

OpenGov 

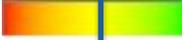
CCSF - PermitSF

Weekly Status Report - March 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)

| | | |
|---|---|---|
| <p>PermitSF Project Health</p> |  | <p>Water Flow and Contractor Authorization workflows remain on track in configuration and are preparing to enter the next phase.</p> <ul style="list-style-type: none">• UAT is targeted to begin next week.• Training is scheduled to start the week of 3/30, with a planned go-live date of April 13. <p>PermitSF has committed to finalizing the rolling go-live timeline this week to provide a solid, confirmed plan for remaining workflows.</p> <p>In parallel, planning for subsequent User Acceptance Test (UAT), training, and launch phases continues. PermitSF and OpenGov are developing timeline scenarios to ensure the remaining workflows can be rolled out steadily over the coming months without compression risk.</p> <p>Integration tasks remain aligned with the configuration timeline and present no current risks. OpenGov is also on track with committed enhancements, including Bluebeam and inspection updates, according to plan.</p> |
|---|---|---|

Project Status – Risks, Issues, Wins

Top Risk(s)

1. **Remaining Workflow Go-Live Timeline (April & beyond)** – We expect the final timeline this week. Clear sequencing will reduce the risk of a compressed schedule for our upcoming go-lives.
2. **Governance & Decision Discipline** – Clear and timely decisions remain critical to maintain rollout pace.

Top Issue(s)

1. **SLA Performance (2-Day Target)** – Current average turnaround from submission to issuance is not consistently meeting the 2-day goal for Fire Alarm and Sprinkler permits. Update has been made and New observation has been identified:
 - **Previous week** – Authorized Agent Form (PermitSF resolved by updating SOP and added help text)
 - **New** – The 2-day SLA is being re-evaluated to ensure it remains a realistic target under the new asynchronous process, with an emphasis on providing applicants with a consistent and predictable turnaround time rather than a fixed 48-hour window.
2. **Scope Creep Risk** – New refinements may surface; disciplined prioritization remains essential.

Top Win(s)

1. **Water Flow & Contractor Authorization** – on Track for April 13 path.
2. **Integration Aligned with Configuration Timeline** – No current integration risks.
3. **Bluebeam & Inspection Enhancements** – Tracking to Plan.
4. **Timeline Scenario Planning in Progress** – Joint effort between PermitSF and OpenGov to ensure smooth rollout of remaining workflows.

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

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 | In Progress Due by 3/13 | In Progress Due by 3/13 |
| 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 | Not Started Go Live: 4/13/26 | 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 |  | April workflows (Water Flow and Contractor Authorization) are progressing as planned and entering UAT next week. Integration and enhancement workstreams remain aligned with no current delivery blockers. |
| Schedule |  | April 13 remains the target for Water Flow and Contractor Authorization. PermitSF has committed to finalizing the broader rolling go-live timeline this week, which will provide clearer sequencing for remaining workflows. |
| Resource/Capacity |  | Resource capacity remains steady across both teams. PermitSF and OpenGov are coordinating closely to maintain configuration momentum while preparing for UAT, training, and subsequent rollout phases. |

Thank You