Spurious Corporation

Spurious Corporation

Information Technology Division

Technical Review Board Charter

April 2022

Table of Contents

Document Change History

Date	Version	Responsible	Reason for Revision
July 2020	V1.0	David Eyerman	Initial release
April 2022	V1.5	David Eyerman	Added Data Architect and Application Architect and voting rights

Document Approval

APPROVER NAME	TITLE	DATE
Isabella Morales	CIO	

1. PURPOSE

The purpose of this document is to delineate the responsibilities and processes for the Technical Review Board (TRB) for the Spurious Corporation Enterprise Systems.

The Spurious Technical Review Board serves as a governance body ensuring the timely review of technology decisions and assuring alignment with standards and best practices of projects and Spurious services. The TRB performs reviews of technical architecture associated with projects in the Spurious project portfolio. The TRB members meet regularly, review submissions, and provide responses and questions to submissions created.

2. GOALS

- Recurring reviews of technology decisions
- To ensure standardization is enforced for code reviews and infrastructure changes
- To Provide the standards and review of recommended security controls for information systems
- Assessment of compliance with architectural standards
- Assessment of compliance with regulations such as PCI, FTI, and NIST
- Optimize value of investments and resources in technology services and applications
- Review new technologies for incorporation into the Company's standard technology stack
- Assess technologies for retirement and replacement

3. ADVISORY AUTHORITY

The TRB members constitute the Spurious Corporation representatives that have a vested interest in the TRB process and ultimately the success and efficiency of Spurious. This charter stands as an agreement between the representative members as the process to provide configuration control of all systems owned by Spurious and system interfaces controlled by Spurious.

4. DECISION SCOPE

The TRB approval will be mandatory for the following:
- Any task that is defined as a project that requires the approval of the CIO
- Any project or request that has a significant change to mandated governance and compliance to Spurious electronic data or systems

5. TECHNICAL REVIEW BOARD MEMBERS

The TRB members are listed below. Voting members are required to send a proxy to a meeting if they cannot attend. Other attendees will be invited as necessary.

A majority of the voting members must attend the meeting to establish a quorum.

Voting rights are determined and decided by the Spurious CIO.

Member Type	Organization
Voting Members	• Workforce Technology Division CIO • IT Infrastructure Manager • IT Applications Manager • IT Security / CISO • Application Architect • Data Architect
Non-Voting Members	• Change Coordinator • Business Sponsor, as required • Project Manager(s), as required • System Analyst(s), as required • Business Analyst Supervisor, as required • Infrastructure Staff, as required

6. TRB ROLES AND RESPONSIBILITIES

Role	Responsibility
CIO	• Acts as the final executive authority representing Spurious interests and governance • Verifies compliance with Information Architecture and Policies
Application Manager	• Manages all application build and development activities • Makes recommendations on any deployment decisions • Coordinates software patching and upgrades with the infrastructure team • Manages release management process for new projects • Manages release management process for applications in production • Recommendation for incorporation into alternative technologies • Ensure alignment to Spurious software framework • Ensure consistency with technology framework and security infrastructure • Ensure code reviews are completed and documented
IT Infrastructure Manager	• Identifies what help desk support is needed • Coordinates production deployments • Recommendation for incorporation into alternative technologies • Responsible for mitigating risks identified by CISO • Verifies compliance with Information Architecture and Policies • Alignment to technology collection
IT Security / CISO	• Reviews projects and changes for technology and security related risks • Ensure alignment with Spurious security technology framework • Determines security risks and makes mitigation recommendations

Role	Responsibility
Application Architect	• Collaborating with senior managers to determine business-specific application needs • Compiling and implementing application development plans for new or existing applications • Leading the application development team and supervising the design, testing, and modification stages • Demonstrating application prototypes and integrating user feedback • Performing application integration, maintenance, upgrades, and migration • Documenting application development processes, procedures, and standards
Data Architect	• Identifying installation solutions for new databases • Determining the requirements for a new database • Publishing and/or presenting design reports • Identifying areas for improvement in current systems • Auditing database regularly to maintain quality • Creating systems to keep data secure
Change Coordinator	• The Change Coordinator is designated by the CIO • Coordinates the TRB meetings • Manages change verification and validation process • Responsible for accurate and timely dissemination of materials and administration of the TRB documentation

7. TRB REVIEWS

The TRB will hold the following reviews to approve the design and implementation of new projects and/or changes.

