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# ***1 Government Enterprise Architecture (1 GovEA)***

## **Statement of Architecture Work**

August 2014

***Project: <Project Name>***

***Agency: <Agency Name>***

***Reference Code: R004-01***

# Document History

## Document Information

This section provides a summary of information for this document.

<b>Project Name:</b>	<Project Name>		
<b>Prepared By:</b>		<b>Document Version No:</b>	0.1
<b>Title:</b>	Statement of Architecture Work	<b>Document Version Date:</b>	
<b>Reviewed By:</b>		<b>Review Date:</b>	

## 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 any document that has been approved by the Agency 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 agency 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.*

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## ***2. Purpose of the Document***

*This Statement of Architecture Work provides a documented response to the Request for Architecture Work. Following the receipt of the Request for Architecture Work by the agency Enterprise Architecture Team, this document is written to define the agreed scope of the architecture work accepted, aims and objectives, stakeholders and key deliverables expected to be output by the agency's Enterprise Architecture Team as a result of this 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.*

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## 3. Architecture Vision Overview

*The Architecture Vision of a government agency serves as the vision, drivers and boundaries for detailed architecture documentation and development through the execution of the stages of the 1GovEA Methodology.*

*This section documents a precise high level description of the Target Architecture. The business value and the changes to the enterprise that will result from its successful deployment should also be included into this section.*

*Further details of the Architecture Vision of an agency can be found in the accompanying Stage 1 (Initiate) "Architecture Vision" deliverable.*



## **4. Architecture Principles**

*Architecture Principles are a set of guidelines for aligning existing and new business and technology policies. Architecture Principles are also used to guide the future implementation of initiatives in the agency.*

*Architecture principles are to be adopted when agencies begin developing the business and technical architecture. The architecture principles are developed to provide specific guidelines on how business and technology will be implemented and managed within the agency.*

*This section defines the set of principles that will be adhered to by the public sector agency throughout the architecture project. Agencies may choose to develop the set of principles based on the existing set of 1GovEA Framework Architecture Principles, tailoring each of them to their own needs.*

## **5. Statement of Architecture Work**

### **5.1 Summary of Architecture Work**

*This section provides a concise explanation on the architecture work to be executed during the course of this initiative. This should include overview of the project (i.e. motivation and background for embarking on this initiative) as well as scope of work of the architecture initiative. This should tie back to the Request for Architecture Work document produced earlier in Stage 1 (Initiate).*

#### **5.1.1 Expected Benefits of the Architecture Work**

*This section describes the positive impacts that are expected as a result of successfully executing the architecture work. This should include both the objectives of the architecture initiative as a project and the objectives of the target architecture.*

### **5.2 Scope of Architecture Work**

*This section captures the boundaries of a project and should describe the areas covered and not covered under this specific project.*

#### **5.2.1 Change of Scope Procedures**

##### **5.2.1.1 List of Scope Change**

*This section should capture all information with regard to changes to the initial scope of the project. This may include any additions, subtractions or replacements to the original scope that was previously documented in the Stage 1: Initiate deliverable - Request for Architecture Work.*

### 5.2.1.2 Procedures

*This section shows the process which user/implementer has to undergo in order to obtain a sign off or agreement with the stakeholders to make amendments on the original scope of work.*

### 5.2.1.3 Roles & Responsibilities

*This section captures information via a RACI model (Responsible, Accountable, Consulted, Informed) on the internal stakeholders that are involved in authorising a change.*

*Stakeholders that are labelled with the Responsible & Accountable label will need to perform their intended action to satisfy the criteria of the process' requirements. Table 1 provides a basic structure to document the process for capturing, authorising and reporting any changes in project scope to the relevant project teams, roles and responsibilities for an architecture initiative.*

**Table 1: Scope Change Process and Roles and Responsibilities**

Step #	Description	Stakeholders	Responsibility (R, A, C or I)

