
**Business Technology Alignment (BTA)
Architecture Working Group (AWG) Meeting Minutes
March 21, 2002**

| | |
|---------------------------|--|
| Location: | 820 1 st Street, NE, WDC (room 221c), 11:00 –12:00 |
| Members Attending: | Paul Stonner Robert Laurence Ray Thomas Bill Bush (for Denise Hill) Bruce Kingsley (for Paul Peck) Jake Browdy (for Martin Renwick) |
| Absent: | Paul Hill Linh Nguyen |
| Invitees: | Ken Betts (CSC) Andy Boots (FSA) Michael Bruce (Accenture) Yateesh Katyal (Accenture) Dave Pearson (CSC) Neil Sattler (FSA) Mark Sneed (Accenture) |
| Agenda: | <ul style="list-style-type: none"> <input type="checkbox"/> Status of actions Identified during previous meetings <input type="checkbox"/> E-mail standards <input type="checkbox"/> Single Sign-On initiative <input type="checkbox"/> Updates made to the Target State Vision <input type="checkbox"/> Any other business |
| Issues/Risks: | None identified |
| New Action Items: | <p>Action: Karen Anderson will poll AWG members about changing the meeting time from Thursdays between 11:00 and 12:00 to Wednesdays between 2:00 and 3:00.</p> <p>Action: Robert Laurence will work with Jennifer Douglas to identify a sponsor for the E-mail Standards issue.</p> |

| | |
|---|--|
| Outstanding Action Items (from previous meetings): | <p>Action from 12/20/01: Paul Stonner will seek GM guidance to see which GM will sponsor the Consistent Data initiative.</p> <p>Action from 2/7/02: Michael Bruce and Andy Boots will include a reference about the data encryption recommended guidelines into the system security assessment instructions.</p> |
| Decisions: | The AWG has agreed to provide feedback on SSO product selection, implementation, and other issues as requested by the IPT. |
| Next Meeting: | April 4, 2002 |

Meeting Discussion Items:

- Status of actions identified during last meeting.
 - Karen Anderson and Michael Bruce updated the data encryption materials presented to replace “Recommendation Summary” with “Recommended Guidelines Summary”.
 - Single Sign-On documents from the IPT were emailed to AWG members by Karen Anderson.
 - See outstanding actions above.
- E-mail Standards
 - Many of the FSA applications send and receive large quantities of email. Since many of these applications have email services, there is cause for establishing an email standard for FSA.
 - There was a recent incident in which a large quantity of email was sent to a Hotmail address as part of eCampus Based (eCB) testing. Hotmail's spam protection mechanism responded by blocking email from ED addresses.
 - Standards are needed for email system design, testing, operations, and security.
 - There are potential issues with sending Privacy Act information through email.
 - Robert Laurence will ask Jennifer Douglas or Sybill Phillips to sponsor this investigation. Mod Partner will also be involved with the impact of an email standard on the architecture.
 - The investigation will include an inventory of what email services are currently implemented or planned.
- Single Sign-On Initiative
 - Phase I is complete and the requirements have been identified. The findings were presented to the business channels earlier and report they have buy-in to the SSO initiative.
 - Phase II is the current segment in which a product will be selected.

-
- During implementation, SSO will start out with the Schools Portal and eventually will be implemented throughout the enterprise.
 - The scope of SSO is specifically limited to Identification and Authentication. It does not address Confidentiality, Non-Repudiation, Enrollment, or Authorization. These items not in scope will be impacted by SSO and will need to be addressed through the Security Architecture.
 - There is a web link to SSO information. It is located on EDLAN at

 <public folders/all public folders/osfa/ocio/innovations/single sign on ipt/phase 1 – requirements>.
 - The IPT is requesting the AWG to provide feedback on SSO product selection, implementation, and other issues.
 - Updates made to Target State Vision
 - Most of the changes were shifting some initiatives out to FY04 in time. There were some cosmetic changes and more data marts were added. The data marts are integrated through the architecture and accessible through portals.
 - The TSV shows how customers connect to applications. It will be used to drive work over the next several years.
 - The TSV will be evolving as the vision changes over time.
 - There is a business architecture being developed to identify common architecture elements. These common elements can be consolidated to minimize cost and complexity.
 - Any Other Business.
 - The group will check their availability to see if the regular meeting time can be changed to Wednesdays from 2:00 to 3:00. Members will be polled to determine whether to change and this will determine the next meeting date.