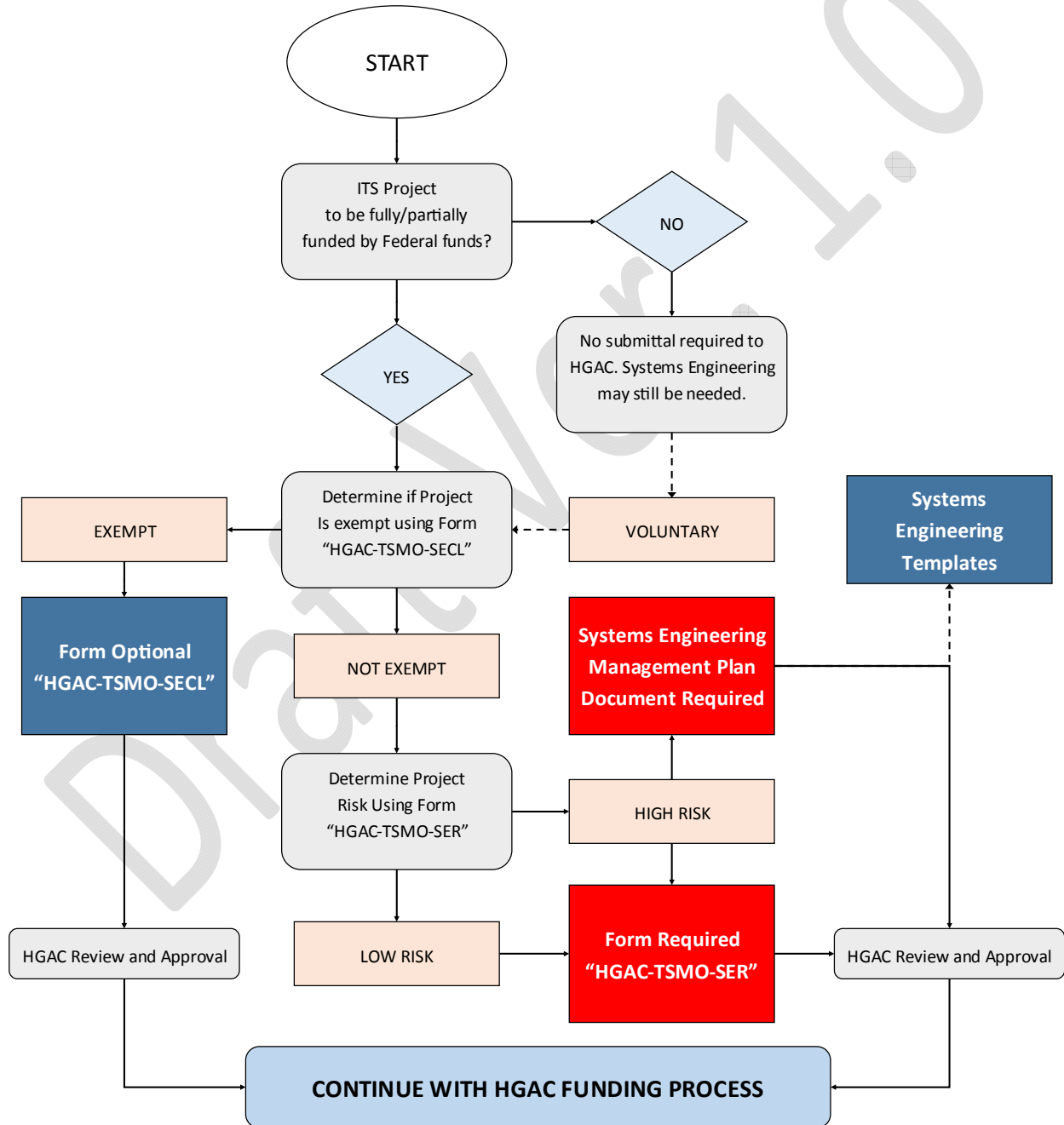


**Systems Engineering Check List Form (HGAC-TSMO-SECL)**

**HGAC Risk-Based Systems Engineering Overview**

In order to ensure compliance with federal ITS regulations (23 CFR 940), HGAC has developed and implemented a risk-based systems engineering process for the region (see Figure 1). The first step regional implementers should take in the process of obtaining federal funding for ITS projects is to complete this optional project checklist form - "HGAC-TSMO-SECL". It is not a formal requirement for funding but it will help to determine if further systems engineering is required.



**Figure 1. HGAC TSMO Risk-Based Systems Engineering Review Process**

### **Part 1. Project Information**

Please provide brief information regarding the primary project contact, agency or agencies responsible, and project description.

Primary Project Contact - Name, title, agency, firm (if a consultant), phone, and e-mail:

Agency or Agencies Responsible – Agency that will be overseeing the design and installation:

Project Description – A brief description of project:

### **Part 2. Systems Engineering Checklist – Is my project exempt from systems engineering?**

There are several instances when an ITS or operations project would qualify as “exempt” from any system engineering. To determine this please finish the following sentence by check all that apply. The project for which I am requesting funding for will only include...

- Upgrading an existing traffic signal’s operation such as phasing and/or pedestrian signals.
- Installing an isolated traffic signal that does not communicate with a center nor likely to in the future.
- Modifying signal timing or completing a signal timing study.
- Conducting an ITS master plan or other study (not solely signal timing).
- Conducting routine maintenance on an existing ITS installation.
- Replacing or exchanging existing hardware or software (same manufacturer and capabilities).

**Exempt:** If you checked any of the above and that completed statement describes your project in its entirety, your project is most likely exempt from any HGAC systems engineering requirements. Please feel free to submit this form with your funding request to expedite any internal review.

**Systems Engineering Required:** If you were unable to check any of the above, your project will likely require additional systems engineering. Please locate and complete a Systems Engineering Review Form (HGAC-TSMO-SER) to determine if HGAC considers your project a “low-risk” or “high-risk” project. A completed “HGAC-TSMO-SER” form will be required to continue with the HGAC funding process for ITS projects that require any systems engineering.