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ARB1 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

This SOP applies to:

1) all products that run on GSC and GSC CO Platforms and owned by a Product Owner within GSC Data and AI organization.

2) PoC/PoV: If there is an Infrastructure requirement.

   a. PoC: A PoC will not have business value capture associated and have a separate set of infrastructure. Even though a POC is approved in ARB the corresponding DEV and Industrialization need to appear again in the ARB for review based on the success criteria defined in PoC

3. Roles and Responsibilities

| Roles	Key Responsibilities
Architecture & Design Team Members	• To guide and steer from all perspectives to ensure alignment with SCDT D&A strategy and GSK Technology Policies, Standards and Guidance • To provide recommendations on Design proposals, review & approve Documentation, Deployment Readiness
Product Manager/Squad	• To present Business Requirement Overview, Value drivers, Architecture and Functional Design and seek approvals from Architecture Review Board
Product Group LT	• To signoff Technical Debt in their risk log with mitigations to address through future sprints or project activity • Prioritization of Product Roadmap

Roles	Key Responsibilities
DataOps/Platform Support	• Raise Operational issues, Challenges in supporting the Architecture and Design proposals of supported Data Products
Advanced AI & Insights	• Review & approve architecture and solution design for Data Products that have ML components in the overall solution architecture.
D&A Strategy, Quality & Governance	• Review the usage of Common Data Model

Why do we need ARB Process?

4. Overview

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
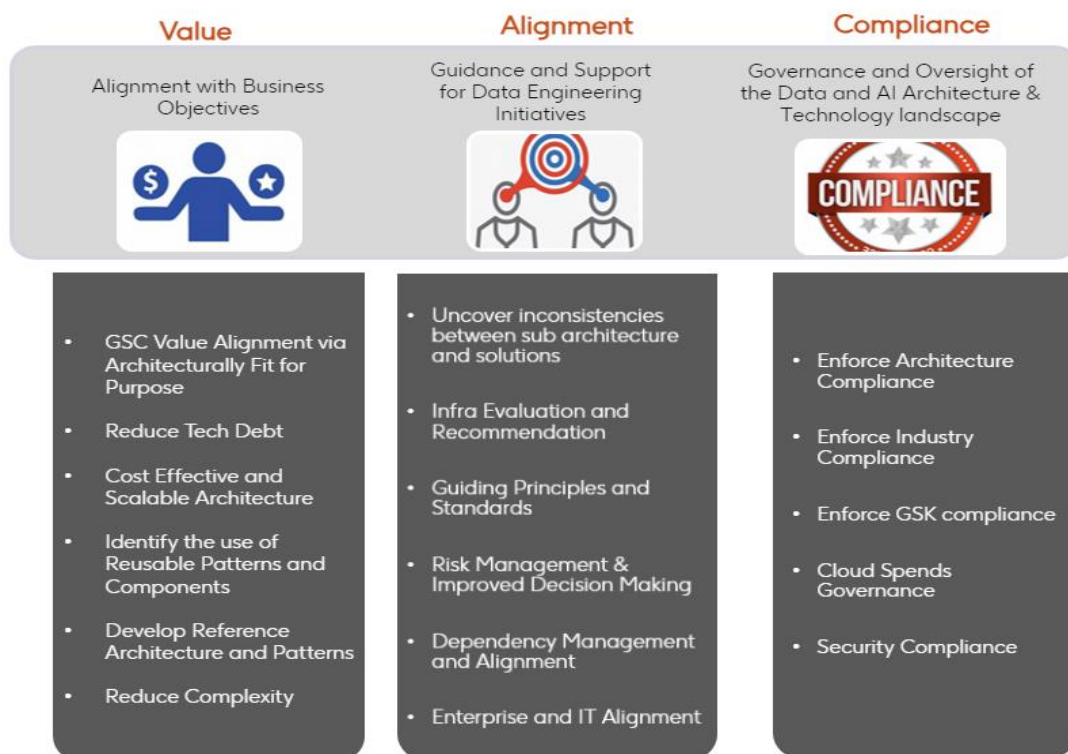
4.1. ARB Touchpoints

