

ATAL **ACCENTURE TECHNOLOGY ARCHITECTURE LIBRARY** **USER MANUAL**

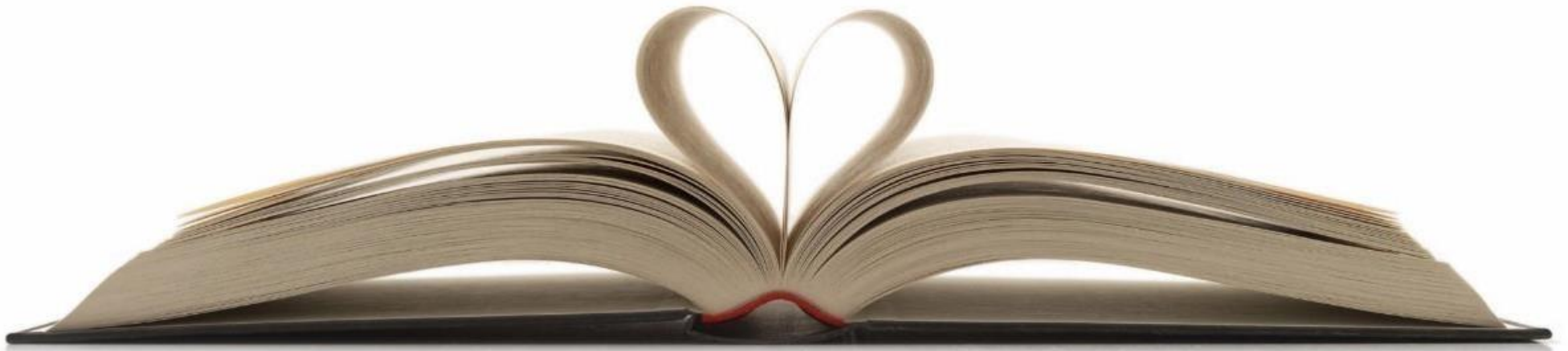


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VISION

**HAVE A TECHNOLOGY
ARCHITECTURE LIBRARY
WHERE GOOD ARCHITECTURE
ARTIFACTS CAN BE FOUND.**



MISSION

**INCORPORATE QUALITY AND
PROPERLY TAGGED ARTIFACTS
TO THE LIBRARY, SO
EVERYBODY CAN BENEFIT
FROM THEM.**





“

**THE PROCESS STARTS WHEN AN
ARTIFACT IS SUBMITTED TO THE KX
INCLUDING ARCHITECTURE WORDS
IN THE DESCRIPTION...**

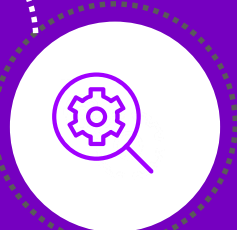
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CURATION PROCESS



ASSIGN ROLES

Done by the system



PRE-SCREENING

Done by a TA



CURATION

Done by a STA



QA REVIEW (optional)

Done by a MTA



MAIN ROLES



Author



TA



STA



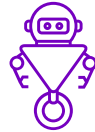
MTA



SUPPORT ROLES



System



System admin



ROLES & RESPONSIBILITIES

LOOKING THROUGH THE EYES OF FIVE KEY PERSONAS



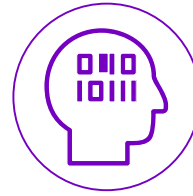
MTA QA

- He/she will check the quality of the artifact and/or the curation.
- artifacts with high important content and difficulty will be assigned to him/her.



PRE-SCREENING

- He/she will make sure that the artifact fulfil the pre-defined quality check list.
- He/she will propose an initial tagging and taxonomy to support curator assignment.



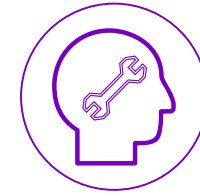
CURATOR

- He/she will be responsible for advising on artifact's rework to be consistent with the library quality standards.
- He/she will add tagging and taxonomy to the artifact.



artifact AUTHOR

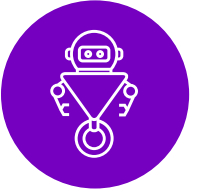
- He/she will provide the artifact.
- He/she will be responsible to answer any questions that the curator might have in order to curate the artifact.
- He/She will rework the artifacts coached by the curator, if needed.



