

Street Manager readiness checklist - UI 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

Completion date: ASAP, but **before 29th February** at the latest.

- ☐ 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

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

Completion date: **ongoing**, check back against this list in the run-up to transition.

- ☐ 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 that contractors have been set up in Street Manager

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

Completion date: **before 29th February** to give you time to troubleshoot any issues you run into.

- ☐ Set up users in Sandbox
- ☐ Perform end to end testing in Sandbox

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

Completion date: **before 9th March** to give you time to make the transition smoothly.

- ☐ Move to production via UI authorised by primary contact
- ☐ Primary contact communicates decision to DfT

- ☐ Users set up in production (at least **three days** before go-live date)
- ☐ Workstreams set up in production (at least **three days** before go-live date)
- ☐ Associate Contractors to workstreams (if applicable)
- ☐ Primary contact communicates decision to other organisations as applicable
- ☐ Begin inputting all works in Production
- ☐ Post-launch quality assurance of data in production