

Subject: Fw: PermitSF | OG Weekly Status Update – November 7, 2025
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Good afternoon,

Please find the attached PermitSF Weekly Status Report for your review (November 7, 2025). This version includes all project status and milestone updates. The detailed meeting sessions for this week and next will be incorporated in the finalized version to be shared on Monday for internal distribution on CCSF's SharePoint.

This week reflects a notable improvement in project health, now rated Yellow. The Payment Processor integration, which had been the highest-risk workstream, has made significant progress thanks to strong leadership alignment and collaboration across CCSF, EUNA, and OpenGov. Clear implementation planning, quick turnaround in CCSF business decisions, and unified cross-vendor engagement collectively transformed this deliverable from high risk to low risk.

While the overall outlook is improving, a few areas remain under watch.

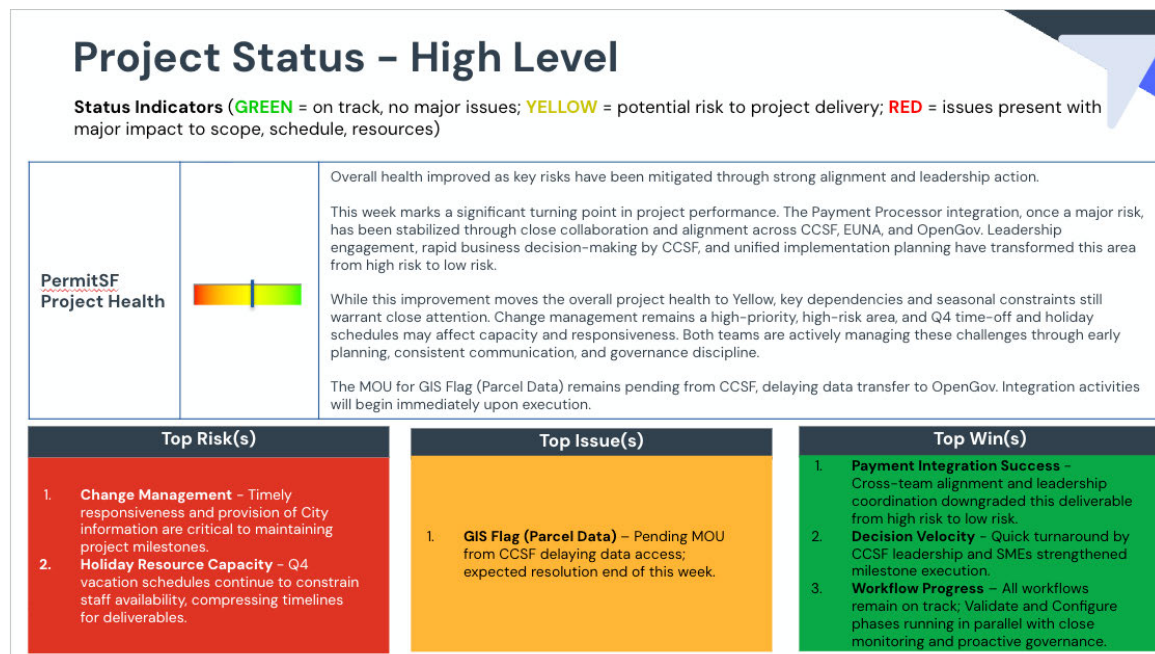
- Change management remains a high-priority focus area, requiring sustained attention to ensure consistency across departments and alignment as workloads increase.
- Holiday resource capacity is a shared risk, and upcoming time-off schedules may affect responsiveness and project velocity.
- The MOU for GIS Flag (Parcel Data) is still pending from CCSF and remains the primary open issue delaying data delivery for integration. OpenGov will begin related work immediately upon receipt.

All workflow tracks remain on schedule, and the Validate and Configure phases are now progressing in parallel. November is expected to be a heavy-lift month, requiring tight coordination and forward planning from both teams to sustain progress and mitigate timeline compression. At the current pace and state, no escalation is required. Risks and issues are being actively managed through weekly governance meetings, daily workstream check-ins, and strong cross-team communication.

Next Week's Focus Areas:

- Continue Validate and Configure Phase
- Receive MOU and release of GIS Flag (Parcel Data)
- Continue progress on Payment Integration
- Monitor change management and departmental engagement activities
- Manage holiday resource planning to sustain continuity through November

As outlined in the attached report, the project continues to progress with strong partnership and proactive governance. Key improvements in vendor coordination and leadership engagement have been instrumental in driving momentum and risk reduction.



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	In Progress	Completed	In Progress	In Progress	In Progress
Configure	In Progress	Not Started	In Progress	Not Started	Not Started	In Progress
Train	Not Started	Not Started	Not Started	Not Started	Not Started	In Progress
Launch	Not Started	Not Started	Not Started	Not Started	Not Started	Not Started

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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
Initiate	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed
Validate	Completed	In Progress Due by 11/14	In Progress Due by 11/21	Completed	In Progress Due by 11/14	In progress Due by 11/26	Completed	Not Started Due by 11/21
Configure	In Progress Due by 11/14	Not Started Due by 12/5	Not Started Due by 12/19	Not Started Due by 11/21	Not Started Due by 12/5	Not Started Due by 12/5	Not Started Due by 11/21	Not Started Due by 12/5
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.

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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		Significant improvement this week with Payment Integration transitioning from high risk to low risk. Strong alignment across CCSF, EUNA, and OpenGov has driven clarity in requirements and implementation planning. Delivery momentum remains steady, with continued focus on managing the pending GIS Flag MOU and maintaining decision cadence through November's heavier workload overlapping the validate and configure phases.
Schedule		Slight risk persists. Overlapping Validate and Configure phases and the ongoing GIS Flag MOU delay continue to compress timelines. Holiday schedules may add additional pressure; detailed forward planning and prioritization sessions are underway to sustain trajectory toward February go-live.
Resource/Capacity		Still constrained but improving. Cross-department coordination and proactive planning have helped offset resource challenges. Q4 time-off schedules and availability remain watchpoints, but engagement across teams is strong, and mitigation actions are in place.

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