Houston-Galveston
Area Council
(01/18)

ITS Architecture Maintenance Documentation Form (ITS-AMD)

Please complete the following questionnaire to document conformance or changes for the Regional ITS Architecture. Modifications will be made during the next architecture update.

AGENCY

AGENCY CONTACT PERSON

STREET ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE	FAX	E-MAIL	

PROJECT INFORMATION

PROJECT NAME	PROJECT DESCRIPTION	
PROJECT SPONSOR (Agency providing funds)	ESTIMATED COST	PROJECT NUMBER (if applicable)
LOCAL AGENCY PROJECT NUMBER (If applicable)	EXPECTED YEAR OF COMP.	COUNTY

CHANGE INFORMATION

Please indicate the type of change:

☐ Level 1: Basic changes that does not affect the structure of the architecture. Examples include: Changes to the stakeholder or element name, element status, or data flow status.

☐ Level 2: Structural changes that impact only one agency. Examples include: Addition or modification of an Inventory Item or Service package that affects only your agency.

☐ Level 3: Structural changes that have the potential to impact multiple agencies. Examples include: Addition or modification of a new Inventory Item or Service Package that involves multiple agencies, incorporation of a new stakeholder into the architecture.

CONFORMANCE TO REGIONAL ITS ARCHITECTURE

☐ This project conforms to the existing Regional ITS Architecture. No structural changes are required however a project architecture may still be required.

☐ This project does not conform to the existing Regional ITS Architecture. Requested changes are noted in the next section.

DESCRIBE REQUESTED CHANGE

IF THE PROPOSED CHANGE IMPACTS ANY SERVICE PACKAGES, LIST THOSE SERVICE PACKAGES (NOTE: If the proposed change involves creating or modifying a service package please attach a sketch of the new or modified market package.)

IF THE PROPOSED CHANGE AFFECTS ANY STAKEHOLDERS, LIST THOSE STAKEHOLDERS

IF COORDINATION WITH IMPACTED STAKEHOLDERS HAS OCCURRED, DESCRIBE THE RESULTS

Approved by HGAC Contact	REGIONAL CONTACT NAME	DATE
HGAC Operations Task Force	MOTION BY (NAME)	DATE
Changes Made by:		DATE

Process for Documenting Regional ITS Architecture Maintenance and Documentation

- ☐ The Stakeholder evaluates the projects conformance to the Regional ITS Architecture.
- ☐ The Stakeholdaer then completes the ITS Architecture Maintenance Documentation Form (ITS-AMD) and submits it to HGAC.
- ☐ If the form is approved by HGAC, it is then presented at the next HGAC Operations Task Force Meeting for discussion and approval.
- ☐ If the form is rejected, HGAC coordinates with the Stakeholder to then re-submit the new form for approval.