



ARB2 Training SOP

GSK GSC Data & AI
SOP1 (v1.0)

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Why do we have this SOP?

1. Purpose

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

Who needs to follow it?

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.

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.
- 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• To present Business Requirement Overview, Value drivers, Architecture and Functional Design and seek approvals from Architecture Review Board
Product Group LT	<ul style="list-style-type: none">• To signoff Technical Debt in their risk log with mitigations to address through future sprints or project activity• Prioritization of Product Roadmap

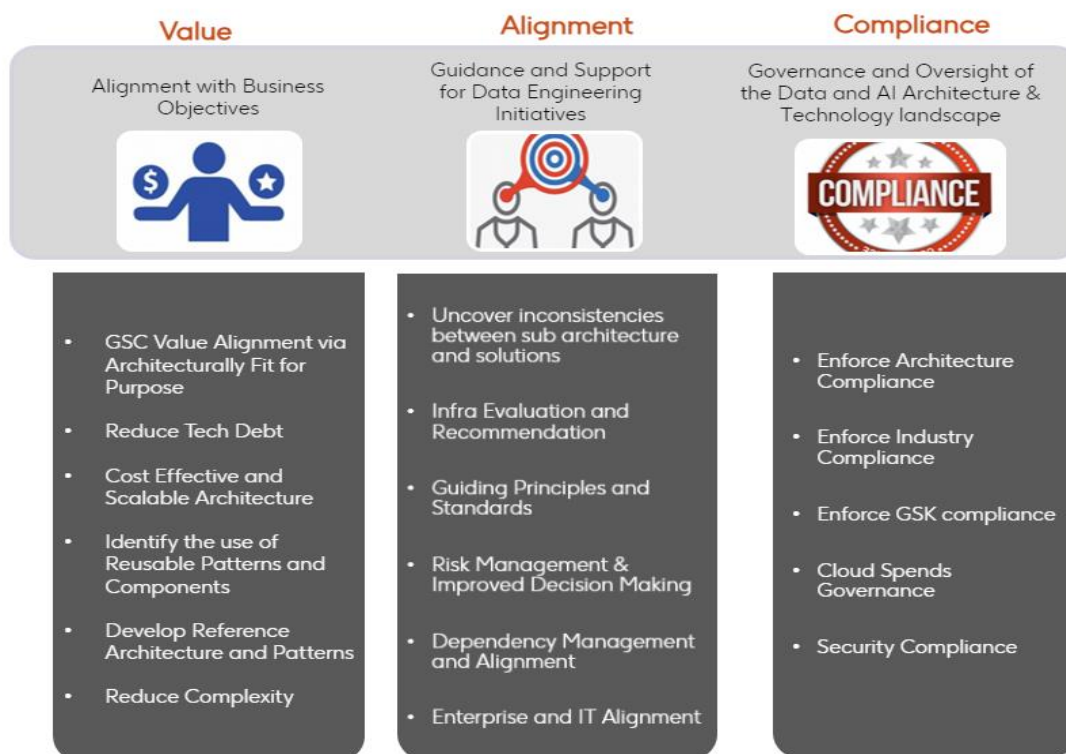
Roles	Key Responsibilities
DataOps/Platform Support	<ul style="list-style-type: none"> Raise Operational issues, Challenges in supporting the Architecture and Design proposals of supported Data Products
Advanced AI & Insights	<ul style="list-style-type: none"> Review & approve architecture and solution design for Data Products that have ML components in the overall solution architecture.
D&A Strategy, Quality & Governance	<ul style="list-style-type: none"> 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

