

**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 Gaytonsusan.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[ ]  ServiceNote: If maintenance – go to section 12  |
| 1.9 Relationship to other projects and/or phasesDoes 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 DetailsExample: 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 CertifyI certify that the information provided is accurate to the best of my knowledge |

Signed

Print Name and Title