

ENTERPRISE CONSIDERATIONS



INCEPTION PHASE - AS OF 4/5/2016				
Short Name	Enterprise Consideration Number	Enterprise Consideration	Owner	Description
Integration Center of Excellence	EC4	Has the ICE (Integration Center of Excellence) Group been engaged to determine if there are opportunities to build enterprise services as a result of the project, and are they part of the Project Plan?	ICE	<p>Project Manager is responsible for involving ICE to determine the opportunities to build enterprise services.</p> <p>Appropriate tasks need to be created in MS Project Online to work with ICE if required.</p> <p>Copy of the correspondence e-mail between the Project Manager and ICE need to be stored in the project repository (SharePoint/VOB) in addition to the approval e-mail.</p> <p>Contact: Seth Roskos</p>
Data Steward Involvement	EC5	If there is a need to access data, has the project worked with the appropriate Data Steward within each Vertical?	Data Steward	<p>Project Manager is responsible for ensuring the involvement of the appropriate Data Steward(s).</p> <p>Copy of the correspondence e-mail between the Project Manager and Data Steward needs to be stored in the project repository (SharePoint/VOB) in addition to the approval e-mail.</p> <p>Contacts: Lianna Trinh Neel Sekhon Smail Haddad Patrick Supple</p>
Dealer Portal	EC9	If there are impacts to the Dealer Portal, has the project team engaged Dealer Daily Governance?	Lynn K Jahn	<p>Project Manager is responsible for engaging Dealer Daily Governance.</p> <p>Copy of the correspondence e-mail between the Project Manager and Lynn Jahn needs to be stored in the project repository (SharePoint/VOB) in addition to the approval e-mail.</p>
TFS and Private Distributor Impact	EC11	Has the project considered whether the solution will impact TFS systems and Private Distributors?	Lynn K Jahn	<p>The Project Manager will validate the impact on TFS system identified during the Discovery Workshop and send an e-mail to Lynn Jahn indicating the impact on TFS.</p> <p>Copy of the correspondence e-mail between the Project Manager and Lynn Jahn needs to be stored in the project repository (SharePoint/VOB) in addition to the approval e-mail.</p>
Financial Information	EC14	Is the project creating, changing, or removing any financial information that flows or will flow into Finance and/or Accounting applications such as: PeopleSoft or Hyperion Planning/Essbase?	Steve Perry/ Wayne Hirao	<p>The Project Manager will evaluate the impact on financial and accounting applications and send an e-mail to Steve Perry and/or Wayne Hirao with the necessary details.</p> <p>Copy of the correspondence e-mail between the Project Manager and Steve Perry/Wayne Hirao needs to be stored in the project repository (SharePoint/VOB) in addition to the approval e-mail.</p>

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Short Name	Enterprise Consideration Number	Enterprise Consideration	Owner	Description
Decommissioning of Environments	EC20	Has the project team decommissioned any Proof-of-concept (POC) environments or obtained approval from the Platform Manager that POC environment can remain until the next phase?	Operations and the appropriate Platform Manager(s)	<p>Any proof-of-concept environment should be identified for decommission and removed. Project Manager will receive an approval/confirmation email from the appropriate Platform Manager(s).</p> <p><u>Platform Manager Contacts:</u></p> <p>Storage - Terry Zercher Database - Stacy Venne Unix and Windows - Terry Zercher AS400 - Terry Zercher Mainframe - Carol Kielty</p> <p><i>Note: This is currently covered as part of the Operations end-of-phase approval but it is recommended to contact the appropriate Platform Manager(s) as well.</i></p>
Create/Update IS System ID's	EC21	A Toyota System Id is required for all the systems that the company develops and own. At the end of Inception, the project team needs to confirm if a System Id exist. If a system is being developed and owned by Toyota, the team needs to work with IT Management to determine if a Business System Id is required for the new system.	OCIO - Strategy and Governance	<p>The Toyota Team Member that is managing the project should check to see if a System Id exists on One Toyota Service Now. All Systems Ids are stored on One Toyota Service Now. If a new a System Id does not exist, the Team Member needs to submit a request to IT Management – Patti Medina and request a new system id.</p> <p>Contact: Patti Medina</p>