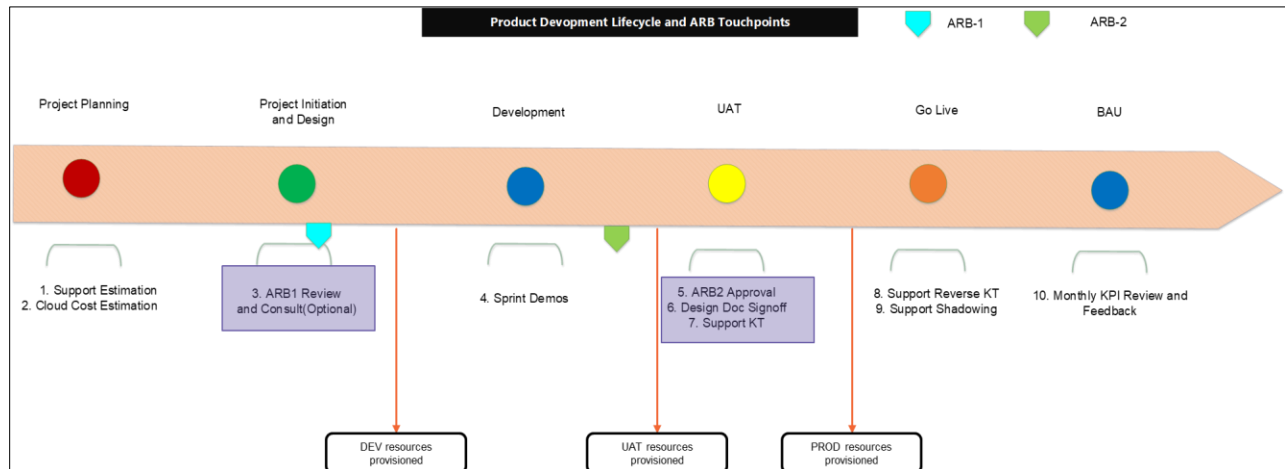




4.1. ARB Touchpoints

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	<ul style="list-style-type: none">Conducted during the Design phaseThis is an optional process
ARB1	<ul style="list-style-type: none">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	<ul style="list-style-type: none">ARB2 is the Second Architecture checkpoint conducted once the design document is frozen and project is in DEVELOPMENT PhaseShould 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 ARB2 Request?

5. Pre-requisites for ARB2

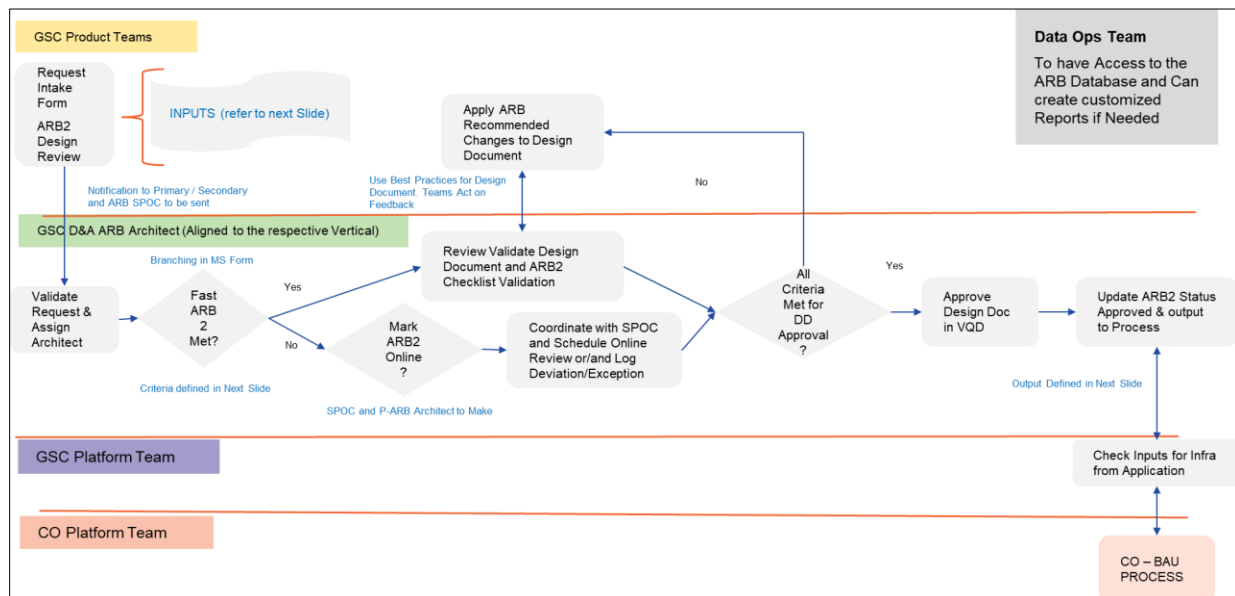
Before applying for ARB2, ensure that following requirements are in completed/approved state:

