

FLORIDA DEPARTMENT OF TRANSPORTATION ITS ARCHITECTURE CHANGE REQUEST FORM INSTRUCTIONS

750-040-04
TRAFFIC OPERATIONS
07/23

1. Instructions for Submitting Form

General: refer to FDOT Procedure 750-040-003 “Systems Engineering and ITS Architecture Procedure” Section 2 “Maintaining the Intelligent Transportation Systems Architecture” for guidance on what may constitute a change to an architecture. The Procedure is available at: [Procedural Document Library \(fdot.gov\)](https://www.fdot.gov/procurement-procedures). Once the Change Request Form is submitted and accepted by the FDOT District TSM&O Program Engineer and the FDOT TSM&O Program Development Engineer, it becomes part of the applicable architecture or architectures, by reference, and will be scheduled for formally updating the architecture and posting on the FDOT Architecture website at: [Florida Statewide and Regional ITS Architectures \(fdot.gov\)](https://www.fdot.gov/procurement-procedures).

2. Financial Project ID (If Available)

When available, Project ID can point to additional information about the project. If the change does not involve a specific project or if an ID has not been assigned, then leave this item blank.

3. Agency

Identify lead agency typically responsible for procurement, operations, and/or maintenance. Please use the agency name as identified in RITSA.

4. Agency contact’s name, phone, and e-mail

Identify a person who can answer questions about the architecture change or who can direct questions to the best organization or person(s).

5. Form submitter’s name, agency, phone, and e-mail

If the form preparer/submitter is different from the lead agency’s contact person, add preparer’s name and contact information.

6. Affected architecture

Identify which architecture(s) is/are impacted by the change, select all that apply. For example, if a change provides a new interconnect or information flow between system elements in two RITSAs or between a RITSA element and the SITSA element, select both.

7. Title of proposed change(s)

This response should be brief, for example: New Project – name of project; new service package – name of service package; new element – name of the element; new stakeholder/stakeholder revision – name of stakeholder (when requesting a Stakeholder name request change, include both the name shown in the existing architecture(s) and the new name); Roles and Responsibilities – which stakeholder roles and/or responsibilities have changed.

8. Detailed description of proposed change(s)

Provide as much detail about the change as possible and/or identify supporting documentation and provide links to or attach the documents. Please refer to the existing architecture(s) for examples of details needed to fully describe the proposed change. If this change is reporting elements of the architecture that should be relabeled from “Planned” to “Existing”, please also identify any applicable interconnects and information flows.

9. Rationale for proposed change(s)

Please explain “why” the change is needed. The explanation could reference a change generating event described in the [Procedure](#), a regional transportation plan update, an updated or new regional ITS or TSM&O strategic or implementation plan, a successful federal grant application, or other reason the change is needed. Information here may influence prioritization and scheduling of the maintenance update and posting to the architecture [website](#). If applicable, please reference supporting documents and attach as noted below.

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10. Additional stakeholder(s) impacted by proposed change(s) (if any)

Please identify other stakeholders contributing to or impacted by the requested change(s). Stakeholder names should match the name as currently shown in the applicable architecture(s) unless this change is adding a new stakeholder or changing the name of an existing stakeholder.

11. Comments or additional information (if needed)

Examples of additional information might include previously unreferenced information from federal grant application, planning documents, concept of operations or systems engineering documents, project descriptions, website links, etc. Submitter may also add comments on the priority of the change or other comments.

12. List of attachments

Please list all electronic (e.g., PDF documents) and on-line/virtual attachments identified above. For virtual attachments, please provide the link addresses. If electronic files are too large to attach, please use the submitters or FDOT's file transfer application. Possible examples of key attachments include grant applications or concepts of operations that provide details about the requested change.