

Appendix A

SunGuideSM ITS Checklist Form

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SunGuideSM ITS Checklist (SIC) Form

Submittal Date: _____

District: _____

District ITS Engineer: _____

ITS Project Description: _____

EXAMPLE

Project Name:	ITS Project 2467 Dynamic Message Signs, etc.		
Funding Profile	Total Cost	Federal	State
	\$98M	\$78M	\$20M

For all ITS projects, a Systems Engineering Management Plan (SEMP), or equivalent document with sufficient detail applicable to project complexity, must be submitted to the Federal Highway Administration (FHWA) for review and approval of the detailed design.

The SIC Form is a tool for assessing the completeness of the applicable items of the SEMP for a specific ITS project, and for acknowledging a commitment to continue to address the applicable items during system design in the early stages of the systems engineering process (SEP). At a minimum, the applicable data contained in the SIC Form's 12 criteria provide the fundamental basis for submittal to the FHWA for funding approval.

This SIC Form needs to be completed and submitted with the required items listed to the FHWA for review and approval **prior** to preliminary engineering (PE) authorization.

Deliverable 1-10
Florida's Statewide Systems Engineering Management Plan

Criteria / Question	Yes / No / Partially	Comments
1. Architecture Scope and Region Description		
a) Is the project in the regional architecture?		
b) List the physical subsystems that are included.		
2. Key Agency / Provider Identification		
a) Identify all participating agencies and providers of services, and define their roles.		
b) Where will the system be used and who will be responsible for operations? Maintenance?		
3. Agreements		
a) Are there any agreements that must be implemented between users/agencies in order to implement the project?		
b) Can existing agreements be used?		
4. Concept of Operations (ConOps)		
a) Has a project ConOps been described in sufficient detail to understand the roles and responsibilities (i.e., technical, financial, human resource, mutual relationship, and functional areas) of the primary users and the systems they operate in the region?		
b) Is the project ConOps an integral part of the District's ITS ConOps?		
5. Functional Requirements / Requirements Definition		
a) Have high-level functional requirements been identified for the system(s) included in the project? Have all requirements contained in the ConOps been incorporated in the functional requirements?		
b) Have the detailed functional requirements of the project been listed by system or subsystem?		
c) Has a traceability matrix been developed for the requirements?		
d) Are the requirements unambiguously stated in terms of shall statements?		

Deliverable 1-10
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Criteria / Question	Yes / No / Partially	Comments
6. Interfaces / Information Flows		
a) Have all interfaces for the project that cross agency boundaries been identified and defined?		
b) Have all system and subsystem interfaces/ interconnections been identified? Are there interface control documents (ICD) for these interfaces?		
c) Have ICDs been developed for the identified interfaces that do not already have an ICD?		
d) Have interconnect diagrams or tables been developed to describe the data exchanged between subsystems?		
e) Is enough supporting information provided to understand the information exchanged? Has it been clearly identified in an ICD?		
f) Are there any integration requirements that may have been overlooked? Are all integration requirements covered by an ICD?		
7. Analysis of Alternative Configuration and Technology Options that Meet the Requirements		
a) Have users indicated their preferred solution? If not, then identify the rationale for the selected solution.		
b) Have life-cycle costs been determined?		
8. Procurement Options (i.e., Contracting Options for Implementation)		
a) Which option has been selected?		
• Consultant Design / Low-Bid Contractor		
• Design / Build		
• Task Work Order		
• Invitation to Negotiate		
• Systems Integrator		
• Systems Manager		
• Other		
9. Project Schedule		
a) Have opportunities to coordinate implementation schedules with other transportation improvements been investigated?		

*Deliverable 1-10
 Florida's Statewide Systems Engineering Management Plan*

Criteria / Question	Yes / No / Partially	Comments
10. Standards Identification		
a) Is the project using FDOT-approved ITS standards (developed or under development)?		
11. Maintenance and Operations Plan		
a) Is this project included in the District's or FDOT's overall maintenance program?		
b) If this is a local or JPA project, is there a documented plan for maintaining the project? (If not, are there informal agreements for how the project will be maintained and by whom?)		
12. Project Acceptance Test Plan		
a) Is there a preliminary acceptance test plan outline?		
b) The final detailed acceptance test plan must be submitted prior to 90% completion of the project for approval.		
13. Project Change Control Process		
a) Is there a process in place to address project updates, and to resolve or address new requirements or initiatives, etc.?		
b) Is there a plan for communicating project changes to the user?		

Other Comments _____

Signature _____

Date _____

Title _____