In Progress	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**

OpenGov

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

OpenGov

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 transitions into training execution. February workflows continue to perform as expected, with UAT nearing completion. A product-related item is still pending final UAT sign-off; these are being actively addressed and closely monitored to avoid downstream impact to training and go-live readiness.
Schedule		The February 13 go-live for Fire Construction, OTC DSW, and Special Events remains intact, with April 13 planned for remaining workflows. The primary schedule sensitivity is the limited buffer between UAT completion and training delivery. The team is mitigating this risk by prioritizing only go-live-critical changes and deferring non-essential refinements until after launch.
Resource/Capacity		Resource capacity remains steady. CCSF and OpenGov teams are operating at elevated intensity to support UAT close-out, training delivery, and readiness communications. Resource plan remains in place to ensure timely decision-making during this execution-heavy period.

OpenGov

Thank You

OpenGov