

**U. S. DEPARTMENT OF ENERGY
OFFICE OF SCIENCE**



ENTERPRISE ARCHITECTURE PROGRAM

PROGRAM MANAGEMENT TEAM

CHARTER

**Version Draft
December 4, 2006**



**SC Enterprise Architecture Program
Enterprise Architecture Program Management Team Charter**

Version 1.0
DECEMBER 2006

U.S. DEPARTMENT OF ENERGY
OFFICE OF SCIENCE



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CHANGE CONTROL

Changes to the document body, addendums, and appendixes are subject to documentation and versioning in the following page(s). Significant changes are noted with a full number increase in the version.

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MISSION OF THE SC-EAPMT

The Office of Science (SC) Enterprise Architecture Program Management Team (SC-EAPMT) is an administrative committee chartered to directly lead the practical application of the SC Enterprise Architecture Program, and manage the SC Enterprise Architecture Working Group (SC-EAPMT) and their assigned enterprise reviews and work products.

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SC-EAPMT MEMBERSHIP

The SC-EAPMT is composed of the following appointed membership positions:

Chief Architect, Office of Science (SC CA)

Project Manager, SC Enterprise Architecture Repository Information System (SC-EA PM EARIS)

Project Manager, SC EA Business Process Alignment and Integration (SC-EA PM BPA&I)

Project Manager, SC EA OCIO Collaboration (SC-EA OCIOC)

Operations Manager, SC EA (SC-EA OM)

SC-EAPMT MEMBERSHIP ROLES AND RESPONSIBILITIES

SC-EAPMT Committee

- The SC-EAPMT members will be chosen by the Office of Science Chief Architect (SC-CA) for a term of one year.
- An appointee to the SC-EAPMT must have demonstrated the technical skills and substantive experience to warrant the appointment position.
- Upon serving one year, an SC-EAPMT member can be re-appointed to the same position or to a new position on the committee, when that position falls within the appointee's area of expertise and substantive experience.

SC-EAPMT Chairperson

- The SC-EAPMT Chairperson will be the Office of Science Chief Architect and is a permanent position for the life of the SC-EAPMT.
- The SC-EAPMT Chairperson conducts and facilitates all SC-EAPMT meetings.
- The SC-EAPMT Chairperson ensures that the committee charter is strictly abided by and the mission is fulfilled.
- The SC-EAPMT Chairperson ensures that the members discharge their responsibilities as listed and complete all assignments.
- The SC-EAPMT Chairperson is responsible for the communication of all appropriate information and statuses to the SC-EAC and HQSC elements and individuals.
- The SC-EAPMT Chairperson creates and maintains all program and project management tools used by the SC-EAPMT.
- The SC-EAPMT Chairperson may assign specific duties, research or deliverables to the committee membership.
- The SC-EAPMT Chairperson may delegate any duties of the chair to appropriate committee membership.
- The SC-EAPMT Chairperson may establish SC EA program working groups as appropriate.

SC-EAPMT MEMBERSHIP ROLES AND RESPONSIBILITIES - *Continued*

SC-EAPMT Membership

General

- The SC-EAPMT members, as a group, are responsible for assisting the Office of Science Chief Architect (SC-CA) in the guidance and management of the SC EA Program.
- The SC-EAPMT members are individually responsible for the faithful execution of the duties and responsibilities of their specific committee roles.
- The SC-EAPMT may be called upon to review work products for the Office of Science.
- The SC-EAPMT members may be called upon to create work products for the SC EA Program.

Compliance and Communications

- Understand OMB, DOE and SC Enterprise Architecture directives, orders, memorandum and guidance.
- Promote and assist the SC-CA in the application of compliant enterprise architecture throughout the SC EA Program and utilize enterprise best practices.
- Promote and assist the SC-CA in the application of the enterprise architecture core IT principles of data usability, increased application shareability, reduced systems redundancy, and reduction of investment and operating costs.

