## 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


28th February — January — February — March
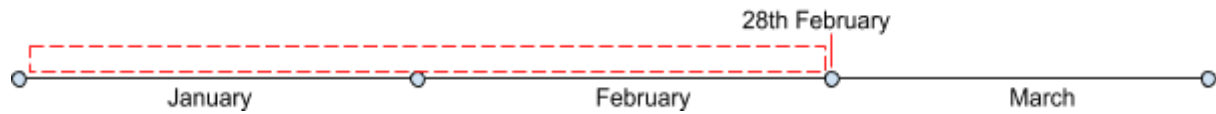
❏ Request access to Street Manager Sandbox and Production

❏ 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


ongoing throughout transition period — January — February — March
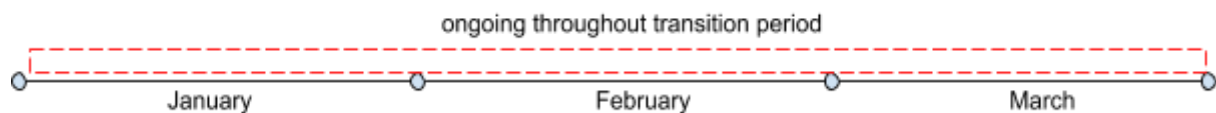
❏ Perform gap analysis

❏ 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 that contractors have been set up in Street Manager

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

31st March — January — February — March
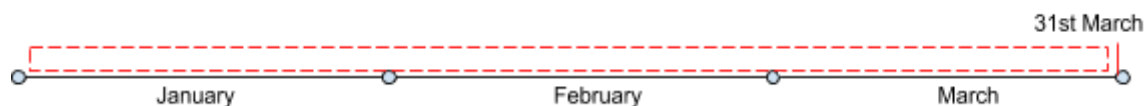
❏ Set up users in Sandbox

❏ Perform end-to-end testing in Sandbox (in collaboration with other LHAs/utilities in your area)

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

Transition deadline - 31st March

User and workstream set-up 28th March

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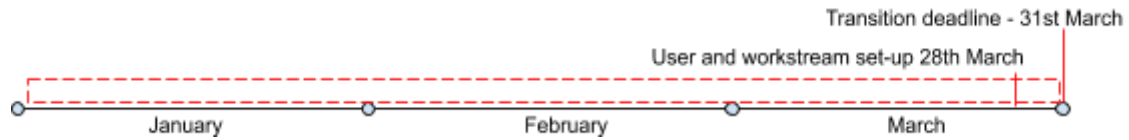
❏ Move to production via UI authorised by primary contact

❏ Primary contact communicates their transition decision (UI/API/Combination approach) 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 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

❏ Begin inputting all works in Production

❏ Post-launch quality assurance of data in production