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
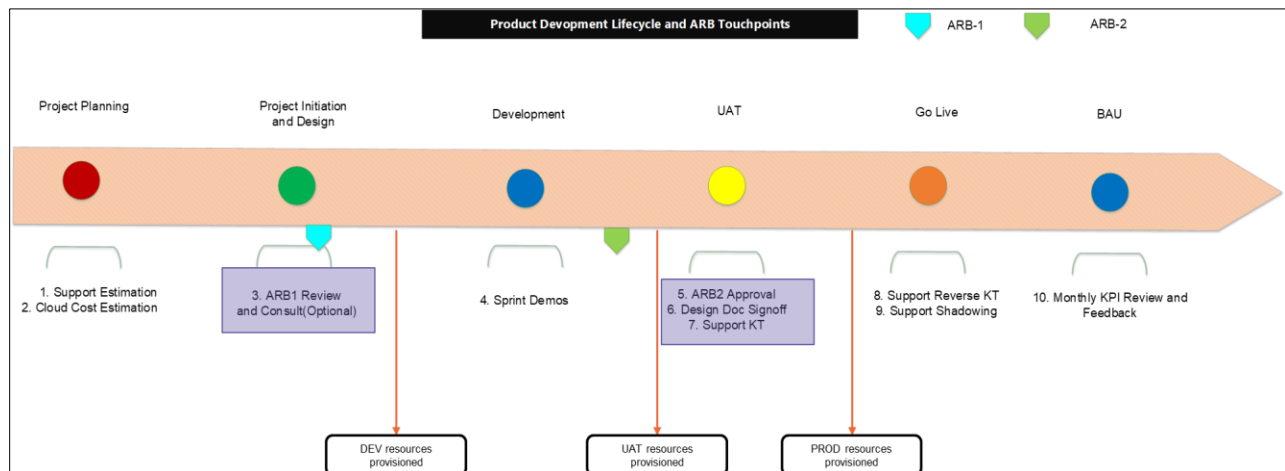
4.2. RACI & Activities

Activities	Data Product Team	Architect Review Team	ARB SPOC	AI/ML Team	Data Governance Team	Data Product Support	Platform Team
Business Value Measurement	RA	-	I	-	-	-	-
Requirement Specification Approval	RA	-	I	-	-	-	-
Technical Architecture	RA	C	I	C	C	-	-
Cloud & Support Cost Estimation	RA	C	I	-	-	C	-
ARB Request on Confluence	RA	-	CI	-	-	-	-
ARB Scheduling	CI	CI	RA	CI	CI	Ci	-
ARB Review & Approval	CI	RA	I	CI	CI	CI	-
Request Cloud Infra	RA	CI	CI	-	-	-	-
Provisioning of Cloud Infra	CI	CI	RA	-	-	-	RA
Design Document Review Request	RA	CI	-	CI	CI	CI	-
Design Document Review Approval	CI	RA	I	-	-	-	-
Technical Debt Identification	CI	RA	I	C	C	C	-
Technical Debt Resolution Commitment	RA	CI	I	-	-	-	-

How do you raise ARB1 Request?

5. Pre-requisites for ARB1

Before applying for ARB1, ensure that following requirements are in completed/approved state:

