

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

**Matriks Gaps, Solution  
and Dependency and  
Implementation And  
Migration Plan**

<Month, Year>

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

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

***Reference Code: S3-R010***

# Document History

## Document Information

This section provides a summary of information for this document.

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| <b>Project Name:</b> | <Project Name>                    |                               |     |
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| <b>Title:</b>        | Implementation and Migration Plan | <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 |
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## 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                               |
|----------------|--------------|------------|---------------|--|
| v0.1           | 16/08/2014   | PwC        | Initial Draft | Implementation and Migration Plan_v0.9 |
|                |              |            |               |  |

## 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.*

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

*The Implementation and Migration Plan provides an overview of the proposed target architecture through a high level plan that describes the transition process, timing, cost, resources required, benefits and crucial milestones for the agency's target architecture to be completed. This Implementation and Migration Plan also details the requirements and responsibilities required of the agency during the transition to the target architecture.*

*The purpose of this document is also to ensure all the stakeholders within the organisation are aware of the details, requirements, and responsibilities involved in successfully completing this migration.*

*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. Implementation and Migration Strategy**

### **3.1. Strategic Implementation Direction**

*This section focuses on documenting the line of thought for the implementation. The direction of the implementation and migration strategy should achieve the following objectives:*

- a) *Finalising the Architecture Roadmap and the supporting Implementation and Migration Plan;*
- b) *Ensure that the Implementation and Migration Plan is coordinated with the agency's approach towards managing and implementing change in the agency's overall environment; and*
- c) *Ensure that the business value, cost of work packages and Transition Architectures is understood by key stakeholders.*

### **3.2. Implementation Delivery Methodology**

*This section documents the methodology that the agency will be using to deliver the project(s) to implement the target architecture. This should be the approach that has been discussed and agreed with the Agency Office of the Architect Team and potential Implementation Team(s). The Implementation Delivery Methodology used may be the agency's own delivery methodology or a vendor/ third party delivery methodology, depending on the relevant party responsible for delivering the implementation.*



## **4. Interaction with Other Management Frameworks**

*This section describes any management frameworks that are practised by the agency and will be used in-line with the implementation methodology used to implement EA in the organisation.*

### **4.1. Aligning Architecture and Portfolio/Project Management**

*This section outlines the Portfolio/Project Management that is used to co-ordinate, design and builds the target architecture based on plans that were formulated by the architecture work. This could be any framework that manages and co-ordinates multiple ongoing or future projects. Ensure any dependencies with other ongoing or future projects are understood and documented.*

### **4.2. Aligning Architecture and Business Planning**

*This section outlines any framework that conceives, directs, and provides the resources for all of the activities required to achieve any desired short or long term business objectives. Ensure the resources required to deliver the implementation of the target architecture are understood and reflected in any Business Planning initiatives.*

### **4.3. Aligning Architecture and Software Development Lifecycle**

*This section outlines any framework that provides an approach to the design, build, test and implementation of any software solutions required to migrate to the target architecture. Ensure that the development and implementation of any software solutions as part of the target architecture follow any existing Software Development Lifecycle framework or policy.*

### **4.4. Aligning Architecture and Operations Management**

*This section outlines any framework that integrates, operates, and maintains project deliverables that deliver the desired business outcome of any ongoing projects. Ensure any Operations Management Framework integrates with the Implementation Delivery Methodology selected to ensure the smooth transition of the target architecture to operations*

## **5. Project Charter**

### **5.1. Included Work Packages**

*This section details the work packages for this Implementation Model. The requirements should be the same as the requirements that are detailed in sub-section 3.1.*

### **5.2. Capabilities Delivered by Projects**

*This section explains the capabilities after implementing the work packages stated in sub-section 5.1.*

### **5.3. Business Value**

*This section identifies the business value of the work packages for the agency after series of investments.*

### **5.4. Risk**

*This section details any risks that may impact the progress of the project.*

### **5.5. Issues**

*This section details any issues arising during the course of the project.*

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## **5.6. Assumptions**

*This section lists the key assumptions made during the project planning stage that will lead to a successful project completion.*

## **5.7. Dependencies**

*This section identifies the architecture dependencies after conducting the assessment of current and target architecture.*

## 6. Implementation Plan

*This section documents information such as project plan with tasks, start date, end date, completion rate, resource allocation, dependencies and critical path of the project. All these information essentially forms an overall view of the portfolio or project.*

### 6.1. Phase and Workstream Breakdown

*This section documents the phases or work stream breakdown that exist within a portfolio or project to implement the target architecture. Additional information such as the initiative name, start and end date, activity name, and resource allocation should be included for an overview of the breakdown.*

### 6.2. Allocation of Work Packages

*This section documents the allocation of work packages identified to deliver the target architecture..*

**Table 1: Allocation of Work Packages**

| Reference ID | Requirement | Responsibility |
|--------------|-------------|----------------|
|              |             | •              |
|              |             | •              |
|              |             | •              |
|              |             | •              |

### 6.3. Milestones and Timeline

*This section documents all milestones (checkpoint in a project) and timeline (a set period of time given to a portfolio/project/initiative) that are identified. It is normally represented in a pictorial overview of the portfolio/project. An example is format is illustrated in Table 2.*

**Table 2: Estimated Timeline (Example Format)**

| Reference ID | Requirements | Short term |          |          | Mid term |          | Long term |
|--------------|--------------|------------|----------|----------|----------|----------|-----------|
|              |              | 6 months   | 1st Year | 2nd Year | 3rd Year | 4th Year | 5th Year  |
|              |              |            |          |          |          |          |           |
|              |              |            |          |          |          |          |           |
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|              |              |            |          |          |          |          |           |
|              |              |            |          |          |          |          |           |

### 6.4. Resource Requirements and Costs

This section documents the resource and cost estimates for executing the identified work packages and deploying the target architecture. This may include resource skills, availability and duration.

