

OpenGov 


CCSF – PermitSF

Weekly Status Report – November 26, 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		<p>Steady progress with schedule pressure and well-managed risks: This week, the team maintained good momentum across workflows. Fire Operational validation was completed, and configuration work for Special Events and OTC DSW-R continued as planned. CCSF has leaned in strongly on pre-work and feedback, helping keep configuration sessions efficient.</p> <p>The main impact this week is Online Trade, which downgraded to Red while we continue to collect the data needed to complete validation. As a result, the overall Validate phase will extend into the first week of December, rather than completing in November. A mitigation plan is in place to close Online Trade validation next week.</p> <p>On the reporting side, Internal Reporting, Public Reporting, and Stories demos were delivered to CCSF stakeholders, and the team is on track to complete the Reporting & Dashboards Validate phase by the end of next week.</p> <p>Even with the Online Trade shift, the program remains aligned to finish Configuration before Christmas week and keep January focused on testing, training, and communication readiness in support of the February go-live.</p>
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Top Risk(s)

1. **Change Management** – Ongoing need to keep departments aligned as workflows are refined and configured.
2. **Holiday Resource Capacity** – Q4 vacation schedules continue to constrain staff availability, compressing timelines for deliverables.

Top Issue(s)

1. **Online Trade Validation (Red)** – Pending data causing delay; now targeted for completion in the first week of December.

Top Win(s)

1. Fire Operational Validate Completed
2. Reporting & Stories Demos Delivered to CCSF
3. Reporting & Dashboards Validate on track to complete next week
4. CCSF–OpenGov collaboration remains strong and highly engaged

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	In Progress	Completed	Completed	In Progress	In Progress	In Progress
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****

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	In Progress Due by 12/5	Completed	Completed	Completed	Completed	Completed
Configure	Completed	In Progress Due by 12/19	Not Started Due by 12/19	In Progress Due by 12/19	In Progress Due by 12/5	In Progress Due by 12/23	In Progress Due by 12/5	Not Started 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.

Project Health Tracker Dashboard

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Delivery		Delivery remains steady across workflows. Fire Operational validation was completed this week, and configuration work for Special Events and OTC DSW-R continues without disruption. Reporting progress advanced with Internal/Public Reporting and Stories demos, and the team is on track to complete the Reporting & Dashboards Validate phase next week. Online Trade remains the only workflow behind due to pending data, and mitigation is underway.
Schedule		Some schedule pressure as the Validate phase extends into early December. Online Trade validation will not complete by the end of November, shifting the Validate phase target into the first week of December. This delay is contained and does not impact the overall timeline, as all Configuration activities are still pacing toward completion before Christmas week. Training, testing, and go-live readiness activities remain aligned for January to support the February go-live.
Resource/Capacity		Capacity remains stable with strong engagement from both teams. CCSF continues to manage a high session volume while completing pre-work and accelerating decision cycles. Both teams are preparing for next week's heavy focus on backend refinement, documentation, early testing preparation, training planning, and go-live communication alignment. Collaboration remains strong and responsive despite seasonal capacity constraints.

Thank You