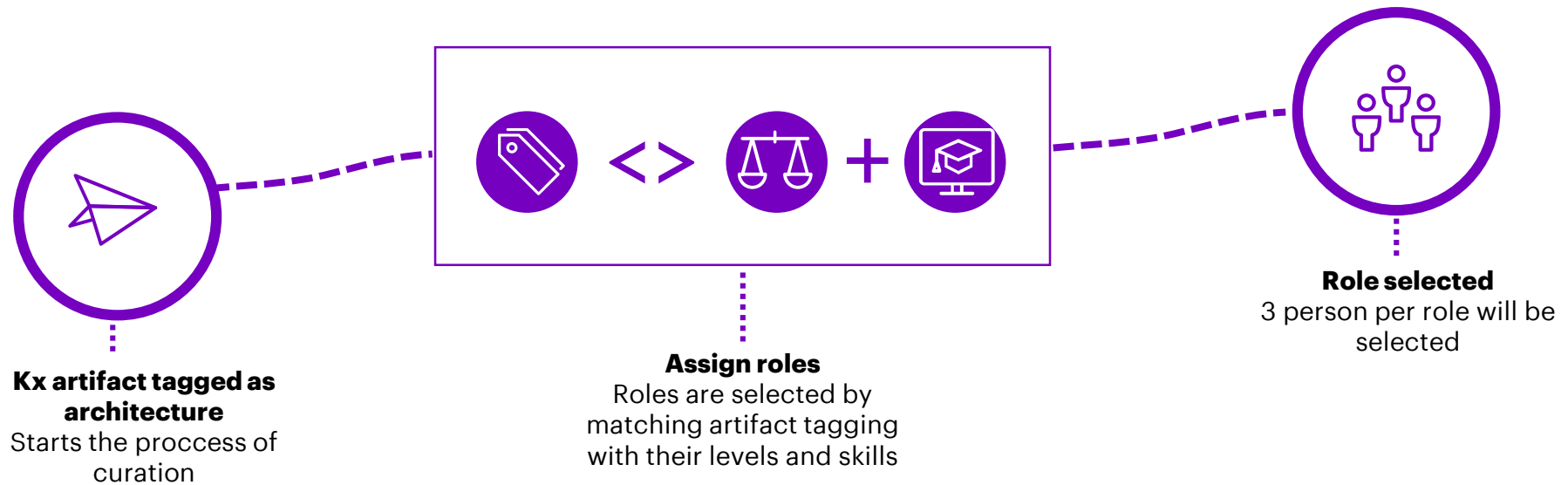
SYSTEM
ADMIN

- He/she will manage the potential error or exceptions of the process, such as not finding a potential curator for the artifact.

