

Street Manager readiness checklist - UI users

All organisations must be using Street Manager to manage street works after the 1st July 2020. Please review the checklist below which highlights the key activities that you need to complete before joining Street Manager as a new organisation:

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

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 can be set up in Street Manager
- Confirm that contractors have been set up in Street Manager

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

- Set up users in Sandbox
- Perform end-to-end testing in Sandbox (in collaboration with other LHAs/utilities in your area)

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

- Move to production via UI authorised by primary contact
- Primary contact communicates their transition decision (UI/API/Combination approach) to DfT
- Users set up in production (at least **three days** before go-live date)
- Workstreams set up in production (at least **three days** before go-live date)

- Associate Contractors to workstreams (if applicable)
- Primary contact communicates their transition decision to other organisations they work with (contractors, utilities etc.). It is best practice to give organisations 4 weeks notice of any changes
- Begin inputting all works in Production
- Post-launch quality assurance of data in production