Enterprise Considerations covered as part of the end-of-phase checklists from the Horizontal Stakeholders (EA, EISP, or Operations)				
Short Name	Enterprise Consideration Number	Enterprise Consideration	Owner	Description
Architecture Standards	EC3	Is the project compliant with architecture & technology standards as designated by the Enterprise Architecture Group?	Enterprise Architecture	<p>Architecture Quality Review needs to be completed and the e-mail confirmation from Enterprise Architect confirming that the project is compliant with the Architecture and Technology standards.</p> <p>This is currently covered as part of the phase-end-check from the Enterprise Architect (EA) associated with the project. The end-of-phase approval e-mail from the EA will satisfy the requirement of this EC.</p> <p>Contacts: Auto and CAPS: Manzoor Mohideen DFA and BSS: Orlando Borden</p>
Current Hardware Impact	EC10	Has the project considered the impact on the user's current hardware? If hardware uplift is required, has the uplift (including equipment) been budgeted?	Operations	<p>Project Manager is responsible for sending an e-mail to "Operations Acceptance Process" confirming that the project has taken into account the current hardware and any uplift required has been identified and budgeted.</p> <p>This is currently covered as part of the phase-end-check from the Operations team. The end-of-phase approval e-mail from the Operations team member will satisfy the requirement of this EC.</p> <p>Contacts: Auto, BSS & DFA: Reuben Arellano CAPS, EA, OCIO: Don Pagucci ES: Lorraine Nelson</p>

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Short Name	Enterprise Consideration Number	Enterprise Consideration	Owner	Description
Operations Pre Transition Support Documentation	EC17	Is the Service Desk aware and has support documentation for all "Pre-Transition" support requirements been completed (including "proof of concept operations," "UATs," "Tiger Teams," or "Pilots")?	Operations	<p>Project Manager needs to ensure that appropriate documentation and information is sent to "Operations Acceptance Process".</p> <p>This is currently covered as part of the phase-end-check from the Operations team. The end-of-phase approval e-mail from the Operations team member will satisfy the requirement of this EC.</p> <p>Contacts: Auto, BSS & DFA: Reuben Arellano CAPS, EA, OCIO: Don Pagucci</p>
Disaster Recovery	EC19	Can the application be recovered in accordance with the business needs?	Operations	<p>This is currently covered as part of the phase-end-check from the Operations team. The end-of-phase approval e-mail from the Operations team member will satisfy the requirement of this EC.</p> <p>Contacts: Auto, BSS & DFA: Reuben Arellano CAPS, EA, OCIO: Don Pagucci ES: Lorraine Nelson</p>
Enterprise Monitoring Solution	EC22	Has the need for the Enterprise Monitoring Solution been evaluated for the project?	Robin Keller, Operations	<p>The Project Manager should evaluate the need for Enterprise Monitoring Solution by (1) determining if the project involves a critical application (Tier A or B); (2) determining if the application will most likely run on a distributed platform within the TMS data center; and then, (3) communicating Tier and proposed platform architecture along with the monitoring recommendation (needed or not) to Robin Keller. She will verify the recommendation and advise the project team of the results.</p> <p>If Monitoring is not to be developed, Project Manager will take exception approval from Operations.</p> <p>Operations will validate applicability & sign-off on the decision as part of the phase-end-check. The end-of-phase approval e-mail from the Operations Team will satisfy the requirement of this EC.</p>

