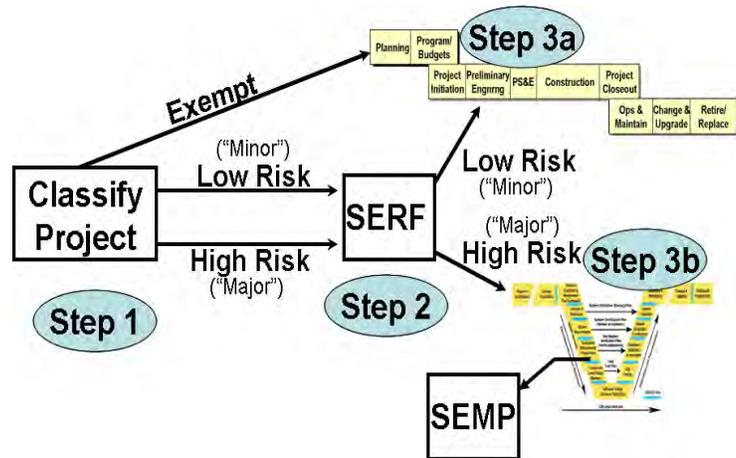


SYSTEMS ENGINEERING REVIEW FORM (SERF) Part 1. General Project Information

The SERF is normally submitted as part of the E-76 package when initial funding is requested. A full description of funding steps for ITS projects appears in [Section 13.1](#) of the LAPG. The SERF must be filled out for **all** ITS projects unless they are “**Exempt.**” For definitions of an Exempt ITS project, see LAPG [Section 13.2](#). A full discussion of how a local agency uses the SERF during the programming and funding steps is in LAPG [Section 13.4](#), in the section titled “[Local agency \(include consultants in project management role\)](#)”. That process is summarized in the figure at the right.



Please provide the following background information. In most cases, 1-3 sentences will be sufficient for each item, but you may include as much as you feel needed. If you need more space, the field will expand automatically.

A. Project Contact – Name, position, phone, email.

B. Project Objectives – What is the purpose of the project? What needs (deficiencies) are being addressed?

C. Project Summary – What solutions will address the needs? What major elements will be installed? What major function(s) will be performed?

D. Work to Date – Any preliminary planning, investigation of options, associated internal or external systems examined, etc.?

E. Risk Assessment Guidance – Although this assessment is not a regulatory requirement, the answers to these questions will help you understand the extent of risk involved in this project. A full discussion of risk factors is available in LAPG Section 13.2, with a summary in [Table 13-1](#).

For each question, check Yes or No or Not Sure.

Question:	Yes	No	Not Sure
1. Will the project depend on only your agency to implement and operate?			
2. Will the project use only software proven elsewhere, with no new software writing?			
3. Will the project use only hardware and communications proven elsewhere?			
4. Will the project use only existing interfaces (no new interfaces to other systems)?			
5. Will the project use only existing system requirements that are defined in writing?			
6. Will the project use only existing operating procedures that are defined in writing?			
7. Will the project use only technologies with service life longer than 2-4 years?			

If all of the above are Yes, that is a preliminary indication that your project is **Low-Risk**.

