

Permit Intake Project Update

October 15, 2020

Agenda

- **Permit Intake Business Objective**
- **Project Plan Status – Dashboard**
- **Demo**
- **Feedback**

Purpose, Scope and Requirements Summary

Purpose:

Permit Intake (INTK folder) project will support the intake of Building Permits and allow DSC, Life Safety, and Planning & Zoning Staff to request needed information from our customers in order to have a complete permit package for the Review teams to review.

Requirements Summary:

- Enable Customers to initiate Building Permit requests via DevHub Portal
- Provide a more efficient way to intake building permits
- Optimize use of the AMANDA permitting system functionality
- Eliminate up/download/renaming of files from the HCP site
- Eliminate staff emailing back and forth

Permit Intake Project Dashboard (via DevHub Portal)

Key Requirements
Provide a more efficient way to intake building permits than the current process
Enable Customers to initiate Building Permit (CO/RS) requests via DevHub Portal
Optimize use of AMANDA functionality
Eliminate up / download / renaming of files from the HCP site
Eliminate staff emailing back and forth

Key Dependencies
Business Resources for User Acceptance Testing (UAT)
Continued Rapid Responses from business

Milestones	Due Date	Status
Design Complete (Design Doc)	Sep 23	DONE
Development Complete (DEV)	Oct 6	DONE
Business Demo of Solution (DEV)	Oct 7	DONE
In Scope Coding Changes based on Business Feedback (DEV)	Oct 16	
User Acceptance Testing (TEST)	Oct 19-20	
Go / No Go Decision	Oct 26	
Training	Oct 27 - Nov 6	
Go Live	Nov 9	

Key Highlights / Issues:

Completed:

- Demo of INTK folder to DSC, Planning & Zoning, and Life Safety groups
- Programming and Design Document nearly complete

Focus for week of Oct 12-16:

- Completion of Design Document
- QAT begins
- Review folder programming with Support team
- Review folder functionality and testing with User Acceptance Testers
- Info page for customers, so they have easy access to what to submit
- Finalize training/comms approach for rollout

Feedback / Questions?