GSK

Architect Consultation & Recommendation Training SOP

GSK GSC Data & AI
SOP1 (v1.0)

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1. Purpose

The purpose of this document is to define a SOP for GSC D&A Architecture Review Process conducted by the ARB team.

2. Document Audience Scope

Global Business Function(s)	Specific Audiences
GSC Data and AI	GSK Employees, Complementary Workers, and Contracted Third Parties involved with the implementation of all products that runs on GSC and GSC CO Platforms and owned by a Product Owner within GSC Data and AI.

2.1.1 In Scope

The scope of an Architecture Consultation and Recommendation request is to:

1. **Provide reference design pattern or architecture:** Understand the Business goals, requirements and technical constraints for a Data Product or a Workstream and provide a reference design pattern or architecture that Data Product teams can deploy.

2. **New Technology Evaluation:** Work closely with Data Product teams and Enterprise Architecture teams to evaluate particular tool or technology product or compare a host of tools/products and provide a recommendation based on

3. **Architectural Guidance:** Provide architectural oversight and/or guidance for specific design or technical challenges.

Consultation requests are limited to max. 2 to 3 weeks of engagement with up to max. 8 hours of architecture effort.

3. Roles and Responsibilities

Roles	Key Responsibilities
Architecture & Design Team Members	• Provide estimation of the consultation request based on the inputs provided by the Data Product team • To provide recommendations on architecture recommendation, design proposals, and/or architecture consultation in alignment with SCDT D&A strategy and GSK Technology Policies, Standards and Guidance • Publish a readout with key stakeholders to socialize the analysis with wider teams

Roles	Key Responsibilities
Product Manager/Squad	• Define the problem statement for the architecture team to work upon • Share the filled Architecture input request to provide business context, success criteria, technical constraints, etc.

Why do we need ARB Process?

The objective of Architecture Review Board is to achieve following:

1) Alignment with business objectives

2) Guidance and support for data engineering initiatives

3) Governance and oversight of the data architecture landscape

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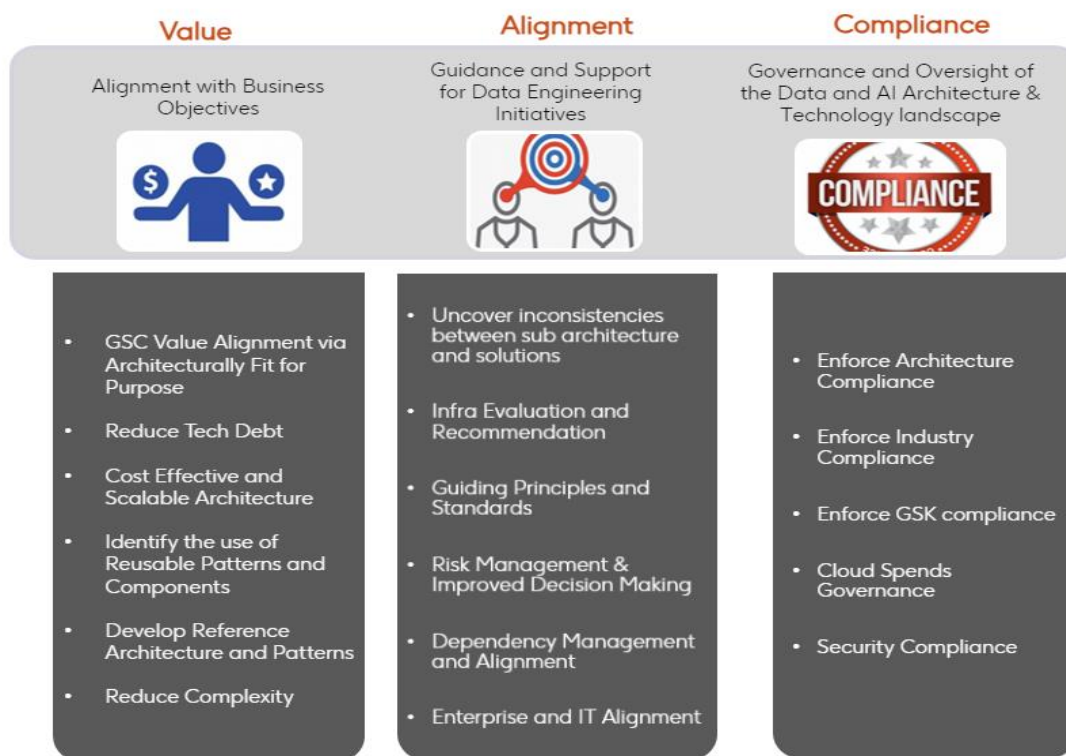
What are the various touchpoints of an ARB process?

