Contents

Phase-1
High Level Enterprise Architecture Reviews

The Need for Architecture Reviews

The Purpose of Enterprise Architecture:

Enterprise Architecture (EA) is a strategic business capability that provides benefits to an organization by utilizing a framework and knowledge base to:

- Establish and maintain the architectural vision
- Apply governance in support of the enterprise mission

EA uses the framework and knowledge base to support:

- Management
- Design and deliverance of strategic business and IT changes
- Alignment of outcomes to strategies
- Successful business transformations

EA contributes to an organizations mission by advising on critical issues such as:

Cost reduction	Process improvement	Innovation
Technology selection	Performance management	Potential new business models
Research and analysis of other possibilities and opportunities		

Support Core ITRM Policy:

VITA ITRM Policies, Standards, and Guidelines webpage:

- https://www.vita.virginia.gov/media/vitavirginiagov/it-governance/psgs/pdf/ITRMPolicyGO10202.pdf
- https://www.vita.virginia.gov/it-governance/itrm-policies-standards/

Ensure new IT investments comply with ITRM standards:

VITA IT Investment Management webpage:

- https://www.vita.virginia.gov/media/vitavirginiagov/it-governance/psgs/pdf/ITIM_Standard_CPM_516.pdf
- https://www.vita.virginia.gov/it-governance/it-investment-management/

EA reviews provide relevance to agencies by ensuring solutions comply with standards as early as possible within the overall commonwealth Information Technology (IT) strategic planning process.
https://www.vita.virginia.gov/it-governance/it-investment-management/it-strategic-planning/

Goals of architecture reviews:

- Changes are documented
- Changes are coherently described
- Changes are conformant to commonwealth and agency principles, standards, and plans
- Changes comply with commonwealth security and will not impose a risk to the commonwealth
- Changes are compatible with the legacy and current technical landscape
- Changes are compatible with the technical roadmap
- Chosen technology for changes, and the design are likely to achieve the goals and objectives set forth by the change
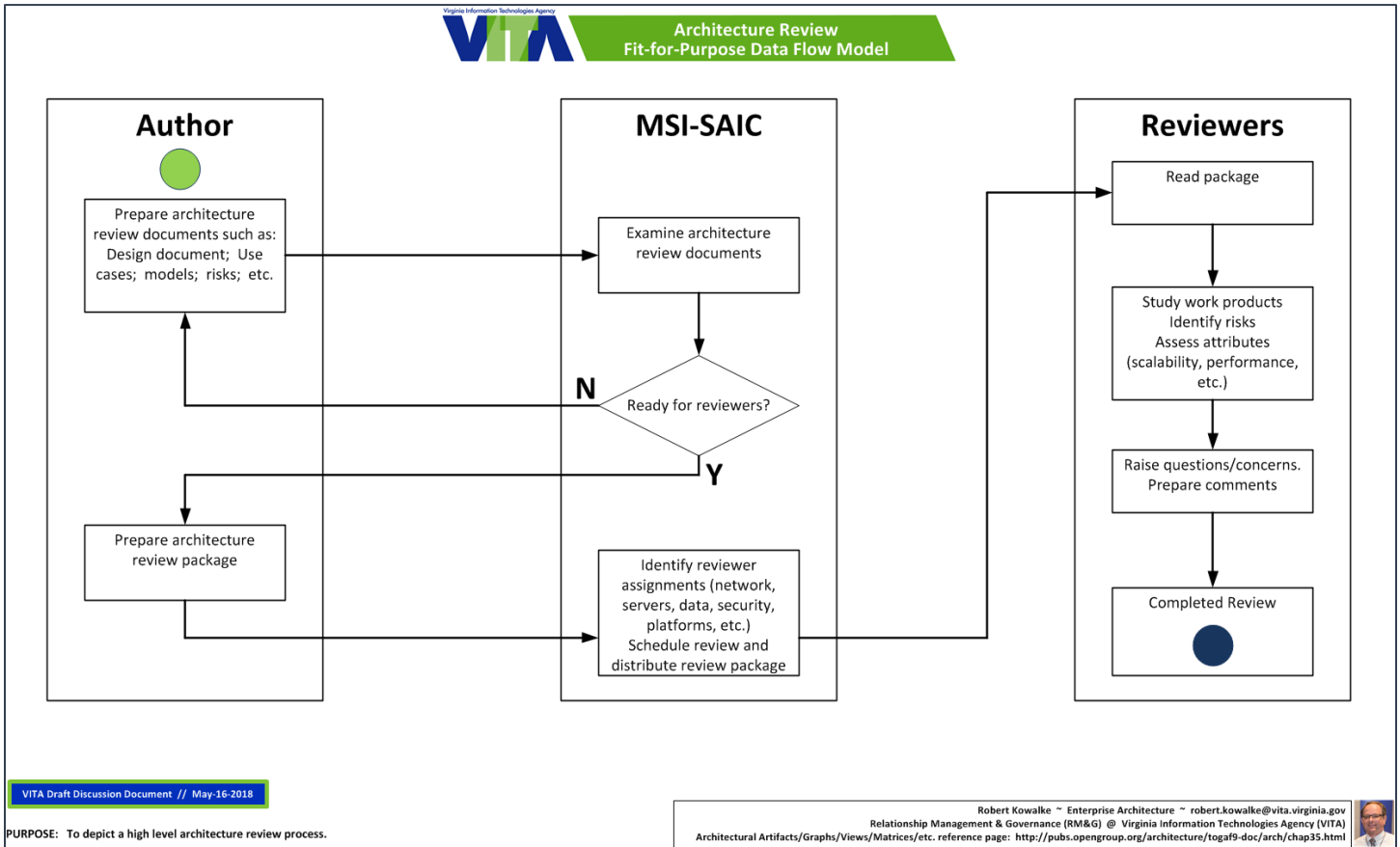
Benefits of architecture reviews:

- Identify potential risks to the architecture from the proposed change
- Assess quality attributes of the change such as scalability and performance
- Identify opportunities for reuse of artifacts and components within the current enterprise in support of the change
- Promote good architecture design and evaluation practices, such as ensuring the change is well documented and understandable, which then ensures the rationale for important design decisions is recognized
- Improve overall architecture documentation quality, which supports anticipated troubleshooting and eventual transition and migration strategies within the enterprise
- Uncover problems the change may cause to the current enterprise
- Change conforms to VITA's quality assurance process
- Uncover conflicts in requirements identified in the change review package
- Assist stakeholders in negotiating conflicting requirements
- Facilitate clear articulation of nonfunctional requirements
- Identify skills required to implement the proposed change
- Open needed communication channels among change stakeholders

General process for Phase-1 architecture reviews:

- Author:
  - assimilates the necessary information in preparation for a change request
  - prepares the necessary change review package to submit
- MSI:
  - Examines the change review package
  - Determines whether the change review package is ready to be submitted

- o Submits the change review package for architecture review
- Architecture Review Domain Members:
  - o Study the change review package from their domain perspective and overall IT background experience
  - o Identify any area of concern with focus especially within their domain
  - o Identify any other concerns with the change from an overall broad perspective
  - o Prepare and submit their comments, questions, and/or concerns

A phase-2 EA review is more detailed in scope due to the complexity of a requested change to the enterprise. It generally follows the same phase-1 architecture review process.

Change – Background Information Needed for a High-Level Review

Summary of the Change:

If the CIO/COO wanted to quickly know what this change was about, what would you say?

For your short summary, include such things as:

- Risks anticipated with the change.
- Risks associated with not changing.
- Is this a mandated change?
- Is what you're doing new?
- Are you buying, or building, or…?
- Is there sensitive data involved?
- Where is this being hosted?
- etc…

Supporting High-Level Background Information:

1. What strategies identify closest to what you're seeking to accomplish by this change?

Sustain	Keeping the app/system/service fed and watered for minimum effort and cost
Extend / Enhance	Improve integration and flexibility
Consolidate	Reducing duplication, reducing overhead, and driving efficiency by consolidation
Remediate	Re-factoring the app/system/service to a better structure to improve integration and flexibility or to comply with policies, standards, and/or guidelines.
Cost Avoidance	Costs increasing beyond the ROI for the current app/system/service
Cost Savings	Saving money to apply elsewhere
Re-platform	Moving the app/system/service to a more modern environment (hardware, operating system, cloud-SaaS, etc.)

Migrate	Translate to a new language or re-use the code in a modern environment
Replace	Mine the app/system/service for essential rules, and recreate in a modern language or package
Decommission	Retiring an app/system/service in a controlled manner while preserving essential data
Other	Please explain

2. Is there a project or program associated with the deployment of this change/solution?
    a. What is the name of the project or program?
    b. What is the proposed schedule? (Include start and end dates too.)
    c. What are the internal and/or external dependencies?

