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| **Instructions for Submitting Architecture Change Request Form:**Stakeholder requesting changes to the Indianapolis Regional ITS Architecture must email completed form electronically to the Indianapolis MPO ITS Architecture Manager at info@indympo.org. Please include in the email subject line “*Indy Architecture Change Request*” and attach available supporting materials (*project description, concept of operations, requirements documentation, etc.)* along with the change form to provide further change details. |
| **Date** |  | **Tracking No. (*IMPO assigned*)** |  |
| **Stakeholder Proposing Change** | Name |  | Title |  |
| Agency |  |
| Email |  | Phone No. |  |
| **Description of Change** | Title | *Short Description (up to 25 characters)* |
| Detailed Description | *(What is to be added, deleted or modified? Attach additional documentation, including a project architecture, as necessary)* |
| Type of Change | [ ]  New Project/System[ ]  Deleted Project/System[ ]  Modified Project/System | [ ]  New/Changed Stakeholder[ ]  Change in Project Status[ ]  Change in Project Priority[ ]  Other |
| Systems or Projects | *Name of System(s) or Project(s) being implemented or modified (if applicable)* |
| **Project Status** | [ ]  Proposed (funding not yet secured)[ ]  Planned (funding secured)[ ]  Under Construction (stakeholder is currently deploying system/project)[ ]  Existing |
| **Maintenance Team Comments** |  |
| **Maintenance Team Action** | [ ]  Approve Action Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Reject[ ]  Deferred Until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Additional Notes (submit additional pages if necessary** |  |