



ARB1 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.

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	<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

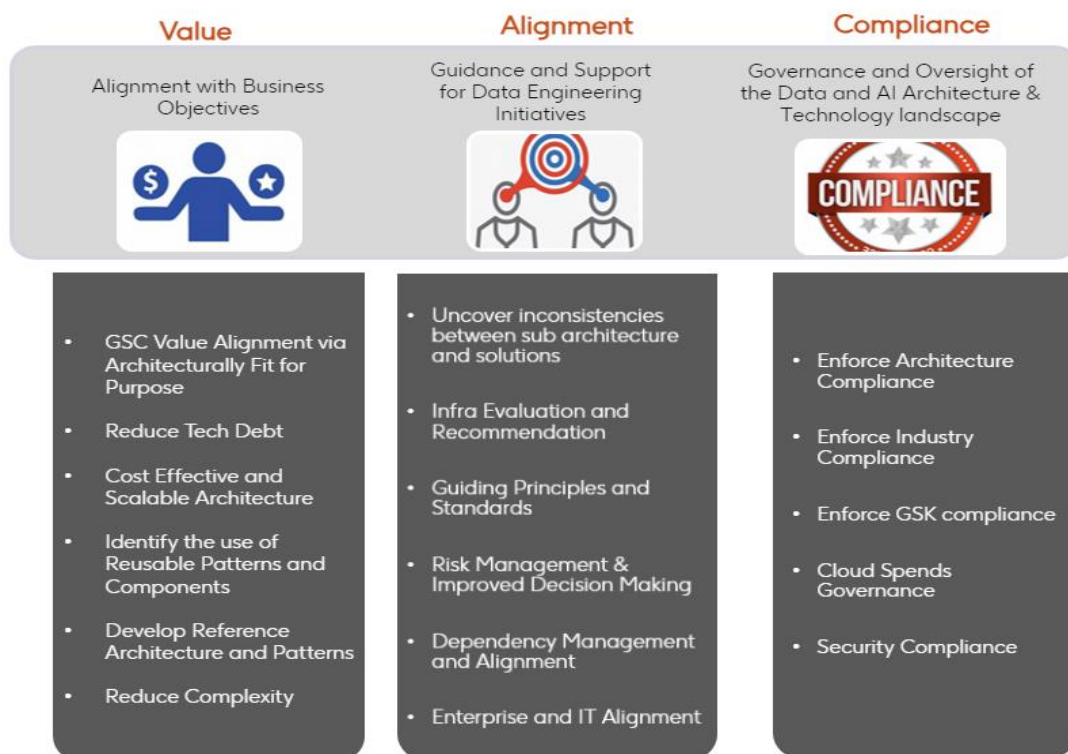
Roles	Key Responsibilities
DataOps/Platform Support	<ul style="list-style-type: none"> Raise Operational issues, Challenges in supporting the Architecture and Design proposals of supported Data Products
Advanced AI & Insights	<ul style="list-style-type: none"> Review & approve architecture and solution 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