Office of Science

- Stay continually focused on the mission and purpose of the Office of Science when evaluating or creating enterprise structures.
- Support and enhance the science and research missions of the Office of Science by assisting the SC CA, as called upon, in the creation of improved IT infrastructure and software.
- Ensure that the Office of Science enterprise structures have standard, useable data from which accurate enterprise analysis can be easily obtained and used by the Office of Science and throughout the Department of Energy.

SC-EAPMT MEMBERSHIP ROLES AND RESPONSIBILITIES - *Continued*

SC-EAPMT Project Manager, Enterprise Architecture Repository Information System

SC EA Repository

- Guide and manage the Office of Science Enterprise Architecture Repository (SC-EAR) project and ensure the collection and integration of accurate information regarding the missions, science, research, programs and business functions of the office while always being mindful of federal enterprise frameworks.
- Ensure that the repository contains standard, useable data from which accurate enterprise analysis can be easily obtained and used by the Office of Science and throughout the Department of Energy.
- Ensure that the repository structure is scalable and incorporates the integration of cyber security requirements and CPIC financials.

SC EA Information System

- Guide and manage the Office of Science Enterprise Architecture Information System (SC-EAIS) project, and ensure the proper utilization SC-EAR mission and business information while making certain that the system can easily and accurately store and return enterprise data.
- Ensure that the information system is scalable and incorporates the integration of cyber security requirements and CPIC financials.

SC-EAPMT MEMBERSHIP ROLES AND RESPONSIBILITIES - *Continued*

SC-EAPMT Project Manager, Business Process Alignment & Integration

- Need a duty description
- Need a duty description

SC-EAPMT MEMBERSHIP ROLES AND RESPONSIBILITIES - *Continued*

SC-EAPMT Project Manager, OCIO Collaboration

- Need a duty description
- Need a duty description

SC-EAPMT MEMBERSHIP ROLES AND RESPONSIBILITIES - *Continued*

SC-EAPMT Operations Manager

- Assist the SC CA, as called upon, in the general coordination of the SC EA Program.
- Act as the general office primary point-of-contact for the SC EA Program staff at the Germantown, MD location of the HQSC.
- Act as the primary point-of-contact and coordinator for building maintenance, office supplies, phone and computer needs for the SC EA program staff at the Germantown, MD location of the HQSC.
- Coordinate and maintain the Documentation Configuration Management System for the SC EA Program.
- Coordinate and maintain SC EA Program team phone lists and room assignments.
- Coordinate the scheduling of meetings and conference rooms.
- Take, circulate and archive all SC-EAPMT meeting minutes.
- Take circulate and archive all SC-EAC meeting minutes.

SC-EAPMT MEETING PROTOCOL

General Protocol

- The SC-EAPMT will meet on a weekly basis.
- The SC-EAPMT is not empowered to create, review or approve enterprise architecture resolutions.
- All major discussions, decisions, deliverables, statuses, committee requests, request of the committee to the PMT are to be recorded in the meeting minutes.
- Each meeting of the SC-EAPMT will adhere to the following agenda:
 1. Meetings will be called to order by the SC-EAPMT Chairperson and one member is chosen to take the minutes of the meeting
 2. The completed meeting attendance sheet is recorded and a complete attendance, quorum attendance (two-thirds of the membership) or non-quorum attendance is recorded.
 3. The first order of business is the request for feedback on or corrections to the minutes of the prior meeting.
 4. The second order of business is the review of and status reporting on all active committee enterprise projects.
 5. The third order of business is the introduction of new enterprise assignments from the SC Chief Architect through the enterprise Program Management Team and their assignment by the chairperson to appropriate committee members.
 6. The fourth order of business is the Chairpersons invitation for open discussion by the membership.
 7. The fifth order of business is the request for and concurrence by the membership of the meeting adjournment.
- Special meetings of the SC-EAPMT may be only be called by the SC-EAPMT Chairperson.

Voting Protocol

- Any discussion, review or requested committee position requiring a committee membership vote, can only be accomplished by an SC-EAPMT quorum.