- 1) Product ARB1 is completed and Approved
- 2) Approved Product BRD
- 3) Product Design is finalized
- 4) Codes are available in Dev

Following documents must be completed before requesting ARB2.

- 1) Dependent Process Approvals (if applicable) handy
 - a. Responsible AI
 - b. CDF
 - c. AI-ML Model Validation
- 2) Design Self-Review checklist
- 3) Latest ARB PPT

6. ARB2 Process flow



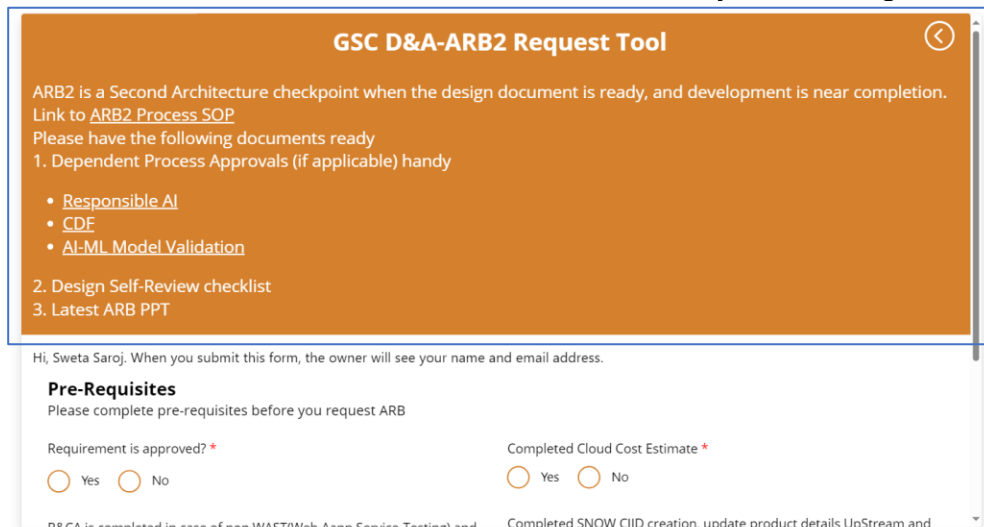
ARB2 Intake Form

GSC Product team must fill ARB2 intake form using the GSC Architecture Review and Governance Application (Power Apps Tool).

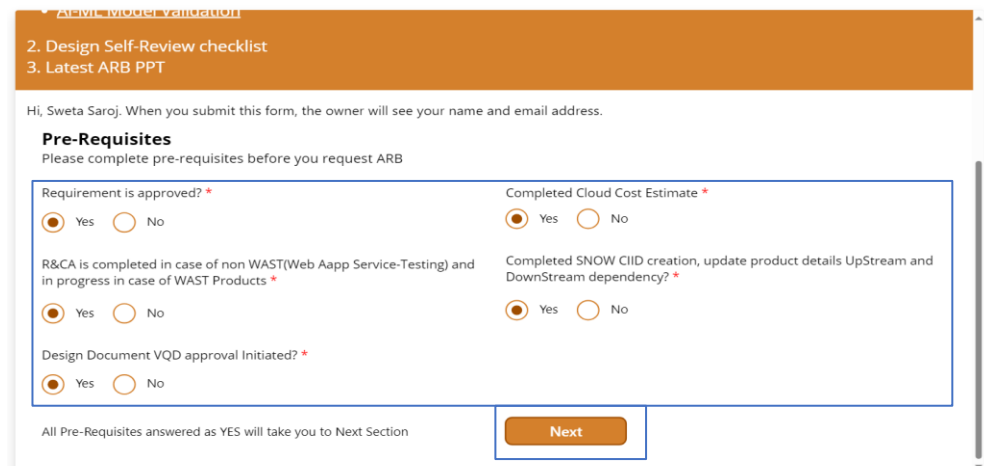
- 1) To access the power apps tool click [on GSC Architecture Review and Governance Application - Power Apps](#). This link will take you to the landing page:



- 2) Click on ARB2 Intake and read the instructions carefully before filling the form.



