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CCSF – PermitSF

Weekly Status Report – March 16, 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		The PermitSF project is currently maintaining a stable trajectory with critical path milestones for the April 13th go-live on track. While core delivery indicators remain Green , the overall project schedule and resource capacity are trending Yellow due to a 8–14 week extension for remaining workflows that is expected to be finalized this week. To ensure quality and outcomes are not compromised during this period, OpenGov is accommodating this change request at no additional cost under a high-accountability model. This transition involves a shift toward weekly governance checkpoints and a train-the-trainer model to maintain operational efficiency at the Permit Center as the project moves into its next phase of launches.

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Project Status – Risks, Issues, Wins

Top Risk(s)

1. **Governance & Decision Latency:** Project resource constraints require a strict focus on value-driven work; delays in decisions, repetitive sessions, or rework requests may stall progress and put the project scope, timeline, and budget at risk.

Top Issue(s)

1. **Timeline Finalization:** PermitSF to finalize the 8–14 week extension request for remaining workflows (Fire Operational, Trade, Signs, and Solar).
2. **Training Efficiency Risk:** The rolling go-live strategy introduces the risk of staff attending redundant training sessions already completed in Phase 1A, which could strain Permit Center operations. To mitigate this, OpenGov will present an optimized training plan to PermitSF designed to maximize staff readiness and effectiveness through a consolidated approach.

Top Win(s)

1. **Automated Intake Review:** Completed and demonstrated the automated intake review process for the Contractor Authorization workflow for PermitSF sign-off.
2. **Configuration Readiness:** Successfully finished configuration for both Water Flow and Contractor Authorization workflows.
3. **UAT & Training Prep:** User Acceptance Testing starts this week and step-by-step click path instructions are ready for the March 30th training launch.

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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	Completed	Completed (Feb) Not Started (Apr)	Completed (Feb) Not Started (Apr)	Completed (Feb) Not Started (Apr)

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

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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)
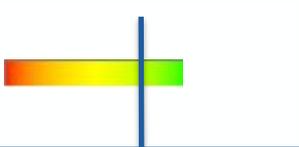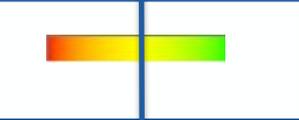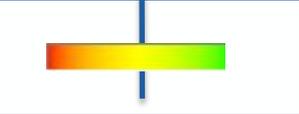
Workflow	Fire Construction	Fire Operational	Online Trade**	OTC DSW–R	Signs	Solar**	Special Events	Water Flow	Express Authorization
Initiate	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed
Validate	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed
Configure	Completed	In Progress Due by TBD	In Progress Due by TBD	Completed	In Progress Due by TBD	In Progress Due by TBD	Completed	Completed	Completed
Train	Completed	Not Started	Not Started	Completed	Not Started	Not Started	Completed	On track Week of 3/30	On track Week of 3/30
Launch	Completed	Not Started Go Live: TBD	Not Started Go Live: TBD	Completed	Not Started Go Live: TBD	Not Started Go Live: TBD	Completed	On Track Go Live: 4/13/26	On Track 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

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Project Health Tracker Dashboard

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Delivery		Configuration is finalized for the April 13th workflows. User Acceptance Testing (UAT) is scheduled to begin this week, supported by completed step-by-step click-path instructions.
Schedule		The April 13th Go-Live remains on track. However, the overall timeline is pending on PermitSF finalization of a requested 8–14 week extension for remaining workflows.
Resource /Capacity		OpenGov resources are allocated to support the extension. Success depends on maintaining strict governance to avoid decision latency and repetitive configuration rework.

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Thank You

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