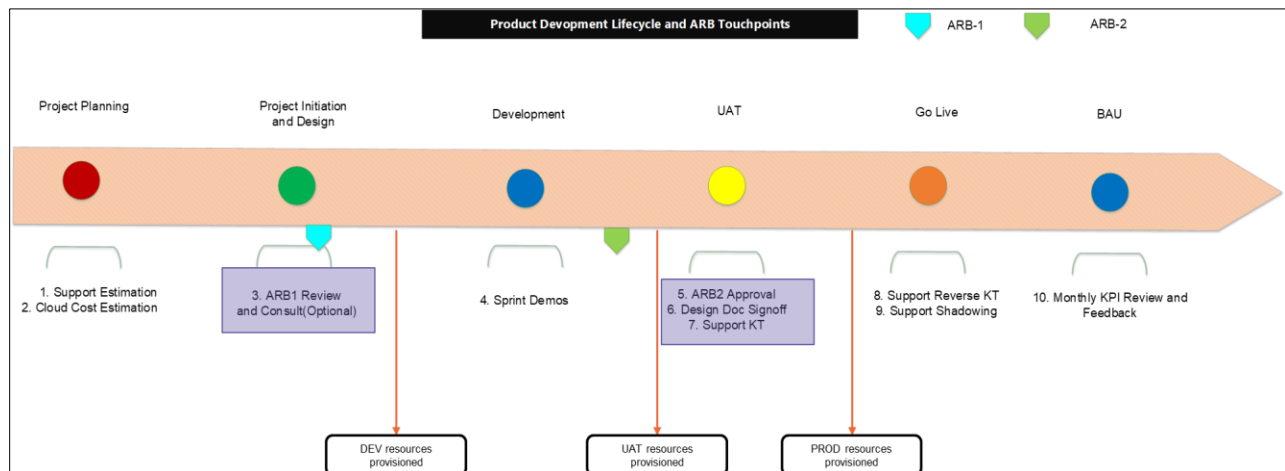




4.1. ARB Touchpoints

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	-	-	-	-

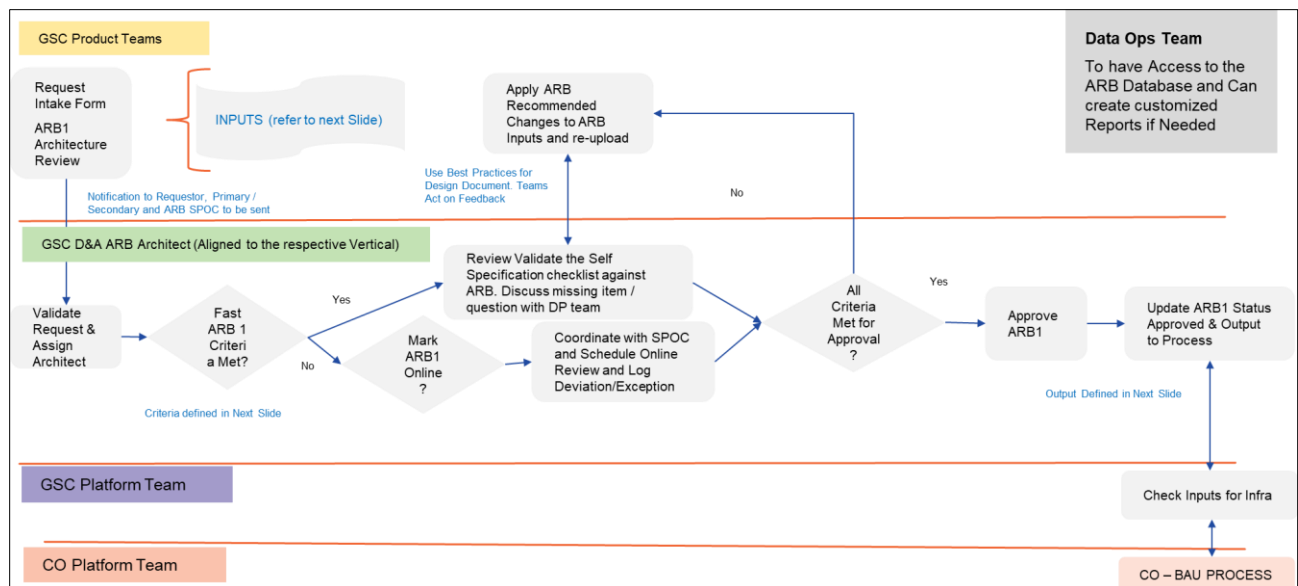
How do you raise ARB1 Request?

