**Submittal Checklist**

Project Assessed Risk is **LOW**

[ ]  CDOT Systems Engineering Analysis Checklist (this form)

[ ]  CDOT ITS Project Risk Assessment Form

Project Assessed Risk is **MEDIUM**

[ ]  CDOT Systems Engineering Analysis Checklist (this form)

[ ]  CDOT ITS Project Risk Assessment Form

[ ]  Concept of Operations

[ ]  Project Turbo Architecture File (prepared by maintainer of regional ITS architecture)

Project Assessed Risk is **HIGH**

[ ]  CDOT Systems Engineering Analysis Checklist (this form)

[ ]  CDOT ITS Project Risk Assessment Form

[ ]  Concept of Operations

[ ]  Project Plan

[ ]  Project Turbo Architecture File (prepared by maintainer of regional ITS architecture)

**Select Miscellaneous Equipment Funding Opportunity**

[ ]  Traffic Signal System Improvement Program (TSSIP)

[ ]  Multimodal Signal Operations Support

[ ]  Intelligent Transportation Systems (ITS) Pool (requires at least 20% match of non-federal funds)

**Project Priority**

For TSSIP and ITS Pool applications, please enter the applicable project priority (number and letter, as necessary).

Traffic Signal System Improvement Program project priority

Intelligent Transportation System Pool project priority

**Section 1 Project Information**

|  |  |
| --- | --- |
| **Contact** |  |
|  **Name:** |  |
|  **Phone:** |  |
|  **E-Mail:** |  |

|  |  |
| --- | --- |
| **Project Title** | **Project Number** |
|  | [ ]  New Project      [ ]  Modification to existing project       |

|  |
| --- |
| **Project Description** |
|       |

|  |  |  |
| --- | --- | --- |
| **Project Location****(attach map)** | **Estimated Project Dates** | **Project Estimate****(attach details)** |
|       | Start Date:       | State $       |
| End Date:       | Federal $       |
|  | Non-federal $       |
|  | Total $       |

|  |
| --- |
| **Nature of Work**[ ]  Scoping [ ]  Design Software / Integration [ ]  Construction [ ] Operations[ ]  Evaluation [ ]  Planning [ ]  Maintenance (Equipment Replacement) [ ]  Other |
| If Other Explain:      |

|  |
| --- |
| **Relationship to other projects and phases** |
|       |

**Section 2 Needs/Benefits Assessment**

**What needs does this project address?**

Include explanation of project’s advancement of RCTO goals/initiatives

|  |
| --- |
|       |

**How were these needs identified?**

|  |
| --- |
| [ ] Internal Agency Assessment [ ]  Stakeholder Involvement [ ]  Study [ ]  OtherAttach any relevant documentation / meeting notes |

**What are the projected operations benefits?**

|  |
| --- |
| Estimate the reduction in person-hours of travel (PHT) and criteria emissions      |

**Section 3 Regional ITS Architecture**

**For medium and high risk projects, provide a description of how this project fits into the appropriate regional ITS architecture (with specific references to the specific regional ITS architecture plan):**

**Regional Architectures impacted by the project:**

|  |
| --- |
| [ ]  Statewide [ ]  DRCOG (Region 6) [ ]  Region 1 & 2 [ ]  Region 4[ ]  Region 3 & 5 [ ]  Other:       |

**Changes recommended to CDOT / Regional Architectures due to the project?** [ ] No [ ] Yes

|  |
| --- |
| If Yes Provide Detail:      |

**Section 4 Alternatives Analysis**

**Describe the alternative concepts/ideas considered and how the best alternative was selected.**

|  |
| --- |
|       |

**Section 5 Key Systems Engineering Documents**

**Project Matrix – Documentation (attach existing documents)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Existing | To be Modified | To be Completed | Comments: |
| Concept of Operations | [ ]  | [ ]  | [ ]  |       |
| System Functional Requirements | [ ]  | [ ]  | [ ]  |       |
| Detailed Design | [ ]  | [ ]  | [ ]  |       |
| Operations & Maintenance Plan | [ ]  | [ ]  | [ ]  |       |
| Testing and Evaluation Plan | [ ]  | [ ]  | [ ]  |       |

**Section 6 Procurement**

**Procurement method** \*\*Check all that apply

|  |
| --- |
| [ ]  Construction Contract [ ]  Request for Proposal [ ]  Invitation to Bid [ ]  State Price Agreement Contract [ ]  OtherProject Key Dates:(start and end of design; start and end of procurement; start and end of installation; project end date)     Comments:      |

**List equipment to be purchased with project funding**

|  |
| --- |
|       |

**Section 7 Operations and Maintenance**

**Procedures and resources needed for operation and maintenance**

|  |
| --- |
|       |

**Estimated annual operations and maintenance costs**

|  |
| --- |
|       |

**Identify both the stakeholder responsible for maintenance and the funding source**

|  |
| --- |
|       |

**Section 8 Agreements**

**List any agreements needed or utilized for this project**

|  |
| --- |
|       |

**Section 9 Project Summary Documents**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Complete | Date: | Comments: |
| Benefits Analysis | [ ]  |       |       |
| Completed Testing and Evaluation Plan\* | [ ]  |       |       |
| Revised Concept of Operations (if applicable) | [ ]  |       |       |
| Revised System Functional Requirements(if applicable) | [ ]  |       |       |
| Revised Operations & Maintenance Plan(if applicable) | [ ]  |       |       |
| Intergovernmental Agreements (if applicable) | [ ]  |       |       |
| Lessons Learned | [ ]  |       |       |

\* Low risk projects require e-mail to party responsible for maintaining the relevant ITS architecture