



# DRAFT

## Task 4

### Sacramento Area Regional ITS Architecture - ITS Maintenance Plan

*Prepared for:*



*Prepared by:*



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March 2005  
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## ***Preface***

This Sacramento Area Regional ITS Architecture maintenance plan was developed using the Build-A-Plan tool provided by Kimley-Horn and Associates, Inc. for Caltrans. The tool was developed using input from several stakeholders, research of existing regional ITS architectures and regional plans, the Regional ITS Architecture Maintenance White Paper, and the FHWA Final Rule/FTA Final Policy.

Documentation of the plan to keep the regional architecture up to date is a requirement of the Federal Rule 940/Policy 655 for ITS, which states that, “Regional ITS Architectures be developed to guide the development of ITS projects and programs” and requires each MPO and jurisdiction with an ITS Architecture (and ITS projects) to have a plan in place to maintain and update those regional ITS architectures. More specifically, Rule 940.9f states:

“The agencies and other stakeholders participating in the development of the Regional ITS Architecture shall develop and implement procedures and responsibilities for maintaining it, as needs evolve within the region.”

The information displayed in this document is based on a questionnaire developed by Kimley-Horn and Associates, Inc. and is located at [www.kimley-horn.com/regionalguidance](http://www.kimley-horn.com/regionalguidance). Additional input was provided by the Project Stakeholders during a workshop and subsequent review.



## 1. INTRODUCTION

This report is for *Task 4: ITS Maintenance Plan* of the Sacramento Council of Governments (SACOG) Intelligent Transportation System (ITS) Strategic Deployment Plan (SDP). The maintenance plan documents the procedures for updating the Sacramento Area Regional ITS Architecture, defining the roles and responsibilities of each stakeholder. As projects are implemented or expanded, as agency priorities change, or as other changes occur that impact ITS in the Sacramento Area, they will need be documented through an update to the Sacramento Area Regional ITS Architecture.

The maintenance plan is a very important component of the regional ITS architecture that acts as a control mechanism for maintaining order in the process of keeping the architecture up to date over time. It also acts as a guideline for keeping a set of complex, interrelated actions and documents on course over time.

This plan is laid out in two parts, both of which act as an instruction manual for changes to the regional ITS architecture. The first portion of this document is presented for the user or regional stakeholder. It provides some background information along with recommended procedures for how a change should be initiated by the user. The second portion of this document is presented for the maintainer of the regional ITS architecture. It identifies how the change is handled after it is submitted by the user. This organization allows each party to focus on the information that primarily pertains to them.

This ITS Maintenance Plan also applies to the responsibilities to maintain the existing Tahoe Gateway ITS Regional Architecture. All roles, responsibilities, policies, and procedures defined for the Sacramento Area ITS Maintenance Plan also apply to maintaining the Tahoe Gateway ITS Regional Architecture at the same time.

### 1.1 Strategic Deployment Plan Background

This Strategic Deployment Plan replaces the 1996 Early Deployment Plan and updates the Sacramento ITS Regional Architecture which was completed in 2001. This Strategic Deployment Plan will incorporate work completed since the Early Deployment Plan was released. The project addresses the current USDOT Rule and Federal Transit Administration Policy for National ITS Architecture, and provides the additional required detail in the following areas: new subsystems, operational concept, system functional requirements, system interfaces, project sequencing, and agency operational agreements. The Strategic Deployment Plan will bring the Sacramento region into full compliance with Architecture requirements; provide a vision for ITS; outline a program of low, medium and high priority projects; identify a funding strategy; and establish a plan for managing, integrating and operating the ITS elements in the region that are to be implemented over a designated planning period.

The Strategic Deployment Plan will also incorporate and build upon recent efforts by various local agencies and SACOG which demonstrate the importance of *land use in planning* for future transportation improvements, and the interrelation between land use and circulation. This Strategic Deployment Plan will represent a first effort to integrate ITS planning and ITS project deployment strategies within the broader transportation and land use planning efforts. The Strategic Deployment Plan will also address ways in which advanced technologies can improve mobility and air quality in the region.



The individual elements of the Strategic Deployment Plan project are listed on the following page. The items in bold have been completed or are part of the current deliverable. Throughout the project, many sections will be completed as separate deliverables. When combined, the Strategic Deployment Plan will culminate in a comprehensive, usable document to guide future ITS deployment in the region.