1) Product Owner reports to GSC Data & AI Organization
2) Project Budget is Approved
3) Requirements are known to a good extent and project is in Discovery / Pre-Development Phase
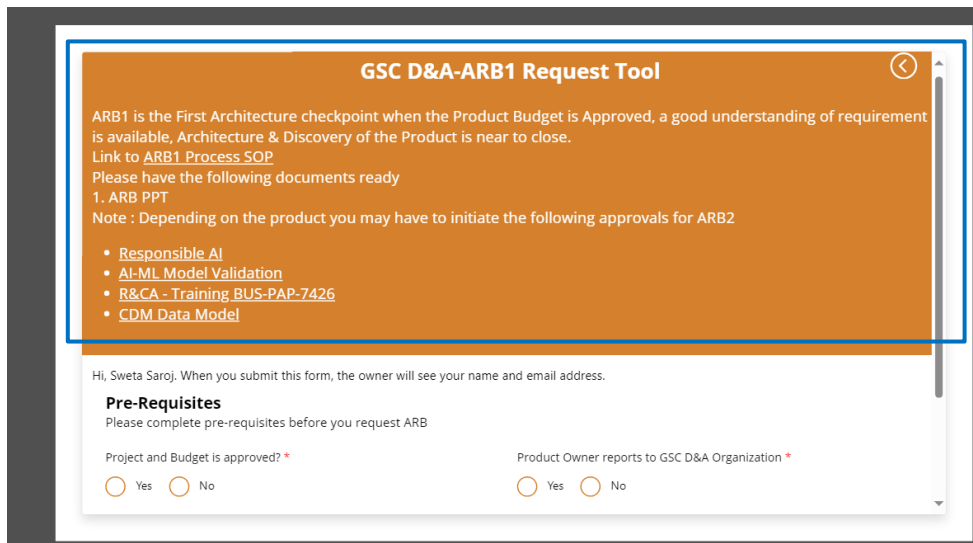4) Product CIID is created in SNOW.

6. ARB1 Process flow
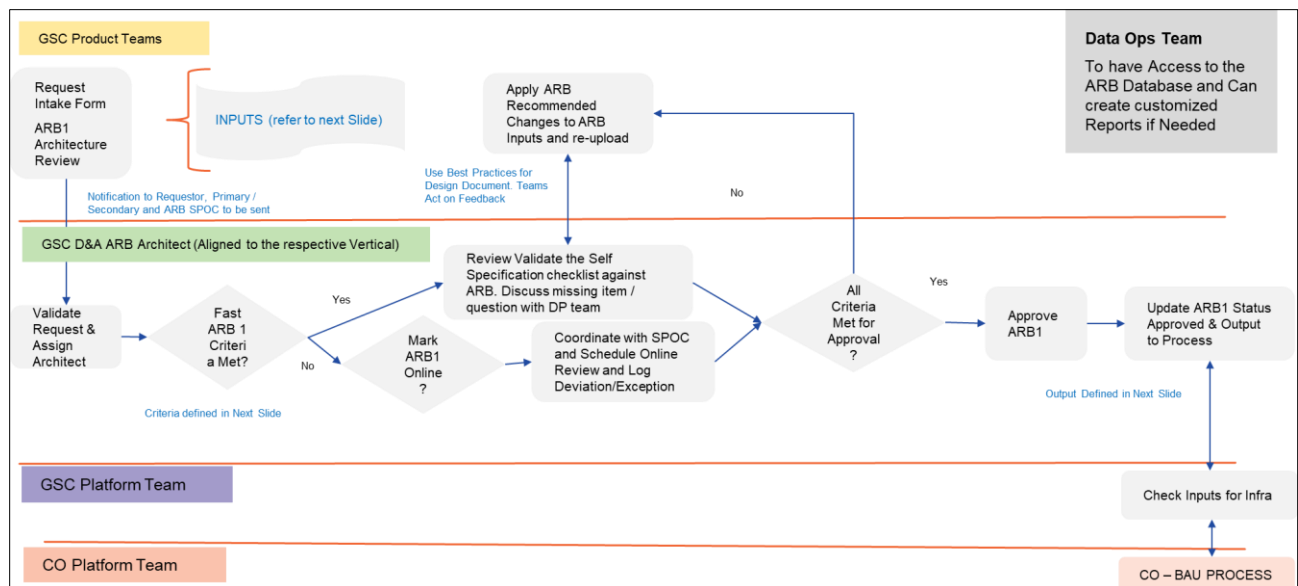
6.1 ARB1 Intake Form Detailed Steps

GSC Product team must fill ARB1 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 ARB1 Intake and read the instructions carefully before filling the form.

