

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



ENTERPRISE ARCHITECTURE PROGRAM

ENTERPRISE ARCHITECTURE WORKING GROUP

CHARTER

**Version 1.0
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Enterprise Architecture Program Enterprise Architecture Working Group Charter

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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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1.0	01-16-2007	G. W. Davis; wesley.davis@ch.doe.gov	Draft completed

MISSION OF THE SC-EAWG

The Office of Science (SC) Enterprise Architecture Working Group (SC-EAWG) is a technical committee chartered to review and advise on enterprise technical structures for the Office of Science, and develop, install, maintain and monitor work products for the SC EA Program.

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SC-EAWG MEMBERSHIP

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

- SC-EAWG Project Manager
- SC-EAWG Application Systems Analyst
- SC-EAWG Telecommunications Specialist
- SC-EAWG Network Specialist
- SC-EAWG Security Specialist
- SC-EAWG Database Administrator
- SC-EAWG Database Analyst

The SC-EAWG has one elected membership position:

- SC-EAWG Chairperson

SC-EAWG MEMBERSHIP ROLES AND RESPONSIBILITIES

SC-EAWG Committee

- The SC-EAWG members will be chosen by the Office of Science Enterprise Architecture Program Management Team (SC-EAPMT) for a term of one year.
- An appointee to the SC-EAWG must have demonstrated the technical skills and substantive experience to warrant the appointment position.
- Upon serving one year, an SC-EAWG 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.
- An SC-EAWG member can hold a maximum of two positions on the committee. Multiple roles held by one person are restricted to:

The Project Manager and Application Systems Analyst
The Telecommunication Specialist and Network Specialist
The Database Administrator and Data Base Analyst

Further, no more than two members at any given time are allowed to hold dual roles and a dual role member casts only one vote.

- All SC-EAWG work products are assigned by the SC Chief Architect.
- The SC-EAWG may be called upon, by the SC Chief Architect, to review work products for the Office of Science.

SC-EAWG Chairperson

- The SC-EAWG Chairperson will be selected from the SC-EAWG members by the SC-EAWG members and will serve a term of one year.
- The SC-EAWG Chairperson can not be reelected to a second successive term.
- The SC-EAWG Chairperson conducts and facilitates all SC-EAWG meetings.
- The SC-EAWG Chairperson ensures that the SC-EAWG charter is strictly abided by and the mission is fulfilled.
- The SC-EAWG Chairperson ensures that the members discharge their responsibilities as listed and complete all assignments.

SC-EAWG MEMBERSHIP ROLES AND RESPONSIBILITIES - *Continued*

SC-EAWG Chairperson - *Continued*

- The SC-EAWG Chairperson is responsible for the communication of all appropriate information and statuses to the SC-EAPMT.
- The SC-EAWG Chairperson is responsible for reviews of enterprise technical development for their appointed technical position.
- The SC-EAWG Chairperson is a non-voting position.

SC-EAWG MEMBERSHIP ROLES AND RESPONSIBILITIES - *Continued*

SC-EAWG Membership

General

- The SC-EAWG members, as a group, are responsible for the review of all enterprise architecture technical development within the Office of Science.
- The SC-EAWG members are individually responsible for the review of all SC enterprise architecture technical development within their role and area of expertise.
- The SC-EAWG members, whether holding singular or dual roles, have one vote.

Compliance and Communications

- Understand and incorporate OMB, DOE and SC Enterprise Architecture directives, orders, memorandum and guidance when evaluating or creating enterprise structures.
- Inform, promote, guide and assist in the application of compliant enterprise architecture throughout the Office of Science and utilize enterprise best practices.
- Ensure that applied enterprise architecture is driven by the core IT principles of data usability, increased applications shareability, reduced systems redundancy and reduction of investment and operating costs.
- Design and create the SC Enterprise Architecture Glossary, ensuring that the terminology incorporates cyber security and CPIC financial terms.

