

DoDEA
INFORMATION TECHNOLOGY REQUIREMENTS ANALYSIS (ITRA)

ITRA Control Number: [redacted]

(Area, 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
(Optional) Shipping:					
TOTAL:					

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

- School Name: [redacted]
- DSO Name: [redacted]
- Area Service Center Division: [redacted]
- Area-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. **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).

5. **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.

6. **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 to HQ ITRA mailbox at: HQ.ITRA@hq.dodea.edu.**

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 to HQ ITRA mailbox at: HQ.ITRA@hq.dodea.edu.**

Does your requirement include software? YES NO

If **yes**, requestor must access the below approved software listing (ASL) link to verify if the software is approved: https://intranet.hq.ds.dodea.edu/intranet/infotech/IA/apprv_sw_listing.cfm

Is the software on the approved software list?

YES If **yes**, requestor shall provide the ASL Identification Number below as listed in the first column of the approved software listing (see above ASL link):

ASL Identification #: _____

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

<https://webapps.dodea.edu/saa/index.cfm>

NOTE: Requestor must receive confirmation that SAA testing has cleared final IT approval **BEFORE** submitting the locally approved ITRA to the HQ ITRA mailbox at: HQ.ITRA@hq.dodea.edu.

7. **Cloud-Based (Web) Subscription Service Requests:** Privacy Impact Assessment (PIA) approval is required for all cloud-based subscription service requests.

Has requestor received PIA approval?:

If yes, the requestor shall complete remaining portion of ITRA and forward complete ITRA package (including signed PIA) to HQ ITRA mailbox at: HQ.ITRA@hq.dodea.edu.

If no, requestor suspends submission of ITRA until both approvals are obtained.

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. **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)

11. **Training Requirements**

Is user training required?

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

***** CLOUD SERVICE / SOFTWARE AS A SERVICE (SaaS) CERTIFICATION *****
If requesting an already approved Cloud Service/Subscription or Software as a Service (SaaS) title(s), the requestor must comply with prevailing FNBO guidance AND the requestor must contact the cloud-based service/subscription vendor to ensure the vendor is aware that the purchase is under the DoDEA OGC modified terms of service agreement. If applicable and above is confirmed, place an 'X' in the below check box and sign.
 I certify customer usage is in compliance with the already approved Cloud Service/Subscription or SaaS privacy impact assessment.

12. Approvals:

Requiring Official: (Person requesting item(s):

Printed Name: [Redacted]

Position: [Redacted]

Phone Number: [Redacted]

Signature/Date:

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

Printed Name: [Redacted]

Position: [Redacted]

Phone Number: [Redacted]

Signature/Date:

Technical Recommendation: (IT Division Chief or Designee):

Printed Name: [Redacted]

Position: [Redacted]

Phone Number: [Redacted]

Signature/Date:

FINAL APPROVAL: (CIO or Designee):

Printed Name: [Redacted]

Signature/Date: