

**Systems Engineering and Architecture Compliance Rule 940 Form**

**ITS Checklist (Scoping Worksheet - SWITS)**

**The Checklist is to be completed by the Project Manager/Coordinator and the Operations Division ITS Architecture Coordinator. Contact the Operations Division ITS Architecture Coordinator Susan Gayton (Email: susan.gayton@vdot.virginia.gov)**

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| **Date:** Click to enter a date. | | | |
| **Project Information** | | | |
| UPC |  | Project Name |  |
| Project Manager/Coordinator |  | Operations Division ITS Architecture Coordinator | Susan Gayton  susan.gayton@vdot.virginia.gov |
| Project Manager/ Coordinator Phone number |  | | |
| Notes/Comments |  | | |

**Process:**



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| SECTION 1 – Project Information & Screening | | | | | | | | |
| 1.1 Project title: (Use UPC Project Title) | | | |  | | | | |
| 1.2 Project number | State (ex: 9999-999-999)  UPC (ex: 1XXXX)  Federal NHPP- | | | | | | | |
| 1.3 Brief description/purpose |  | | | | | | | |
| 1.4 Contact person/group  (name and phone number) |  | | | | | | | |
| 1.5 Project location  (Route, County, MP, and direction) |  | | | | | | | |
| 1.6 Period of performance  (ex: start/end dates) | Start Date: Click or tap to enter a date. | | | | | | End Date: Click or tap to enter a date. | |
| 1.7 Budget & funding source |  | | | | | | | |
| 1.8 Nature of work  (Ex - Scoping Design Software/Integration Implementation Operations Evacuations, procurement) | |  | | | | Maintenance  Construction  Service  Note: If maintenance – go to section 12 | | |
| 1.9 Relationship to other projects and/or phases  Does this project interface or share data with any current systems or ITS assets? | | Yes  No | If yes, please list. If no, move to section 12 | | | | |  |
| 1.10 Equipment to be purchased with project funding:  Please list service/equipment or applications being procured or installed for the project | |  | | | | | | |
| 1.11 Status | | Planned  Existing | | |  | | | |
| SECTION 2 – Needs Assessment | | | | | | | | |
| 2.1 What is/are the problem(s) with the current situation? | | | |  | | | | |
| 2.2 What needs does this project address? | | | |  | | | | |
| 2.3 How were these needs identified?  Please provide details on how needs were identified – If other documentation was used as reference, please identify it here and attach documentation. | | | |  | | | | |

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| SECTION 3 – Regional Architecture Assessment (Completed by ITS Architecture Coordinator) | | |
| 3.1 Stakeholders in VDOT regional architecture included by project (list them) |  | |
| 3.2 Service package |  | |
| 3.3 Inventory elements In VDOT regional architecture included by project |  | |
| 3.4 Interface impacts (I.E. Data Exchanges) due to project. Portions of architecture being implemented |  | |
| 3.5 Are other regions/states impacted? - architectures impacted by project  (Please List) |  | |
| Changes communicated to appropriate architecture maintenance agencies | Yes  No | |
| 3.6 Changes recommended to architectures | Yes  No | |
| 3.7 If “Yes”, Please specify and provide detail |  | |
| SECTION 4 – Alternative Analysis | | |
| 4.1 Were any alternate concepts/ideas considered? Any other solutions to the problem?  (Please Explain) |  | |
| 4.2 Reference documents (If Any)  (Please List) |  | |
| SECTION 5 – Concept of Operations | | |
| 5.1 Is there of Concept Of Operations for this project? | Yes  No | |
| 5.2 If “Yes” was selected, please fill out the following:  Concept of Operations contains: (Please check the applicable box) | Scope (Geographic, Timeframe, Region, etc.)  Description of what the project/system is supposed to do  Roles and responsibilities of all stakeholders  Operational scenarios  Project/System impacts | |
| 5.3 If Concept Of Operations was developed, please provide it to be included in the iPM documents | | |
| SECTION 6 – Requirement Definitions (High-Level and Detailed) | | |
| 6.1 Are high-level functional requirements included and documented? | Yes  No |  |

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| SECTION 7 – Detailed Design | |
| 7.1 Is there a design document available? | Yes  No |
| If “Yes” was selected, please check the following that applies | The design details are documented  The details of the design trace to requirements definitions  Boundaries and interfaces of the system clearly defined  Process for configuration control |
| 7.2 If no was checked, please provide update when completed |  |
| ITS Standards – (from ITS Architecture) | |
| 7.3 Does the design incorporate National ITS Standards? | Yes  No |
| 7.4 Does the design incorporate VITA standards? | Yes  No |
| SECTION 8 – Implementation | |
| 8.1 Procurement Details  Example: This project is to be procured using a Full Plan RAAP contract and will be advertised (RAAP process) to award the installation and equipment purchase. |  |
| SECTION 9 – Integration and Test | |
| 9.1 Is there an integration plan? | Yes  No |
| Please provide details |  |
| 9.2 Is there a test plan? | Yes  No |
| SECTION 10 – System Verification and Acceptance | |
| 10.1 Is there a system verification and acceptance plan?  (verification of the entire system and acceptance criteria) | Yes  No |
| 10.2 If yes, please check the following that applies | There is a clear criteria for completion  There are clear performance metrics for system acceptance  There will be adequate system documentation for all users and maintainers |

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| SECTION 11 – Operations and Maintenance | |
| 11.1 Who will maintain the system? |  |
| 11.2 What is the life span? |  |
| 11.3 Is there a maintenance plan? | Yes  No |
| SECTION 12 – Certification | |
| 12.1 Certify  I certify that the information provided is accurate to the best of my knowledge | |

Signed

Print Name and Title