## 5.3 Key Stakeholders of the Project

*The following sub-sections document the key stakeholders identified in the execution of the architecture initiative.*

*The method of communication between the project team and the other stakeholders and interested parties is detailed within the accompanying Communications Plan Stage 1 document.*

### **5.3.1 Project Sponsor**

*This section documents the details of the project sponsor/ owner to establish a proper chain of communication for future communication purposes. (e.g. department, role, or person).*

### **5.3.2 Project Implementer**

*This section documents the details of the project implementor to document who is actually building and implementing the new architecture (e.g. vendor, department, role, or person).*

### **5.3.3 Information Providers**

*This section documents the details of any parties (e.g. vendors, departments, roles, or people) who will supply the project with the necessary and relevant information. Method(s) of gathering information may also be listed in this section (e.g. Information Request List, questionnaires or interviews).*

## **5.4 Project Methodology**

*This section captures the Project Methodology (as opposed to the 1GovEA Enterprise Architecture Methodology) used by the project and a brief explanation of the methodology. Sufficient information related to the methodology (i.e. methodology stage descriptions) should be documented here.*

## **5.5 Deliverables**

*This section captures the list of deliverables to be delivered throughout the duration of this project. A high-level concise description of the contents of the deliverables should also be provided in this section to provide readers of this document with an overview of the documents.*

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## **5.6 Acceptance Criteria and Procedures**

*The criteria and procedures for the acceptance of the work produced during course of the project which are summarised within the following subsections.*

### **5.6.1 Procedures**

*This section captures the procedure established by the governance structure of the project to manage the acceptance criteria that is documented in the following sub-section. Additional information related to the procedures should also be capture here (i.e. authorised personnel/committee and their authorisation level).*

### **5.6.2 Success Criteria**

*This section captures the list of criteria that has been determined by the project sponsor/project governance body to certify the success of the project. These criteria should include additional information as a supplement to the points to ease the process of referencing the information during the project sign-off stage. Both short and/ or long term goals can be included in the set of criteria.*

## 6. Project Plan and Schedule

### 6.1 Project Plan

*This section defines how the project will be executed from start to finish. This includes providing an overview of all stages/ phases that will be executed throughout the duration of the project, an overview of what each stage/ phase involves as well as key activities that will be executed in each phase/ project.*

### 6.2 Timeline

*This section contains the high level timeline that has been proposed and is agreed by all parties. Besides denoting the overall allocated time to completion, this section should also indicate the milestones and deadlines for significant stages in the project. This can be represented via a diagram alongside an explanation of each of the individual activity listed in the plan.*

### 6.3 Resources

*This section details all parties that will be involved in executing the architecture project.*

**Table 2: Architecture Project Resources**

< Agency Name/ Operational Unit >	
< Name 1 >	< Role in the project >
< Name 2 >	< Role in the project >
< Name 3 >	< Role in the project >

## 6.4 Project Structure

This section documents information on the project structure and defines the roles and responsibilities of all parties that are involved.



Figure 1: Overall Project Structure

### 6.4.1 Project Steering Committee

This section describes information on the highest committee in the project. This section should include information such as:

- Structure;
- Name;
- Contact; and
- Roles & Responsibilities.

## **6.4.2 Project Technical Committee**

*This section describes information on the committee that oversees the progress of the project in detail.*

*This section should include information such as:*

- *Structure;*
- *Name;*
- *Contact; and*
- *Roles & Responsibilities.*

## **6.4.3 Project Team**

*This section describes information on the working team that executes the project. This section should include information such as:*

