

OpenGov 


CCSF - PermitSF

Weekly Status Report - April 6, 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 are in the final training phase, with training completing this week in preparation for go-live. Go-live scheduled for April 13 at 7:00 AM PST, when the two record types will be activated.</p> <p>In parallel, June workflows have entered configuration, following early submission of finalized requirements by PermitSF. This enables the team to maintain momentum into the next release phase.</p> <p>The project is currently operating across two parallel tracks:</p> <ul style="list-style-type: none">• Final training and go-live readiness for April• Configuration and preparation for June workflows
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Project Status – Risks, Issues, Wins

Top Risk(s)

1. **SOP & Training Readiness:** Training effectiveness and early access stability depend on completion and alignment of SOPs and click paths.
2. **Governance & Decision Latency:** Continued reliance on timely cross-department decisions may impact configuration progress and readiness for June go-live.

Top Issue(s)

1. **Timely SME Engagement & Capacity** – Delivery of upcoming phases requires consistent and dedicated time from PermitSF subject matter experts. With compressed timelines, timely input and decision-making will be critical to maintaining progress.
2. **Final Configuration Input Readiness (June)** – Final inputs and decisions for June workflows must be completed within the next two weeks to allow adequate time for configuration, testing, and training.
3. **Bluebeam Enhancement Release Timing** – Release to the UAT environment has been shifted from April 3 to April 7 to ensure quality of the enhancement.
 - Impact: No impact to April go-live
 - Mitigation: OpenGov prioritized stability and quality assurance before release

Top Win(s)

1. **April Workflows Ready for Go-Live** – Training underway and on track to complete this week ahead of April 13 activation.
2. **Requirements Submitted Early for June** – Trade permit requirements finalized and delivered ahead of schedule, enabling configuration to begin.
3. **Training & Early Access Alignment** – Defined training model and confirmed Early Access strategy, strengthening readiness for June go-live.

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) Completed (Apr) In Progress (Jun)	N/A	Completed	Completed (Feb) Completed (Apr) In Progress (Jun)	Completed (Feb) Completed (Apr) In Progress (Jun)	Completed (Feb) Completed (Apr) In Progress (Jun)
Train	Completed (Feb) In Progress (Apr) Not Started (Jun)	N/A	Completed	Completed (Feb) In progress (Apr) Not Started (Jun)	Completed (Feb) N/A (Apr) Not Started (Jun)	Completed (Feb) In Progress (Apr) Not Started (Jun)
Launch	Completed (Feb) On Track (Apr) Not Started (Jun)	N/A	Completed	Completed (Feb) On Track (Apr) Not Started (Jun)	Completed (Feb) On Track (Apr) Not Started (Jun)	Completed (Feb) On Track (Apr) Not Started (Jun)

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


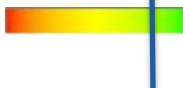

Project Status – Workflow/ Permit Type

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	Express & OTC Trades	OTC DSW-R	Signs	Solar App+	Special Events	Water Flow	Contractor 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 4/29	Completed		In Progress Due by 4/29	Completed	Completed	Completed
Train	Completed		Not Started	Completed		Not Started	Completed	In Progress	In Progress
Launch	Completed		Not Started Go Live: 6/15/26	Completed		Not Started Go Live: 6/15/26	Completed	On Track Go Live: 4/13/26	On Track Go Live: 4/13/26

Project Health Tracker Dashboard

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Delivery		<p>April workflows (Water Flow and Contractor Authorization) are in the final training phase and preparing for activation on April 13. Configuration is complete and stable.</p> <p>June workflows have entered configuration following early requirement submission. The Bluebeam enhancement release to UAT has been shifted from April 3 to April 7 to ensure quality, with no impact to April go-live.</p>
Schedule		<p>April 13 go-live remains on track, with record types scheduled to be activated at 7:00 AM PST. Training will be completed this week ahead of launch.</p> <p>June workflows are progressing in configuration. The next two weeks are critical to finalize inputs and decisions to maintain readiness for testing and training phases.</p>
Resource/Capacity		<p>OpenGov capacity remains steady. As the project advances across April go-live and June configuration, sustained engagement and timely input from PermitSF subject matter experts will be critical to maintaining pace and avoiding rework.</p>

Thank You