

Identification			
<b>Project Name:</b>	Architecture Review Board	<b>Phase:</b>	Regular Meeting
<b>Project ID #:</b>	ARB	<b>Date / Time</b>	06/16/08 1:30 pm- 3:30 pm
<b>Project Sponsor:</b>	Susan Malisch	<b>Project Manager</b>	Jim Sibenaller
<b>Topic:</b>	Regular Team Meeting		
<b>Attendees:</b>	Cheryl Heckel, Charlotte Pullen, Dave Wieczorek, Jim Sibenaller, Joe Bazeley, José Martinez, Larry Adams, Paul Kott, Matt Riolo, Walt Slazyk		
<b>Absent:</b>	Konstantin Laüfer		

### Discussion Points and Decisions

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

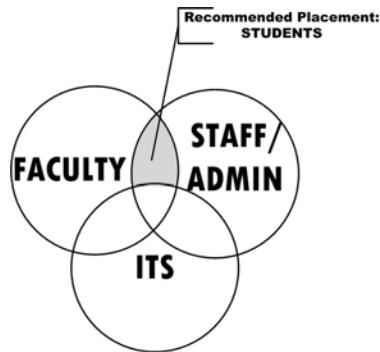
### Published Agenda:

- Introduction of John Stiffler
- EA Program Review - Where are we? Where are we going? How do we get there?
- Review Draft Detailed Charters
  - EA Program
  - EAC
  - ARC
- Discussion of next steps, meeting schedule, etc.

### Meeting Discussion:

- Introduction of John Stiffler.
- EA Program Review –
  - Q4 of CY07 ARB effort stalled.
  - Agreed to adjust and approach CIO.
  - Jim checked with various 3<sup>rd</sup> party resources (part of which consisted of Gartner resources, ITANA, Other Higher Ed Institutions) to validate the program
    - What did we do wrong (turns out nothing)?
    - Action Items from Gartner (Lapkin):
      - Need more details for Charter (to explain why we are undertaking this effort).
      - Need CRV to support the processes.
  - John Stiffler reviewed our work and determined that we were in better shape than most undertaking this same effort (grade of A-).
  - Per Gartner our efforts we were in better shape than most Higher Ed institutions... especially since it wasn't even on the radar for most institutions.
  - Looked at addressing resource concerns moving forward. To this end the following actions were taken:
    - Acquired dedicated P/T help (John Stiffler).





- Decision making process was introduced -
  - Two Models were presented:
    - High Level Model
    - Detailed Level Model
  - Joe Bazely inquired where ARB fit with current governance of decisions (Jim thought it probably lay somewhere between standards and recommended practices).
  - Joe further inquired as to what would be done to enforce ARB model.
    - Jim clarified that enforcement would not be mandatory:
      - Initially action would rely on communication.
      - Larry recommended relying on personal relationships to encourage the use of the architecture model; he further voiced his concern that failures had occurred in the past with areas that did not have a personal relationship with people in ITS.
      - Jim agreed with Larry saying and would communicate to upper levels and ITS staff would communicate to the user community through personal connections (as mentioned by Larry). John concurred and said that he liked the bottom up – top down approach.
  - Walt voiced some concern about the timeline:
    - The goal seemed unrealistic in 5 years... 10 years seemed more realistic.
    - Joe Bazely and Charlotte pointed out that the University planned in 5 year intervals.
  - Walt pointed out that critical success must include customer satisfaction based on ease of use and performance.
  - Joe Bazely wanted to get a sense of what would happen once the process(es) was(were) established; would specific architect staff be brought on board to staff or supplement the ARB.
- Program Inputs/outputs would consist of:
  - Primary Inputs would consist of current groups.
  - Outputs would primarily be process driven (as defined by TOGAF) – but not married to it.
  - John said that hopefully we can get a sense of what we have (architecturally) but not too detailed so that we can overlay where we want to be.
- Moving forward
  - EAC does not govern standards based processes on production systems.
  - Executive level decisions often occur in a vacuum – working level advocates need to be involved for successful buy-in (re-iterating Larry's point).
  - Application diagram will be key to the current state – maintenance will take much work. We would like more detail into all the processes, but that would be out of scope for now.
  - Architecture review:
    - Cheryl brought up that the EAC will not operate in a vacuum.
    - The ARC's role will be:
      - Reviewer of where current and future technology fits into LUC culture / technology.
      - Conduit for external communication (internal and external).

- Not expected to produce artifacts but it will not be exempted from choosing to participate or produce.
- Joe Bazely brought up how the ARC would fit in with a high-level push on a project (e.g. President suddenly decides that we will be moving to G-Mail as our e-mail client). The consensus was that hopefully we could run such decisions through the process quickly – We know we are going to do it, but we can voice concerns.
- ARB:
  - Representatives will change as we grow
  - Walt brought up a concern about the size of the charters for the different groups –
    - A web page for each group with bulleted overview was suggested with the ability to drill down to the full charter for that group

**Next Steps / Follow-ups**

*Briefly describe any identified follow-up Tasks.*

#	Task	Owner	Date
1	Draft minutes to the team	José	06/27
2	Schedule next meeting	Jim	7/1
3	Finalize charters	EAC	7/1
4	Charter approvals	ARC	7/16
5	Complete framework	John	7/31
6	Complete CRV	John	7/31
7			
8			
9			