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



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



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

GSC D&A-ARB2 Request Tool

Application Service CIID - DEV * S102179880 Product Criticality * 3 - Low

Data Product Name SCN (QDM-Mendix Integration) De Business Application CIID * S238510434

Product Owner Name Ohmna Sinha Application Service CIID - UAT * S102179881

Product Manager Name Bala Medium Application Service CIID - PROD * S102179882

ARB1 Request ID * ARB1_100 UAT Deployment CR Number

ARB1 Request Date 28/10/2024

Global Supply Chain - BU Name ARB Architect Allocation * GSC - MSAT & Quality
please refer to the [link](#) to see updated ARB Architects in your Area.

Sub BU Name * GSC - MSAT & Quality - Quality Data
Note: MSAT is now split to 3 Areas in this list for ease of work volume & ARB Architect Allocation

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

GSC D&A-ARB2 Request Tool

Application Service CIID - DEV * S102179880 Product Criticality * 3 - Low

Data Product Name SCN (QDM-Mendix Integration) De Business Application CIID * S238510434

Product Owner Name Ohmna Sinha Application Service CIID - UAT * S102179881

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please refer to the [link](#) to see updated ARB Architects in your Area.

Sub BU Name * GSC - MSAT & Quality - Quality Data
Note: MSAT is now split to 3 Areas in this list for ease of work volume & ARB Architect Allocation

- 6) Scroll down and select “Business Application CIID”, “Application Service CIID- UAT”, “Application Service CIID- PROD” from the dropdown. Then fill the following and click “Next”:
- Select corresponding ARB1 request ID from the dropdown menu
 - Global Supply Chain- BU Name ARB Architecture Allocation
 - Data classification
 - Enter Planned Completion Date – Dev, UAT and PROD. Click “Next” to move to next page.
 - Validate Git Repo link. (Git repo link must be in **“gsc-tech”**)



Data Product Name	SCN (QDM-Mendix Integration) Dr	Business Application CIID *	S238510434
Product Owner Name	Ohmna Sinha	Application Service CIID - UAT *	S102179881
Product Manager Name	Bala Medium	Application Service CIID - PROD *	S102179882
ARB1 Request ID *	ARB1_100	UAT Deployment CR Number	
ARB1 Request Date	28/10/2024		
Global Supply Chain - BU Name ARB Architect Allocation *	GSC - MSAT & Quality		
please refer to the link to see updated ARB Architects in your Area.			
Sub BU Name *	GSC - MSAT & Quality - Quality Data		
Note: MSAT is now split to 3 Areas in this list for ease of work volume & ARB Architect Allocation			
What is the information classification of the data that will be held within the product? *	Confidential		
Planned Completion Date			

7) To determine if ARB is Fast Path answer the question shown in below image:

GSC D&A-ARB2 Request Tool

ARB2 Fast Path determination questionnaire
Following questions will determine if this ARB2 can be conducted offline by the primary architect or online [ARB2-ProcessFlow-SOP](#)

Was ARB1 approved and all open action assigned to data product team closed with ARB SPOC & ARB assigned architect?
(Yes - Fastpath) *

☐ Yes ☐ No

Back

Next

7.1) If the answer to above question is “Yes”, then below screen will appear:

GSC D&A-ARB2 Request Tool

ARB2 Fast Path determination questionnaire
Following questions will determine if this ARB2 can be conducted offline by the primary architect or online [ARB2-ProcessFlow-SOP](#)