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



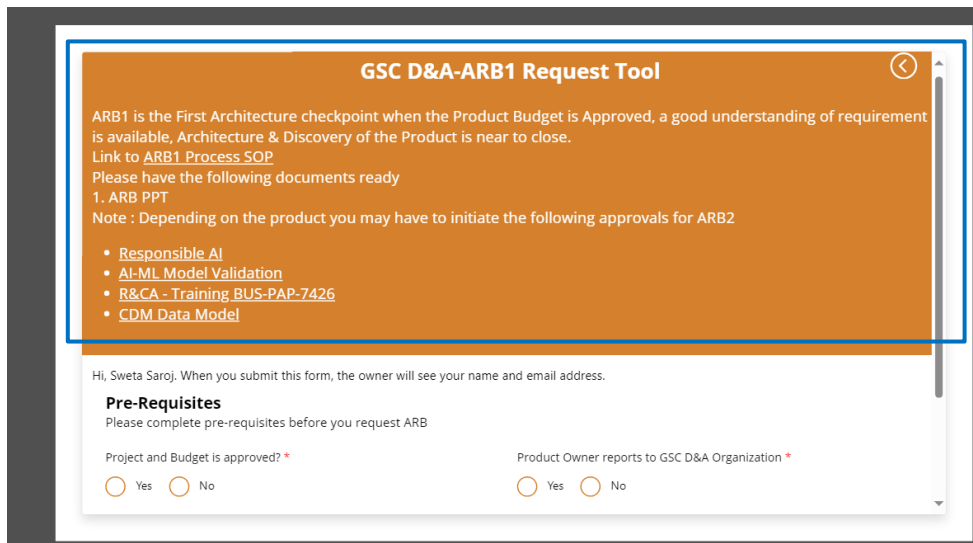
6.1 ARB1 Intake Form Detailed Steps

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.



GSC D&A-ARB1 Request Tool

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.
 Link to [ARB1 Process SOP](#)
 Please have the following documents ready
 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 Owner reports to GSC D&A Organization * ☐ Yes ☐ No

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

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 Owner reports to GSC D&A Organization *
☒ Yes ☐ No

Product CIID created in SNOW (Business App and Application all env) *
☒ 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 relevant Application Service CIID-Dev and click refresh

GSC D&A-ARB1 Request Tool

Application Service CIID - DEV *

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 Criticality, Data Product name, Business Application CIID, Product Type and Product Manager Name.

GSC D&A-ARB1 Request Tool

Application Service CIID - DEV *

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 *



- 6) Scroll down and select “Application Service CIID- UAT”, “Application Service CIID- PROD” from the dropdown. Then fill the following and click “Next”:
- 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.

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 S081837404

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. GSC - Mnf & Engg

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

Planned Completion Date

DEV * 11/12/2024 UAT * 11/22/2024 PROD * 11/30/2024

Back Next

- 7) Select if the ARB1 is Fast Path and click on “Next”.

here *'. There are two radio buttons: 'Yes' (selected) and 'No'. A 'Back' button and a 'Next' button are at the bottom. A blue box highlights the 'Yes' radio button."/>

GSC D&A-ARB1 Request Tool

ARB1 Fast Path determination questionnaire

Following questions will determine if this ARB1 can be considered as fast path

- ARB1 SOP
- Standard Reference Architecture Pattern and ARB Package

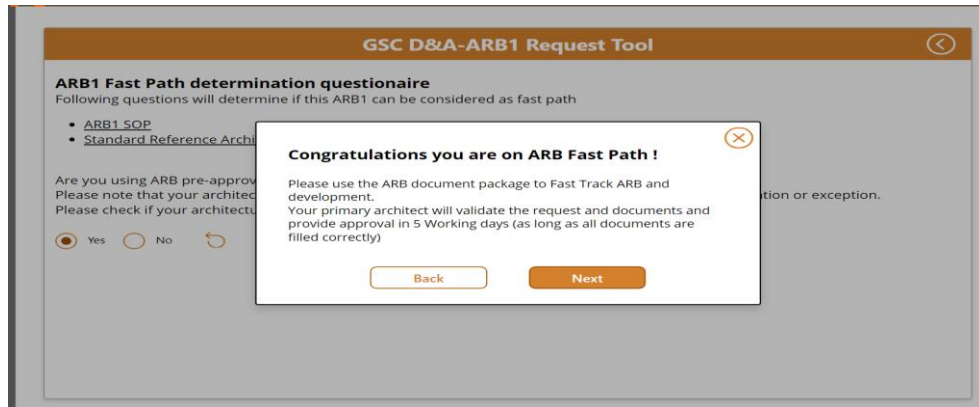
Are you using ARB pre-approved Standard Pattern and Documentation without any deviation?
Please note that your architecture should be covered in the EXACT Architecture defined without any deviation or exception.
Please check if your architecture falls exactly on this pattern [here](#) *

