H-GAC ITS Architecture Plan
ITS Architecture Maintenance Form

Please complete the following form to document changes to the 2025 Houston-Galveston Area Council (H-GAC) ITS Architecture Plan. Forms should be submitted to H-GAC for review and acceptance. All accepted changes will be kept on file by H-GAC. Changes will be incorporated into the H-GAC ITS Architecture Plan during the next scheduled update.

Contact Information

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

Change Information

Please indicate the type of change to the ITS Architecture Plan:

☐ Administrative Change – Basic changes that do not affect the structure of the ITS service packages in the ITS Architecture Plan.
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 ITS Architecture Plan.
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 ITS Architecture Plan.
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 ITS Architecture Plan.

☐ Other: _____
_____

Submittal

Please submit ITS Architecture Maintenance Documentation form to:

Houston-Galveston Area Council
3555 Timmons Lane
Houston, TX 77027
E-mail: stephen.keen@h-gac.com

Form Submittal Date: _____

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Question 1 Describe the requested change to the ITS Architecture Plan.	
Question 2 Are any of the ITS Architecture Plan ITS service packages impacted by the proposed change?	☐ Yes: Please complete Questions 2A and 2B ☐ No: Please proceed to Question 3 ☐ Unknown: Please coordinate with H-GAC to determine impacts of the change to the ITS Architecture Plan
Question 2A List all ITS service packages impacted by the proposed change.	
Question 2B Include a copy of the ITS service packages diagrams for all ITS service packages impacted by the proposed change. Mark any proposed modifications to the ITS service packages requested. 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 H-GAC to determine impacts of change to other agencies in the ITS Architecture Plan
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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