There are three ARB touchpoints during the entire product/platform development lifecycle, starting from project planning to Go live. These touchpoints are:

| Touchpoints	Project Phase
Architecture Consult	• Conducted during the Design phase • This is an optional process
ARB1	• ARB1 is the First Architecture checkpoint when the Product Budget is Approved, a good understanding of requirement is available, Architecture & Discovery of the Product is near to close.
ARB2	• ARB2 is the Second Architecture checkpoint conducted once the design document is frozen and project is in DEVELOPMENT Phase • Should be completed before the UAT Phase
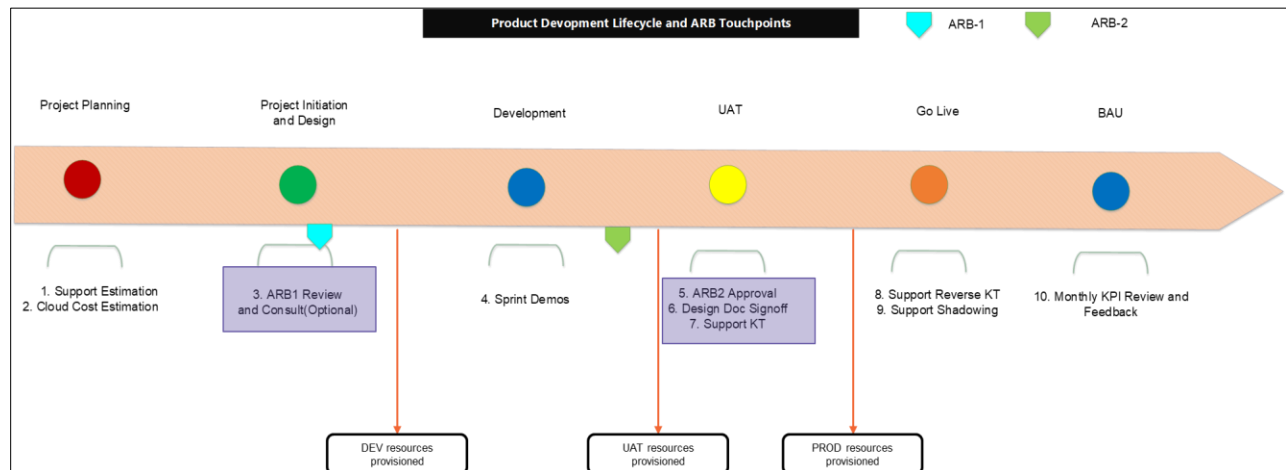
4. Pre-requisites for Architect Consult Request
Before applying for Architect Consult, share draft architecture document.