## **SACOG ITS Strategic Deployment Plan Project**

### **TASK 1: DEVELOP OUTREACH PROGRAM**

§ **TASK 1.1: EXISTING CONDITIONS SUMMARY REPORT**

§ **TASK 1.2: DEVELOP OUTREACH PLAN**

### TASK 2: PLANNING PROCESS

§ **TASK 2.1: GAP ASSESSMENT**

§ **TASK 2.2: REFINE ITS VISION**

§ TASK 2.3: MARKET PACKAGES

§ TASK 2.4: UPDATE REGIONAL ITS ARCHITECTURE

### TASK 3: STRATEGIC DEPLOYMENT PLAN

§ TASK 3.1: PROJECT SEQUENCING

§ TASK 3.2: AGREEMENTS

§ TASK 3.3: STRATEGIC DEPLOYMENT PLAN REPORT

§ TASK 3.4: EXECUTIVE SUMMARY

### TASK 4: MAINTENANCE PLAN

§ **TASK 4.1: MAINTENANCE PLAN**



## 2. METHODOLOGY AND ANALYSIS

The following section outlines the decisions of the Sacramento Area in relation to stakeholder responsibilities.

### 2.1 Definition of a Stakeholder

Stakeholders are an important part of the Sacramento Area Regional ITS Architecture. They provide regional input which is used in the creation of the regional ITS architecture. A stakeholder is a public agency or private organization with a vested interest, or a "stake" in one or more transportation elements within a Regional ITS Architecture. Stakeholders are responsible for reviewing the regional ITS architecture prior to deploying new ITS projects in order to assure that the projects are consistent with the needs and goals of the region.

### 2.2 Updates to the Regional ITS Architecture

The Sacramento Area Regional ITS Architecture is a dynamic document that is subject to change as ITS evolves in the region. As changes occur, portions of the architecture, if not the whole document will need to be updated accordingly. These changes should be initiated by the stakeholders as the need arises. The following list includes events identified by the "Regional ITS Architecture Maintenance White Paper" as events that may require change to a regional ITS architecture:

- **Changes in Regional Needs.** Regional ITS Architectures are created to support transportation planning in addressing regional needs. Over time these needs can change and the corresponding aspects of the regional ITS architecture that addresses these needs may need to be updated. These changes in needs should be expressed in updates to planning documents such as the Regional Transportation Plan (RTP).
- **New Stakeholders.** New stakeholders who become active in ITS and the regional ITS architecture should be updated to reflect their place in the regional view of ITS elements, interfaces, and information flows. Why might new stakeholders emerge? The stakeholders might represent new organizations that were not in place during the original development of the regional ITS architecture. Or maybe the geographic scope of the architecture is being expanded, bringing in new stakeholders. Or maybe additional transportation modes or transportation services are being considered that touch the systems of additional stakeholders.
- **Changes in Scope of Services Considered.** The range of services considered by the regional ITS architecture expands. This might happen because the National ITS Architecture has been expanded and updated to include new user services or to better define how existing elements satisfy the user services. A regional ITS architecture based on an earlier version of the National ITS Architecture should take into consideration these changes as the regional ITS architecture is updated. The National ITS Architecture may have expanded to include a user service that has been discussed in a region, but not included in the regional ITS architecture, or was included in only a very cursory manner. Changes in the National ITS Architecture are not of themselves a reason to update a regional ITS architecture, but a region may want to consider any new services in the context of their regional needs.



- **Changes in Stakeholder or Element Names.** An agency's name or the name used to describe their element(s) undergoes change. Transportation agencies occasionally merge, split, or just rename themselves. In addition element names may evolve as projects are defined. The regional ITS architecture should be updated to use the currently correct names for both stakeholders and elements.
- **Changes in Other Architectures.** A regional ITS architecture covers not only elements and interfaces within a region, but also interfaces to elements in adjoining regions. Changes in the regional ITS architecture in one region may necessitate changes in the architecture in an adjoining region to maintain consistency between the two. Architectures may also overlap (e.g. a statewide ITS architecture and a regional ITS architecture for a region within the state) and a change in one might necessitate a change in the other. For further information on overlap and adjacencies, please see **Section 7.0** of this document.
- **Changes due to Project Definition or Implementation.** When actually defined or implemented, a project may add, subtract or modify elements, interfaces, or information flows from the regional ITS architecture. Because the regional ITS architecture is meant to describe the currently (as well as future) regional implementation of ITS, it must be updated to correctly reflect how the developed projects integrate into the region.
- **Changes due to Project Addition/Deletion.** Occasionally a project will be added or deleted through the planning process or through project delivery and some aspects of the regional ITS architecture that are associated with the project may be expanded, changed or removed.
- **Changes in Project Priority.** Due to funding constraints, or other considerations, the planned project sequencing may change. Delaying a project may have a ripple effect on other projects that depend on it. Raising the priority for a project's implementation may impact other projects that are related to it.