ASSIGN ROLES PROCESS



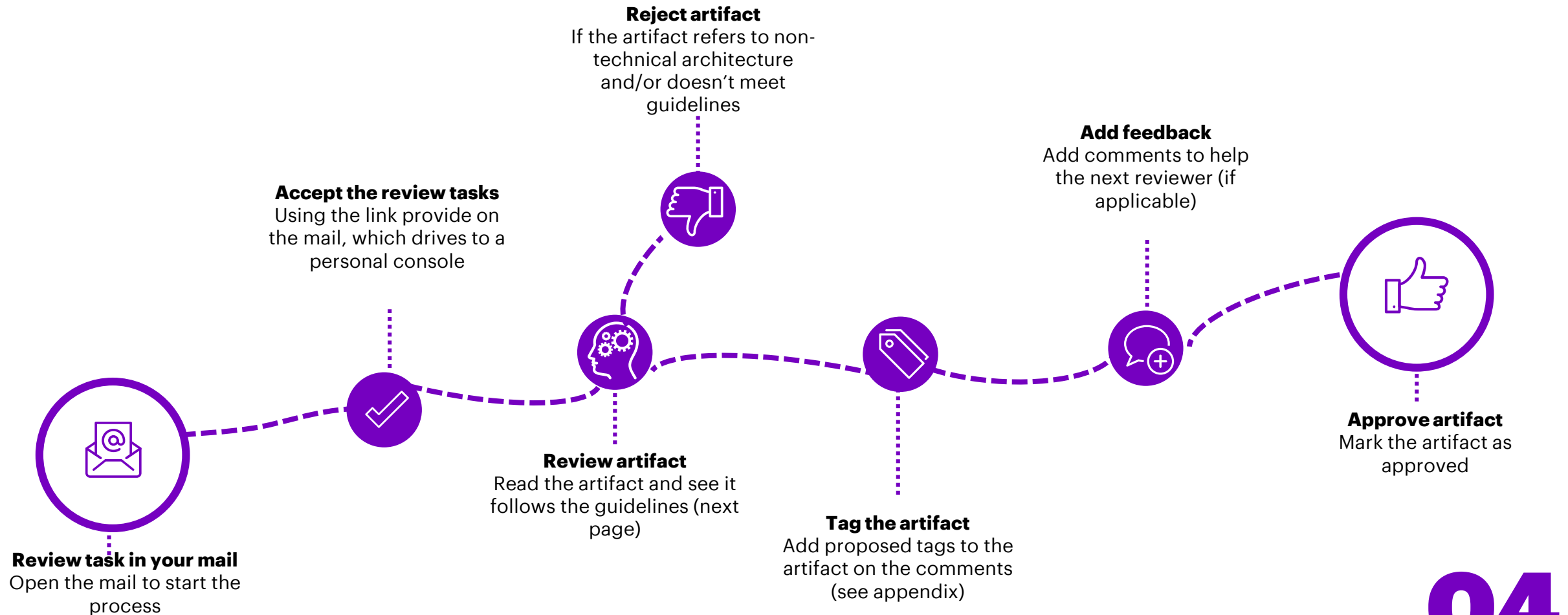
SYSTEM



PRE-SCREENING PROCESS



TA





TA

PRE-SCREENING GUIDELINES

Duplicated



- Copy-paste material
- Existing in the library to a big extend

Functional



- Content mainly functional not clear focus on technology
- Architecture is just mentioned but not discussed.

Clarity



- Architecture terms need to be applied correctly according to ADA definitions (at least to a certain extent).

