

Checklist

This checklist is to be used as a guide only and ultimately it is your choice as to which documents to use and how.

We would suggest that some documents are used by everyone, while others are more relevant to larger organisations with numerous stakeholder groups across more than one geographical areas. However, it is of course up to you if you wish to use or not use any part of the playbook.

Document	Type	Usage advice
Change management strategy	Guidance document and template	Everyone
Communications approach	Guidance document and template	Everyone
Training approach	Guidance document and template	Everyone
Engagement and Training Needs Assessment and Progress Tracker	Tool with guidance	Everyone - you can decide whether to go down to individual stakeholder or use stakeholder groupings based on the level of detail that suits you
Progress of Benefits tracker	Tool with guidance	Everyone

Suggested order of activities

1. Start from the **Change management strategy** to familiarise yourself with the key principles and techniques of change management and decide which ones to apply to the management of your organisation's transition to Street Manager.
2. If you have completed the **Impact, Readiness and Stakeholder analyses** (part of the Playbook part 1 ([Link here](#))) use the outcomes of those analyses to establish the current state of your stakeholder environment as well as any associated risks and opportunities. If you have not completed these analyses, you might find it helpful to look at them in conjunction with the Change management strategy

3. Read through the **Communications approach** and **Training approach** for best practice on communications and training delivery as well as a list of recommended activities and techniques
4. Use the **Engagement and Training needs assessment and progress tracker** to record, assess and track progress by stakeholder and type of activity. Treat this as a live document and update as needed
(optional if you want to assess and track at a more detailed level)
5. Use the **Progress of Benefits tracker** to identify, categorise, plan and monitor benefits realised from your adoption of Street Manager. Treat this as a live document and update as needed.
6. Make sure that you maintain a **risk and issues register** by logging any items as soon as they occur, and by reviewing and updating the document on a regular (e.g. weekly) basis
7. Complete the **readiness assessment** before go-live as a final checklist