The above reasons for possible changes to the regional ITS architecture may happen frequently or infrequently, depending upon the region and the specifics of the original regional ITS architecture development effort. When a stakeholder identifies a potential update to the regional ITS architecture, the stakeholder should request a change using the procedure described below.

### 2.3 Process for Requesting Updates

When a possible change to the architecture has been identified, a Change Form should be completed by the initiator(s) of the change and the form should be submitted to David Shabazian of Sacramento Area Council of Governments (SACOG).

At a minimum, the Change Form requires the following inputs:

- Contact information of individual proposing change: name, title, agency, email, fax number and phone number
- Date
- Short description of proposed change (a title up to 25 characters)
- Detailed description of proposed change. (What is to be added, deleted, or modified?)
- Type of change proposed (e.g. new project, new stakeholder, etc.)
- Name of system(s) or project(s) being implemented or modified (if applicable)
- Status:



- Proposed (the agency wants to implement but has not yet secured funding for the proposed project)
- Planned (the agency has secured funding for the project)
- Under Construction (the agency is currently deploying the system)
- Existing (the agency has deployed the system(s) and it is currently operational)

A sample form is included in the Appendix. A copy of the form can be sent via regular mail, e-mail, or fax to David Shabazian of Sacramento Area Council of Governments (SACOG) at the following address:

Sacramento Area Council of Governments  
1415 L Street, Suite 300  
Sacramento, CA 95816  
Tel: (916) 340-6231  
Fax: (916) 457-3299  
E-mail: dshabazian@sacog.org

### **3. MAINTENANCE ROLES AND RESPONSIBILITIES**

Maintenance of a regional ITS architecture can be taxing on agency resources; therefore, resources must be identified that have the willingness to accept this responsibility. The following section outlines the choices of the Sacramento Area in deciding who will be responsible for the maintenance of the regional ITS architecture.

#### **3.1 Maintainer Responsibilities**

At a minimum the regional ITS architecture maintainer shall be responsible for the following:

- keeping the electronic and/or paper copies of the architecture of the latest version of the architecture;
- maintaining a list of changes to be included in the next update to the Sacramento Area Regional ITS Architecture ;
- soliciting changes from stakeholders before major updates;
- keeping the stakeholder contact and distribution list up to date;
- initiating updates to the architecture;
- implementing changes to the architecture (or overseeing the update process if done by an outside consultant); and
- keeping a disposition of comments to proposed changes to the Architecture.

These responsibilities may be assigned to a single agency or shared by a number of agencies within a region. For the Sacramento Area, Sacramento Area Council of Governments (SACOG) is taking on the coordination role within the region, but the resources to complete the updates (either identifying in-house staff for future updates, or contracting future updates to consultants) will be provided by the following agency(ies), on behalf of the region:



<i>Sacramento County</i>	<i>Doug Maas</i>
<i>Caltrans District 3</i>	<i>Markus Heiman</i>
<i>Federal Highway Administration</i>	<i>Frank Cechini</i>
<i>SACOG</i>	<i>David Shabazian</i>
<i>City of Sacramento</i>	<i>JD Bamfield</i>
<i>City of Roseville</i>	<i>Susanna Aaltonen</i>
<i>City of Citrus Heights</i>	<i>Stuart Hodgkins</i>
<i>City of Elk Grove</i>	<i>Dave Yatabe</i>
<i>City of West Sacramento</i>	<i>Ray Santiago</i>
<i>City Rancho Cordova</i>	<i>Kathy Garcia</i>
<i>City of Folsom</i>	<i>Mark Rackovan</i>
<i>City of Lincoln</i>	<i>Rod Campbell</i>
<i>Town of Loomis</i>	<i>Brian Fragaio</i>
<i>Yolo County</i>	
<i>Yuba County</i>	
<i>El Dorado County</i>	
<i>El Dorado County Transit Authority</i>	<i>Mary Norton</i>
<i>Sacramento Regional Transit</i>	<i>Don Smith</i>
<i>Yuba-Sutter Transit Authority</i>	<i>Keith Martin</i>
<i>City of Galt</i>	
<i>City of Isleton</i>	<i>Jim Miller</i>
<i>City of Davis</i>	
<i>City of Winters</i>	
<i>City of Woodland</i>	
<i>City of Live Oak</i>	
<i>Yuba City</i>	
<i>City of Marysville</i>	
<i>City of Wheatland</i>	
<i>City of Auburn</i>	
<i>City of Colfax</i>	
<i>City of Rocklin</i>	
<i>City of Placerville</i>	
<i>Sutter County</i>	
<i>Placer County</i>	
<i>California Highway Patrol (CHP)</i>	<i>Brian Hagler</i>
<i>Sacramento Metropolitan AQMD</i>	<i>Art Smith</i>
<i>Yolo County Transportation District</i>	<i>Eric Reitz</i>