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ELABORATION PHASE - AS OF 12/22/2015				
Short Name	Enterprise Consideration Number	Enterprise Consideration	Owner	Description
Decommissioning of Environments	EC20	Has the project team decommissioned any proof-of-concept (POC) environments or obtained approval from the Platform Manager that POC environment can remain until the next phase?	Operations and the appropriate Platform Manager(s)	<p>Any proof-of-concept environment should be identified for decommission and removed. Project Manager will receive an approval/confirmation e-mail from the Platform Manager.</p> <p><u>Platform Manager Contacts:</u> Storage - Terry Zercher Database - Stacy Venne Unix and Windows - Terry Zercher AS400 - Terry Zercher Mainframe - Carol Kielty</p> <p><u>Operatioins Contacts:</u> Auto, BSS & DFA: Reuben Arellano CAPS, EA, OCIO: Don Pagucci ES: Lorraine Nelson</p> <p><i>Note: This is currently covered as part of the Operations end-of-phase approval but it is recommended to contact the appropriate Platform Manager(s) as well.</i></p>

Enterprise Considerations covered as part of the end-of-phase checklists from the Horizontal Stakeholders (EA, EISP, or Operations)				
Short Name	Enterprise Consideration Number	Enterprise Consideration	Owner	Description
Operations Outsourcing Contracts	EC16	<p>Has this project considered support impacts of the solution on existing Operations Support outsourcing contracts? If a change in the Statement-of-Work (SOW) is required or an increase in support volumes expected, has it been budgeted?</p> <p>Some of the Items that may help projects determine whether or not they impact existing Operations and Support outsourcing contracts are mentioned below:</p> <ul style="list-style-type: none"> - "First Build" projects introducing new applications or software that have not been used before (in TMS) - Projects that add significant numbers of new users (e.g. Opening a new parts center or a new market) - Projects that add significant numbers of additional Infrastructure (e.g. servers, circuits, web sites) - Projects that significantly change an application's current Infrastructure (e.g. migrating from Mainframe to Unix or LAN to Wireless) 	Operations	<p>The Project Manager is responsible for contacting the below listed managers to begin the discussions to consider if any SOW amendments are required in order for the Operations vendors to support your project deliverable. Once the discussion has taken place the Operations Manager engage will send an e-mail to "Operations Acceptance Process" confirming that the project has discussed the technology introduced by their project and if not in the SOW for the respective Vendor company, the arrangements to do so has begun.</p> <p>For SAIC, the Vendor Manager is Seth Gambetty and for CSC the contact is Jerry Mandich.</p> <p>This is currently covered as part of the phase-end-check from the Operations team. The end-of-phase approval e-mail from the Operations team member will satisfy the requirement of this EC.</p> <p>Contacts: Auto, BSS & DFA: Reuben Arellano ES, CAPS, EA, OCIO: Don Pagucci</p>
Operations Pre Transition Support Documentation	EC17	Is the Service Desk aware and has support documentation for all "Pre-Transition" support requirements been completed (including "proof of concept operations," "UATs," "Tiger Teams," or "Pilots")?	Operations	<p>Project Manager needs to ensure that appropriate documentation and information is sent to "Operations Acceptance Process".</p> <p>This is currently covered as part of the phase-end-check from the Operations team. The end-of-phase approval e-mail from the Operations team member will satisfy the requirement of this EC.</p> <p>Contacts: Auto, BSS & DFA: Reuben Arellano CAPS, EA, OCIO: Don Pagucci ES: Lorraine Nelson</p>

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Short Name	Enterprise Consideration Number	Enterprise Consideration	Owner	Description
Disaster Recovery	EC19	Can the application be recovered in accordance with the business needs?	Operations	<p>This is currently covered as part of the phase-end-check from the Operations team. The end-of-phase approval e-mail from the Operations team member will satisfy the requirement of this EC.</p> <p>Contacts: Auto, BSS & DFA: Reuben Arellano CAPS, EA, OCIO: Don Pagucci ES: Lorraine Nelson</p>
Enterprise Monitoring Solution	EC22	<p>Have the following been completed?</p> <ul style="list-style-type: none">• Work out Monitoring Scope - Project Manager (PM) & Enterprise Services (ES) PM• Update Enterprise Monitoring Charter - PM & ES PM• Validate Enterprise Monitoring Charter – ES PM• Update Budget requirements - PM	Operations	<p>This is currently covered as part of the phase-end-check from the Operations team. The end-of-phase approval e-mail from the Operations team member will satisfy the requirement of this EC.</p> <p>Contacts: Auto, BSS & DFA: Reuben Arellano CAPS, EA, OCIO: Don Pagucci ES: Lorraine Nelson</p>