Was ARB1 approved and all open action assigned to data product team closed with ARB SPOC & ARB assigned architect?
(Yes - Fastpath) *

☒ Yes ☐ No

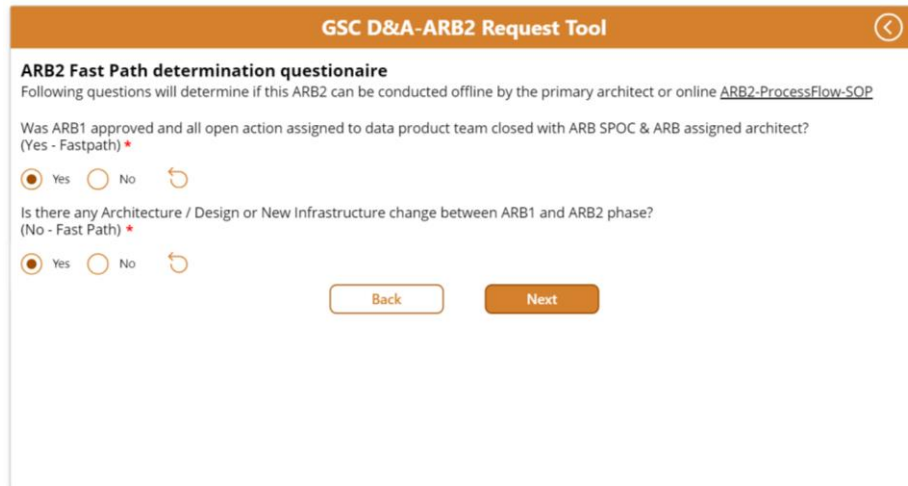
Is there any Architecture / Design or New Infrastructure change between ARB1 and ARB2 phase?
(No - Fast Path) *

☐ Yes ☐ No

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Next

7.1.1) If the answer to second questions in the above screen is “Yes”, below screen will appear:




GSC D&A-ARB2 Request Tool


ARB2 Fast Path determination questionnaire

Following questions will determine if this ARB2 can be conducted offline by the primary architect or online [ARB2-ProcessFlow-SOP](#)

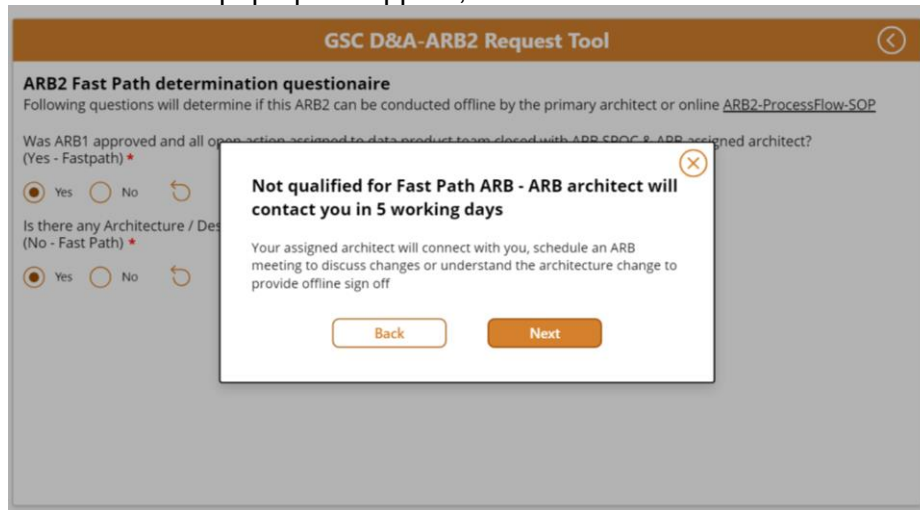
Was ARB1 approved and all open action assigned to data product team closed with ARB SPOC & ARB assigned architect?
(Yes - Fastpath) *

☒ Yes ☐ No 

Is there any Architecture / Design or New Infrastructure change between ARB1 and ARB2 phase?
(No - Fast Path) *

