**Instructions for submitting checklist**:

Project manager (individual responsible for the execution and completion of ITS Project, i.e. FDOT PM or local agency PM depending on project ownership) must submit completed form electronically as follows:

|  |  |  |
| --- | --- | --- |
| **To Whom** | **By When** | **Under What Conditions** |
| * FHWA Florida Division ITS Engineer
 | * Within 90 calendar days prior to FDOT final acceptance (complete checklist)
 | * Project under full FHWA oversight
 |
| * FDOT District TSM&O Program Engineer
* FDOT State Traffic Engineering and Operations Office, TSM&O Division
* TSM&O Program State ITS Software Engineer (sysandarch@dot.state.fl.us)
 | * Within 30 calendar days following FDOT final acceptance (complete checklist)
 | * Federally funded project
* State funded project if required by the FDOT District TSM&O Program Engineer
 |
| * FDOT District Local Programs Administrator
 | * Prior to FDOT final acceptance (complete checklist)
 | * Local agency project under FDOT delegated oversight
 |

**SECTION 1 – Project Information**

**1.1 Financial Project ID (If Available):**

**1.2 Agency:**

**1.3 Agency Project Manager’s name, phone and e-mail:**

|  |
| --- |
|       |

**1.4 Project title, description, and location:**

|  |
| --- |
|       |

**SECTION 2 – Systems Engineering Management Plan**

**2.1 Is there a Project Systems Engineering Management Plan (PSEMP), as required in FDOT procedure 750-040-003?**

[ ]  Yes. Please provide document

**SECTION 3 – Architecture Assessment**

**3.1 Portions of architecture(s) implemented by project:**

[ ]  Statewide [ ]  District 1 [ ]  District 2 [ ]  District 3 [ ]  Districts 4 & 6

[ ]  District 5 [ ]  District 7 [ ]  Florida’s Turnpike Enterprise [ ]  None

**3.2 Is the project included in the architecture?** [ ]  No [ ]  Yes

If “Yes” was selected, please provide the corresponding service package diagram and, as needed, include revisions to diagram. If “No” was selected, please specify reason:

|  |
| --- |
|       |

**3.3 Are changes needed to the architecture(s)?** [ ]  No [ ]  Yes

If “Yes” was selected, please specify changes (including service package diagram), indicate reason for changes, and include any additional stakeholder(s) that may be affected by the changes and prepare and submit an ITS Architecture Change Request Form: (750-040-04):

|  |
| --- |
|       |

**SECTION 4 – Alternative Analysis**

**4.1 Is there an analysis of alternative system configurations and technology options to meet requirements, as required in FDOT procedure 750-040-003?**

[ ]  Yes. Please provide document.

**SECTION 5 – Concept of Operations**

**5.1 Is there a Concept of Operations, as required in FDOT procedure 750-040-003?**

[ ]  Yes. Please provide document.

**SECTION 6 – Requirements Definitions (High-Level and Detailed)**

**6.1 Are high-level requirements determined, as required in FDOT procedure 750-040-003?**

[ ]  Yes. Please provide document.

**6.2 Are detailed requirements determined?**

[ ]  No [ ]  Yes

**6.3 Is there a requirements traceability verification matrix, as required in FDOT procedure 750-040-003?**

[ ]  Yes. Please provide document.

**SECTION 7 – High Level and Detailed Design**

**7.1 Is there a high-level design available?** [ ]  No [ ]  Yes

**7.2 Is there a detailed design available?** [ ]  No [ ]  Yes

**7.3 Are ITS standards (national and/or FDOT) identified, as required in FDOT procedure 750-040-003?**

[ ]  Yes. Please provide document.

**SECTION 8 – Implementation**

**8.1 Procurement methods**

[ ]  Task Work Order [ ]  Low Bid Contractor with Consultant Design [ ]  Design-Build

[ ]  Systems Manager [ ]  Systems Integrator [ ]  Invitation to Negotiate [ ]  Other

If “Other” was selected, please specify:

|  |
| --- |
|       |

**8.2 Are there any agreements that must be implemented between users/agencies in order to implement the project?**

[ ]  No [ ]  Yes

If “Yes” was selected, please list agreements:

|  |
| --- |
|       |

**SECTION 9 – Integration and Verification**

**9.1 Is there an integration plan?** [ ]  No [ ]  Yes

**9.2 Is there a system verification plan, as required in FDOT procedure 750-040-003?**

[ ]  Yes. Please provide document.

**SECTION 10 – System Validation and Acceptance**

**10.1 Is there a system validation plan, as required in FDOT procedure 750-040-003?**

[ ]  Yes. Please provide document.

**SECTION 11 – Operations and Management**

**11.1 Is there an operations and management plan, as required in FDOT procedure 750-040-003?**

[ ]  Yes. Please provide document.

**Comments or additional information (if needed):**

|  |
| --- |
|       |

**List of attachments:**

|  |
| --- |
|       |