



RACI Chart

Task List	Deadline to Complete	Responsible	Accountable	Consulted	Informed	Comments
Building						
Kick off meeting	June 2023	Building Department	Kim			Meet with everyone in the building department and account manager at Cloudpermit to discuss the timeline and how things will work
Setting up GIS	December 2023	Kurtis	Kim			Get information from Kurtis on the end rest point to set up the GIS for Cloudpermit
Configure Cloudpermit	January 2024	Niels	Kevin			Configure the backend of Cloudpermit, permits, forms, fees, DCs and anything else that needs to be completed

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Paymentus	January 2024	Christine	Kim			Contact Paymentus and set up our limits and URL's for payments
Clean up data in Amanda	December 2023	Kayla	Kevin			Going through old files and closing them so data is clean from Amanda
Pull Amanda data for Cloudpermit	January 2024	Mark	Kim	Emily Kayla Kevin		Pulling reports from Amanda and giving information to Cloudpermit to implement in their system
Testing information in Cloudpermit	February 2024	Niels Emily Kevin Kim Kayla Sabine/planning Greg/fire Chris/ESD Ashley/Water Kara/PW	Kevin			Testing all permits, forms and payments in Cloudpermit to make sure steps are in the correct order, also testing mobile devices to make sure working on site will work correctly
Testing with Finance	January 2024	Christine	Kim			Make sure the financial information is pulling correctly so it can be transferred into GP
Creating instructions	January 2024	Emily	Kevin			Process mapping, creating processes for new and current employees & departments on how to use the system and how using the system will be the main communication tool ie emails and phone calls will be asked to be done through Cloudpermit



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Training staff	February 2024	Kevin	Kim			Training any staff that will be using the system for the building process within the city
Communications	February 2024	Carly	Kevin			Set up a meeting with Carly to have a communication plan ready for going live
Sign off on Go Live Checklist	February 2024	Kevin	Kim			The Go Live Checklist is a list of items that will need to be confirmed in Cloudpermit. This advises SLT that all items are confirmed and ready to go
Soft Go Live	February 2024	Kevin	Kim			Launch Cloudpermit to the public, let some contractors know they can submit new permits, test the system and make sure things are still working correctly
Hard Go Live	February 2024	Kevin	Kim			Launch communication plan and communicate with the public of the new processes for submitting building permits
By-Law						
Kick-off meeting	February 2024	Briana Kaitlyn Riley Sierra Kevin Niels Clerks Christine	Kim			Meet with everyone in the by-law department and account manager at Cloudpermit to discuss the timeline and how things will work
Configure Cloudpermit	March 2024	Kaitlyn Riley	Briana			Configure the backend of Cloudpermit, templates, fees



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						and anything else that needs to be completed
Setting up GIS	February 2024	Kurtis	Kim			This should already be complete from Building
Paymentus	February 2024	Christine	Kim			We should already have a URL set up for the by-law module
Clean up data in Amanda	February 2024	Kaitlyn Riley	Briana			Clean up any old files that should no longer be open
Pull Amanda data for Cloudpermit	February 2024	Mark	Kim			Pulling reports from Amanda and giving information to Cloudpermit to implement in their system
Creating instructions	March 2024	Kaitlyn	Briana			Process mapping, creating processes for new and current employees & departments on how to use the system
Testing Cloudpermit	April 2024	Kaitlyn Riley Niels Building/Planning ESD Sierra Lee-anne				Testing the system to make sure the way things are set up will work, also testing mobile devices to make sure working on site will work correctly
Training staff	April 2024	Briana		Kaitlyn		Train any staff that will need to use the system for By-law
Communications	March 2024	Carly	Briana			Set up a meeting with Carly to have a communication plan ready for going live
Sign off on Go Live Checklist	April 2024	Briana				The Go Live Checklist is a list of items that will need to be confirmed in Cloudpermit. This



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						advises SLT that all items are confirmed and ready to go
Soft Go Live	April 2024	Briana				Launch Cloudpermit to the public and have people complete complaint forms online
Hard Go Live	April 2024	Briana				Launch communication plan and advise the public of the new process for submitting complaints
Planning						
Kick-off meeting	April 2024	Emily & Sabine	Kim			Meet with everyone in the Planning department and account manager at Cloudpermit to discuss the timeline and how things will work
Configure Cloudpermit	April 2024	Sabine Emily	Sabine	Jocelyn Jackie Building Engineering Clerks Finance		Configure the backend of Cloudpermit, pre-consults, forms, templates, fees and anything else that needs to be completed
Setting up GIS	April 2024	Kurtis	Kim			This should already be completed from other departments
Paymentus	April 2024	Christine	Kim			We should already have a URL set up for the planning module
Clean up data in Amanda	May 2024		Sabine			Clean up any old files that should no longer be open
Pull Amanda data for Cloudpermit	July 2024	Mark	Kim			Pulling reports from Amanda and giving information to Cloudpermit to implement in their system



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Creating instructions	July 2024	Sabine	Sabine			Process mapping, creating processes for new and current employees & departments on how to use the system
Testing Cloudpermit	July 2024	Sabine	Sabine	Emily Planning Building Engineering Fire Finance Clerks		Testing the system to make sure the way things are set up will work, also testing mobile devices to make sure working on site will work correctly
Training staff	August 2024	Sabine & Emily	Sabine			Train any staff that will need to use the system for Planning
Communications	August 2024	Carly	Sabine			Set up a meeting with Carly to have a communication plan ready for going live
Sign off on Go Live Checklist	August 2024	Sabine	Kim			The Go Live Checklist is a list of items that will need to be confirmed in Cloudpermit. This advises SLT that all items are confirmed and ready to go
Soft Go Live	September 2024	Sabine	Kim			Launch Cloudpermit to the certain people to test the live process
Hard Go Live	September 2024	Sabine	Kim			Launch communication plan and advise the public of the new process for Planning