Proprietary

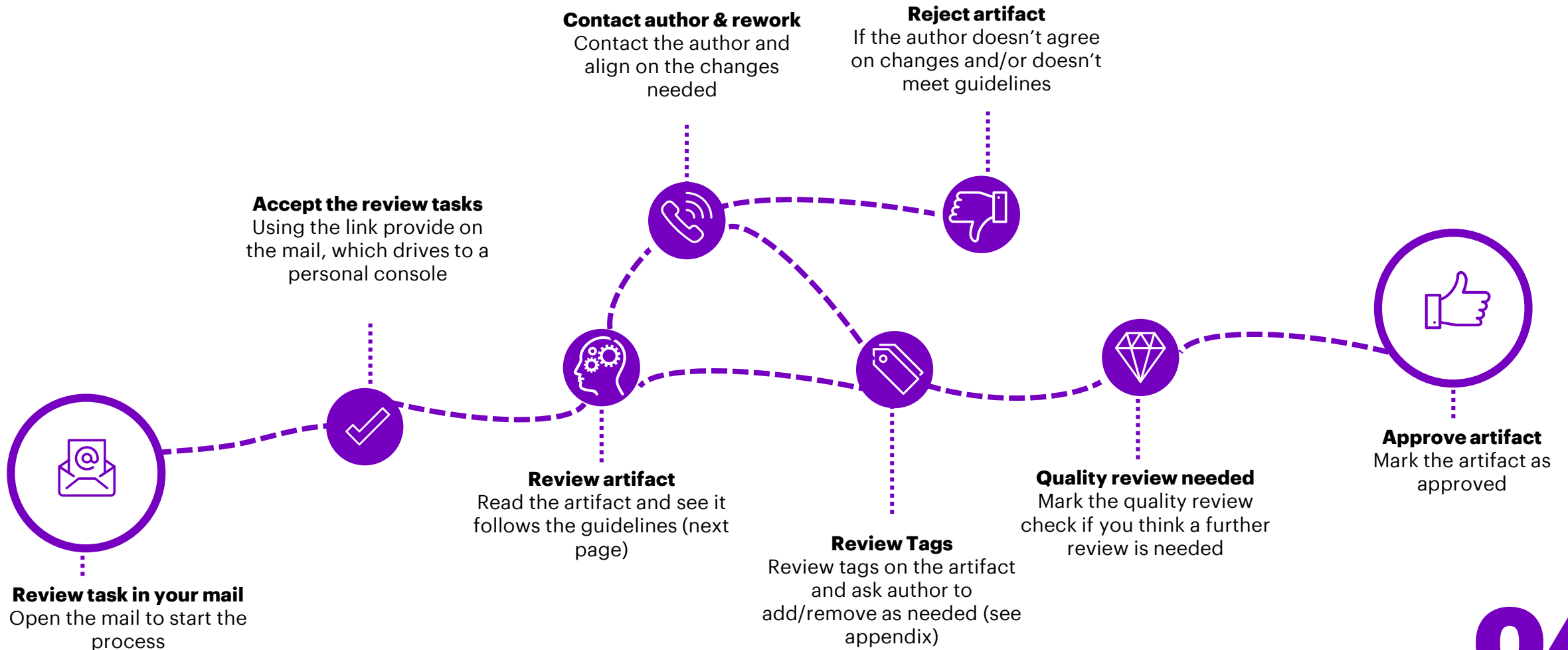


- Not «clean» proposals
- artifacts that are client property
- The material is protected by copyright (i.e. 3rd parties)

CURATION PROCESS



STA

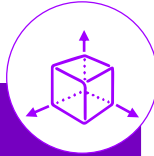


CURATION GUIDELINES



A document is a good candidate for endorsement of the Architecture Professional Community if it is **consistent** with Accenture's Delivery Architectures and other endorsed architecture assets, if it adds **value** to the library and if it is of sufficient **quality**.

CONSISTENCY



- The terminology in the document should be aligned to ADA
- If there is an overlap in scope with other endorsed documents in the TA library, the documents should be aligned

VALUE



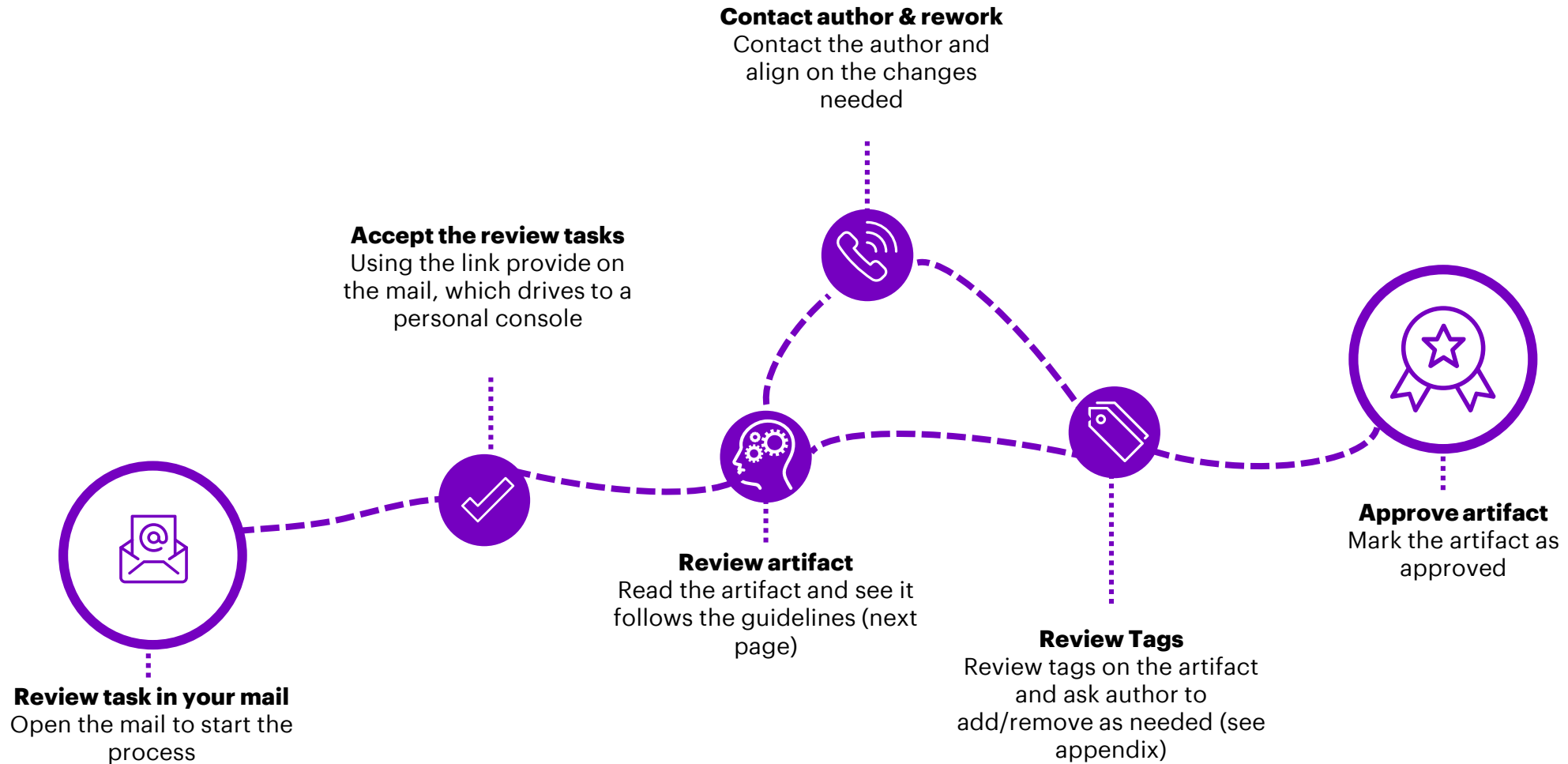
- The document provides a unique combination of architecture domain, technology and viewpoint.
- The document provides a viewpoint that is modern and aligned with best practices in New IT

