



# Business Needs Statement

## Information Technology Division

**Proposed Name:**

**Project Number:**

*When completed, please submit request to the Office of Information Technology ([TRB@BaltimorePolice.org](mailto:TRB@BaltimorePolice.org)).  
Signatures may be ink or via Adobe PDF using your Certificate Based Digital ID.  
Minimally complete sections 1-4.*

### Section 1: General Information

Requestor or Point of Contact (POC) Name:	Proposed Name of Project:
Requestor Desk/Cell Phone:	Requestor E-mail:
Requestor Department/Office:	Requestor Sequence Number:
Executive Sponsor (Major and above) Name:	Executive Sponsor (Major and above) Signature:

### Section 2: Business Requirements - Purpose, Scope and Description of Request

Capture what need, requirement, or issue(s) this request will solve. Identify project boundaries. What visibility does this project have (i.e., Department Wide, Mayor's Office, State of Maryland, States Attorney's Office, Consent Decree, etc.)

Scope: (Provide Short Description of the technology or service you require)



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### Section 2: Business Requirements - Purpose, Scope and Description of Request

Capture what need, requirement, or issue(s) this request will solve. Identify project boundaries. What visibility does this project have (i.e., Department Wide, Mayor's Office, State of Maryland, States Attorney's Office, Consent Decree, etc.)

Describe the purpose in more detail by answering these questions:  
How will this service/need benefit the Baltimore Police Department.

Who needs the service or product (Users/Departments, Sections, etc.)?

Why do you need it done (Relocation, New Service, etc.)?

Location(s) (Where do you need the service or product by defining the area where the product or service must be provided and/or areas affected or supported by this request):

### Section 3: Timeline and Impact

Define when the service or technology needs to be completed. What problems will occur if this project fails to meet its deadline? What impact will this have if not performed? Identify urgent need requirements and dependencies.

What is the deadline for this request?

Impact if deadline is not met?



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### Section 4: Funding and Acquisition (Estimated Budget and Cost Breakdown)

Is your Section prepared to fund the material and labor required to deliver the requested service? Check Box for "Yes". If yes, what is your funding source and total amount? If no, please check No.

Yes

No

What is the estimated funding \$ \_\_\_\_\_.

### Section 5: Comments

Are there any known technologies or service you would like to consider for meeting the requirements of this project? If so, please specify:

How can this technology and/or solution be obtained/Vendor website:

Other Comments:

### Section 6: ITD Recommendations

Document the recommendations of the ITD designated representative who is gathering information, interviewing the customer, and has completed the research:

Estimated Work hours: \_\_\_\_\_

Estimated Cost of Materials: \_\_\_\_\_

ITD Recommendations: *(Place Recommendations here)*



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### Section 7: ITD Authorizations

**Prepared/Submitted by:**

\_\_\_\_\_  
(ITD Staff Member)

Date: \_\_\_\_\_

**Approvals:**

Technical Review Board Approval

Date: \_\_\_\_\_

Approved  Disapproved (Explanation)  Transferred to: \_\_\_\_\_

Cancelled : (Explanation)

\_\_\_\_\_  
(TRB Chair)



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### Section 8: Additional Comments

Place all additional comments within this section:



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### Section 8: Acceptance (To be Completed by Executive Sponsor)

#### **Initial Acceptance** (*To be completed after TRB Approval*):

I have reviewed the contents of the Business Needs Statement and agree to the work to be performed that has been approved by the TRB:

Signature: \_\_\_\_\_  
(Executive Sponsor)

Date: \_\_\_\_\_