ITS Implementation Checklist

| **☑** | **Step(1)** | **Step Description** | **Additional Information** |
| --- | --- | --- | --- |
|  | 1 | Determine if Project is an ITS Project | “Information Technology / Intelligent Transportation Systems Compliance Plan” form provides useful questions to determine if a project is ITS (See Appendix C of the Plan. |
|  | 2 | Identify the appropriate Regional ITS Architecture planning agency and make contact | See Section 4.1 of the Plan for contact information. |
| **If there IS an active Regional ITS Architecture Project in place, then…** |
|  | 4 | Inform the ITS Architecture Implementing agency team of the transit ITS plans and that you want to become a documented stakeholder to the ITS Architecture planning and development process | See Section 4.1 of the Plan for contact information.See Section “4.2.1 Long-term ITS Architecture Participation” of the Plan for more information. |
|  | 5 | Determine specific requirements and forms needed to integrate the project into the Regional ITS Architecture | Typically, this involves following the regional architecture’s Maintenance Plan and completing Architecture Change Request (ACR) forms. |
| Complete "Architecture Change Request Forms" or other forms required by ITS Architecture Implementing Agency |
|  | 6 | Participate in the Regional ITS Architecture planning and development process | See Section 4.2 of the Plan for more information. |
|  | 11 | DMT to review “ITS Compliance Plan” | See Appendix C of the Plan |
| **If there IS NOT an active Regional ITS Architecture Project in place, then…** |
|  | 2 | Identify the appropriate Regional ITS Architecture planning agency, if available and make contact. Notify the agency that you want to become a documented stakeholder to the ITS Architecture planning and development process. | See Section 4.1 of the Plan for contact information for contacts and Section “4.2.1 Long-term ITS Architecture Participation” of the Plan for more information. |
|  | 3 | Develop Project Level Architecture | See the checklist on the following pages to validate whether or not your project level architecture meets requirements |
|  | 7 | Describe the project and the needs it addresses |
|  | 8 | Identify Project Stakeholders |
|  | 9 | Establish Project Timeline |
|  | 10 | Develop the ITS Project Level Architecture |
|  | 6 | Participate in the Regional ITS Architecture planning and development process | See Section 4.2 of the Plan for more information. |
|  | 11 | DMT to review “ITS Compliance Plan” | See Appendix C of the Plan |

Notes: The “Plan” refers to the *California ITS Rural/Non-Urban ITS Statewide Plan.*

1. - Corresponds to the flow chart step in Section “4.2.2 Short-term ITS Architecture Participation” of the *California Intelligent Transportation Systems (ITS) Rural/Non-Urban Transit Statewide Plan.*