
1 Government Enterprise Architecture (1GovEA) Architecture Change Request

<Month, Year>

Project: *<Project Name>*

Agency: *<Agency Name>*

Reference Code: *S4-R012*

Document History

Document Information

This section provides a summary of information for this document.

Project Name:	<Project Name>		
Prepared By:		Document Version No:	0.1
Title:	Architecture Change Request	Document Version Date:	
Reviewed By:		Review Date:	

Distribution List

This section provides a list of recipients of this document and individual key actions to be taken subsequently.

To	Action*	Phone/Fax/Email	Designation

Document Version History

This section provides a formal log of changes/ revisions to this document that has been approved by the Central Office of the Architect. The following guidelines should be employed when recording the document versions:

- a) Draft documents are to be labelled as version 0;
- b) First draft document to be shared with the project team is to be labelled as version 0.9;
- c) Final version of the document approved by the Central Office of the Architect will be labelled as version 1.0; and
- d) Any subsequent revised versions of the document that has been approved by the Central Office of the Architect will be labelled as version 1.x.

Version Number	Version Date	Revised By	Description	Filename

Document Sign Off

This section lists the key representatives responsible for acknowledging and approving all information detailed in this document.

Name	Role/ Title	Date	Signature

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1. Project Overview

1.1 Agency Overview

This section provides a summary of the public sector agency, that is, what the organisation does, its vision and objectives and a high-level overview of its operations. This provides readers with a basic understanding of the operations of the public sector agency.

1.2 Project Outline

This section provides an executive summary of the public sector agency's architecture initiative. It paints a high-level picture of the project for readers of this document to gain a basic understanding of the architecture work to be carried out.

1.3 Project Objectives

This section details the objectives of executing the architecture initiative.

1.4 Scope of Project

This section defines the areas of which the architecture project will encompass when it is executed.

2. Document Purpose

This section documents the purpose of the Architecture Change Request document in relation to the agency's EA practice. This document is used in the event that the original architecture requirements are insufficient or is not appropriate for use. In that circumstance, it is necessary to either deviate from the suggested architectural approach or to request scope extensions.

Additionally, external factors such as government policies, changes in operation strategy, and new technology may open up opportunities to extend and refine the architecture.

In these circumstances, a Change Request may be submitted in order to kick-start a further cycle of architecture work.

This deliverable template is designed to guide the architects on the general format and content required within the deliverable produced while executing the 1GovEA Methodology. It is intended that the agency architects should tailor the template accordingly based on the nature of the architecture work being performed and / or the agency environment. Any italicised text within this deliverable template is intended to guide authors on the content that should be developed in the respective sections.

3. Basic Details

3.1 Description and Scope of Change

This section describes the changes that have been raised and the scope to the change. The scope of change must be briefly outlined to include the management structure of such change request.

This section should be a summary to all changes that are related to the agency's EA practice.

Table 1: Summary Details of Change Request

Summary of Change Request
Reference ID: Unique identifier for the change request
Request for Change Title: Brief title for change that is being requested
Requested By: Name (this can be an individual and/or department) and agency of change requestor
Date Raised: Date change is requested
Level of Approval Required: States which committee/ level that will review and ultimately make a decision on the change request. This depends on the governance structure that is managing the project/ programme.
Decision Due Date: Deadline for decision(s) to be made
Project / Workstream: Name of project (when form is used at portfolio level) or workstream (when form is used at project level) that the change request is within scope

4. Change Description

This section evaluates and determines which domain of EA (business, data, application or technology) would be affected by the change request. For example, the change at the ministry level due a cabinet restructuring effort splits the current ministry into two separate ministries affects the Business Architecture domain.

4.1 Rationale of the Proposed Change

This section highlights the operation benefits generated by adhering to the identified architecture principle using the agency's operation terminology. The rationale must describe its relationship to other principles and intentions. It should describe situations in which a certain principle would outweigh another in the decision-making process.