The main point of contact at the Sacramento Area Council of Governments (SACOG) for maintenance of the architecture will be David Shabazian.

### 3.2 Other Committees Involved

Other committees are also in place to further aid in the maintenance process. The committee names and responsibilities are listed below:

Committee Name	Responsibility
ITS Partnership	Guide the direction and development of ITS deployment in the Sacramento Region
Regional Planning Partnership	Ensure consistency of architecture with planning objectives

## 4. FREQUENCY OF UPDATES

It is important that the Sacramento Area Regional ITS Architecture be kept up to date in order to guide ITS planning and deployment in the region and to keep within the intent of federal requirements. The most effective way to ensure that a regional ITS architecture stays up to date is to establish a regular schedule for updates. For this reason, the Sacramento Area Regional ITS Architecture will be updated at regularly scheduled intervals, in coordination with the Metropolitan Transportation Plan. The Metropolitan Transportation Plan is updated Every Three Years. The Sacramento Area Regional ITS Architecture will be updated six months in advance of the Metropolitan Transportation Plan.

It is also noted that the updates of the Sacramento Area Regional ITS Architecture will require resources, whether the intention is to perform the updates in-house or contract them out. These resources should be programmed in the overall work program. Currently, the stakeholders have agreed that updates to the architecture will be done using an outside consultant.

## 5. WHAT ARCHITECTURE COMPONENTS WILL BE UPDATED

The Sacramento Area Regional ITS Architecture consists of several lists and documents in various formats, including reports, databases, and graphics. As events occur such as those described in Section 2.2 that may result in changes to the architecture, the various components of the architecture should be updated accordingly in a systematic fashion. A change to one of the architecture components (for example, the addition of a project or a stakeholder) often requires other components of the architecture to be updated as well. This is known as dependencies between architecture components.

To ensure that updates are made in all the necessary locations, the following table has been developed to assist the architecture maintainer. This table may be consulted by the maintainer to track key components of the Sacramento Area Regional ITS Architecture and to ensure that all parts of the Sacramento Area Regional ITS Architecture are updated appropriately. The table describes the different components of the Sacramento Area Regional ITS Architecture, their status, their location (name of the file, document or database where the component can be found), the file format (e.g. Word, Turbo, Visio Drawing, etc.) and their common dependencies. This will help the maintainer organize the architecture prior to updating and make sure that all of the necessary components are updated.

**Table 1. List of Architecture Elements To Be Updated**

Architecture Component	Status of Component	Location (Filename)	Format(s)	Dependencies
<b>Description of Region</b>	Currently in Architecture	KHA: 13 Sacramento Regional ITS Architecture.doc	Word Document	List of Stakeholders, Operational Concept, List of ITS Components/Inventory, List of Agreements, Interfaces between Components, System Functional Requirements, Applicable ITS Standards, Project Sequencing,
<b>List of Stakeholders</b>	Currently in Architecture	KHA: 13 Sacramento Regional ITS Architecture.doc	Word Document	Description of Region, Operational Concept, List of ITS Components/Inventory, List of Agreements, Interfaces between Components, System Functional Requirements, Applicable ITS Standards, Project Sequencing
<b>Operational Concept</b>	Currently in Architecture	KHA: 13 Sacramento Regional ITS Architecture.doc	Word Document	List of Agreements, Project Sequencing
<b>List of ITS Components/Inventory</b>	Currently in Architecture	KHA: 13 Sacramento Regional ITS Architecture.doc	Word Document	Interfaces between Components, System Functional Requirements, Applicable ITS Standards
<b>List of Agreements</b>	To be added to Architecture later			
<b>Interfaces between Components (Interconnects/Information Flows)</b>	Currently in Architecture	KHA: 13 Sacramento Regional ITS Architecture.doc	Word Document	List of Agreements, System Functional Requirements, Applicable ITS Standards
<b>System Functional Requirements</b>	To be added to Architecture later			List of Agreements
<b>Applicable ITS Standards</b>	To be added to Architecture later			Interfaces between Components
<b>Project Sequencing</b>	To be added to Architecture later			List of Stakeholders, List of Agreements, System Functional Requirements, Applicable ITS Standards

