

**DDESS
INFORMATION TECHNOLOGY REQUIREMENTS ANALYSIS (ITRA)**

ITRA Control Number:

(4 digit DoDAAC, 4 digit ORC, 2 digit FY, 3 digit sequence (001, 002, etc.)

Purpose: This document authorizes the purchase of all software, hardware and non-maintenance services to fulfill Information Technology (IT) requirements. **All** IT requirements, **regardless of cost**, must have an approved requirements analysis form.

1. **Describe purpose** for which equipment, software or services will be used. (what curriculum does it support, how will it support your mission)

Item Number	Item Description (Please include make, model and part #)	Unit of Issue	Qty	Unit Price	Total
Shipping:					
TOTAL:					

2. **Locations.** Where will equipment, software and services be used?

- School Name:
- DSO Name:
- Area Service Center Division:
- DDESS-Wide, (multiple locations, please attach list)

3. **Mission Use Code.** Identify the End Use of the I.T.

- ED: Educational (Students and/or Teachers)
- CO: Corporate (All others)

4. **DoDEA Community Strategic Plan** (Check ALL that apply)

GOAL 1 - All students will meet or exceed challenging standards in academic content so that they are prepared for continuous learning.

Objective 1: All students will show academic growth (beginning to end of school year) in student achievement through a curriculum that challenges each student to excel.

Objective 2: All students will have access to varied and supplemental learning opportunities to meet or exceed the DoDEA standards.

GOAL 2 - DoDEA will use performance-driven management systems that operate in a timely, efficient, and equitable manner; place resource allocation and decision-making at the lowest operational level; and facilitate a safe environment conducive to optimum student achievement.

Objective 1: All schools will have equipment, facilities, furniture, technology, materials, and human resources to support highest student achievement.

Objective 2: Focus information technology resources to support educational programs, highest student achievement, and continuous improvement.

Objective 3: DoDEA will provide a safe and secure environment for students and employees.

GOAL 3 - The DoDEA workforce will be motivated, diverse, and committed to continuous professional growth and development resulting in exemplary performance and optimum student achievement.

Objective 1: In order to retain a highly motivated, committed and diverse workforce in support of student achievement, DoDEA will continually recruit, hire, support, evaluate, reward and/or recognize employees.

Objective 2: Systemic and sustained professional development to promote individual effectiveness to achieve organizational goals.

GOAL 4 - Every level of DoDEA will develop, promote, and maintain partnerships and communications to enhance student development.

Objective 1: All levels of the organization will develop, promote, and maintain partnerships to improve educational quality, increase educational opportunities, and support for deployments and transitions.

Objective 2: Build capacity and implement effective strategies across DoDEA to create awareness, understanding, and support for the mission among all stakeholders.

Objective 3: Promote meaningful public engagement and two-way communication in support of student development.

5. **Reason for Purchase.** Select A, B or C

A. **Replacement** or **Upgrade** of Existing Computer/Printer/Software.

Select one below:

To meet DoDEA Technology Standards/Life Cycle Replacement

To meet new system deployment schedule

Current resources are too expensive to repair or maintain

B. **No existing equipment** due to

Accident, Theft, or Loss of Equipment

New Requirement

C. **Services**, other than maintenance. Please attach Statement of Work (SOW).

6. **Security Requirements** (Check all that apply.)

Items planned for network use--network security.

Items planned for notebook and/or stand-alone desktop use; the user will provide security.

7. **Software Approval** is required for all purchases in which software is included and will be installed.

Examples:

A) Document imaging camera and the included software is required to meet curriculum integration requirements: **software must be on approved software list before submitting the ITRA.**

B) A required camera includes special editing software; however, it will not be used because the pictures will be downloaded and DoDEA approved software will be used to edit the pictures or video: **does not require software approval, include this information in the use description in item 1 above and submit completed ITRA.**

Does your requirement include software? YES NO

If **yes**, please ensure the software Link to software approval list:

https://intranet.hq.ds.dodea.edu/intranet/infotech/IA/apprv_sw_listing.cfm

Is the software on the approved software list?

YES If **yes**, please ensure the software is on the current software approval list (see link below):

NO If no, **please submit your request for software approval at:**

https://webapps.dodea.edu/app_banner/banner.cfm?return_url=./saa/index.cfm

8. Installation

What resources will you use to set up, configure and install the equipment?

Included in requirement

DoDEA Maintenance Contract: **Attach task order.**

Other resources: **Describe** if contract support or in-house resources will be used.

9. HARDWARE Warranty Maintenance of Computers and Laser Printers.

Policy: Minimum five years on-site maintenance required for desktop computers, servers, and laser printers. **The Total Cost of Ownership** must be analyzed when considering the cost of the equipment required versus the appropriate maintenance/warranty required.

Is the source for this requirement in compliance with this policy?

YES

NO (If "NO", attach a waiver to be signed by I.T. Division Chief)

10. Space and Environmental Requirements for HARDWARE ONLY

REMINDER: Please ensure the proper power requirements are specified in your requirements:

Example: 110, NEMA 5 Plug (US Standard)

I have ensured:

The location where this equipment will be used has enough power capacity to support the requirement.

The location where this equipment will be used has sufficient physical space to support the requirement.

The items I am requesting are Windows 7 compatible.

11. SOFTWARE Maintenance and Support

If your requirement is for Software or includes software, have you considered all lifecycle requirements for software maintenance and support?

- Software maintenance is included in my requirement
- Software support is included in my requirement
- Software Maintenance and support are not required

(Please describe why software maintenance and support are not required)

12. Training Requirements

Is user training required?

- NO
- YES (If "YES", indicate training source and method)

13. Section 508 Compliant

DDESS IT Division has determined Electronic and Information Technology (EIT) listed on this requirement is capable, when used in accordance with DoDEA IT standards, of providing comparable access to individuals with disabilities consistent with the provisions of the Architectural and Transportation Barriers Compliance Board set out in 36 C.F.R Part 1194.25 applicable to this requirement at the time of technical authorization.

The EIT listed on this requirement do not meet section 508 compliance and a waiver is attached.

14. Approvals: (After obtaining Requiring Official and Management Approvals please email to ITRA.DDESS@am.dodea.edu)

Requiring Official: (Person requesting item(s))

Printed Name:

Position:

Phone Number:

Signature/Date:

Management Approval: (Funding Official or designee) Superintendent, Principal, Division Chief, etc.

Printed Name:

Position:

Phone Number:

Signature/Date:

Technical Approval: (DODEA CIO, IT Division Chief or Designee)

Printed Name:

Position:

Phone Number:

Signature/Date: