

## **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

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
- ☐ Obtain API login

### **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 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

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

- ☐ 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

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

- ☐ 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

## **Street Manager readiness checklist - API users**

As you know, all organisations must be using Street Manager to record street works by the deadline of midnight on the 31st March. The following checklist can be used to ensure that your organisation is ready for the transition.

### **Pre-work, onboarding and commercials**

Recommended completion date: ASAP, but before mid-February at the latest.

- Requested access to Street Manager Sandbox and Production
- Received, completed/signed and returned requested information and T&Cs
- Read additional documentation such as security information
- Activated access to Sandbox and Production

### **Business change**

Recommended completion date: ongoing, check back against this list in the run up to transition.

- Performed gap analysis
- Performed impact assessment
- Validated transition decision (eg. UI vs API vs both)
- Developed a transition plan
- Developed a stakeholder engagement plan
- Identified user training needs
- Delivered user training successfully
- Delivered user training successfully
- Agreed with contractors how they can be set up in Street Manager

Confirmed with contractors that they have been set up in Street Manager

### **Sandbox dev and testing**

Recommended completion date: before mid-February to give you time to troubleshoot any issues you run into.

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

Tested API in sandbox environment

### **Transition to production via API**

Recommended completion date: before mid-March to give you time to make the transition smoothly.

Primary contact authorises move to production via API

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

Post-launch quality assurance of data in production

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