## 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
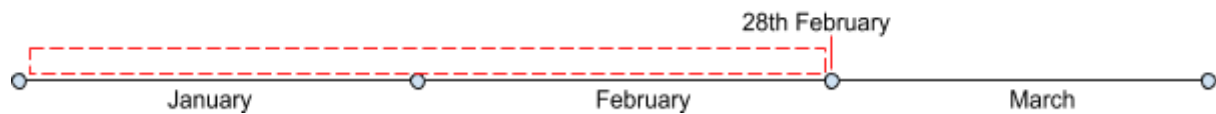

- ❏ Request access to Street Manager Sandbox and Production
- ❏ Receive, complete/sign and return requested information and T&Cs
- ❏ Read additional documentation such as security information
- ❏ Activate access to Sandbox and Production
- ❏ Obtain API login

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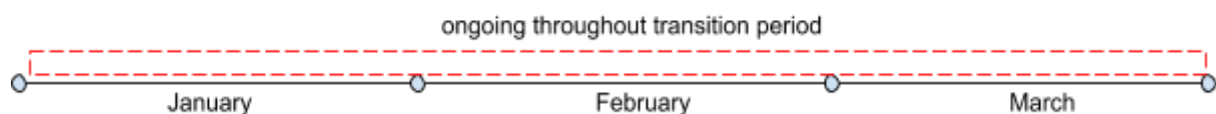

- ❏ Perform gap analysis
- ❏ Perform impact assessment
- ❏ Validate transition decision (eg. UI vs API vs both)
- ❏ Develop a transition plan
- ❏ Develop a stakeholder engagement plan
- ❏ Identify user training needs
- ❏ Deliver user training successfully
- ❏ Agree with contractors how they can be set 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
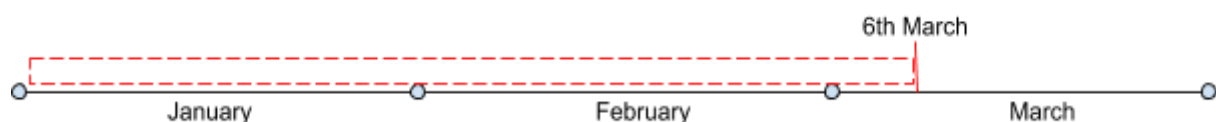
- ❏ Develop API (in-house or externally) based on API spec provided by DfT
- ❏ Test API in sandbox environment

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

Transition deadline - 31st March

User and workstream set-up 24th March

January February March
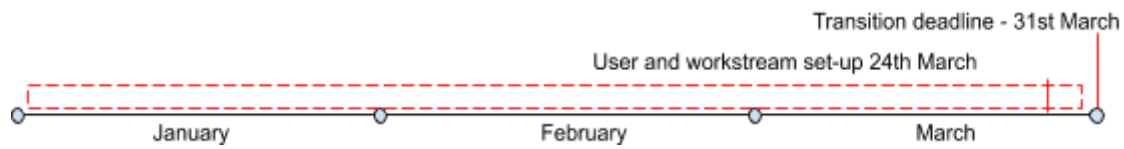
❏ Move to production via API authorised by primary contact

❏ Primary contact communicates decision to DfT

❏ Primary contact communicates decision to other organisations as applicable

❏ 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

❏ Post-launch API updates as and when needed with test in Sandbox environment first

Street Manager readiness checklist - API users

As you know, all organisations must be using Street Manager to record street works by the deadline of midnight on the 31st March. The following checklist can be used to ensure that your organisation is ready for the transition.

Pre-work, onboarding and commercials
Recommended completion date: ASAP, but before mid-February at the latest.

Requested access to Street Manager Sandbox and Production

Received, completed/signed and returned requested information and T&Cs

Read additional documentation such as security information

Activated access to Sandbox and Production

Business change
Recommended completion date: ongoing, check back against this list in the run up to transition.

Performed gap analysis

Performed impact assessment

Validated transition decision (eg. UI vs API vs both)

Developed a transition plan

Developed a stakeholder engagement plan

Identified user training needs

Delivered user training successfully

Delivered user training successfully

Agreed with contractors how they can be set up in Street Manager

Confirmed with contractors that they have been set up in Street Manager

Sandbox dev and testing
Recommended completion date: before mid-February to give you time to troubleshoot any issues you run into.

Developed API (in-house or externally) based on API spec provided by DfT

Tested API in sandbox environment

Transition to production via API
Recommended completion date: before mid-March to give you time to make the transition smoothly.

Primary contact authorises move to production via API

Primary contact communicates decision to DfT

Primary contact communicates decision to other organisations as applicable

Move to production via API and set up users and workstreams

Post-launch quality assurance of data in production

Post-launch API updates as and when needed with test in Sandbox environment first