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**Document Change History**

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| **Version** | **Release** | **Change Summary** |
| 1.0 | 05/03/2016 | Initial Release |
| 1.1 | 06/08/2016 | Corrected minor rewording recommendations by Greg Hand, DSD |

**Approvals**

- TBD

**Purpose**

This charter establishes the City of Austin Enterprise Architecture Advisory Group (EAAG). The EAAG is a resource to help address, research, refine, and promote the use of an Enterprise Architecture as a strategic information management practice throughout the City of Austin.

**Enterprise Architecture Definition**

Enterprise Architecture (EA) is the process of translating business vision and strategy into effective enterprise change by creating, improving and communicating the key requirements, principles, and models that describe the enterprise's future state and enable its evolution and transformation. This transformation process entails the analysis and design of an enterprise in its current and future states from a strategic, organizational, and technological perspective. The goals of EA are to improve the organizational efficiency, effectiveness, and agility by delivering business-aligned enterprise systems.

**Background and Authority**

The Enterprise Architecture Advisory Group supports the City of Austin's IT improvement goals as well as implementing related regulations and guidance, including direction from the CIO Council or other citywide advisory bodies such as the Department Director Advisory Council (DDAC) and the IT Steering Committee (ITSC) when addressing Enterprise Architecture. The EA Advisory Group reports to the City of Austin Chief Information Officer (CIO).

**The Enterprise Architecture Advisory Group Responsibilities**

* Serve as technical counsel to the City of Austin CIO and the CIO Council on the subject of Enterprise Architecture
* Make recommendations and provide advice to the CIO, the CIO Council, and other city-wide advisory bodies with respect to policy, guidance, standards, and procedures related to the maintenance and update of the Enterprise Architecture
* Promote a City of Austin Enterprise Architecture, encouraging common systems and shared resources, while recognizing the federation of architectures that comprises the enterprise
* Recommend IT technologies that serve as foundations for Department-wide systems
* Manage the acquisition and development of a unified EA management system tool and promote its use throughout the City
* Carry out tasks specifically assigned by the CIO, the CIO Council, or other government-wide advisory bodies
* Identify improved architectural practices and promote their adoption throughout the City
* Share experiences, ideas, and promising practices among Advisory Group members and the CIO community at large

**Membership**

* Membership consist of representative(s) designated by the City of Austin CIO, operating unit CIOs, other IT managers and includes the City of Austin Chief Enterprise Architect and the Lead Architects from the operating units as designated by their respective operating unit leadership
* The City of Austin Chief Enterprise Architect is the Chairperson
* The Advisory Group may periodically invite other organizations to include support contractors to observe or contribute to meetings and activities
* One of the Advisory Group members acts as Secretariat or an agreed alternative Secretariat solution by the membership

**Procedures**

* The City of Austin EA Advisory Group meets every two weeks, or as needed and agreed to by the Group
* The Group uses consensus decision-making, i.e., a decision that every Group member can accept and support - on Group decision; this becomes policy or procedure requiring another group consensus to change
* The Advisory Group reports its recommendations to the City of Austin CIO
* Final approval for decisions and recommendations resides with the City of Austin CIO

**Individual Responsibilities**

* The Chair develops the meeting agenda with assistance from members - sent to each member in advance of meetings
* The principal responsibilities of the Chair include arranging meetings, organizing materials to facilitate recommendation making by the Advisory Group, conducting the meetings, and sharing information with Group members
* The Secretariat records and publishes meeting minutes, recommendations, and action items - distributed to all Group members
* An Advisory Group member assigned by the Chair assumes the responsibilities of the Chair when the Chair is not available