



METROPOLITAN
TRANSPORTATION
COMMISSION

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Bay Area ITS Architecture Maintenance Committee Kick-off Meeting

Final

Appendix A: Continuous Change Approval Procedure

The Bay Area Regional ITS Architecture is a living document with changes made based on recommendations of the Maintenance Committee members. The formal procedure for a change in the ITS Architecture to be submitted, reviewed, discussed, and provisionally approved are defined in this section.

Continuous ITS Architecture changes refer to those changes that happen between two major ITS Architecture updates. The current update is planned for completion in November 2007. The purpose of addressing these changes promptly and recognizing them as an official part of the Regional ITS Architecture is to ensure ITS activities are coordinated to provide the maximum benefit to the region and to comply with Federal requirements. Keeping this purpose in mind, the procedure for a typical change to be adopted in the ITS Architecture is:

1. Change Identification – Requests for changes can be made by stakeholders. A stakeholder is any agency or private organization identified as a participant in the architecture. Changes may be submitted by stakeholders not included on the list, but the addition of a stakeholder must first be reviewed by the Maintenance Committee before the project change.
2. Change Definition –the requested change needs to be documented first on a change request form, available on the MTC website (<http://www.mtc.ca.gov/planning/ITS/form.htm>.) Stakeholders will be assisted as needed in completing this form by MTC's ITS Technical Advisor, who will collect and manage the submittals. The form collects the following information:
 - a. Agency requesting the change
 - b. Request date
 - c. Proposed change description
 - d. The architecture aspects to be added, deleted or revised
 - e. Contact information
3. Initial Assessment –The Contractor will perform the initial assessment to determine whether the requested change is appropriate and in line with the

existing Bay Area Regional ITS Architecture. This initial assessment will provide a basis for the provisional approval of the change by the ITS Architecture Maintenance Committee. In the initial assessment, MTC's ITS Technical Advisor will address such issues as:

- a. Does the requested change form provide all the required information? If not, MTC's ITS Technical Advisor will contact the requesting stakeholder to collect additional information.
 - b. Which stakeholders will be affected by the requested change? Are all affected stakeholders in agreement about the change?
 - c. Does the requested change overlap with existing infrastructure (based on the current version of the Bay Area Regional ITS Architecture Inventory and knowledge of other current projects in the region)? An overlap would indicate an opportunity to share the resources and costs in order to maximize investment.
 - d. Mapping the requested change into the Bay Area Regional ITS Architecture, does the change serve one or more of the identified needs?
 - e. Does the requested change follow the ITS standards requirements in the Bay Area Regional ITS Architecture (if applicable)?
 - f. Using the project sequencing list in the Bay Area Regional ITS Architecture, does the change overlap with existing or planned projects?
4. Change Approval –The initial assessment analysis should be distributed to every ITS Architecture Maintenance Committee member two weeks prior to the quarterly Committee meeting so that each member can have sufficient time to review the change proposals and assessment analysis before the meeting. While reviewing the initial assessment analysis, the ITS Architecture Maintenance Committee members should consider all the questions listed above and confirm that MTC's ITS Technical Advisor analysis is accurate and comprehensive. During the Committee meeting, members would be asked to reach consensus on disposition of each change request in the meeting. A checklist of questions that can guide Committee members to review the changes are:
- a. What can the proposed change/project do to satisfy one or more of the regional transportation needs?
 - b. Which stakeholders will be affected by the requested change? Are all affected stakeholders in agreement about the change?
 - c. Will the proposed change/project apply data communication standards?
 - d. Will the proposed change/project provide infrastructure or services that already exist or will be implemented by other planned projects? If yes, are these projects coordinated?
5. Change Disposition — The disposition and comments on every requested change will be documented and distributed to stakeholders by posting on MTC's Regional ITS Architecture web site. Approved changes will be compiled as

completed and wait to be incorporated in the architecture document when a major update takes place. Meanwhile, the addendum is considered an official part of the Bay Area Regional ITS Architecture and all projects identified in the addendum comply with Federal Requirements.

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Addendum – Email Approval Procedures

1. Following the initial assessment of the change requests by the Contractor, a change request may be submitted electronically to the Maintenance Committee for comment at the discretion of MTC and MTC's ITS Technical Advisor.
2. The Maintenance Committee members will have 2 weeks to comment on the change request via email and/or indicate their approval of the change request. Comments or questions should be addressed to all members of the Maintenance Committee. MTC's ITS Technical Advisor will send a reminder e-mail 1 week prior to the deadline for Maintenance Committee feedback.
3. After the deadline for comments/approval passes, MTC may, at its discretion, approve the change request as drafted if no feedback is received from the Maintenance Committee. If feedback is received, MTC and the ITS Technical Advisor will work with the project sponsor to address it. MTC and the ITS Technical Advisor will determine whether or not changes are necessary and significant enough to warrant a second round of e-mail review/approval by the Maintenance Committee or an in-person discussion at a subsequent Maintenance Committee meeting. If not, MTC may approve the change request as revised.