3) To move to next page, scroll down and answer all four pre-requisite questions and click on "Next" :

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1. ARB PPT
Note : Depending on the product you may have to initiate the following approvals for ARB2

- Responsible AI
- AI-ML Model Validation
- R&CA - Training BUS-PAP-7426
- CDM Data Model

Hi, Sweta Saroj. When you submit this form, the owner will see your name and email address.

Pre-Requisites
Please complete pre-requisites before you request ARB

Project and Budget is approved? *
◉ Yes ◯ No

Product CIID created in SNOW (Business App and Application all env) *
◉ Yes ◯ No

Product Owner reports to GSC D&A Organization *
◉ Yes ◯ No

Requirement is defined *
◉ Yes ◯ No

All Pre-Requisites answered as YES will take you to next section

[Next]

Note: *In order to enable the "Next" button, all the pre-requisites must be marked as "Yes".*

4) Enter relavent Application Service CIID-Dev and click refresh

GSC D&A-ARB1 Request Tool

Application Service CIID - DEV *	S081837405	Product Criticality *	
Data Product Name		Business Application CIID *	
Product Type *	◯ GxP ◯ Non GxP	Application Service CIID - UAT	
Product Manager Name		Application Service CIID - PROD	

Global Supply Chain - BU Name ARB Architect Allocation *
please refer to the link to see updated ARB Architects in your Area.

What is the information classification of the data that will be held within the product? *

Planned Completion Date

DEV * ___ UAT * ___ PROD * ___

5) Refresh will automatically generate – Product Criticallity, Data Product name, Business Application CIID, Product Type and Product Manager Name.

GSC D&A-ARB1 Request Tool

Application Service CIID - DEV *	S081837405	Product Criticality *	3 - Low
Data Product Name	Continued Method Validation (CM	Business Application CIID *	S237794737
Product Type *	◯ GxP ◉ Non GxP	Application Service CIID - UAT	
Product Manager Name	Loubna Yakoubi-Bernard	Application Service CIID - PROD	

Global Supply Chain - BU Name ARB Architect Allocation *
please refer to the link to see updated ARB Architects in your Area.

What is the information classification of the data that will be held within the product? *

Planned Completion Date

DEV * ___ UAT * ___ PROD * ___

6) Scroll down and select "Application Sercive CIID- UAT", "Application Service CIID- PROD" from the dropdown. Then fill the following and click "Next":
   a. Global Supply Chain- BU Name ARB Architecture Allocation
   b. Data classification
   c. Enter Planned Completion Date – Dev, UAT and PROD. Click "Next" to move to next page.

7) Select if the ARB1 is Fast Path and click on "Next".