☒ Yes ☐ No 

a) Click “Next”. A pop-up will appear, click “Next” and move to next screen:




GSC D&A-ARB2 Request Tool


ARB2 Fast Path determination questionnaire

Following questions will determine if this ARB2 can be conducted offline by the primary architect or online [ARB2-ProcessFlow-SOP](#)

Was ARB1 approved and all open action assigned to data product team closed with ARB SPOC & ARB assigned architect?
(Yes - Fastpath) *

☒ Yes ☐ No 

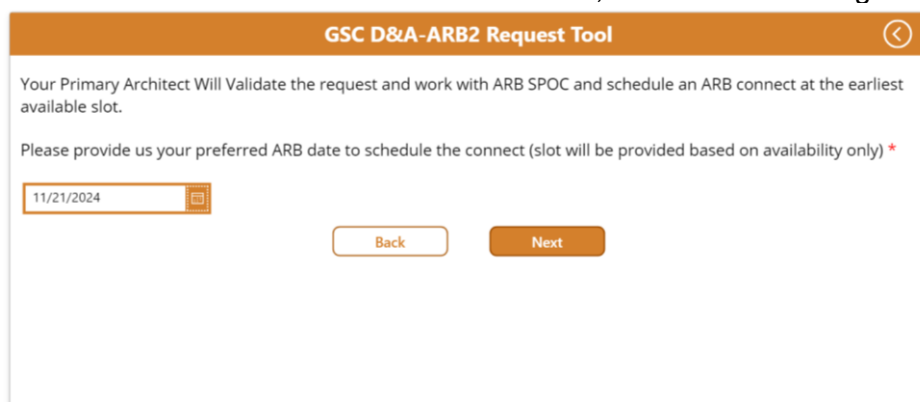
Is there any Architecture / Design or New Infrastructure change between ARB1 and ARB2 phase?
(No - Fast Path) *

☒ Yes ☐ No 

Not qualified for Fast Path ARB - ARB architect will contact you in 5 working days

Your assigned architect will connect with you, schedule an ARB meeting to discuss changes or understand the architecture change to provide offline sign off


b) Select “Preferred ARB Date” and click “Next”, as show in the image below



GSC D&A-ARB2 Request Tool

Your Primary Architect Will Validate the request and work with ARB SPOC and schedule an ARB connect at the earliest available slot.

Please provide us your preferred ARB date to schedule the connect (slot will be provided based on availability only) *



c) Fill the below form with relevant response as per your product:

GSC D&A-ARB2 Request Tool
⏪

ARB2 Operational and Dependent approvals -
This will be validated by your Primary/Secondary Architect.
Therefore, please provide accurate inputs for faster validation and meeting SLA of 5 Working Days (subject to if all information is accurate and complete and no feedback from architect)

What is your Cloud Cost Estimation of the overall data product? * 500 GBP/Per Month

Provide VQD reference number to design document * VQD-SPEC-138704

Upload approved RSD / URS (for ITMS - GXP product) or ADO user stories exported to a file for this data product scope (for Non-GXP DTMS based process) *

ARB FASTTRACK APPROVAL TEMPLATE 1.d... Unsa... X

Max. number files reached.

We have planned and aligned the respective deployment strategy taking into consideration all DownStream systems and have a clear backout plan in case of deployment failure. *

☒ Yes
 ☐ No
 ☐ Not Applicable

Have you completed WAS (Web Application Security) Testing ? *

☐ Yes
 ☒ No
 ☐ Not Applicable

Provide Support Queue name * SCDT-DA-MSAT&Quality-L3

Risk and Compliance - R&CA Assessment Reference document (Training BUS-PAP-7426) with reference ID *

There is nothing attached.
 Attach file

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Next

- d) Provide relevant response regarding Responsible AI and AI/ML questions asked in the below screen and click “Next”:

GSC D&A-ARB2 Request Tool
⏪

Dependent process- do you have Responsible AI approval ? *

☐ Yes
 ☒ No
 ☐ No component in architecture that requires Responsible AI

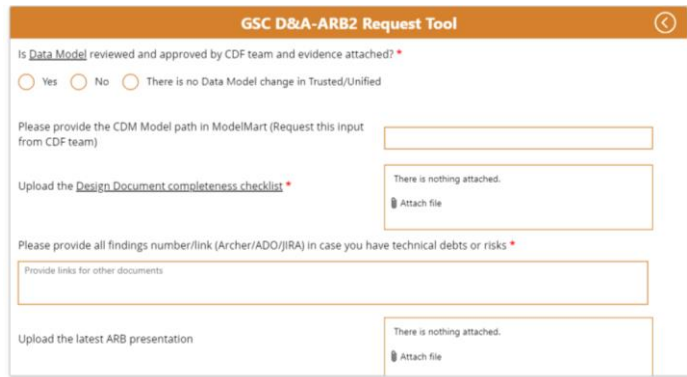
Dependent process: if you have AI-ML in your product, is it approved by AI-ML team model validation process *

☐ Yes
 ☒ No
 ☐ No AI ML component in architecture

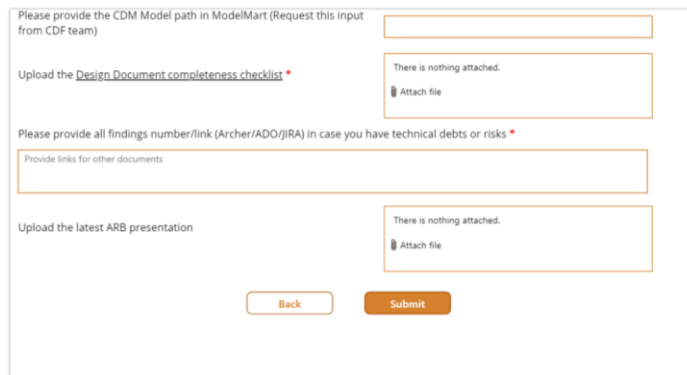
Please provide R&CA Reference Number or Link (Archer/DTMS) * n/a

Back
Next

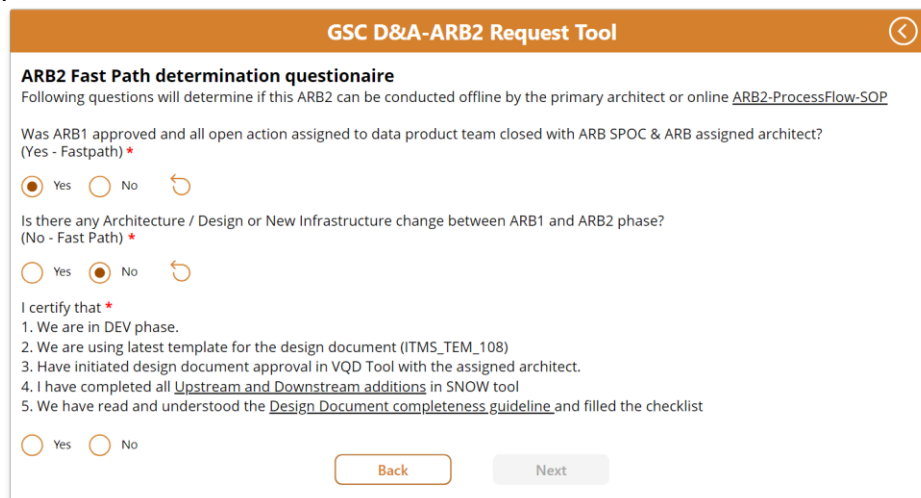
- e) Respond to questions around Data Model, CDM. Upload Design Document, share tech debts and risk (if any). Attach ARB presentation.



f) Scroll down and click “Submit”



7.1.2) If the answer to second questions in the above screen is “No”, below screen will appear:




a) Respond to the additional information asked about – Project phase, Design Document template, Architect approval in VQD, Upstream & Downstream addition in SNOW and updated checklist based on Design document guideline.


