# Architecture Terms of Reference – <PROJECT / PROGRAMME>

This document records

* the requirement for architecture work
* the key planned milestones
* the required resourcing
* and key contacts for the architect(s).

It forms the basis for

* identifying suitable architects to fulfil the work
* the commercial statements of work.

## Parties to the Agreement

This is a programme level Terms of Reference (ToR) which will cover the needs of the programme. The programme level work will define the projects and the architecture work required within the projects and create further ToRs.

Or

This is a project level Terms of Reference (ToR) which will identify the architecture work for the project.

This ToR must be agreed by all parties below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Telephone** | **Email** |
| Client Sponsoring Manager |  |  |  |
| Client Business Partner |  |  |  |
| Client Enterprise Architect |  |  |  |
| Supplier Architecture Service Lead |  |  |  |

## Background

*Any useful background to the work*

## Context of Architecture Work

*Describe the architecture context where it is known:*

* The Project / Programme has the following key business objectives:
  + Objective 1
  + Objective 2
* Impact assessment
  + Business impacts
    - Capabilities
    - Operating model
    - Processes
    - Organisation
    - Information needs
    - Privacy / confidentiality impacts
    - Strategic Initiatives
    - Locations
  + Systems impacts
    - Core platforms
    - Other systems
    - Data needs
    - Security needs
    - BI / Analytics impacts
    - IT Programme impacts
    - Infrastructure impacts

## Scope of Architecture Work

*Describe the architecture work required:*

* Capture the As-Is architecture
* Define a target architecture that addresses the business objectives
* Define critical gaps
* Options
* Define high level roadmap / migration plan
* Consider using these headings for items above
  + Capabilities
  + Business operating model
  + High level business processes
  + Logical organisation model
  + Conceptual data model
  + Conceptual application model
  + Mapping of data and processing across the conceptual application model
  + High level non-functional performance
  + High level data lifecycle
  + Data stewardship
  + Lineage
  + Data quality
  + Applications
  + Data Repositories
  + Enabling and infrastructure technologies

### Out of Scope

*Architecture work out of scope of the architect:*

* E.g. Developing the infrastructure solution
* E.g. Developing the business solution

## Architecture Vision

*The EA should identify any architectural goals, target architectures and standards that are relevant. For project architectures, these must be agreed with the project manager.*

### Architecture Goals

* E.g. Reuse of standard middleware and standard message types for interfaces

### Target Architectures

* E.g. Quality Target Architecture

### Standards

* E.g. security standards

## Initial Architecture Concerns

*The EA and PM should list any architectural concerns that are apparent from their initial review of the project.*

* E.g. Latency

## Constraints

*The PM should list any constraints that may have an impact on this engagement, e.g. regulatory, time, commercial, etc.*

## Project Complexity

|  |  |
| --- | --- |
| Business units |  |
| Sites |  |
| Markets |  |
| Dependent projects (inward) |  |
| Dependent projects (outward) |  |

## Deliverables

|  |  |
| --- | --- |
| Deliverable | Purpose |
|  |  |
|  |  |
|  |  |
|  |  |

## Key Milestones

| Milestone | Planned Milestones |
| --- | --- |
| Start engagement |  |
| Kick off meeting with PM and EA |  |
| Architect on-boarded |  |
|  |  |
| Initial review with architect for visibility, guidance and to ensure alignment |  |
|  |  |
| Review architecture options and receive guidance |  |
|  |  |
| Review of draft architecture recommendations |  |
|  |  |
| Approvals |  |
|  |  |
| Close engagement |  |
|  |  |

## Resourcing

*Identify the roles required and any particular skills, capabilities or knowledge that the architect should possess.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Role** | **Specialism** | **Location** | **Start** | **End** | **Allocation** | **Effort** |
| Business Architect |  |  |  |  |  |  |
| Enterprise Architect |  |  |  |  |  |  |
| Data Architect |  |  |  |  |  |  |
| Data Analyst |  |  |  |  |  |  |
| Project Architect |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |

## Architecture RACI

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Role** | **Accountable** | **Responsible** | **Consult (before)** | **Inform (after)** | **Notes** |
| Business Architect |  |  |  |  |  |
| Enterprise Architect |  |  |  |  |  |
| Data Architect |  |  |  |  |  |
| Data Analyst |  |  |  |  |  |
| Project Architect |  |  |  |  |  |
|  |  |  |  |  |  |

## Funding

|  |  |
| --- | --- |
| **Role** | **Name** |
| Cost centre |  |
| Funding owner |  |
| SOW signatory |  |

## Key Assignment Contacts

List key contacts that the architect will engage with during the assignment:

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Telephone** | **Email** |
| Project Manager |  |  |  |
| Enterprise Architect |  |  |  |
|  |  |  |  |
| Business Analyst |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Change Log

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version No** | **Changes Effected** | **Prepared By** | **Version Date** | **Remarks** |
| 1 | Initial version |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |