

Identification			
Project Name:	Architecture Review Board	Phase:	Meeting #3
Project ID #:	ARB	Date / Time	05/02/07 11:00am-12:00 pm
Project Sponsor:	Susan Malisch	Project Manager	Jim Sibenaller
Topic:	Communication & Principles		
Attendees:	Charlotte Pullen, Cheryl Heckel, Dave Wieczorek, Jim Sibenaller, Joe Bazeley, Konstantin Laüfer, Larry Adams, Matt Riolo, Paul Kott, Walt Slazyk		
Absent:	Jose Martinez		

Discussion Points and Decisions

Briefly describe the points / issues / topics that were discussed.

Agenda:

- Minutes Review and Approval
- Clarification on ARB direction
- Final update from Sub Teams on Communication
 - Internal
 - External
 - ITS Extended Leadership Mtg - Update
- Update/Status on Base Principles
- Intro to Common Requirements Document
- Next Steps

Meeting Events:

- Jim summarized his follow up with Konstantin regarding ARB direction. Both agreed:
 - The plan is a slight deviation from Gartner's methodology but deliberate for discovery
 - Essential to link up business needs in the future
 - Pilots will be utilized where appropriate
 - Communication is key throughout the process
- Internal Communications: Final plan/presentation
 - Confluence was selected and \$600 license upgrade to be handled through PAQS
 - 30-min training session planned for next meeting
 - Hard cut over from shared space agreed once knowledge is migrated to new medium
- External Communications: Final plan/presentation
 - Summarized in PPT: (<\\sharedls\data\it\SHARED\ArchReviewBoard\External Communication And Awareness\ARB ExtComm 070501.ppt>)
 - Communication needed to share successes of ARB EA process; prove value of EA process
 - Fundamental to understand the audience and tailor information and delivery thereto; concepts of communication "grids" and "mechanisms" suggested
 - How do we get feedback?
 - Surveys, emails, word of mouth
 - Collaboration tool to be used to collect and reflect on freeform, word of mouth feedback

- Reviewed ELT presentation: (<\\sharedls\data\it\SHARED\ArchReviewBoard\ARB Minutes And Presentations\ARB ELT Update 070502.ppt>)
- Began principal draft informal reviews
 - 02 - Data Security.doc : *Comments added*
 - 05 - Build for Reuse.doc, 06 - Design for adaptability, flexibility, and agility.doc : *Deemed final and separate, needed concepts*
- Assigned Homework – Read CRV documentation from Gartner

Next Steps / Follow-ups

Briefly describe any identified follow-up Tasks.

#	Task	Owner	Date
1	Draft minutes to team	Matt/Jim	05/07
2	Finalize Base Principles	Team members	05/14
3	Review peer base principals and insert comments ***	Team members	05/14
4	Read Gartner “ Building a 'Fast-Path' Common Requirements Vision” article, template, and samples (\\sharedls\data\it\SHARED\ArchReviewBoard\Common Requirements Document) Be prepared to discuss on 5/29.	Team members	05/14
5	Draft external communications grid	External Comm Team/Jim	05/14
6	Final external communications grid	External Comm Team/Jim	05/29
7	Draft recommendation email to CIO for Confluence	Internal Comm Team	05/14
6	Coordinate Confluence presentation	Internal Comm Team	05/14

*** Fill out user information in Word (Tools, Options, User Information) prior.