5. Architect Consult Process flow
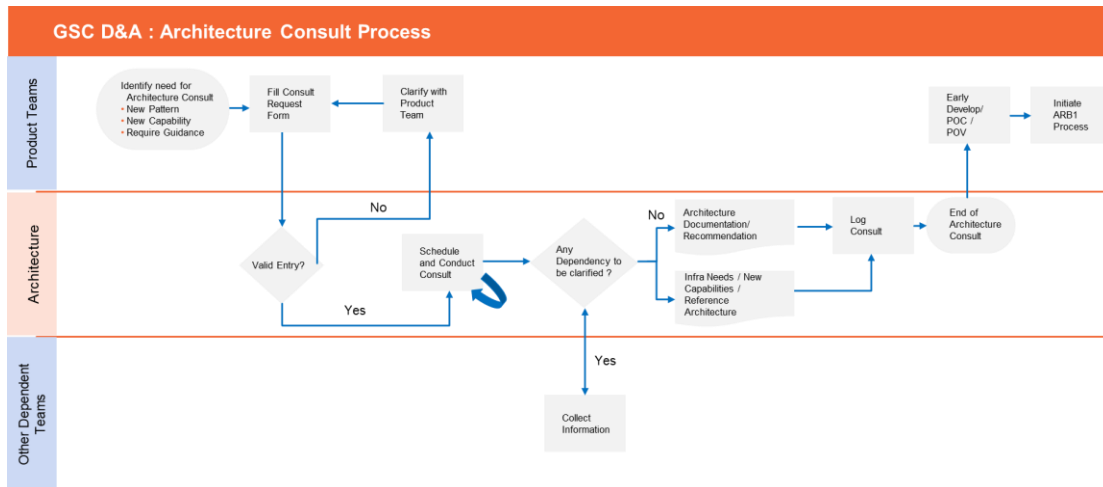
5.1 Architect Consultation & Recommendation Detailed Process
GSC Product team must fill ARB2 intake form using the GSC Architecture Review and Governance Application (Power Apps Tool).

1) To access the power apps tool click on GSC Architecture Review and Governance Application - Power Apps. This link will take you to the landing page:

2) Click on Architecture Consultation Intake and you will see below landing page:

3) Fill all the information and submit the form:

An email will be triggered to respective architects along with the requestor.

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6. Monitoring

6.1 Define Training Content and Curricula

Step	Instructions	Responsible
6.1.1	Training material must be defined to communicate key requirements for compliance with ARB process. Refer to Appendix A on the different types of trainings.	GSC D&A ARB Team
6.1.2	A training curricula structure containing appropriate expected learnings must be defined, communicated, reviewed, and updated periodically as triggered by business needs.	GSC D&A Training Coordinator

6.2 Assign Training

Step	Instructions	Responsible
6.2.1	Identify appropriate trainings to meet the required competencies for a role and assign the training based on training needs.	GSC D&A Training Coordinator
6.2.2	Notify the Training Coordinator with relevant information of new starters, movers, and leavers to ensure the training assignments are up to date.	GSC D&A Management

6.3 Complete and Record Training

Step	Instructions	Responsible
6.3.1	Mandatory & Expected learning must be completed within the specified timeframes.	D&A Product Owner and Manager

6.4 Monitoring Training

Step	Instructions	Responsible
6.4.1	Mandatory and Expected training completion must be monitored.	GSC D&A Management

What monitoring is required for this SOP?

Management Monitoring (MM):

ARB process owners are accountable for the controls the document. Management Monitoring is an ongoing process of assessing that the controls are in place and in use and effective.

Glossary

[GSK Written Standards Glossary](#)

Term	Definition
ARB	Architecture Review Board
MSAT	Manufacturing Supply Chain and Analytics
GSC	Global Supply Chain

Where to raise questions, concerns or exceptions

If unsure about how to apply this SOP, refer to the confluence page – GSC ARB Frequently Asked Questions.

You can also reach out to the ARB team on "GSC D&A ARB" DL for any query.

References

7. Related Documents

VQD ID	Where to find it
Standard Reference Architecture Pattern	SharePoint Link
Tech Control Framework Policy	Tech Control Framework Policy POL-IT-0002
ITSM Fundamentals	ITMS Fundamentals TEC-180-505
Manage ITSM Deliverables	Manage ITMS Deliverables SOP-IT-0034

8. Additional related information

Information	Where to find it
GSC DnA ARB1 SOP	SharePoint Link
GSC DnA ARB2 SOP	SharePoint Link