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 creating 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-EAWG MEMBERSHIP ROLES AND RESPONSIBILITIES - *Continued*

SC-EAWG Membership - *Continued*

SC EA Repository

- Design, install and maintain the Office of Science Enterprise Architecture Repository (SC-EAR) by collecting and integrating 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

- Design, install and maintain the Office of Science Enterprise Architecture Information System (SC-EAIS) by utilizing the mission and business information obtained for the design of the SC-EAR, and applying this information to create a scalable application that 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-EAWG MEMBERSHIP ROLES AND RESPONSIBILITIES - *Continued*

SC-EAWG Project Manager

Office of Science

The Project Manager is responsible for the review, assessment and approval recommendations for enterprise architecture application designs and documentation within the Office of Science. This includes, but is not limited to:

- Review of all online or batch enterprise applications designed for mainframe, client-server, internet, intranet and extranet;
- Review of all enterprise application project charters, business requirements, technical requirements, business rules, project plans, and implementation schedules;
- Ensure that all designs are compliant and align with the SC mandates of usability, shareability, reduced redundancy and cost effectiveness, while being mindful of the federal frameworks.

SC EA Program

The Project Manager is responsible for the documentation, development and delivery of enterprise architecture work products for the Office of Science EA Program. This includes, but is not limited to:

- Online or batch enterprise applications for mainframe, client-server, internet, intranet and extranet;
- Application project charters, business requirements, technical requirements, project plans, system specifications, test plans and implementation schedules;
- Management of entire project development lifecycle, assigned personnel, metrics gathering and status reporting.

SC-EAWG MEMBERSHIP ROLES AND RESPONSIBILITIES - *Continued*

SC-EAWG Application Systems Analyst

Office of Science

The Application Systems Analyst is responsible for the review, assessment and approval recommendations for enterprise architecture application work product designs and documentation within the Office of Science. This includes, but is not limited to:

- Review of all enterprise online or batch applications for mainframe, client-server, internet, intranet and extranet;
- Review of all enterprise application business requirements, technical requirements, business rules, project plans, system specifications, program specifications, test plans and implementation schedules.

SC EA Program

The Application Systems Analyst is responsible for the design, documentation, development and delivery of enterprise architecture application structures for the Office of Science EA Program. This includes, but is not limited to:

- Online or batch enterprise applications for mainframe, client-server, internet, intranet and extranet;
- Application business requirements, technical requirements, system specifications, program specifications, and test plans;
- Management of the application design, coding and testing portions of project plan;
- Supervision of project application analysts and programmers;
- Ensuring the creation and execution of all test plans.

SC-EAWG MEMBERSHIP ROLES AND RESPONSIBILITIES - *Continued*

SC-EAWG Telecommunications Specialist

Office of Science

The Telecommunications Specialist is responsible for the review, assessment and approval recommendations for enterprise architecture telecommunication work product designs and documentation within the Office of Science EA Program. This includes, but is not limited to:

- Review of all enterprise designs for telecommunications hardware, software, transport layers, physical connectivity, switches, routers and firewalls.

SC EA Program

The Telecommunications Specialist is responsible for the design, documentation, creation and delivery of enterprise architecture telecommunication structures for the Office of Science. This includes, but is not limited to:

- Participation in enterprise work product projects that require telecommunications designs, change-outs, or upgrades;
- Reporting to the SC-EAWG Project Manager all metrics, statuses and information concerning the telecommunication portions of the project;
- Management of the telecommunication portion of the project plan;
- Supervision of project telecommunications technicians;
- Ensuring the creation and execution of all telecommunications test plans.

SC-EAWG MEMBERSHIP ROLES AND RESPONSIBILITIES - *Continued*

SC-EAWG Network Specialist

Office of Science

The Network Specialist is responsible for the review, assessment and approval recommendations for enterprise architecture network work product designs and documentation within the Office of Science. This includes, but is not limited to:

- Review of all enterprise network logical and physical topology designs for hardware, software, switches, hubs, concentrators and workstations.

SC EA Program

The Network Specialist is responsible for the design, documentation, creation and delivery of enterprise architecture network structures for the Office of Science EA Program. This includes, but is not limited to:

- Participation in enterprise work product projects that require network designs, change-outs, or upgrades;
- Reporting to the SC-EAWG Project Manager all metrics, statuses and information concerning the network portions of the project;
- Management of the networking portion of the project plan;
- Supervision of project network technicians;
- Ensuring the creation and execution of network test plans.

