SAN DIEGO POLICE DEPARTMENT
PROCEDURE

DATE: OCTOBER 7, 2020

NUMBER: 1.44 - ADMINISTRATION

SUBJECT: INFORMATION TECHNOLOGY PROJECT
APPROVAL PROCESS

RELATED POLICY: N/A

ORIGINATING DIVISION: INFORMATION SERVICES

NEW PROCEDURE: ■
PROCEDURAL CHANGE: ☐ MINOR CHANGES
SUPERSEDES: DP 1.44 – 03/07/2017

I. **PURPOSE**

This Department procedure establishes guidelines regarding how to properly request approval for all Information Technology (IT) projects.

II. **SCOPE**

This process is applicable to all members of the Department.

III. **BACKGROUND**

A Police Department IT project review and approval process has been established to facilitate progress toward achieving the Department's long-term IT goals and as a mechanism to manage limited resources. The Information Technology Project Review Committee (ITPRC) was established as an IT governance model for the Police Department. The ITPRC reviews, prioritizes, and approves all Police Department IT projects to ensure consistency with the Department's IT vision and long-term goals.

NEW

IT project proposals are evaluated based on: 1) Alignment with the City and Police Department's strategic business objectives, 2) Alignment with the City and Police Department's IT standards, architecture, and security guidelines, and 3) A detailed cost/benefit analysis. The Police Department IT governance process involves documenting business needs, strategic fit, funding source, return on investment, technologies, impacts, and alternatives associated with proposed IT projects.

DEFINITIONS

    A.   IT Business Case – the standard format for presenting potential technology initiatives to the Police Department's ITPRC. The IT Business Case form and guidelines are available on the F drive at F:\IT\ITPRC\ITPRC Business Case.pdf.

    B.   IT Governance – IT governance is a vetting process designed to maintain technology standards and make fiscally responsible technology investment decisions.

    C.   IT Project Review Committee (ITPRC) – a group consisting of designated Police Department representatives responsible for the management of Department information technology resources.

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    D.   Strategic Technical Advisory Committee (STAC) – a City Executive Level Committee comprised of executives from all major departments responsible for evaluating the strategic fit, business risk and prioritization of proposed IT initiatives.

IV.   **PROCEDURES**

The procurement process associated with all IT projects or proposals may not proceed without the approval of the ITPRC. The following steps outline the ITPRC review and approval process:

    A.   A division or unit identifies a business need that could be fulfilled using information technology and conducts preliminary research related to the proposed project. This step occurs prior to seeking funding if the proposed project requires funding.

    B.   This information is forwarded to the project initiator's commanding officer for approval to proceed with completion of an IT Business Case.

    C.   With the approval of their commanding officer, the project initiator thoroughly completes an IT Business Case form. The IT Business Case form is available on the F drive at F:\IT\ITPRC\ITPRC Business Case.pdf.

    D.   The IT Business Case form is submitted to the Information Services Division via e-mail to SDPDITPRC@pd.sandiego.gov. A unique tracking number for the proposed project will be assigned.

    E.   A meeting of the ITPRC will be scheduled to review the proposed project documentation with focus on:

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         1.   Whether the proposal is consistent with the City's and Department's IT

strategic business objectives, and

2.   The project's source of funding and the return on investment, and

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3.   The City's IT Governance and STAC requirements.

F.   If the concept is not consistent with the Department's IT strategic plan for any reason, it will be returned to the commanding officer of the initiating division/unit.

G.   If the concept is approved, the originating division/unit will be notified to prepare documentation for next level approval, if necessary. Possible funding sources will be evaluated at this time.

H.   If the ITPRC approves the IT Business Case, a reporting schedule will be established for the project and the ITPRC Business Case Approval form will be completed. This form serves as the written documentation that the project was approved in compliance with the City and Police Department's IT governance processes.

NEW

I.   Information Services staff will work with the requesting unit to prepare materials required for the City's IT Governance, STAC and project management processes.