## 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

28th February

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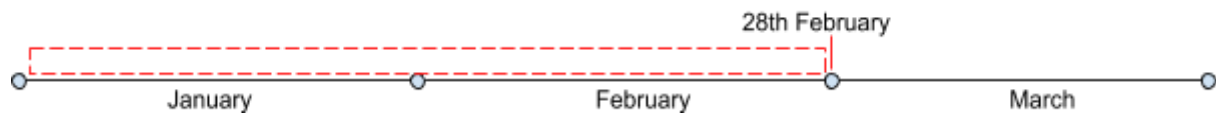
❏ Request access to Street Manager Sandbox and Production

❏ Receive, complete/sign and return requested information and T&Cs

❏ Read additional documentation such as security information

❏ Activate access to Sandbox and Production

❏ Obtain API login

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

ongoing throughout transition period

January   February   March
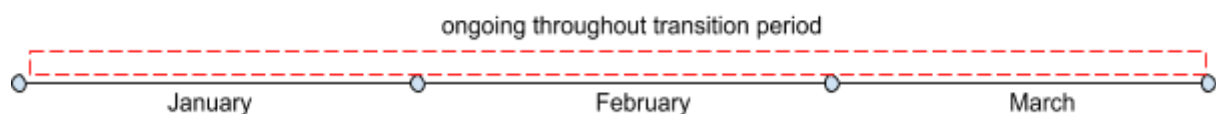
❏ Perform gap analysis

❏ Perform impact assessment

❏ Validate transition decision (eg. UI vs API vs 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

6th March

January   February   March
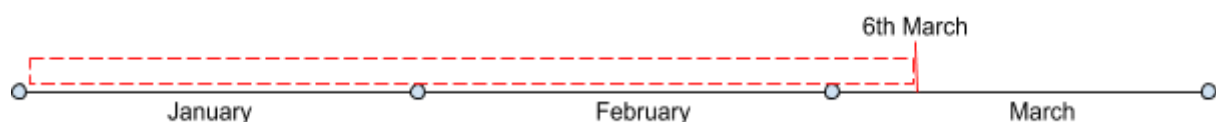
❏ Develop API (in-house or externally) based on API spec provided by DfT

❏ 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
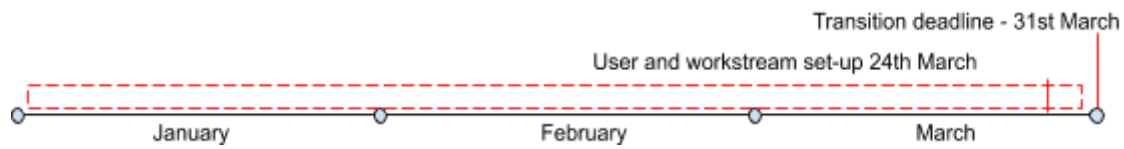
❏ Move to production via API authorised by primary contact

❏ 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