Memphis MPO
METROPOLITAN PLANNING ORGANIZATION

Memphis Urban Area Regional ITS Architecture

Maintenance Form

Please complete the following form to document changes to the 2025 Memphis Urban Area Regional ITS Architecture. Forms should be submitted to the Memphis Urban Area Metropolitan Planning Organization (MPO) for review and acceptance. All accepted changes will be kept on file by the MPO and shared with the TDOT Traffic Operations Division. Changes will be incorporated into the 2025 Memphis Urban Area Regional ITS Architecture during the next scheduled update.

Contact Information

Agency	
Agency Contact Person	
Street Address	
City	
State, Zip Code	
Telephone	
Fax	
E-Mail	

Change Information

Please indicate the type of change to the Regional ITS Architecture or Deployment Plan:

- □ Administrative Change: Basic changes that do not affect the structure of the ITS service packages in the Regional ITS Architecture.
  Examples include: Changes to stakeholder or element name, element status, or data flow status.
- □ Functional Change – Single Agency: Structural changes to the ITS service packages that impact only one agency in the Regional ITS Architecture.
  Examples include: Addition of a new ITS service package or changes to data flow connections of an existing ITS service package. The addition or changes would only impact a single agency.
- □ Functional Change – Multiple Agencies: Structural changes to the ITS service packages that have the potential to impact multiple agencies in the Regional ITS Architecture.
  Examples include: Addition of a new ITS service package or changes to data flow connections of an existing ITS service package. The addition or changes would impact multiple agencies and require coordination between the agencies.
- □ Project Change: Addition, modification, or removal of a project in the Regional ITS Deployment Plan.
- □ Other: _____

_____

Submittal

Please submit ITS Architecture Maintenance Documentation form to:

Memphis Urban Area Metropolitan Planning Organization
125 North Main Street, Suite 450
Memphis, TN 38103
Phone: 901-379-7840

Form Submittal Date: _____

Memphis MPO
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Memphis Urban Area Regional ITS Architecture

Maintenance Form

Question 1 Describe the requested change to the Regional ITS Architecture or Deployment Plan.	
Question 2 Are any of the Regional ITS Architecture service packages impacted by the proposed change?	□ Yes: Please complete Questions 2A and 2B □ No: Please proceed to Question 3 □ Unknown: Please coordinate with the Memphis Urban Area MPO to determine impacts of the change to the Regional ITS Architecture
Question 2A List all of the ITS service packages impacted by the proposed change.	
Question 2B Include a copy of the ITS service packages impacted by the proposed change and mark any proposed modifications to the ITS service packages. Add any additional notes on proposed changes in this section.	
Question 3 Does the proposed change impact any stakeholder agencies other than the agency completing this form?	□ Yes: Please complete Questions 3A and 3B □ No: Form is complete □ Unknown: Please coordinate with the Memphis Urban Area MPO to determine impacts of change to other agencies in the Regional ITS Architecture
Question 3A Identify the stakeholder agencies impacted by the change and a contact person for each agency.	
Question 3B Describe the coordination that has occurred with the stakeholder agencies and the results of the coordination?	

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Maintenance Form – Example

Question 1 Describe the requested change to the Regional ITS Architecture or Deployment Plan.	*Example: City A is planning to deploy CCTV cameras for network surveillance on arterial streets. In the Regional ITS Architecture, the City A Traffic Operations Center (TOC) is shown as the only center controlling the CCTV cameras. The City A TOC is now planning to provide images and control of the CCTV cameras to the City A Police Department for use during incidents.*
Question 2 Are any of the Regional ITS Architecture service packages impacted by the proposed change?	☐ Yes: Please complete Questions 2A and 2B ☐ No: Please proceed to Question 3 ☐ Unknown: Please coordinate with the Memphis Urban Area MPO to determine impacts of the change to the Regional ITS Architecture
Question 2A List all of the ITS service packages impacted by the proposed change.	*Example: ATMS08 – Traffic Incident Management System* *ATMS01 – Network Surveillance*
Question 2B Include a copy of the ITS service packages impacted by the proposed change and mark any proposed modifications to the ITS service packages. Add any additional notes on proposed changes in this section.	*Example: A sketch of the ATMS08 – Traffic Incident Management System service package diagram for City A is attached. Changes have been marked by hand to indicate the new data connections that will be established to allow the City A TOC to send traffic images to the City A Police Department and for the City A Police Department to control the CCTV cameras. The deployment of the CCTV cameras will also result in several of the data flows in ATMS01 – Network Surveillance being changed from planned to existing. These have also been marked on the service package diagram. (Note: The ITS service package diagrams can be found in Appendix B of the Regional ITS Architecture.)*
Question 3 Does the proposed change impact any stakeholder agencies other than the agency completing this form?	☐ Yes: Please complete Questions 3A and 3B ☐ No: Form is complete ☐ Unknown: Please coordinate with the Memphis Urban Area MPO to determine impacts of change to other agencies in the Regional ITS Architecture
Question 3A Identify the stakeholder agencies impacted by the change and a contact person for each agency.	*Example: The City A TOC and City A Police Department are the two agencies impacted by this change. (Note: Assuming the City A TOC representative is completing this form, the contact person from the City A Police Department working on this project should be listed.)*
Question 3B Describe the coordination that has occurred with the stakeholder agencies and the results of the coordination?	*Example: The City A TOC and City A Police Department have had several meetings in the last year to discuss the operations of the arterial CCTV cameras. An operational agreement for the joint operations of the CCTV cameras is currently being developed.*