



## *Florida Department of Transportation*

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# MEMORANDUM

**Date:** September 13, 2007

**To:** District ITS Program Managers

**From:** Trey Tillander  
TEOO ITS Section

**Subject:** **Update Process for Florida's Statewide ITS Architecture**

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This memorandum is intended to act as a reminder of the process for ensuring that all intelligent transportation system (ITS) projects within the District, including projects involving all local stakeholder agencies, are in compliance with *Part 940 of Title 23 of the Code of Federal Regulations (23 CFR Part 940)* regarding systems engineering and ITS architectures. All ITS and related projects must comply with this regulation in order to receive federal funding.

In early 2006, the Florida Department of Transportation (FDOT) completed an update of the Statewide ITS Architecture (SITSA) for the entire state of Florida to ensure compliance with the federal requirements detailed in *23 CFR Part 940*. During the update, every effort was made to ensure that all ITS projects, both current and future, were included in the SITSA. However, given the dynamic nature of ITS, it is expected that changes to the recently updated SITSA will be necessary to incorporate unanticipated or newly identified projects.

To ensure that all ITS projects are included in the SITSA and the SITSA remains in compliance with federal requirements; the FDOT has included the modification of the SITSA in the Change Management Board (CMB) process. (Refer to Figure 1 containing the CMB process flowchart.) This also allows the FDOT to reduce the potential need for major updates to the SITSA, except when there are changes to the National ITS Architecture (NITSA), by providing a process to allow smaller intermediate changes.

For the process outline in Figure 1 to function properly, any changes to ITS projects or new ITS projects generated by any of the District ITS stakeholders must be sent to the District ITS Program Manager to start the change management process. For example, if a county has a new ITS project that is not identified in the SITSA, the county project manager should contact the District ITS Program Manager to start the update process. It is then the responsibility of the District ITS Program Manager to ensure that the request is processed by the CMB.

It is important to remember that it is the project manager's responsibility to ensure that the project is included in the SITSA or that other arrangements are made to ensure that the project meets the federal requirements.

If you have any questions or concerns regarding the outlined process, please contact your District ITS Program Manager or Trey Tillander, FDOT ITS Software, Architecture, and Standards Coordinator, at (850) 410-5617 or via email at [trey.tillander@dot.state.fl.us](mailto:trey.tillander@dot.state.fl.us).

TF/plh

Attachment: Figure 1 — Change Management Board Process Flowchart

**Figure 1 — Change Management Board Process Flowchart**