GSC D&A-ARB2 Request Tool

ARB2 Fast Path determination questionnaire
Following questions will determine if this ARB2 can be conducted offline by the primary architect or online [ARB2-ProcessFlow-SOP](#)

Was ARB1 approved and all open action assigned to data product team closed with ARB SPOC & ARB assigned architect?
(Yes - Fastpath) *


☒ Yes ☐ No 

Is there any Architecture / Design or New Infrastructure change between ARB1 and ARB2 phase?
(No - Fast Path) *

☐ Yes ☒ No 

I certify that *

1. We are in DEV phase.
2. We are using latest template for the design document (ITMS_TEM_108)
3. Have initiated design document approval in VQD Tool with the assigned architect.
4. I have completed all Upstream and Downstream additions in SNOW tool
5. We have read and understood the Design Document completeness guideline and filled the checklist

☒ Yes ☐ No 


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b) Click “Next”. A pop-up will appear click “Next”


GSC D&A-ARB2 Request Tool

ARB2 Fast Path determination questionnaire
Following questions will determine if this ARB2 can be conducted offline by the primary architect or online [ARB2-ProcessFlow-SOP](#)

Was ARB1 approved and all open action assigned to data product team closed with ARB SPOC & ARB assigned architect?
(Yes - Fastpath) *


☒ Yes ☐ No 

Is there any Architecture / Design or New Infrastructure change between ARB1 and ARB2 phase?
(No - Fast Path) *

☐ Yes ☒ No 

I certify that *

1. We are in DEV phase.
2. We are using latest template for the design document (ITMS_TEM_108)
3. Have initiated design document approval in VQD Tool with the assigned architect.
4. I have completed all Upstream and Downstream additions in SNOW tool
5. We have read and understood the Design Document completeness guideline and filled the checklist

☒ Yes ☐ No 

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Qualified for Fast Path ARB

Your ARB2 will be reviewed OFFLINE- Fast Path and Design Document approval can be considered as ARB2 Approved

[Back](#) [Next](#)


c) Follow above mentioned steps (c to f under 7.1.1)

8) If the answer to below question is “No”, a pop-up will appear.


GSC D&A-ARB2 Request Tool

ARB2 Fast Path determination questionnaire
Following questions will determine if this ARB2 can be conducted offline by the primary architect or online [ARB2-ProcessFlow-SOP](#)

Was ARB1 approved and all open action assigned to data product team closed with ARB SPOC & ARB assigned architect?
(Yes - Fastpath) *


☐ Yes ☒ No 

Is there any Architecture / Design or New Infrastructure change between ARB1 and ARB2 phase?
(No - Fast Path) *

☐ Yes ☒ No 

I certify that *

1. We are in DEV phase.
2. We are using latest template for the design document (ITMS_TEM_108)
3. Have initiated design document approval in VQD Tool with the assigned architect.
4. I have completed all Upstream and Downstream additions in SNOW tool
5. We have read and understood the Design Document completeness guideline and filled the checklist

☐ Yes ☒ No 

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Not qualified for Fast Path ARB - ARB architect will contact you in 5 working days

Your assigned architect will connect with you, schedule an ARB meeting to discuss changes or understand the architecture change to provide offline sign off

[Back](#) [Next](#)



8.1) Select preferred ARB date and click “Next”.

GSC D&A-ARB2 Request Tool

Your Primary Architect Will Validate the request and work with ARB SPOC and schedule an ARB connect at the earliest available slot.

Please provide us your preferred ARB date to schedule the connect (slot will be provided based on availability only) *

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a) Follow above mentioned steps (c to f under 7.1.1)



What monitoring is required for this SOP

Monitoring

7.1 Define Training Content and Curricula

Step	Instructions	Responsible
	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
	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

Assign Training

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

Complete and Record Training

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

Monitoring Training

Step	Instructions	Responsible
	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

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

Additional related information

Information	Where to find it
GSC DnA ARB1 SOP	SharePoint Link
GSC DnA Architecture Consultation & Recommendation	SharePoint Link

