

Checklist

This checklist is to be used as a guide only and ultimately it is your choice as to which documents to use and how.

We would suggest that some documents are used by everyone, while others are more relevant to larger organisations with numerous stakeholder groups across more than one geographical areas. However, it is of course up to you if you wish to use or not use any part of the playbook.

Document	Type	Usage advice
Overview document	Street Manager information	Everyone
Business case	Template with relevant Street Manager information	Everyone
Impact assessment	Tool with guidance	Everyone
Readiness assessment	Tool with guidance	Everyone
Stakeholder analysis	Tool with guidance	Large organisations with different stakeholders / stakeholder groups
Personas	Guidance document	Large organisations with different stakeholders / stakeholder groups
High-level roadmap	Template with relevant Street Manager information	Everyone
Delivery and roll-out plan	Template with relevant Street Manager information	Everyone
RACI	Guidance document	Organisations with many people involved in the planning and delivery of the transition to Street Manager
Risks, issues and actions log	Template / tool with guidance	Everyone

Suggested order of activities

1. Read through the **overview document** to understand the most up to date content on the Street Manager project
2. Do an initial read through of the **business case** to understand background
3. Conduct an **impact assessment** for technology, processes and people within your organisation
4. Complete the gap analysis and **readiness assessment**
5. If you are a larger organisation, use the readiness and impact assessment to complete the **stakeholder analysis** documentation (*optional*)
6. Based on the stakeholder analysis, create your **personas** and then allocate each stakeholder to a persona group (*optional*)
7. Create the first draft of the **high-level roadmap** noting the key activities that need to take place prior to transition
8. Complete the provided **business case template**, adding details such as the benefits assessed in the benefits management approach. Pass on the business case to those who need to see and approve it
9. Using the high-level roadmap and the readiness assessment, create a **delivery and rollout plan**
10. Conduct a **RACI assignment** based on the delivery and rollout plan that allocates responsibility for the completion of each task (*optional*)
11. Make sure that you have communicated the transition plan and detailed as relevant to your **highway / street and roadworks teams**
12. Make sure that you have communicated the transition plan and detailed as relevant to your **contractors**
13. Make sure that you maintain a **risk and issues register** by logging any items as soon as they occur, and by reviewing and updating the document on a regular (e.g. weekly) basis
14. Complete the **readiness assessment** before go-live as a final checklist