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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](mailto: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** |  | | | |