SC-EAWG MEMBERSHIP ROLES AND RESPONSIBILITIES - *Continued*

SC-EAWG Security Specialist

Office of Science

The Security Specialist is responsible for the review, assessment and approval recommendations for enterprise architecture security designs and documentation within the Office of Science. This includes, but is not limited to:

- Review of all enterprise network, telecommunications, applications and databases to ensure the incorporation of appropriate security measures and safeguards;
- Review of all enterprise project plans to ensure they contain the required security considerations;
- Ensure that all security measures and safeguards for network, telecommunications, applications and data bases have adequate test plans;
- Ensure that all enterprise applications and application enclaves undergo accreditation and certification when appropriate.

SC EA Program

The Security Specialist is responsible for the design, documentation, creation and delivery of enterprise security structures for the Office of Science EA Program. This includes, but is not limited to:

- Participation in enterprise application projects that require security designs, change-outs, or upgrades;
- Reporting to the SC-EAWG Project Manager all metrics, statuses and information concerning the security portions of the project;
- Management of the security portion of the project plan;
- Supervision of project security technicians;
- Ensuring the creation and execution of test plans for all security measures and safeguards.

SC-EAWG MEMBERSHIP ROLES AND RESPONSIBILITIES - *Continued*

SC-EAWG Data Administrator

Office of Science

The Data Administrator is responsible for the review, assessment and approval recommendations for enterprise architecture data designs, structures and documentation within the Office of Science. This includes, but is not limited to:

- Review of all enterprise hierarchy, network and relational databases designs to ensure centralization or de-centralization as is appropriate for the application and the SC mandates of usability, shareability, reduced redundancy and cost effectiveness.
- Review of all enterprise data repository designs to ensure they are accompanied by logical and physical data models, data lexicons and data dictionaries as appropriate.
- Ensure that all data repository designs contain valid SC business relationships between segments, members and tables.
- Ensure that all database designs are compliant and align with the FEA Consolidated Reference Models, and that the alignments are identified as elements within the segments, members and tables as appropriate.

SC EA Program

The Data Administrator is responsible for the design, documentation, creation and delivery of enterprise architecture data and database structures for the Office of Science EA Program. This includes, but is not limited to:

- Participation in enterprise application projects that require data administration;
- Reporting to the SC-EAWG Project Manager all metrics, statuses and information concerning the data and database portions of the project;
- Management of the data and database portions of the project plan;
- Supervision of project database analysts.

SC-EAWG MEMBERSHIP ROLES AND RESPONSIBILITIES - *Continued*

SC-EAWG Database Analyst

Office of Science

The Database Analyst is responsible for assisting the Data Administrator in the review, assessment and approval recommendations for enterprise architecture database designs and documentation within the Office of Science. This includes, but is not limited to:

- Review of enterprise hierarchy, network and relational databases designs as assigned by the Data Administrator.
- Review of enterprise logical and physical data models, data lexicons, data dictionaries and data definition language as assigned by the Data Administrator.

SC EA Program

The Database Analyst is responsible for assisting the Data Administrator with the design, documentation, creation and delivery of enterprise architecture database structures for the Office of Science EA Program. This includes, but is not limited to:

- Participation in enterprise application projects that require database analysis;
- Reporting to the Data Administrator all metrics, statuses and information concerning the database analysis portions of the project;
- Creation and installation of the database definition language for data repository structures;
- All testing activities related to the creation of data repository structures.

SC-EAWG MEETING PROTOCOL

General Protocol

- The SC-EAWG will meet on a monthly basis.
- The SC-EAWG is not empowered to create, review or approve enterprise architecture resolutions.
- All major discussions, decisions, deliverables, statuses, committee requests, and requests to and from the PMT are to be recorded in the meeting minutes.
- Each meeting of the SC-EAWG will adhere to the following agenda:
 1. Meetings will be called to order by the SC-EAWG 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.

A non-quorum meeting attendance is an automatic adjournment and rescheduling of an SC-EAWG meeting.
 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 Chairperson's 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-EAWG may be requested by the SC-EAWG Chairperson to the SC Chief Architect, who approves or denies the meeting.

Voting Protocol

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

SC-EAWG MEETING PROTOCOL - *Continued*

Reviewing Enterprise Designs for the Office of Science

Refer to SC Work Procedure: SCWI100-10 *Reviewing Enterprise Work Products for the Office of Science*

Performing Enterprise Projects for the SC EA program

Refer to SC Work Procedure: SCWI200-10 *Performing Enterprise Projects for the SC EA Program*