### 6.5. Quality Review Gate Schedule

This section documents the proposed schedule on when the quality review gate sessions are to be conducted throughout the course of implementation of the target architecture. Quality Gate Review refers to the management review and approval of project implementation progress based on specific checkpoints throughout the implementation. This could span over a number of sessions/ points depending on the needs of the project and should be periodically carried out to ensure the implementation progress is consistent with the target architecture design at the selected points in the implementation timeline.

## **7. Governance Model**

*This section captures information on the portfolio/project governance mode and its transition plan. There are possibilities where the governance structure could have transition models hence there is a need to capture the evolution process for this model. It is likely that a governance framework is in place, but specific processes, organisations, roles, responsibilities and measures may need to be defined on a project-by-project basis due to change.*

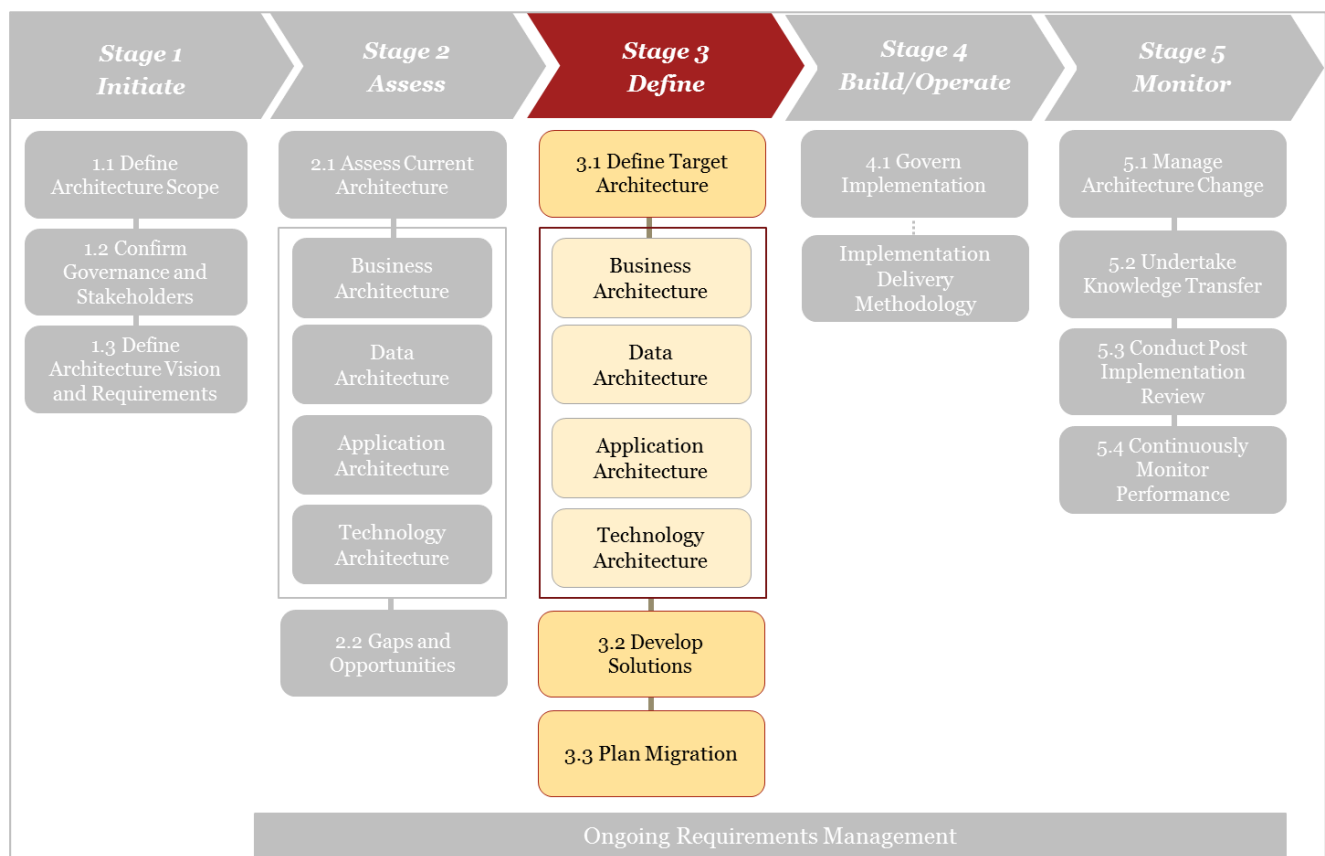
*This section should include the following information:*

- a) *Governance transition plan*
- b) *Governance processes*
- c) *Governance organisation structure*
- d) *Governance roles and responsibilities*
- e) *Governance checkpoints and success/failure criteria*

## 8. Next Steps

### 8.1. 1GovEA Methodology Cycle

This document is an output of Stage 3: Define as highlighted below. This document contains relevant information that will be utilised by Stage 4 as part of the supporting information.



**Figure 1: 1GovEA Methodology**

### 8.2. 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:

- Seek endorsement and approval from the agency Office of the Architect Team to proceed with the implementation of the target architecture; and
- Execute implementation plan and update the Architecture Requirements on any variance(s) discovered during the implementation.