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CONSTRUCTION PHASE - AS OF 12/22/2015				
Short Name	Enterprise Consideration Number	Enterprise Consideration	Owner	Description
Decommissioning of Environments	EC20	Has the project Team confirmed the number of environments that will be required for Steady-State?	Operations and the appropriate Platform Manager(s)	<p>The Project Manager needs to send an e-mail to the relevant Platform Managers indicating the operational/on-going environment requirements. Platform Manager needs to reply accepting the proposed on-going environment</p> <p><u>Platform Manager Contacts:</u> Storage - Terry Zercher Database - Stacy Venne Unix and Windows - Terry Zercher AS400 - Terry Zercher Mainframe - Carol Kielty</p> <p><u>Operatioins Contacts:</u> Auto, BSS & DFA: Reuben Arellano CAPS, EA, OCIO: Don Pagucci ES: Lorraine Nelson</p> <p><i>Note: This is currently covered as part of the Operations end-of-phase approval but it is recommended to contact the appropriate Platform Manager(s) as well.</i></p>
Create/Update IS System ID's	EC21	At the end of Inception, Has the Application Owner or Team Member Manager worked with the Governance Team to determine the need to create a new system Id for the project	OCIO - Strategy and Governance	<p>The Application Owner or Team Member Manager needs to work with the OCIO - Strategy and Governance team during the Construction phase only if the system id has not been created during the Inception phase. If the system id has already been created, this step is not applicable during the Construction phase.</p> <p>If this step is applicable, the Project Manager needs to ensure that upon the creation of a new System id, an approval e-mail is obtained from Patti Medina and stored in the project repository (SharePoint/VOB).</p> <p>Contact: Patti Medina</p>

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Enterprise Considerations covered as part of the end-of-phase checklists from the Horizontal Stakeholders (EA, EISP, or Operations)				
Short Name	Enterprise Consideration Number	Enterprise Consideration	Owner	Description
Operations Pre-Transition Support Documentation	EC17	Is the Service Desk aware and has support documentation for all "Pre-Transition" support requirements been completed (including "proof of concept operations," "UATs," "Tiger Teams," or "Pilots")?	Operations	<p>Project Manager needs to ensure that appropriate documentation and information is sent to "Operations Acceptance Process".</p> <p>This is currently covered as part of the phase-end-check from the Operations team. The end-of-phase approval e-mail from the Operations team member will satisfy the requirement of this EC.</p> <p>Contacts: Auto, BSS & DFA: Reuben Arellano CAPS, EA, OCIO: Don Pagucci ES: Lorraine Nelson</p>
Post Transition Support Documentation	EC18	Has all the "Transition" and "Post-Transition" support documents been accepted by the Service Desk and published in the Service Desk Knowledge base?	Operations	<p>Project Manager needs to ensure that appropriate documentation and information is sent to "Operations Acceptance Process".</p> <p>This is currently covered as part of the phase-end-check from the Operations team. The end-of-phase approval e-mail from the Operations team member will satisfy the requirement of this EC.</p> <p>Contacts: Auto, BSS & DFA: Reuben Arellano CAPS, EA, OCIO: Don Pagucci ES: Lorraine Nelson</p>
Disaster Recovery	EC19	Can the application be recovered in accordance with the business needs?	Operations	<p>This is currently covered as part of the phase-end-check from the Operations team. The end-of-phase approval e-mail from the Operations team member will satisfy the requirement of this EC.</p> <p>Contacts: Auto, BSS & DFA: Reuben Arellano CAPS, EA, OCIO: Don Pagucci ES: Lorraine Nelson</p>
Enterprise Monitoring Solution	EC22	<p>Have the following been completed?</p> <ul style="list-style-type: none"> • Build & Deliver Enterprise Monitoring Solution – Operations • Update IDD & Config worksheet with monitoring components - Enterprise Services (ES) (Designer) • Track task completion – ES Project Manager (PM) • Provide sign-off on completion - Product Manager 	Operations	<p>This is currently covered as part of the phase-end-check from the Operations team. The end-of-phase approval e-mail from the Operations team member will satisfy the requirement of this EC.</p> <p>Contacts: Auto, BSS & DFA: Reuben Arellano CAPS, EA, OCIO: Don Pagucci ES: Lorraine Nelson</p>

