



Business-Technology Alignment Quarterly Progress Report

January 7, 2002

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Preface

- The SFA Business-Technology Alignment (BTA) initiative is split into two phases:
 - Phase I defined the BTA organization and processes
 - Phase II, the focus of this document, is enabling SFA to execute and support the BTA organization and processes with enterprise-wide participation
- Phase II is designed to provide specific deliverables as well as support the on-going execution of the BTA processes and transition these activities to SFA staff
- This document is a progress briefing on on-going support activities as well as achievement of the BTA Phase II deliverables



Between November 2, 2001 and January 7, 2002 we started institutionalizing the Business-Technology Alignment (BTA) activities and launched Phase II.

Major Achievements: November 2, 2001 – January 7, 2002

Architecture Working Group (AWG) Activities

- Continued BTA/ Architecture Working Group (AWG) process definition
- Facilitation and support of Architecture Working Group (AWG) sessions held Nov. 15, Dec. 6, Dec. 20
- Setup and launched the Support Function (Secretariat)
- Supported identification and scoping of topics and issues, including:
 - Security and Encryption: need for data security standards and tools; encryption as a potential solution for eServicing project
 - Consistent Data: need for business involvement in agreement of data ownership and guidance on standards

Architecture Support Group (ASG) Activities

- Supported identification and selection of ASG members
- Supported ASG Orientation, held December 18, 2000, attended by 21 business, CIO and Modernization Partner staff
- Formalized and obtained agreement on ASG process and procedures and provided guidance on roles and responsibilities of members
- Provided ongoing support to enable agreement on security/encryption guidelines and standards by ASG and AWG
- Setup logistical support function (Secretariat) for ASG

AWG agreement on deliverables from Phase I

- Presented the Technology Policies Guide and the Technology Infrastructure Blueprint to the AWG for review and acceptance. Comments received on inclusion of additional topics, e.g. imaging, eSignatures, etc.
- Planned to be updated during January to March 2002 period



Between November 2, 2001 and January 7, 2002 we started institutionalizing the Business-Technology Alignment activities and launched Phase II.

Major Achievements: November 2, 2001 – January 7, 2002 (Continued)

Initiated Support Tool Requirements definition activities

- Initiated requirements discussions with AWG, SFA CIO and Mod Partner staff
- Initiated discussions with potential vendors: Ptech Inc., Kintana, Main Control, Peregrine Systems

Miscellaneous

- Evaluated feasibility of separating SFA Technology Policy Guide into separate documents for standards and policies
- Provided support for identification of needs and potential leading practices solutions for Content Management
- Supported clarification of scope and activities overlap of BTA and Enterprise Configuration Management (ECM):



Issues and risks.

Issues and Risks: November 2, 2001 – January 7, 2001

Department of ED offer to use Ptec for SFA

- Dept. of ED has offered the use of their Ptech enterprise architecture support tool
 - We need to evaluate the advantages and implications of this offer carefully before responding
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Alignment of IT Architectures between Dept. of ED and SFA

- Dept. of ED has called a meeting to investigate opportunities to better align the SFA and ED IT architectures
 - SFA needs to carefully assess the impact of this alignment on its Modernization Program
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Data Consistency: Business Ownership and responsibilities

- There will be a need to fully engage business leadership to clarify ownership of data, and its implications on the business units



Planned activities: next quarter

Plans: January 8, 2002 – March 29, 2002

AWG Support

- Coordinate and conduct meetings approximately every two weeks. Next meeting planned for January 10, 2002
- Issues planned to be addressed during subsequent meetings:
 - Security / encryption standards
 - Requirements and impact of emerging consistent data strategy:
 - Responsibilities and ownership among business units
 - What should be a common student identifier?
 - What should be a common user identifier?
 - Single sign-on: cost and business value
 - eSignature: potential impact on current projects
 - Access controls/ privileges and roles definitions

ASG activities support

- Ongoing coordination and supporting activities to enable definition of scope of data security standards needed by the eServicing project, and by SFA
- Support activities to develop recommendations for SFA standards for data security standards and tools

Update SFA Technology Policy Guide.

Planned: January 25, 2002

- To be based on feedback received through AWG, ASG, CIO staff and project teams



Planned activities: next quarter

Plans: January 8, 2002 – March 29, 2002 (Continued)

Agree Support Tool Requirements

- Support tool requirements to be agreed with AWG and CIO ITM representatives before finalization and product selection

Planned: January 11, 2002

Product/Vendor evaluations

- These activities will occur in parallel to support tool functionality requirements development, and the build vs. buy options evaluation

Planned: February 1, 2002

Determine build vs. buy options and decision

- This decision will be driven by the urgency and importance of tool functionality identified and the available budget

Planned: February 1, 2002



Appendices

Appendix I: AWG meeting minutes and handouts

- November 2, 2001
- November 15, 2001
- December 6, 2001
- December 20, 2001

Appendix II: ASG meeting minutes and handouts

- December 18, 2001