Table 2: Rationale of Proposed Change

Initial Assessment
<p>Description of Proposed Change Request:</p> <p><i>Detailed description of the request for change that is being submitted to enable the reviewer to obtain a clear picture of the end product if the change is approved and implemented.</i></p>
<p>Reason for Change:</p> <p><i>Full/ detailed justification for proposing a request for change to enable the reviewer to obtain a full and clear understanding of the purpose for change. This section should also include the source that initiated the change (e.g. changes to guidelines or addressing stakeholder concerns).</i></p>
<p>Priority: []</p> <p><i>Ranking of the level of priority that the change request should be treated with.</i></p>

4.2 Impact Assessment of the Proposed Change

This section documents the change impact assessment to discover possible risks associated with a change request. This section assesses all requests for change in a structured way to determine the

impact on the operational system and its functionality. This ensure that changes are categorised, prioritised and authorised.

Table 3: Impact Assessment of Change Request

Impact Assessment	
Implications of Change	<i>Identifies and describes sections of the project/ workstream that will be impacted by the change request. This may include impacts on the agency’s operations, project progress, architecture domains etc.. Both positive and negative impacts should be addressed/ explained in this section.</i>
Alternatives Approach	<i>Describes any alternative approaches that can be adopted to minimise the negative impacts.</i>
Implications if Change is Rejected	<i>Describes how the project/ workstream will be impacted if the change request is rejected.</i>
Programme/ Project Manager has reviewed the change with team members/ Subject Matter Experts (SMEs) to agree on the scope of change (including accepting risk/ issues associated with the change)	Y/N?
Programme/Project Managers/Leaders Consulted (List full names)	
Programme/Project Working Group representatives consulted <i>For ‘Medium’ or ‘High’ change requests the Steering Committee will need to be kept informed, to review rating of change</i>	
Programme/Project Managers/Leaders Consulted (List full names)	
Financial Impact	Description:

Impact Assessment	
	<i>Describes financial impacts on the project if change is implemented (e.g. more resources will be needed, thus increasing cost). A breakdown on the estimated costs should also be included as an appendix in this form (this may include current allocated project/ workstream budget, effect on current/ future budget and revised budget list).</i>
Other Impacts	Description: <i>Describes other impacts on the project if change is implemented such as time, quality and change of scope. Detailed explanation on each impact should be included in this document.</i>
Change Impact Rating	<i>A score indicating the severity of the change impact(s).</i>

5. Decision on Change Request

5.1 Decision by Agency Office of The Architect

This section documents the decision made on the proposed change request at the agency level (by the Agency Office of the Architect). This should include details on the approver, decision on the change request and any rationale and/or additional comments for the decision made.

Table 4: Decision on Change Request by Agency Office of the Architect

Decision On Change Request By Agency Office of the Architect				
Name	Role	Status (Approved/ Escalate/ Rejected)	Comments	Signature
<i>Name of individual who provided a decision</i>	<i>Role of individual who provided a decision in the committee</i>	<i>Decision on change request. Requests that have larger impacts may be escalated to a higher level for review.</i>	<i>Justification of decision made for the change request</i>	

5.2 Decision by Central Office of The Architect

This section should only be used if the change request has been escalated to the Central Office of the Architect level. It documents the decision made on the proposed change request by the Central Office of the Architect. This should include details on the approver, decision on the change request and any rationale and/or additional comments for the decision made.

Table 5: Decision on Change Request by Central Office of the Architect

Decision On Change Request By Central Office of the Architect (if applicable)				
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Name	Role	Status (Approved/ Rejected)	Comments	Signature
<i>Name of individual who provided a decision</i>	<i>Role of individual who provided a decision in the committee</i>	<i>Decision on change request.</i>	<i>Justification of decision made for the change request</i>	

6. Next Steps

6.1 1GovEA Methodology Cycle

This document is intended as an output of Stage 4 (Build/ Operate) of the 1GovEA Methodology as illustrated in Figure 1 below. This document contains relevant information that will be utilised in the production of the Stage 5 (Monitor) deliverables.

