## Street Manager readiness checklist - UI/API combination 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
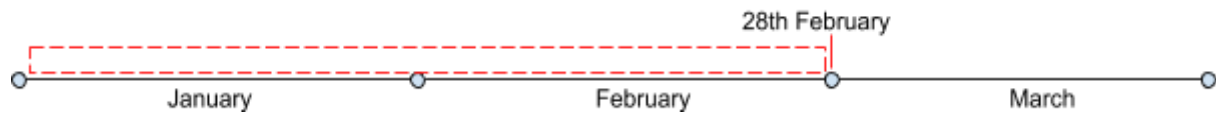


❏ Request access to Street Manager Sandbox and Production

❏ 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
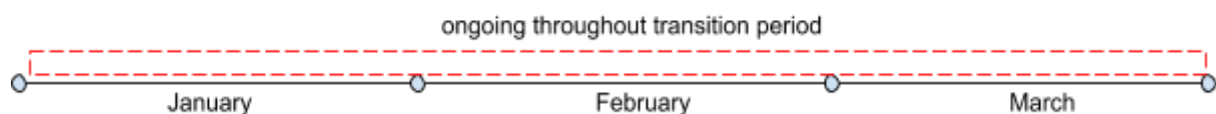


❏ Perform gap analysis

❏ Perform impact assessment

❏ Validate transition decision (eg. UI vs API vs combination)

❏ Develop a transition plan

❏ Develop a stakeholder engagement plan

❏ Identify user training needs

❏ Deliver user training successfully

❏ Agree with contractors how they will be set up in Street Manager

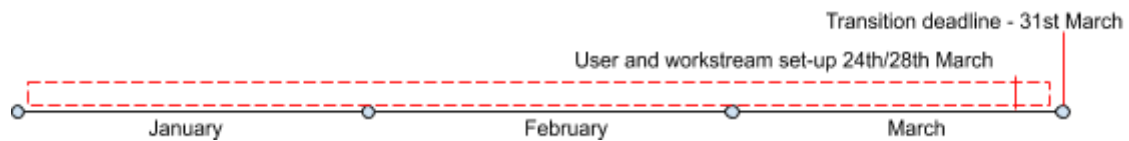❏ Confirm that contractors have been set up in Street Manager

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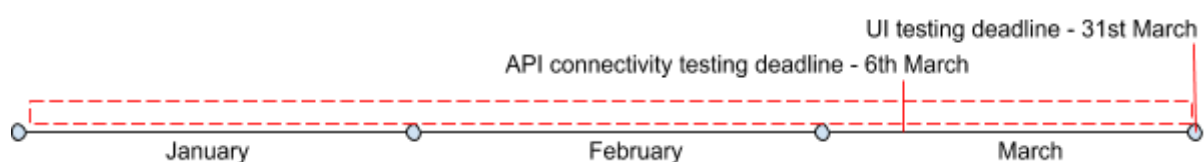


❏ Set up users in Sandbox UI

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

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

❏ Test API in sandbox environment


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

Transition deadline - 31st March

User and workstream set-up 24th/28th March

January          February          March

❏ Move to production via UI authorised by primary contact

❏ Move to production via API authorised by primary contact

❏ Primary contact communicates decision to DfT

❏ Move to production via API and set up users and workstreams (at least **1 week** before go-live date)

❏ Set up users in production UI (at least **three days** before go-live date)

❏ Set up workstreams in production UI (at least **three days** before go-live date)

❏ Associate any contractors to workstreams if applicable

❏ Primary contact communicates decision to other organisations (contractors, utilities etc.)

❏ Move to production via UI: begin inputting all works in Production

❏ Post-launch quality assurance of data in production

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