☒ Yes ☐ No

Back 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):



GSC D&A-ARB1 Request Tool

ARB1 Fast Path determination questionnaire
Following questions will determine if this ARB1 can be considered as fast path

- ARB1 SOP
- Standard Reference Archi

Are you using ARB pre-approval? Please note that your architect Please check if your architect.

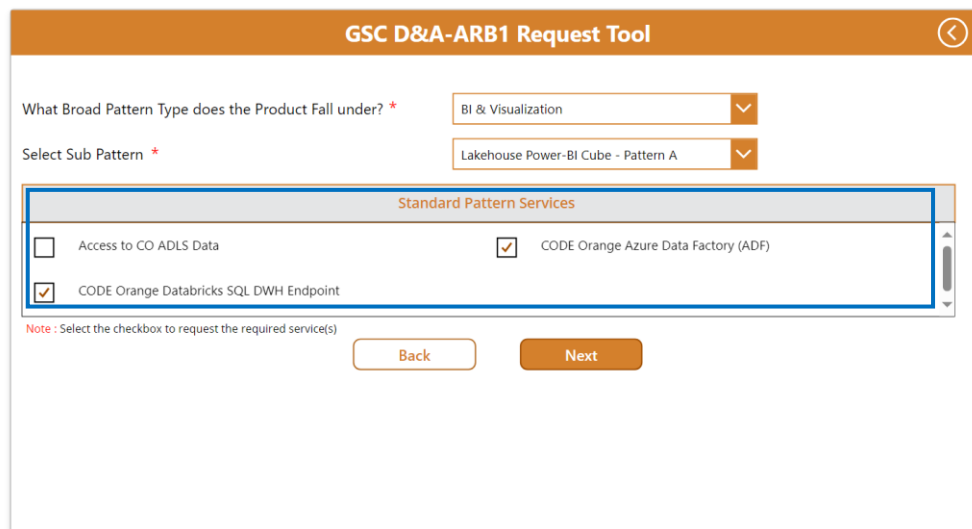
☒ Yes ☐ No

Congratulations you are on ARB Fast Path !

Please use the ARB document package to Fast Track ARB and development.
Your primary architect will validate the request and documents and provide approval in 5 Working days (as long as all documents are filled correctly)

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

- a) Select the relevant “Broad Pattern” and “Sub Pattern” from the dropdown menu and click “Next”:



GSC D&A-ARB1 Request Tool

What Broad Pattern Type does the Product Fall under? * BI & Visualization

Select Sub Pattern * Lakehouse Power-BI Cube - Pattern A

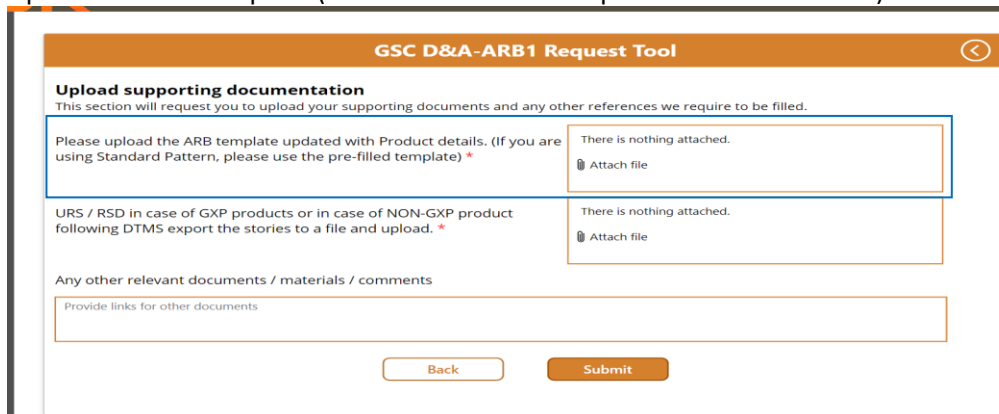
Standard Pattern Services	
<input type="checkbox"/>	Access to CO ADLS Data
<input checked="" type="checkbox"/>	CODE Orange Azure Data Factory (ADF)
<input checked="" type="checkbox"/>	CODE Orange Databricks SQL DWH Endpoint

Note : Select the checkbox to request the required service(s)

[Back](#) [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):



GSC D&A-ARB1 Request Tool

Upload supporting documentation
This section will request you to upload your supporting documents and any other references we require to be filled.

Please upload the ARB template updated with Product details. (If you are using Standard Pattern, please use the pre-filled template) *

There is nothing attached.
[Attach file](#)

URS / RSD in case of GXP products or in case of NON-GXP product following DTMS export the stories to a file and upload. *

There is nothing attached.
[Attach file](#)

Any other relevant documents / materials / comments
Provide links for other documents

[Back](#) [Submit](#)



- 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”:



GSC D&A-ARB1 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) *

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

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

Infra Services Request

Code Orange Qualified Technologies

PSC Qualified Technologies

Note : Multi-selection is enabled to add multiple services

[Add](#)

No Infra Services added

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

- c) Then click on **“Add”** and **“Next”**:

Infra Services Request

Code Orange Qualified Technologies

PSC Qualified Technologies

Note : Multi-selection is enabled to add multiple services

[Add](#)

Infra Services

CO-GSC - CODE Orange ADLS Data Lake Gen 2 Storage	
CO-GSC - CODE Orange Azure AI Document Intelligence	
CO-GSC - CODE Orange Azure AI Search	
GSC-Tech - Azure Service Bus	
GSC-Tech - Azure Key Vault	

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

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

GSC D&A-ARB1 Request Tool
⏪

Upload supporting documentation
This section will request you to upload your supporting documents and any other references we require to be filled.

Please upload the ARB template updated with Product details. (If you are using Standard Pattern, please use the pre-filled template) *

There is nothing attached.

📎 Attach file

URS / RSD in case of GXP products or in case of NON-GXP product following DTMS export the stories to a file and upload. *

There is nothing attached.

📎 Attach file

Any other relevant documents / materials / comments

Provide links for other documents

Back
Submit

- 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:

GSC D&A-ARB1 Request Tool
⏪

Upload supporting documentation
This section will request you to upload your supporting documents and any other references we require to be filled.

Please upload the ARB template updated with Product details. (If you are using Standard Pattern, please use the pre-filled template) *

There is nothing attached.

📎 Attach file

URS / RSD in case of GXP products or in case of NON-GXP product following DTMS export the stories to a file and upload. *

There is nothing attached.

📎 Attach file

Any other relevant documents / materials / comments

Provide links for other documents

Back
Submit

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

GSC D&A-ARB1 Request Tool
⏪

Upload supporting documentation
This section will request you to upload your supporting documents and any other references we require to be filled.

Please upload the ARB template updated with Product details. (If you are using Standard Pattern, please use the pre-filled template) *

There is nothing attached.

📎 Attach file

URS / RSD in case of GXP products or in case of NON-GXP product following DTMS export the stories to a file and upload. *

There is nothing attached.

📎 Attach file

Any other relevant documents / materials / comments

Provide links for other documents

Back
Submit

- g) Click “Submit”. An email will be triggered to the requestor and architects.

What monitoring is required for this SOP?

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