

Prior to design, complete or update a Systems Engineering and Architecture Compliance Checklist or report (depending on the complexity of the project) for projects containing any Intelligent Transportation Systems (ITS) elements. Submit the checklist or report to the Arizona Department of Transportation (ADOT) Systems Technology Group manager for review and approval. If federally funded, submit the approved checklist or report to the Federal Highway Administration (FHWA) as part of the federal authorization paperwork.

Section 1 – Project Information	
1.1a ADOT Project Manager and Contact Information:	
1.1b Consultant Project Manager and Contact Information: <input type="checkbox"/> N/A	
1.1c Local Public Agency Project Manager and Contact Information: <input type="checkbox"/> N/A	
1.2 Project Location:	
1.3 ADOT Project Number (also known as TRACS):	Federal-Aid: <input type="checkbox"/> YES <input type="checkbox"/> NO Federal-Aid Project Number: <input type="checkbox"/> N/A
1.4 Project Description, Title, and Type of Work:	
1.5 Funding and Source of Each (Including State and Federal):	
Fiscal Year: Other (Please Specify):	
1.6 Nature of Work (select all appropriate boxes):	
<input type="checkbox"/> Software/Integration	<input type="checkbox"/> Planning
<input type="checkbox"/> Construction	<input type="checkbox"/> Equipment Upgrades
<input type="checkbox"/> Operations	<input type="checkbox"/> Preliminary Engineering
<input type="checkbox"/> Evaluations	<input type="checkbox"/> Other (Please Specify):

Section 2 – ITS Architecture Conformance	
<p>National, Arizona, MAG, and PAG all have ITS Architectures available online. If the project is located on a local jurisdiction facility within MAG, search MAG 2013 Architecture. If the project is located on a local jurisdiction facility within PAG, search PAG 2004 Architecture. All others, search Arizona 2024 Architecture.</p>	
2.1	<p>Service Packages identified in MAG Architecture http://azmag.gov/Programs/Transportation/Road-Safety-and-Technology/MAG-Regional-ITS-Architecture/MAG-ITS-Architecture Service (formerly “market”) Packages identified in PAG Architecture http://www.pagnet.org/documents/its/2004-ITS-SDP.pdf Service Packages identified in Arizona 2024 Architecture https://apps.azdot.gov/files/its-architecture/services.htm Search the online architectures to identify the service packages in the project. List the service packages in the space provided:</p>
2.2	<p>Identify which ITS elements are not already included in the relevant architecture and list them here so they can be identified in future Architecture updates:</p>
Section 3 – Participating Agencies and Their Roles	
3.1	<p>Lead Agency:</p>
3.2	<p>Participating Agencies:</p>
3.3	<p>Is an Intergovernmental Agreement (IGA/JPA) Needed for This Project?</p> <p> <input type="checkbox"/> Existed <input type="checkbox"/> To Be Developed <input type="checkbox"/> IGA # _____ <input type="checkbox"/> No </p> <p>Please describe operational and budgetary relationships:</p>

Section 4 – Requirements Definitions and Alternatives Analysis		
<p>4.1 Project Purpose and Need Summary: Is there a project scoping document defining the issue? <input type="checkbox"/> Yes <input type="checkbox"/> No If “No,” please provide information:</p> <p style="margin-top: 20px;">Is there a project scoping document defining proposed alternatives? <input type="checkbox"/> Yes <input type="checkbox"/> No If “No,” please provide information: (Tip: List what types of planning documents have been or will be completed.)</p>		
4.2 Project Documentation	List the name and date of the existing document or what is to be developed in the space below:	
Feasibility Study with alternatives and cost benefits (Tip: List what types of planning documents have been or will be completed.)	<input type="checkbox"/> Existing <input type="checkbox"/> Existing to Be Modified <input type="checkbox"/> To Be Developed	
Concept of Operations (ConOPS)	<input type="checkbox"/> Existing <input type="checkbox"/> Existing to Be Modified <input type="checkbox"/> To Be Developed	
Requirements	<input type="checkbox"/> Existing <input type="checkbox"/> Existing to Be Modified <input type="checkbox"/> To Be Developed	
Design / Post-Design	<input type="checkbox"/> Existing <input type="checkbox"/> Existing to Be Modified <input type="checkbox"/> To Be Developed	
Systems Engineering Management Plan (SEMP) (Required for Complex ITS Projects)	<input type="checkbox"/> Existing <input type="checkbox"/> Existing to Be Modified <input type="checkbox"/> To Be Developed	

Section 5 – Procurement		
5.1 Procurement Methods:		
<input type="checkbox"/> Construction Contract	<input type="checkbox"/> Procurement Contract	
<input type="checkbox"/> Request for Proposal	<input type="checkbox"/> Other (Please Specify):	
<input type="checkbox"/> Invitation to Bid		
5.2 Equipment to Be Purchased:		
5.3 Procurement Contract Numbers to Be Used: app.az.gov (if using existing contract)		
Section 6 – ITS Standards		
Which specific National ITS Standards will be used in this project such as NTCIP and IEEE?		
6.1 These standards are online: https://www.standards.its.dot.gov/DevelopmentActivities/PublishedStandards . Identify the project specific ones:		
If no National ITS Standards can be identified please explain why not:		
Section 7 – Systems Testing		
7.1 Systems Testing Documentation		List the name of the existing document or what is to be developed in the space below:
System Test Plan	<input type="checkbox"/> Existing	
	<input type="checkbox"/> Existing to Be Modified	
	<input type="checkbox"/> To Be Developed	
System Validation	<input type="checkbox"/> Existing	
	<input type="checkbox"/> Existing to Be Modified	
	<input type="checkbox"/> To Be Developed	

Section 8 – Operational Resources	
Procedures and Resources Needed for the Operation and Maintenance: 8.1 (Tip: If the operation is expanding, how will existing agreements, staff, processes, or networks manage the additional equipment? If the operation is new, what agreements, staff, processes, or networks will ensure success?)	
8.2 Operation/Maintenance Staff Contact Information: (Tip: Once the construction is completed who will operate/maintain the equipment?)	
Section 9 – Schedule	
9.1 Expected Design Completion Date and Construction Completion Date:	
Relationship to Other Federal, State, County, and Local Projects and Phases (within TIP and/or Five-Year Program): 9.2 (Tip: Does this project depend on another project to operate successfully? Is the project one of a series or projects for a phased approach?)	
Section 10 – Strategic Plans for System Update	
10.1 Plans for Systems Upgrade and Lifecycle	List the name and date of the existing document or what is to be developed in the space below:
System Update Plan	<input type="checkbox"/> Existing <input type="checkbox"/> Existing to Be Modified <input type="checkbox"/> To Be Developed
Section 11 – Completed and Approved	
11.1 Name of person completing the form, contact information, date when submitting:	
11.2 ADOT Systems Technology Group Manager Signature and Date:	
_____ Signature	_____ Date