



## CCSF – PermitSF

**Weekly Status Report – January 5, 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)

<b>PermitSF Project Health</b>		<p>UAT execution underway; training readiness is the critical focus</p> <p>This week marked the formal kickoff of User Acceptance Testing (UAT) for the February go-live workflows. This is a key milestone and confirms readiness to validate workflows end-to-end ahead of training.</p> <p>OpenGov has provided CCSF with the required inputs to continue building SOPs for February workflows, allowing documentation and readiness activities to progress in parallel with UAT. The Training Plan has been reviewed and is ready for internal communication, positioning CCSF to begin training rollout the week of January 12.</p> <p>All integration deliverables required for the February go-live remain on track, including Payment Processing UAT and newly added data integrations such as Property Ownership Information and Validated Review (ECC).</p> <p>Given the tight window between UAT and training, UAT feedback will be closely monitored, with OpenGov prioritizing only go-live-critical changes to avoid disrupting the training schedule.</p> <p>In parallel, work on April go-live workflows and applicant readiness continues without impacting February delivery.</p>
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Top Risk(s)	Top Issue(s)	Top Win(s)
<ol style="list-style-type: none"><li><b>Change Management / Readiness Risk</b> – Remains a key focus as testing transitions into training and communication.</li><li><b>UAT → Training Timing</b> – Limited buffer between UAT and training increases execution risk; mitigated through close monitoring and prioritization of critical changes.</li></ol>	<ol style="list-style-type: none"><li><b>UAT-Driven Adjustments</b> – Minor wording or formatting updates may surface during UAT; non-critical items will be deferred to avoid training disruption.</li></ol>	<ol style="list-style-type: none"><li>UAT officially kicked off on January 5</li><li>Training Plan finalized and ready for CCSF internal communication</li><li>SOP development progressing in parallel with UAT.</li></ol>

# 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\*\*

# 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	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\*\*\*

# 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		UAT execution is now in progress for February workflows, confirming delivery readiness. Integration testing, including payment processing and new data integrations, continues to track as planned. Minor configuration confirmations are pending CCSF input and expected to close shortly.
Schedule		The schedule remains stable. UAT begins January 5, with training planned to start the week of January 12. The primary schedule sensitivity is the short transition between UAT and training, which is being actively managed.
Resource/Capacity		Both CCSF and OpenGov teams have increased activity to support UAT execution, training preparation, and communications. Coverage plans remain in place to ensure timely decision-making during this execution-heavy period.

# Thank You