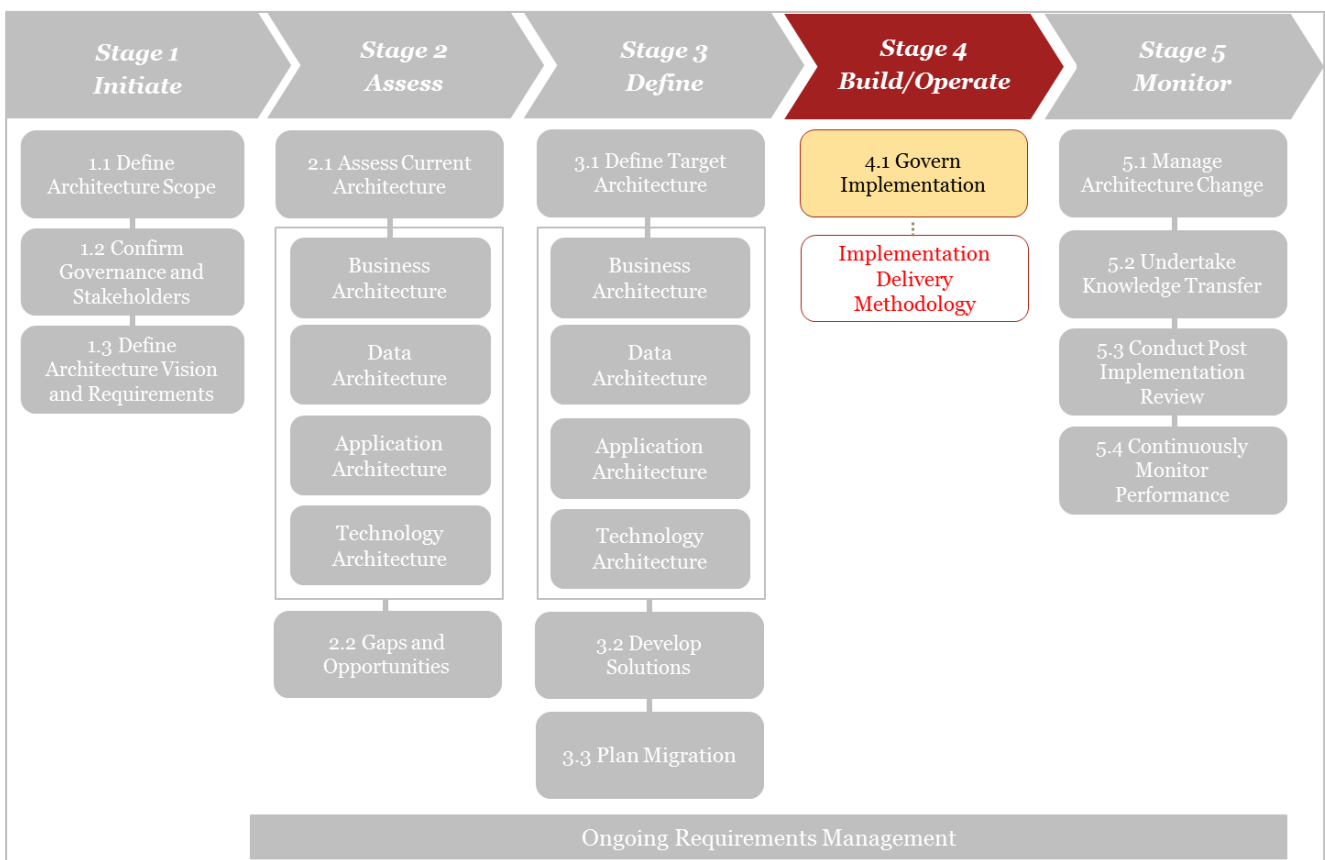


Figure 1: 1GovEA Methodology

6.2 Next Steps

Upon the completion of this document, the following steps are the subsequent activities that need to be taken in order to realise the architecture work that has been defined here:

- Review and revise the 1GovEA Framework document to ensure that the architecture framework is suitable for the agency;

- Review and revise the existing Post Implementation Report to ensure that it is able to fit the artefacts and deliverables selected for this architecture work;
- Develop and obtain approval for the Statement of Architecture Work document; and
- Develop the Draft Requirements document.