

APPENDIX A

SunGuide[®] ITS Checklist (SIC) Form

Submittal Date: 04.04.2014

Agency: Florida Department of Transportation

Agency Project Manager: Kevin Moss

Project Description: Traffic Signals with Fiber Interconnect (connecting to existing system and Emergency Vehicle Preemption (relocate existing system), CCTV

EXAMPLE

Project Name:	418403-2 SR 600 from S. of Portage to N. of US 192		
Funding Profile	Total Cost	Federal	State
DS, DDR, DIH, DIOH	\$ 6.233M	\$ 0.0M	\$ 6.233M

Criteria / Question	Yes / No / Partially	Comments
1. Architecture Scope and Region Description		
a) Is the project in the regional architecture?	Yes	
b) List the physical subsystems that are included.		ATMS03 (Traffic Management and Roadway subsystem) EM02 (Emergency Vehicle and Roadway Subsystems)
2. Key Agency / Provider Identification		
a) Identify all participating agencies and providers of services, and define their roles.		FDOT owns the system and Osceola County will maintain under FDOT Agreement.
b) Where will the system be used and who will be responsible for operations? Maintenance?		The system will be maintained by Osceola county under agreement of FDOT

Criteria / Question	Yes / No / Partially	Comments
3. Agreements		
a) Are there any agreements that must be implemented between users/agencies in order to implement the project?	NO	Existing Maintenance agreement will be utilized
b) Can existing agreements be used?	YES	
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?	YES	
b) Is the project ConOps an integral part of the District's ITS ConOps?	YES	
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?	YES	
b) Have the detailed functional requirements of the project been listed by system or subsystem?	YES	
c) Has a traceability matrix been developed for the requirements?	YES	
d) Are the requirements unambiguously stated in terms of shall statements?	YES	
6. Interfaces / Information Flows		
a) Have all interfaces for the project that cross agency boundaries been identified and defined?	YES	No cross agency boundaries exist for this project
b) Have all system and subsystem interfaces/ interconnections been identified? Are there interface control documents (ICD) for these interfaces?	YES	
c) Have ICDs been developed for the identified interfaces that do not already have an ICD?		

Criteria / Question	Yes / No / Partially	Comments
d) Have interconnect diagrams or tables been developed to describe the data exchanged between subsystems?	YES	
e) Is enough supporting information provided to understand the information exchanged? Has it been clearly identified in an ICD?	YES	
f) Are there any integration requirements that may have been overlooked? Are all integration requirements covered by an ICD?	NO, YES	
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.	Yes	Osceola already utilizes the technology being implemented
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?	YES	
10. Standards Identification		

Criteria / Question	Yes / No / Partially	Comments
a) Is the project using FDOT-approved ITS standards (developed or under development)?	YES	The project will utilize equipment on the Approved Product List.
11. Maintenance and Operations Plan		
a) Is this project included in the District's or FDOT's overall maintenance program?	YES	Osceola County has an agreement with FDOT to maintain the system
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?)	No	This is a FDOT project
12. Project Acceptance Test Plan		
a) Is there a preliminary acceptance test plan outline?	YES	
b) The final detailed acceptance test plan must be submitted prior to 90% completion of the project for approval.	YES	
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.?	YES	
b) Is there a plan for communicating project changes to the user?	YES	

Other Comments _____

Signature _____

Date _____

Title _____

APPENDIX B

RISK ASSESSMENT FORM

Question:	Yes	No
1. Will the project depend on only your agency to implement and operate?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Will the project use only software proven elsewhere, with no new software writing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Will the project use only hardware and communications proven elsewhere?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Will the project use only existing interfaces (no new interfaces to other systems)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Will the project use only existing system requirements that are defined in writing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Will the project use only existing operating procedures that are defined in writing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Will the project use only technologies with service life longer than 2-4 years?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Notes:

1. If you are unsure about a question, please be conservative.
2. If all yes selected, then it is a low risk project. If there is even one "No" selected", it is a high risk project.
3. Use Table 1: Risk assessment for ITS Projects within the document for additional details regarding each question.

[Source: California DOT's Systems Engineering Review Form. Accessed on February 19, 2013 @ <http://www.dot.ca.gov/hq/LocalPrograms/lam/forms/acrobat/LAPM071.pdf>]