All outputs in the architecture need to be reviewed to ensure that any dependencies which are not documented in Table 1 are followed through. For example, a change made to the list of stakeholders may necessitate updating all stakeholder references in other sections of the architecture. Those dependencies should then be added to the dependency matrix (or list) so that future updates to the architecture reflect that dependency.

## 6. IDENTIFYING AND IMPLEMENTING A CHANGE

### 6.1 Change Log

Sacramento Area Council of Governments (SACOG) will be contracting future updates to Consultants. It will be the responsibility of the Consultant to determine and document an appropriate and systematic logging procedure for all Change Forms received. SACOG will be responsible for keeping a log of all Change Forms; these forms will be forwarded to the Consultant during the update process.

## 6.2 Evaluation of Change Impact on Region

Sacramento Area Council of Governments (SACOG) will be contracting future updates to Consultants. It will be the responsibility of the Consultant to determine and document an appropriate evaluation procedure for all Change Forms received.

## 6.3 Approval of Change

Approval of the change will be required from:

- Affected agencies when the change is minor
- All project stakeholders (identified in Section 3.1) for major changes

The approval procedure for minor changes will be as follows. When minor changes are necessary, the affected agencies should convene to discuss the necessary changes and complete a Change Form. The completed form should be forwarded to the maintainer. The maintainer will keep the Change Forms on file until a formal update is made to the ITS Architecture.

The approval procedure for major changes will be as follows. When changes are necessary or an update is scheduled, the maintainer should solicit input from each stakeholder for modifications. This can be through electronic means or as a discussion in a stakeholder meeting. The maintainer will then consolidate all comments into a single version for distribution, with all proposed changes clearly denoted in the document. The draft architecture with the proposed changes should be distributed to all stakeholders for review. Upon receipt of all comments and/or approval of the proposed changes, the maintainer will incorporate the comments and distribute a final version of the updated architecture to all stakeholders.

If other stakeholders will be impacted by the change, they will be contacted by Sacramento Area Council of Governments (SACOG) to ascertain their agreement with the proposed change. Stakeholder comments will be incorporated into the Change Log as part of the Disposition of Comments. The term “Approval” pertains only to changes in the Architecture documentation.

## 6.4 Implementation – Update Baseline and Notify Stakeholders

Sacramento Area Council of Governments (SACOG) will be contracting future updates out to Consultants. It will be the responsibility of the Consultant to determine and document an appropriate Implementation and Notification Procedure for all changes, including keeping a baseline Architecture.

# 7. REGIONAL ADJACENCIES AND OVERLAP ISSUES

## 7.1 Background

Within the State of California, there are currently 19 “ITS planning regions” (including the “Statewide” region), which create a challenge when trying to coordinate interregional and statewide ITS services and projects. Each regional ITS architecture is focused on defining an integrated plan for deployment of ITS projects and services within that region, serving the needs and institutional climate for that region. Due to the timing of these regional ITS architectures and the recent release of the Federal Final

Rule/Policy, all of the architectures vary in detail and complexity. Many of these architectures are currently undergoing revision to bring them up to federal compliance.

## 7.2 Overlap and Adjoining Definitions

With a state as large as California that has 19 planning regions, ITS planning and programming, especially on an interregional and state level can be difficult. For the purpose of interregional and state level planning and programming, two terms were developed to describe the situations that currently exist:

**Adjacencies or Adjacent Regions** – These are the regions which physically border a specific ITS planning region. These regions may have a direct effect on interregional planning, programming and the architecture for the specific region. Planning and programming, especially interregional projects, needs to be coordinated with all involved regions, which at a minimum will include some bordering regions.

