**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
 | * Prior to authorization of federal funds, and
* 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

(sysandarch@dot.state.fl.us) | * Prior to authorization of federal funds, and
* 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 authorization of federal funds, and
* 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 contact’s name, phone and e-mail:**

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

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**1.5 Nature of work (Check all that apply):**

[ ]  Software development [ ]  ITS implementation [ ]  Traditional construction with ITS

[ ]  Operations [ ]  Maintenance (Equipment replacement) [ ]  Other

 If Other, explain:

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**1.6 Questions:**

*Instructions for answering questions: If you are unsure about a question, be conservative. If all “Yes” are selected, that is a preliminary indication of a low-risk project. If there is even one “No” selected,” the project is high-risk. Use Table 1: Risk Assessment for Intelligent Transportation System (ITS) Projects within the procedure for additional details regarding each question.*

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| 1. Will the project depend on only your agency to implement and operate or is there an existing multi-agency agreement in place?
 | [ ]  | [ ]  |
| 1. Will the project use only software proven elsewhere, with no new software writing or no software at all?
 | [ ]  | [ ]  |
| 1. Will the project use only hardware and communications proven elsewhere or no hardware at all?
 | [ ]  | [ ]  |
| 1. Will the project use only existing interfaces (no new interfaces to other systems)?
 | [ ]  | [ ]  |
| 1. Will the project use only existing system requirements that are defined in writing (can reuse requirements from other projects)?
 | [ ]  | [ ]  |
| 1. Will the project use only existing operating procedures that are defined in writing?
 | [ ]  | [ ]  |
| 1. Will the project use only technologies with service life longer than 2 - 4 years?
 | [ ]  | [ ]  |

**SECTION 2 – Regulatory Compliance Information**

**2.1 Identification of portions of the Regional ITS Architecture (RITSA) being implemented (23 CFR 940.11 (c)(1)):**

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**2.2 Identification of participating agencies roles and responsibilities (23 CR 940.11 (c)(2)):**

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**2.3 Procedures and resources necessary for operations and management of the system (23 CFR 940.11 (c)(7)):**

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**2.4 Requirements definitions (23 CFR 940.11 (c)(3)):**

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**2.5 Identification of applicable ITS standards and testing procedures (23 CFR 940.11 (c)(6)):**

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**2.6 Analysis of alternative system configurations and technology options to meet requirements (23 CFR 940.11 (c)(4)):**

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**2.7 Procurement options (23 CFR 940.11 (c)(5)):**

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

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**2.9 List of attachments:**

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