CONSISTENCY



- The document should be written in clear and comprehensible English
- The document should be in a format that is readable with the standard CIO-provided software
- Embedded images should be of sufficiently high-resolution to be readable
- For reference architectures, source documents of key embedded resources should be available as part of the asset
- No information that can be used to identify clients, people or projects must be present

QA REVIEW PROCESS



QA GUIDELINES



MTA

CHECK LIST



- Is it an architecture document?
- Is the title consistent with the content?
- Do the tags reflect the content?
- Is it logically organized?
 - Title page
 - Executive Summary
 - Objective, Scope
 - Copyright, Page Numbers, Legal Disclaimer
- Has all client confidential information been redacted?
- Is the taxonomy correct?
- Is industry specific or cross-industry?
- Is the industry classification correct?
- Is the usage classification correct?



IF IT IS A....



REFERENCE MODEL

- Is it complete and accurate?
- Are the levels of the model decompose logically?
- Are the labels consistent and standard?
- Is it in PowerPoint or Visio format?



BLUEPRINT OR COMPONENT DESIGN

- Is the structure consistent with ADM or Industry standard blueprints?
- Is the content accurate, well written, and complete?
- Is industry standard terminology used?
- Are Visio diagrams included?
- Are diagrams well structured, consistent, and not too detailed

FREQUENT ASKED QUESTIONS (FAQ)



Q. Why is this process important?

A. If we are able to provide quality to our library, it will save us time when looking for good architecture materials.

Q What happens after rejecting a task?

A. The tasks will be reassigned to somebody with the same role, however as an architect community member you are encouraged to contribute to this process as much as you can.

Q. What should I do if I got questions on the process?

A. Please refer to contacts and address your question to the people mentioned.

Q. What should I do if the document has architecture in the description but it is not architecture related?

A. Those documents need to be rejected early in the process, in fact that occurs often for example. Documents related to the «innovation architecture» model

Q How can I add more tags to the document?

A. The tags shown on the tasks are just the Technology ones.

- If the additional tag is vendor, asset or capability specific please check on Kx directly to see if it is there.
- If the Tag is not there and the author needs to be contacted ask the author to add it.
- In any other case use the remarks space on the task assigned to you to inform the administrator.