7.1. Conceptual Design Proposal

The conceptual design proposal would be conducted for a project or change prior to the start of solution design. The purpose of the proposal would be to:

1. Review the problem statement
2. Review possible solutions to the problem including pros and cons of each solution
3. Decide which solution to implement

An Architectural Decision Record would be produced at the end of the meeting to document the problem, the solutions, and the decision.

7.2. Detailed Design Review

The purpose of the detailed design review is to conduct a thorough evaluation of a proposed design in hopes of determining whether the solution will meet the project requirements. The completion of the review will determine whether the proposed solution will be fully functional and can be adequately maintained.

The review would be conducted for a project or change prior to the start of development. Reviews will also be performed for infrastructure changes and for Cybersecurity related risks.

The purpose of the review would be to:

1. Review the problem statement from the conceptual design
2. Review the selected solution from the conceptual design
3. Review the impacts and requirements on hardware systems in all environments including:
    a. Database tier
    b. Security compliance and governance
    c. Application tier including ESB
    d. Web tier
    e. Cloud application tier including
        i. Infrastructure as a Service (IaaS)
        ii. Software as a Service (SaaS)
        iii. Platform as a Service (PaaS)
    f. Connectivity infrastructure and capacity
4. Review requirements on other functional and non-functional areas including:
    a. Testing
    b. Security
    c. Enterprise Service Bus
    d. Connectivity
    e. Application availability or uptime
    f. Deployment process
    g. Business requirements
    h. Backup and Recovery
    i. Application maintenance
5. Determine resources and/or skills required to support and maintain the solution once it enters production
6. Knowledge transfer requirements to maintain the solution once it enters production
7. Decide to move forward with development work

The decision would be recorded in the meeting minutes.

7.3. Implementation Review

The Implementation review would be conducted for a project or change prior to its implementation. The TRB will determine if there are any deviations from original design. The deviations must be approved by the TRB. If the deviations are not approved by the TRB, the project or change will not be sent to the Change Control Board (CCB).

The purpose of the review would be to:
1. Review problem statement and selected solution
2. Review supporting documentation for any changes
3. Determine impacts on operational business function(s)
4. Determine resources and/or skills required to support and maintain the solution once it enters production
5. Knowledge transfer requirements have been met to maintain the solution once it enters production
6. Decide to move forward with implementation

The decision would be recorded in the meeting minutes.

After the implementation review, the solution would be ready to be reviewed by the Change Control Board for deployment to production.

7.4. Emergency Change Review

Requests for emergency changes will be submitted though an email to the Spurious IT staff to request modification of the Spurious Enterprise Systems and all associated sub-systems and interfaces. Changes must be bugs covering an existing application that have a major impact on the operation of the system.

- A bug or vulnerability is identified and validated by a member of the Spurious staff or management
- An email is submitted to the Spurious IT staff
- The BA reviews the email and approves the fix
- The BA forwards the email to the Development Manager and TRB Leader
- TRB Leader reviews the proposed fix
- TRB Leader sends implementation recommendation to Development Manager and Change Coordinator

8. CHANGE CONTROL BOARD OVERVIEW

The Change Control Board is comprised of the following members:
- Voting Members
    - Information Technology Division CIO
    - Finance Division CFO
    - General Council
    - Marketing Director
    - Operations Director
    - Sales Director
    - Office of the Chief Executive Officer

- Non-Voting Members
    - Change Coordinator
    - Corporate Communications
    - IT Infrastructure Manager
    - IT Applications Manager
    - IT Security / CISO
    - PMO Bureau Chief
    - Training

The purpose for the CCB is to ensure that all new systems and system development for integration into the Spurious enterprise can be accomplished in such a manner as to not degrade the operation of the Spurious or its supporting systems. The CCB ensures that all changes are validated and verified reflecting the current status of the Spurious system capabilities.

9. CONCURRENCE

The CCB and TRB members have read and agreed to this charter as outlined above.