Note: Standard Reference Architecture Pattern and ARB Package

8) If the answer to the last question was "Yes", you will receive a pop-up. Click "Next" and follow the below steps (a-e):
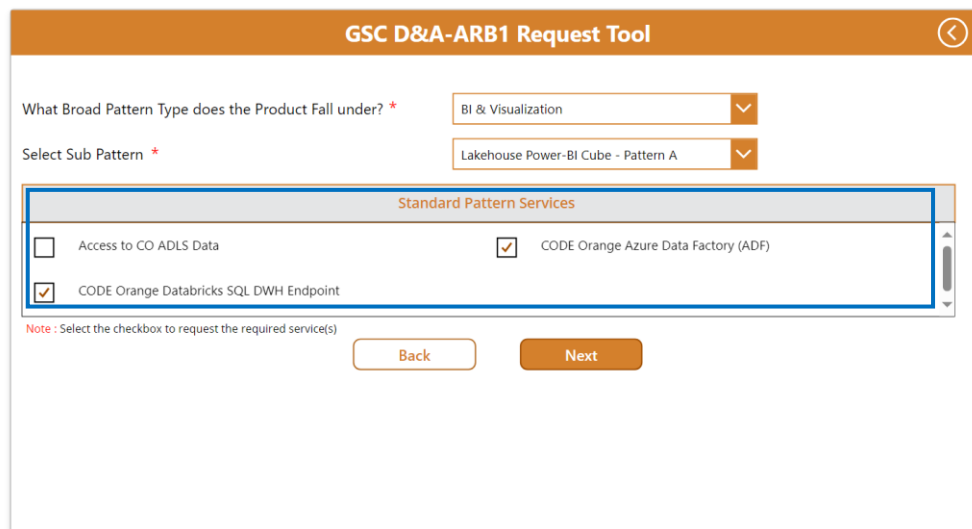
a) Select the relevant "Broad Pattern" and "Sub Pattern" from the dropdown menu and click "Next":
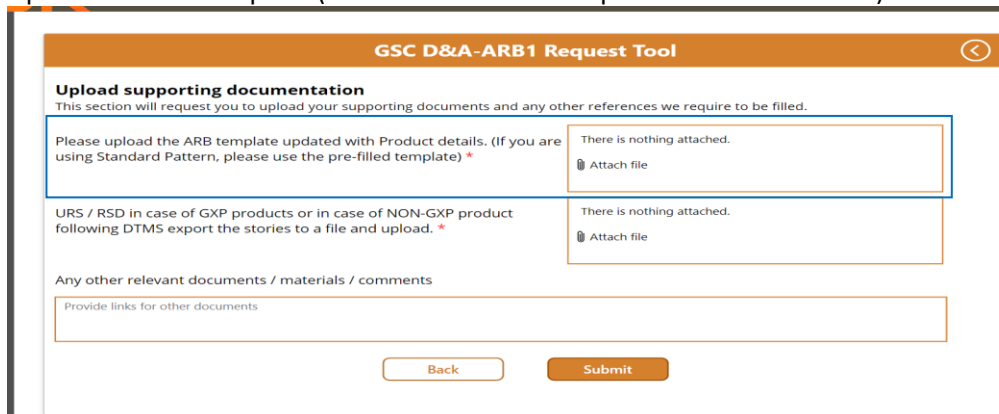
Note: For Fast Path ARB1, it is important that the Standard Service patterns and selected properly, as post approval of the ARB1 it will trigger automatic provisioning of selected services.

b) Upload the ARB template (follow the instructions provided on the screen):

c) Share URS / RSD in case of GXP products or in case of NON-GXP product following DTMS export the stories to a file (any format) and upload:

d) Share any other relevant information/ material of comments to provide additional information to the Architecture Review Board.

e) Click "Submit"

9) If the answer to step 7 is "No", you will receive the below pop-up. Click "Next" and follow steps (a-e) shared below:

a) Read the instruction and provide "Preferred ARB Date". Click "Next":

b) Select **"Code Orange Qualified Technologies" and "PSC Qualified Technologies"** from the dropdown menu (both the dropdowns have multiple selection option).

c) Then click on "Add" and "Next":

d) Upload the ARB template (follow the instructions provided on the screen):

e) Share URS / RSD in case of GXP products or in case of NON-GXP product following DTMS export the stories to a file and upload:

f) Share any other relevant information/ material of comments to provide additional information to the Architecture Review Board.

g) Click "Submit". An email will be triggered to the requestor and architects.

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7. Monitoring

7.1 Define Training Content and Curricula

Step	Instructions	Responsible
7.1.1	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
7.1.2	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

7.2 Assign Training

Step	Instructions	Responsible
7.2.1	Identify appropriate trainings to meet the required competencies for a role and assign the training based on training needs.	GSC D&A Training Coordinator
7.2.2	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

7.3 Complete and Record Training

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

7.4 Monitoring Training

Step	Instructions	Responsible
7.4.1	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

8. 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

9. Additional related information

Information	Where to find it
GSC DnA ARB2 SOP	SharePoint Link
GSC DnA Architecture Consultation & Recommendation	SharePoint Link