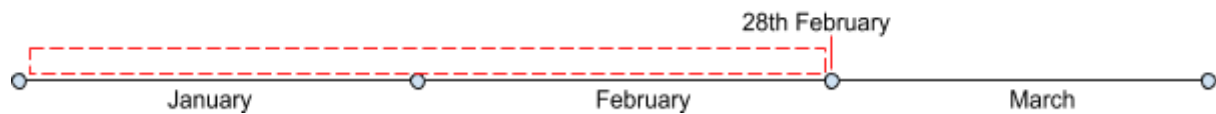


Street Manager readiness checklist - API users

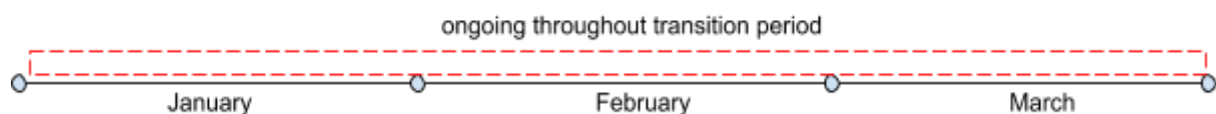
As you know, all organisations must be using Street Manager to manage street works by the deadline of midnight on the 31st March. Please review the checklist below which highlights the key activities that you need to complete before switching to Street Manager:

Pre-work, onboarding and commercials - Activities to complete so that you can access the Street Manager platform



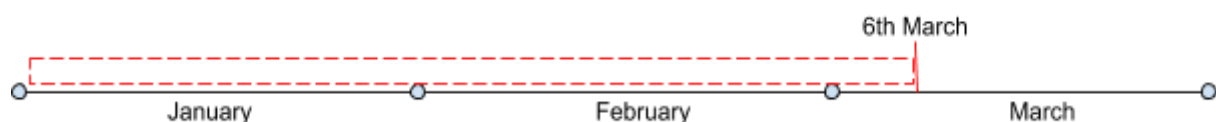
- ☐ Request access to Street Manager Sandbox and Production
- ☐ Receive, complete/sign and return requested information and T&Cs
- ☐ Read additional documentation such as security information
- ☐ Activate access to Sandbox and Production
- ☐ Obtain API login

Business change - Activities to ensure that your organisation and people are ready to transition to Street Manager



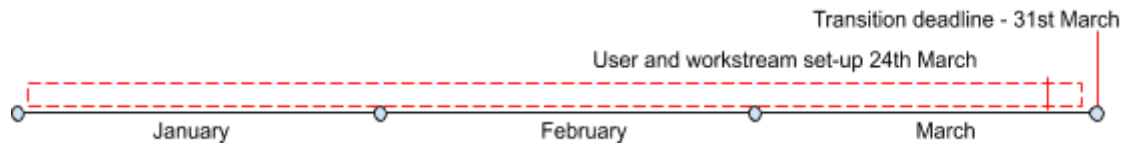
- ☐ Perform gap analysis
- ☐ Perform impact assessment
- ☐ Validate transition decision (eg. UI vs API vs combination)
- ☐ Develop a transition plan
- ☐ Develop a stakeholder engagement plan
- ☐ Identify user training needs
- ☐ Deliver user training successfully
- ☐ Agree with contractors how they can be set up in Street Manager
- ☐ Confirm with contractors that they have been set up in Street Manager

Sandbox dev and testing - Activities to understand how the system works in the test environment



- ☐ Develop API (in-house or externally) based on API spec provided by DfT
- ☐ Test API in sandbox environment (in collaboration with other LHAs/utilities in your area)

Transition to production via API - Activities to move your operations to the live Street Manager system



- ☐ Move to production via API authorised by primary contact
- ☐ Primary contact communicates their transition decision (UI/API/Combination approach) to DfT
- ☐ Primary contact communicates their transition decision to other organisations they work with (contractors, utilities etc.) as it is best practice to give organisations 4 weeks notice of any changes
- ☐ Move to production via API and set up users and workstreams (at least **1 week** before go-live date)
- ☐ Post-launch quality assurance of data in production
- ☐ Ensure the API link to Street Manager is up to date - Street Manager will always support the two latest API versions but it is your responsibility to keep the API link updated