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TRANSITION PHASE - AS OF 12/22/2015				
Short Name	Enterprise Consideration Number	Enterprise Consideration	Owner	Description
Decommissioning of Environments	EC20	Has the project reduced the number of environments to a maximum of four (Dev, Test, QA and Prod)? If not, has the project justified the need to maintain additional standard environments?	Operations and the appropriate Platform Manager(s)	<p>The Project Manager needs to confirm the number of active environments is in line with the standard of having a maximum of four environments (Dev, Test, QA, Prod). If additional environments are to be retained, the Project Manager needs to provide a justification which needs to be accepted by the appropriate Platforms Manager(s). The MS Project Online Plan for the Transition phase should reflect the tasks for decommissioning the environments.</p> <p><u>Platform Manager Contacts:</u> Storage - Terry Zercher Database - Stacy Venne Unix and Windows - Terry Zercher AS400 - Terry Zercher Mainframe - Carol Kielty</p> <p><u>Operations Contacts:</u> Auto, BSS & DFA: Reuben Arellano CAPS, EA, OCIO: Don Pagucci ES: Lorraine Nelson</p> <p><i>Note: This is currently covered as part of the Operations end-of-phase approval but it is recommended to contact the appropriate Platform Manager(s) as well.</i></p>

Enterprise Considerations covered as part of the end-of-phase checklists from the Horizontal Stakeholders (EA, EISP, or Operations)				
Short Name	Enterprise Consideration Number	Enterprise Consideration	Owner	Description
Disaster Recovery	EC19	Can the application be recovered in accordance with the business needs?	Operations	<p>This is currently covered as part of the phase-end-check from the Operations team. The end-of-phase approval e-mail from the Operations team member will satisfy the requirement of this EC.</p> <p>Contacts: Auto, BSS & DFA: Reuben Arellano CAPS, EA, OCIO: Don Pagucci ES: Lorraine Nelson</p>
Enterprise Monitoring Solution	EC22	Have the following been completed? • Tune alert thresholds & begin auto ticketing - Operations & Project Manager (PM) • Obtain sign-off from Operations - PM & Operations	Operations	<p>This is currently covered as part of the phase-end-check from the Operations team. The end-of-phase approval e-mail from the Operations team member will satisfy the requirement of this EC.</p> <p>Contacts: Auto, BSS & DFA: Reuben Arellano CAPS, EA, OCIO: Don Pagucci ES: Lorraine Nelson</p>