3. Who is requesting the change?
    a. Project Manager POC?
    b. Technical POC?

4. Who are the users impacted by the change?
    - Internal User(s)
    - COV agency(s)
    - External users
    - General Public
    - Other - Please explain.

Change – Specific Information Needed for a High-Level Review

Comprehensive High-Level Information:

5. Will the new or changed solution be in in compliance with Commonwealth of Virginia (COV) ITRM requirements?
    http://www.vita.virginia.gov/it-governance/itrm-policies-standards/
    https://www.vita.virginia.gov/resources/vita-rules/)

Yes		
No	Please explain	
Do not know	Please explain	For instance, you may not know about a specific solution to be implemented, but you know you need the change regardless.

6. Please select what best explains the nature of your change:

New solution	Addressing a new business need	Please identify that new need.
New solution	Addressing an existing business need with no current solution	Please identify the existing solution.
New solution	Replacing one or more existing solutions	Please identify the existing solution(s).
New functionality	Add new functionality to one or more existing solutions	Please specify the new functionality.
No functional change	Re-platforming	Please specify the platform being changed.
No functional change	Remediating then re-platforming	Please specify the remediation and re-platforming.
No functional change	Updating COTS version	Please specify the complete version identification.
No functional change	Updating underlying technology used by the solution	Please specify the complete technology being updated.
Other		Please explain.

7. If you are creating a new solution, out of the below options, which best explains this new solution:
    a. Reuse:
        i. Other current agency solution
        ii. Collaborative solution
        iii. Enterprise solution
    b. New build
    c. Procure new solution
    d. Other - Please explain

8. What technologies will be involved with this change?

Products	Operating Systems	Versions
Devices	Appliances	etc…

9. Are there any technologies involved that are new to your agency, or that are non-strategic to the commonwealth?

    a. If yes, will (or do) the technologies have support models in place?

        i. If no support models are in place, then what have you done to mitigate the risk of technologies not fully supported?
           For instance, if bringing in Oracle, do you have an Oracle DBA to support you on that Oracle platform?

10. Will this change require a procurement? If yes, please select all that apply:

☐ Request for Information (RF**I**)	☐ Existing contract - VITA	☐ Sole Source
☐ Request for Proposal (RF**P**)	☐ Existing contract - AGENCY	
☐ Invitation for Bid (IFB)	☐ Existing contract - OTHER	☐ Other - Please explain

11. Where will this change be hosted?

COV Centralized Data Center	Agency Data Center	3rd Party
Virtual	Virtual	Supplier
Physical	Physical	Via an existing contract
		SaaS
		PaaS
Other: Please Explain		

12. What service component domains does this change impact?

Explain the effect of the change on each service domain impacted
Include date when needed for each service domain impacted.

Domain Impacted	Date Needed Dec-31-2019	Effect of change on the domain
Server		
Storage		
Network		
Telecom		
End-user Devices		
Printers		
Messaging Services		
Mainframe		
Security		
Application Integration Services (AIS)		
Disaster Recovery		
Finance Charging		
Finance Billing		
Help Desk		
Other MSI		

13. Have you completed models showing the pieces and parts of this change, and how this change integrates into the current enterprise?
    a. Yes: Please include those models/diagrams/charts/visuals/etc…
    b. No: When will your models/diagrams/charts/visuals/etc., be available?
   c. Not Providing? Please explain why.

14. Have you completed a design document?
    a. Yes: Please provide it.
    b. No: When will the design document be available?
    c. Not Providing? Please explain why.

High-Level Commonwealth Data Information:

15. Does this change impact commonwealth data?

Double-click on this object (when in the MS Word document only) to identify impacts:

Data-Elements_EIA
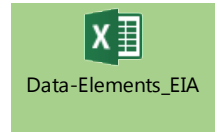
Yes: Please provide answers to the following:

No: Do not continue: "a" through "i" need not be answered.

a. Will commonwealth data be:
   - Created?   Please explain the new data to be created?
   - Read?
   - Updated?
   - Deleted?
   - Exchanged?

b. Do you have a data catalog that describes your data?

   i. Is this catalog up-to-date and actively maintained?

c. How will commonwealth data be protected?

d. Is the data backed up and stored according to commonwealth standards?

e. Will this data require different management?

f. Is this data shared with other organizations who will be impacted by this change?

g. Will this solution use existing data exchanges?

h. Will this solution require new data exchanges?

i. Will this solution require new data exchange standards?