

# ***Malaysia Government Enterprise Architecture (MyGovEA)***

## **Statement of Architecture Work**

August 2014

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

***Iteration: <Cycle No.- Iteration No.>***

***(eg.C01-I01)***

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

***Reference Code: <Agency Code>S1-R003***



# 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

## Abbreviation

*This section contains the most common abbreviation used in this document.*

Acronym/Abbreviation	Definition

## ***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

# Table of Contents

<b>1. Project Overview</b>	<b>6</b>
1.1 Agency Overview	6
1.2 Project Outline	6
1.3 Project Objectives	6
1.4 Scope of Project	6
<b>2. Purpose of the Document</b>	<b>7</b>
<b>3. Architecture Vision Overview</b>	<b>8</b>
<b>4. Architecture Principles</b>	<b>9</b>
<b>5. Statement of Architecture Work</b>	<b>10</b>
5.1 Summary of Architecture Work	10
5.1.1 Expected Benefits of the Architecture Work	10
5.2 Scope of Architecture Work	10
5.2.1 Change of Scope Procedures	10
5.3 Key Stakeholders of the Project	11
5.3.1 Project Sponsor	12
5.3.2 Project Implementer	12
5.3.3 Information Providers	12
5.4 Project Methodology	12
5.5 Deliverables	12
5.6 Acceptance Criteria and Procedures	13
5.6.1 Procedures	13
5.6.2 Success Criteria	13
<b>6. Project Plan and Schedule</b>	<b>14</b>

6.1 Project Plan	14
6.2 Timeline	14
6.3 Resources	14
6.4 Project Structure	15
6.4.1 Project Steering Committee	15
6.4.2 Project Technical Committee	16
6.4.3 Project Team	16
<b>7. Next Steps</b>	<b>17</b>
7.1 MyGovEA Methodology Cycle	17
7.2 Next Steps	17

## *List of Tables*

Table 1: Scope Change Process and Roles and Responsibilities	11
Table 2: Architecture Project Resources	14

## *List of Figures*

Figure 1: Overall Project Structure	15
Figure 2: MyGovEA Methodology	17

# **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

*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 MyGovEA 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.*

Pernyataan Kerja *Architecture* merupakan maklum balas kepada dokumen Permohonan Kerja *Architecture*. Dokumen ini menentukan skop yang dipersetujui dalam kerja *architecture* yang diterima, matlamat dan objektif, pihak berkepentingan dan serahan utama yang dijangka akan dikeluarkan oleh Pasukan Enterprise *Architecture*.

Templat ini adalah sebagai panduan arkitek berkenaan format umum dan kandungan yang diperlukan sebagai serahan bagi pelaksanaan Metodologi MyGovEA. Arkitek agensi hendaklah menyesuaikan templat ini berdasarkan kerja *architecture* yang sedang dilaksanakan dan/atau persekitaran agensi.

## 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 MyGovEA 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 MyGovEA Framework Architecture Principles, tailoring each of them to their own needs.*

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

### **5.1 Objective of Architecture Work**

*This section provides objectives of the architecture work to be executed during the course of this initiative. This section also describes the positive impacts that are expected as a result of successfully executing the architecture work.*

### **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 MyGovEA 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.*

## **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**

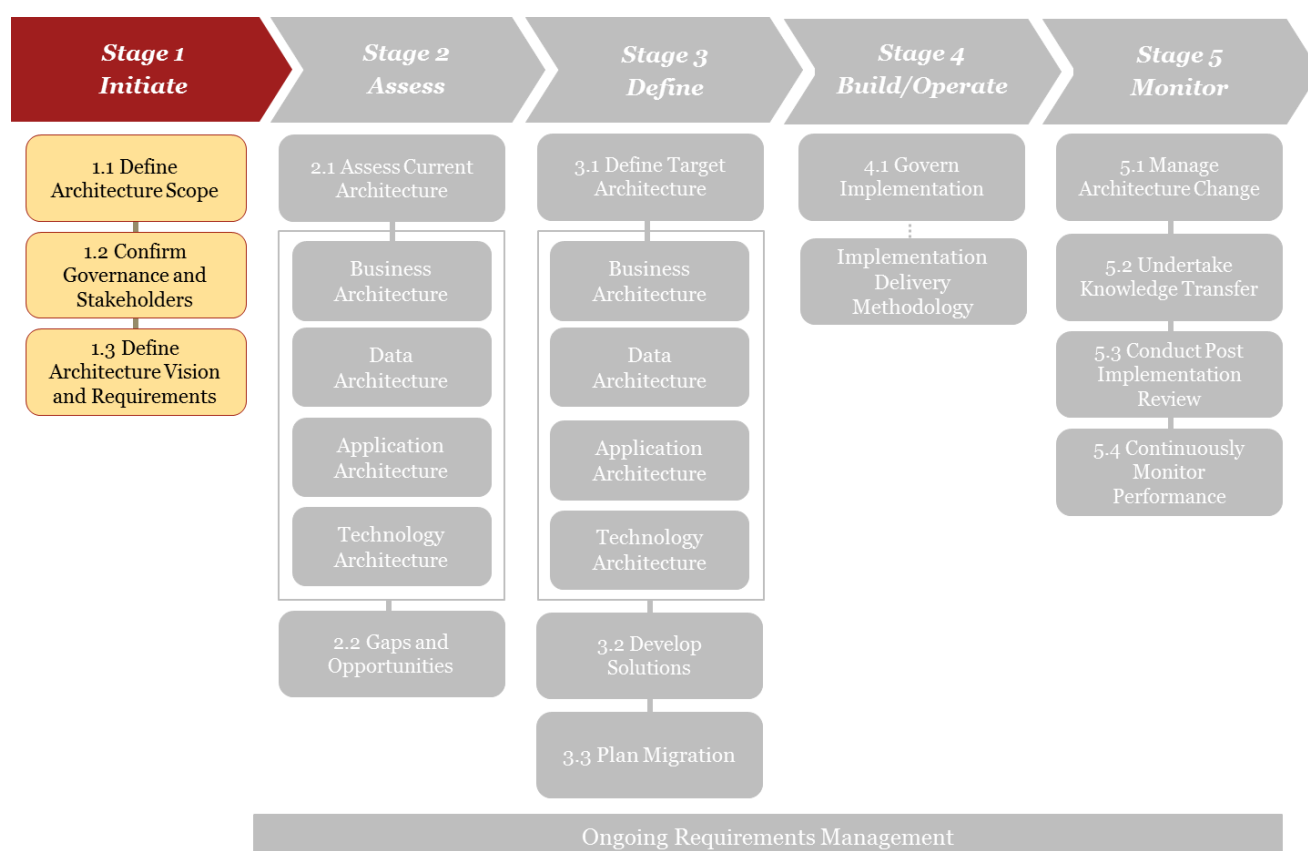
*This section describes information on the working team that executes the project. This section should include information such as:*

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

## 7. Next Steps

### 7.1 MyGovEA Methodology Cycle

This document is intended as an output to Stage 1 (Assess) of the MyGovEA 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: MyGovEA 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 MyGovEA Project Team) to proceed to Stage 2 (Assess) of the MyGovEA Methodology;