“

**...WHEN THE PROCESS ENDS THE
ARTIFACT HAS BEEN EITHER REJECTED
OR CURATED AND INCORPORATE TO
THE LIBRARY WITH THE
CORRESPONDING TAXONOMY AND
TAGGING, READY TO BE CONSUME FOR
THE FINAL USER.**

”



CONTACTS



RICHARD S. GORNITSKY



WOUTER OOSTERVELD



ANA JEREZ MARTIN



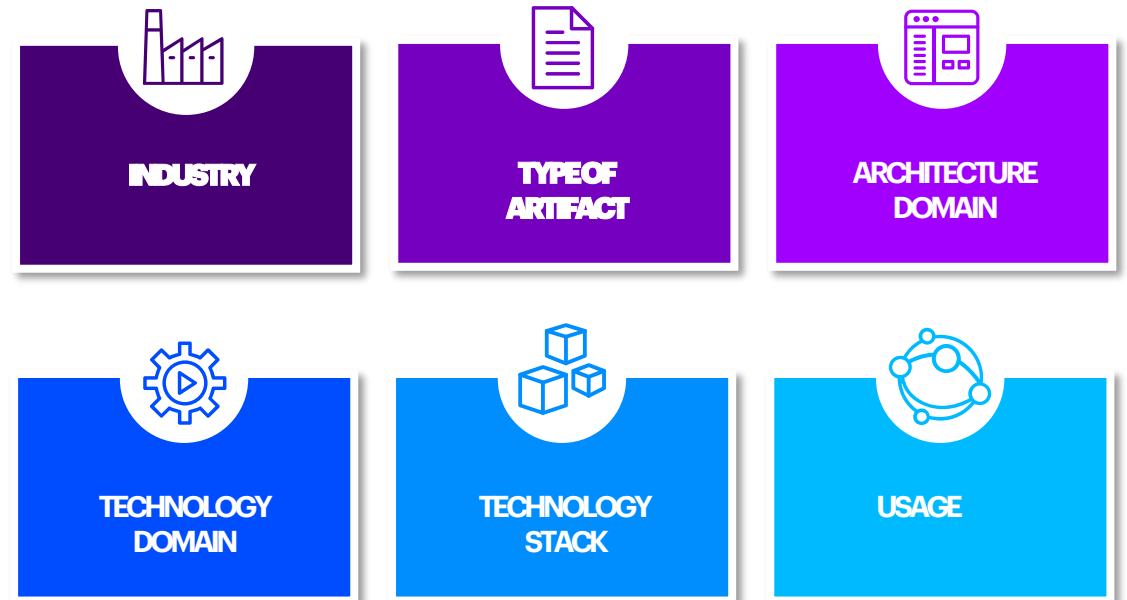
EZIO ARMANDO
SPONSOR

APPENDIX

TAXONOMY

- TAXONOMY WILL BE USED TO **ENFORCE** CLASSIFICATION OF ARCHITECTURE ARTIFACTS USING **PRE-DEFINED** DOMAIN LISTS ON A **LIMITED** SET OF DIMENSIONS.
- ARTIFACTS **MUST** BE TAGGED IN **ONE OR MORE** ELEMENTS FOR EACH DIMENSION IN THE TAXONOMY.
- IN **ADDITION**, FREE-FORM **TAGGING** IS ALLOWED.
- ON THE SELECTION OF DIMENSIONS: THEY MUST BE APPLICABLE TO ALL ARTIFACTS. IF A CANDIDATE DIMENSION IS NOT, IT'S LIKELY NOT A VALID CANDIDATE FOR THE TAXONOMY.
- WE NEED AS FEW DIMENSIONS AS POSSIBLE, BUT NOT FEWER.
- ON THE SELECTION OF DOMAIN LISTS: THEY SHOULD BE MUTUALLY EXCLUSIVE AND COLLECTIVELY EXHAUSTIVE.
- SINCE TECHNOLOGY CHANGES, THE DOMAIN LISTS MAY REQUIRE REGULAR MAINTENANCE.

CLASSES OF DOCUMENT PROPERTIES



TAXONOMY

USING THE ADA CUBE AND NEW IT TERMINOLOGY AS A COMMON LANGUAGE