**Overlapping/Layering** – For simplicity, this will be referred to as just overlap. Overlap is a condition that exists primarily in two situations. One is the statewide ITS architecture, which overlaps the other 18 ITS planning regions within California. This basically creates a layer which the regions have above their regional ITS architecture. The other situation that overlap occurs is in Southern California, which has a more advanced layering issue. Not only are the regional ITS architectures of that area layered above by the statewide ITS architecture, a third layer is placed in the middle by the Southern California ITS Architecture. The map below shows the geographical boundaries of the ITS planning regions within California.



A list of the regions and locations can be viewed at:

<http://www.kimley-horn.com/regionalguidance/RegionMap.htm>.



An example of these two situations would be a transportation corridor. Frequently, Caltrans is doing business on the interstate and state corridors running through several regions. This would be subject to both the adjacency issues, as it runs across the state and through several regions, as well as the overlap issues, where several regional ITS architectures control the region. Careful coordination of the effected regional ITS architectures would help in the implementation of such a project. If the architectures incorporated the ITS elements of this project, implementation and funding would be much smoother. Otherwise, one region may have planned all the services and ITS elements brought forth by the corridor, where as another region may not. This could create tensions when trying to implement such services or discontinuity of particular systems. A solution to this situation would be to update the regional ITS architecture that does not incorporate all the elements of the transportation corridor.

### 7.3 Interregional Planning

To address the issues of overlap and adjacencies, it is recommended that the most updated version of the regional ITS architecture for all adjacent/overlapping regions be obtained by the Sacramento Area Council of Governments (SACOG) prior to the update of the Sacramento Area Regional ITS Architecture. The adjacent regions potentially affecting the Sacramento Area are listed in **Table 2** (next page). SACOG will arrange a meeting twice a year with the adjacent regions to discuss and coordinate overlapping issues. By obtaining and coordinating the Sacramento Area Regional ITS Architecture with all adjoining and overlapping regions, interregional planning and project implementation should become more coordinated within the regions. Funding procurement for such projects should be easier to obtain since the project is covered by the regional ITS architectures of the surrounding regions. Also, by coordinating the regional ITS architectures with the statewide ITS architecture, large scale interregional and state level projects should be easier to accommodate.

**Table 2. Interregional Adjacencies and Overlap by Region**

Region	Adjacent Regions	Overlap	Underlying Regions
Sacramento Area	Bay Area (including Solano County), Tahoe Gateway, Tahoe Basin, San Joaquin Valley, Butte County, Sutter County	Statewide	N/A

## 8. VERSION CONTROL

Due to the dynamics of the Sacramento Area Regional ITS Architecture, a version control system needs to be implemented. The version control system for the Sacramento Area Regional ITS Architecture should include a date on the cover sheet of any document that is part of the architecture. On an update, the new publication date should be inserted so that the current version may be identified. The maintainer should be responsible for keeping the version control accurate.



## APPENDIX



### ***Change Form***

All changes to Sacramento Area Regional ITS Architecture should be initiated with this Change Form (next page).

A copy may be mailed, e-mailed, or faxed to:

David Shabazian  
Sacramento Area Council of Governments (SACOG)  
1415 L Street, Suite 300  
Sacramento, CA 95816  
Tel: (916) 340-6231  
Fax: (916) 457-3299  
E-mail: [dshabazian@sacog.org](mailto:dshabazian@sacog.org)



**Change Form**

<b>Stakeholder Proposing Change</b>	Name		Title	
	Agency			
	Email			
	Phone No.		Fax No.	
<b>Date</b>				
<b>Description of Change</b>	Title	<i>Short Description (up to 25 characters)</i>		
	Detailed Description	<i>(What is to be added, deleted or modified? Attach additional documentation if necessary)</i>		
	Type of Change	<input type="checkbox"/> New Project/System <input type="checkbox"/> Deleted Project/System <input type="checkbox"/> Modified Project/System		<input type="checkbox"/> New/Changed Stakeholder <input type="checkbox"/> Change in Project Status <input type="checkbox"/> Change in Project Priority <input type="checkbox"/> Other
	Systems or Projects	<i>Name of System(s) or Project(s) being implemented or modified (if applicable)</i>		
<b>Project Status</b>	<input type="checkbox"/> PROPOSED (funding not yet secured) <input type="checkbox"/> PLANNED (funding secured) <input type="checkbox"/> UNDER CONSTRUCTION (stakeholder is currently deploying system/project) <input type="checkbox"/> EXISTING			
<b>Other Affected Parties</b>				
<b>Additional Notes</b>				