**CHANGE LOG
AS OF 4/5/2016**

Enterprise Consideration Number	Enterprise Consideration	Short Name	Change	Owner	SDLC Phase	Change Reason	Changed In NA SDM Release
EC21	Request for System ID	Request for System ID	Updated	OCIO - Strategy and Governance	Inception	Clarification of owners	FY17Q1
EC3	Architecture and Technology Standards	Architecture Standards	Updated	Enterprise Architecture	Inception	Updated contacts names	FY16Q4
EC16	Operations Outsourcing Contracts	Operations Outsourcing Contracts	Updated	Operations Support	Elaboration	Updated contacts names	FY16Q4
EC5	Data Steward Involvement	Data Steward	Updated	Data Stewards	Inception	Added contact names Patrick Supple	FY15Q3 Minor Release 11/10/14
EC3, EC5, EC10, EC16, EC17, EC19, EC20, EC22			Updated		Inception Elaboration Construction Transition	Added contact names for EA, Data Stewards, Operations	FY15Q3
EC21	At the end of Inception, Has the project team worked with the Governance Team to determine the need to create a new system Id for the project	Create/Update IS System ID's	Updated	OCIO - Strategy and Governance	Construction	Changed contact names	FY15Q3
EC22	Has the project engaged the Data Architecture Group for signoff and review of the data design?	Enterprise Monitoring Solution	Added	R Keller / Operations	Inception Elaboration Construction Transition	Ensure that Enterprise Monitoring need is identified early, associated costs are included in the project budget, and required activities to implement Enterprise Monitoring are performed	FY15Q2
EC1	Does the Project Plan show that resource capacity standards have been followed?	Resource Capacity	Retired	Blueprint Support	Inception Elaboration Construction Transition	Clarity audits are no longer conducted effective July 2013.	FY14Q1
EC2	Does the project have approval for facilities capacity related to Project Team resources, i.e., workspace?	Facility Capacity	Retired	Janet Segawa	Inception Elaboration Construction Transition	This is handled as part of the FIRM (Fundamental Information Risk Management) review.	FY09Q3

**CHANGE LOG
AS OF 4/5/2016**

Enterprise Consideration Number	Enterprise Consideration	Short Name	Change	Owner	SDLC Phase	Change Reason	Changed In NA SDM Release
EC6	Is the project compliant with privacy and security standards and/or policies as designated by the EISP (Enterprise Information Security Program) Group?	EISP Standard	Retired	EISP	Inception Elaboration Construction Transition	Project Manager needs to ensure that the copy of the e-mail communication between the Product Manager, Project Manager and Application Owner is stored in the project repository (VOB).	FY09Q3
EC8	During Construction phase, the project team must define all software components and programming languages that are required by the system being enhanced or created as part of this Blueprint project and how these components align with Vendor End of Life Support. Has the project contacted the Standard Analysts to determine the need to add new /update existing record(s) in the technology uplift database?	Technology Uplift	Retired	Cindy Wei	Construction	Cindy Wei had confirmed in her e-mail dated 8/20/2013 that her team has an alternate process of extracting the data required to help Tech Uplift projects.	FY14Q3
EC12	Has the project considered impacts to the Private Distributors?	Private Distributor Impact	Retired	Jose Carrasco	Inception	EC12 has been clubbed with EC 11 since the contact person (Jose Carrasco) is same.	FY14Q1
EC13	Has an Application Owner been established? Is there posted evidence of acceptance from the identified Application Owner?	Application Owner	Retired	Product Manager	Elaboration	This is handled as part of the Architecture Quality Review (AQR) process.	FY09Q4
EC15	Has the project engaged the Data Architecture Group for signoff and review of the data design?	Data Design Signoff	Retired	J Gonzalez	Elaboration	This is handled as part of the end-of- phase reviews from the Enterprise Architect (EA).	FY09Q3
EC7	Has the project team estimated the application and infrastructure costs (as applicable) in order to understand the projected Total Cost of Ownership (TCO) of an application currently in development?	Total Cost of Ownership (TCO)	Retired	Adam Spoon	Inception, Elaboration, Construction & Transition	Removed per request from Adam Spoon	FY16Q2

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AS OF 4/5/2016**

Enterprise Consideration Number	Enterprise Consideration	Short Name	Change	Owner	SDLC Phase	Change Reason	Changed In NA SDM Release
EC21	At the end of Inception, has the Application Owner or Team Member Manager worked with the OCIO-Strategy and Governance Team to determine the need to create a new system Id for the project?	Create/Update IS System ID's	Updated	Patti Medina	Inception, Construction	1. Replaced "Project team" with "Application Owner or Team Member Manager" 2. Process owner now Patti Medina	FY16Q3