

## APPENDIX B

### Systems Engineering Project Checklist

(Required for Federally Funded High-Risk ITS Project)

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	Project under full FHWA oversight
FDOT District TSM&O Program Engineer	Within 30 calendar days following FDOT final acceptance	All projects
FDOT District LAP Administrator	Prior to FDOT final acceptance	Local agency project under FDOT delegated oversight
FDOT Central Office TSM&O Program ITS Coordinator ( <a href="mailto:sysandarch@dot.state.fl.us">sysandarch@dot.state.fl.us</a> )	Within 30 calendar days following FDOT final acceptance	All projects

#### SECTION 1 – Project Information

<b>1.1 Financial Project ID:</b>	<b>1.2 Agency:</b>
<b>1.3 Agency Project Manager’s name, phone and e-mail:</b>	
<b>1.4 Project title, description and location:</b>	

#### 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:

#### 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. For high-risk projects, project level ITS architecture documentation must be included in the Concept of Operations. Project level ITS architecture documentation requirements are specified in section 3.2 of FDOT procedure 750-040-003.

#### 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

If “Yes” was selected, please provide document. If “No” was selected, please specify reason:

**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

If “Yes” was selected, please provide document. If “No” was selected, please specify reason:

**7.2 Is there a detailed design available?**

No  Yes

If “Yes” was selected, please provide document. If “No” was selected, please specify reason:

**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

If “Yes” was selected, please provide document. If “No” was selected, please specify reason:

**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.

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

Yes. Please provide document.

**SECTION 11 – Operations and Maintenance**

**11.1 Is there an operations and maintenance (O&M) plan, as required in FDOT procedure 750-040-003?**

Yes. Please provide document.

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

**List of attachments:**

