



## 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

	28th February			
January	February	March		
Request access to Street Manag	ger Sandbox and Production			
Receive, complete/sign and retu	ırn 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 ransition to Street Manager  ongoing throughout transition period				
0	Fahrung			
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 will be set up in Street Manager				
Confirm that contractors have be	een set up in Street Manager			
Sandbox development and testing - Activities to understand how the system works in the est environment				
	UI t API connectivity testing deadline - 6th	testing deadline - 31st March March		
)—————————————————————————————————————	February	March		
Set up users in Sandboy III				

Perform end to end testing in Sandbox UI  Test API in sandbox environment  msition to production - Activities to move your operations to the live Street Manager tem  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 (as applicable)  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	Develop API (in-house or	externally) based on API spe-	c provided by DfT
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