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## Charter: IT Architecture Working Group

### 1. OBJECTIVES

The primary objective of the IT Architecture Working Group (AWG) is to help ensure that technology related decisions are based on a full understanding of the implications, tradeoffs and business benefits for SFA as a whole. The AWG helps ensure that:

- Appropriate business input is provided into the decision-making processes;
- Decisions are applicable to, and provide value for, SFA as a whole;
- Technology decisions reinforce and enhance achievement of SFA's business objectives;
- Linkages of how the technology decisions support specific business initiatives is well communicated.

### 2. MEMBERSHIP

AWG membership will consist of two main groups:

#### 2.1 Standing AWG Members:

These will be permanent members providing continuity through the life of the group. These members will be regular AWG participants, and stand-ins will occur only in exceptional circumstances, and very infrequently. At least 75% of the members will be business representatives. The AWG will consist of:

- ITRs from Students, Schools, and Financial Partners channels;
  - ITRs for CFO and HR/Workplace Transformation;
  - SFA Deputy CIO ITM;
  - SFA Business Integration representative;
  - Mod Partner Business Integration representative;
  - Mod Partner Chief Technical Architect.
- Other specialists will be assigned to the AWG on an as-needed basis.
  - The Standing AWG Members will identify the need for creation of taskforce(s) (e.g. Mad-dog IPTs) to investigate and report back on specific issues identified and scoped by the AWG.
  - In principle, the lead of the AWG will always be an SFA business representative. The term of appointment will be six months and the lead role will be reconfirmed or reappointed by the AWG at the end of each term. Key characteristics of the individual fulfilling this role are:

- SFA business representative, trusted and well regarded by business leadership;
- Good understanding of technology and how it impacts the business;
- For the first appointment, it is recommended that the SFA Business Integration Representative fulfill this role.

## **2.2 Project Team Representatives:**

These are business and technical specialist(s) from projects. These members will be part of the AWG, as needed, and will address project related technical issues and business impact assessments of decisions being considered by the AWG.

## **3. SCOPE**

The scope of responsibilities for the AWG will be all elements impacting the technical standards for technology solutions within SFA as referenced in the SFA ITA Framework. Specifically these include, but are not limited to:

- Business architecture: specifically, the impact of technology changes on the business;
- IT architectures: information, applications, security, and infrastructure.

The following are specifically out of scope of responsibilities of the AWG:

- Enterprise organization structure;
- HR management issues, except where there is a direct impact on the technical skills requirements/availability, and which have significant business implications for business applications and/or infrastructure solutions.

## **4. ROLES AND RESPONSIBILITIES**

The AWG will perform a coaching, advisory and consulting role to the project teams providing best practices and insights from experiences across projects and SFA. The AWG will be involved in peer reviews of the projects through involvement at key checkpoints in the SFA Solution Life Cycle (SLC) process. It will raise issues for resolution to the Investment Review Board (IRB)/ Management Council (MC), as appropriate. Responsibilities of each group within the AWG are as follows:

### **4.1 Standing AWG Members**

Responsibilities of the Standing AWG Members include:

- Understand implications for the business and the Enterprise IT Architecture of the technology changes being considered;
- Act as consultants to projects, especially during early phases (e.g. Vision and Definition) regarding interpretation, impact, and the reasoning behind the technology choices;
- Advise on issues of migration of solution design and technology to standards;

- Raise issues/exceptions arising out of project needs to IRB/MC for resolution;
- Make recommendations (with implications, risks and costs) to IRB/MC for setting direction.

The Standing AWG Members will be supported by an AWG Support Group consisting of full-time SFA CIO and Mod Partner staff, whose responsibilities will be to:

- Conduct detailed technology, cost and risk evaluations, as directed by the AWG;
- Maintain and publish the IT architecture documentation;
- Run education sessions, publicity, demonstrations of architecture and its business benefits;
- Drive the overall enterprise architecture process, creating and maintaining deliverables;
- Determine when smaller or larger changes to architecture are required and shepherd these through the approval process;
- Provide support for AWG meetings e.g. minutes, action items, etc.

#### **4.2 Project Teams**

These teams include both business initiatives (COD, FAFSA, eCB, etc.) and technical initiatives (EAI, ITA, SSO, etc.) teams. Responsibilities of the Project Teams include:

- Hear and respond to user requests for exceptions to the published standards;
- Bring insights from day-to-day implementation and use of technical architectures;
- Incorporate technical architecture standards into solution design, and raise request for exceptions where appropriate;
- Represent the requirements of their projects for technical architecture capabilities and support.

### **5. DECISION MAKING**

Decision making within the AWG will be on a consensus basis.

The AWG will also assess when issues need to be escalated to the IRB/MC for resolution. This will occur when consensus is not achieved, or when the proposed changes are expected to significantly impact the business.

### **6. FUNDING**

Funding for the AWG will be from the operational budget:

- The Business ITRs will to be funded through the business initiatives, as today. AWG membership will be part of their continuing functional responsibility and role(s);
- The SFA CIO ITM will be funded through the CIO budget;

- The project team representatives will be funded as part of the project, and will be representing the interests of the project on the AWG;
- The Mod Partner Business Integration Lead will be funded by the PMO; and the Chief Technical Architect will be funded through the CIO budget. The AWG responsibilities will be part of their on-going role;
- The AWG Support Group will be funded through the CIO budget.

## 7. INTERDEPENDENCIES

The AWG will be involved in projects specifically through peer-reviews during key IT related processes, such as the SFA Solution Life Cycle (SLC). The following minimum review points will apply during the SLC process:

- Project Vision phase, prior to review by the DSG and IRB for allocation and release of funding;
- During Definition (design) phase for a peer-group-review of the architecture design;
- Periodic reviews during the Construction phase (depending on complexity and length of project);
- At the Production Readiness Review (PRR) prior to deployment of the solution. This review point will help to obtain insights for process improvement.

Additional peer-group review points will be established as other processes are defined in detail, e.g. Enterprise Configuration Management (ECM).