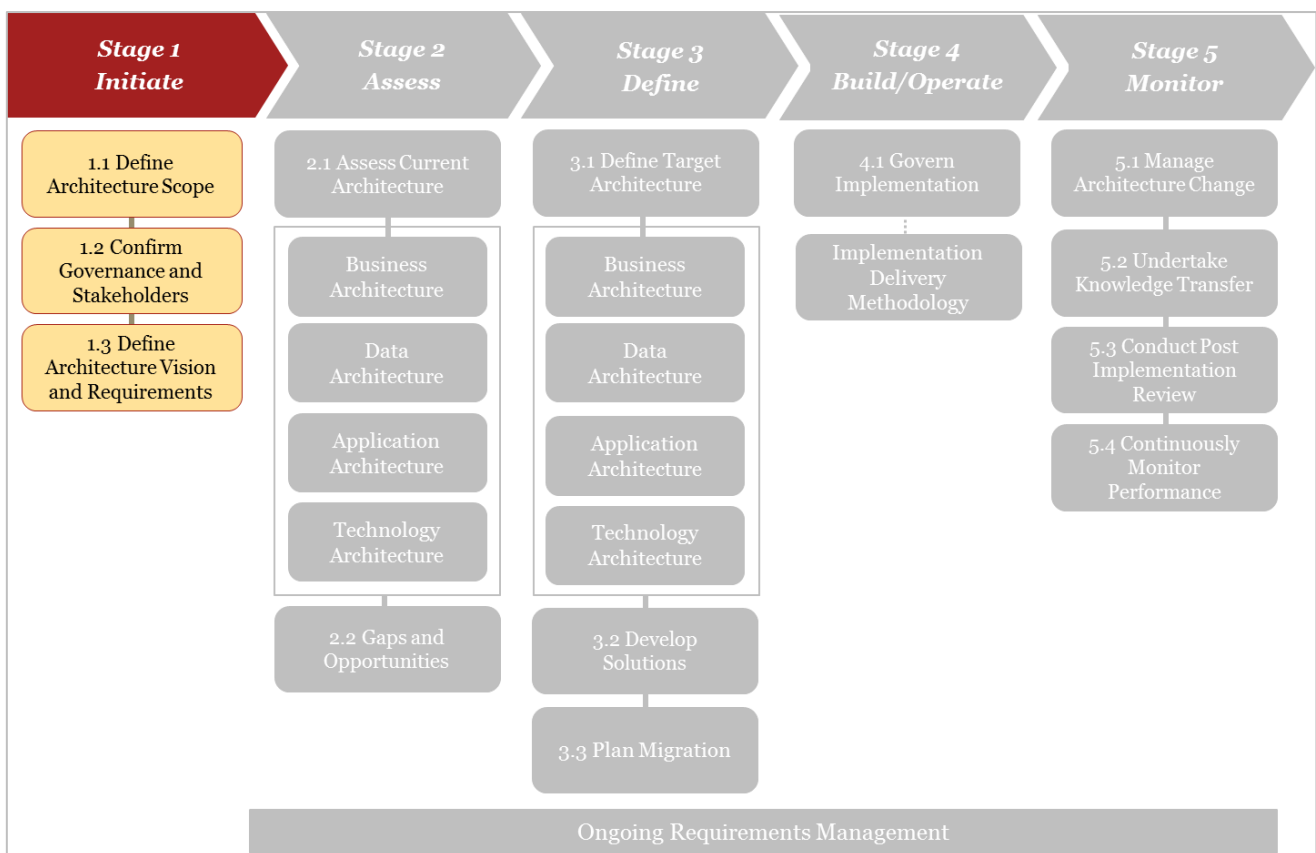
- *Structure;*
- *Name;*
- *Contact; and*
- *Roles & Responsibilities.*



## 7. Next Steps

### 7.1 1GovEA Methodology Cycle

This document is intended as an output to Stage 1 (Assess) of the 1GovEA Methodology as illustrated in Figure 2 below. This document contains relevant information that will be utilised in the production of the Stage 2 (Assess) deliverables.



**Figure 2: 1GovEA Methodology**

### 7.2 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:

- a) Obtain approval from the Enterprise Architecture Team (which in the instance of this Implementation Model exercise is the 1GovEA Project Team) to proceed to Stage 2 (Assess) of the 1GovEA Methodology;