

One Cambia Architecture Process

DRAFT

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Version 0.5.1

One Cambia Architecture, OCAR, is tasked with making enterprise-level architectural decisions. This document is intended to describe the decision-making process.

In addition to the full One Cambia Architecture Team (OCART), there are two other teams with roles in the OCAR process: the OCAR Leadership Team (OCAR_LT), and the OCAR Evergreen Team (OCAR_ET). The Chief Technology Officer also has a role.

OCART is intended to be broad representation of those individuals doing architecture across the enterprise.

OCAR_LT is intended to be comprised of a single individual from each of eight key areas: Systems of Record, Systems of Insight, Systems of Engagement, Systems of Integration, Security, Infrastructure, Privacy, and One Cambia.

OCAR_ET membership is TBD, but likely OCAR_LT plus the owners of approved ADRs.

OCAR Decisions will be recorded as Architectural Decision Records, ADRs, in a Git repository. There will be JIRA stories associated with each ADR used to facilitate their administration. But the ADRs themselves are canonical, the source of truth around OCART decisions.

The lifecycle of a decision is as follows. (FSM view here: https://lucid.app/lucidchart/19d3e9ef-de3a-4d1a-9a0c-11c578c3cee9/edit?viewport_loc=-136%2C68%2C3456%2C1566%2C.AENuaccRJqv&invitationId=inv_80acf706-1331-4b11-b211-4335af7a09cf#).

1. DRAFT

An 'Owner' creates an ADR whose state is "DRAFT", pushes it to Git, and creates the associated JIRA story in the OCART project for its administration. The Owner assembles a working group of at least three members of OCART, with representation from groups appropriate to the type of decision, and works the proposed ADR until the Owner and working group either decide to abandon it, changing its status to 'ABANDONED', or propose it, changing its status to 'PROPOSED', also - in this step and all subsequent ones - updating the JIRA story accordingly. An Owner remains associated with the ADR throughout its lifecycle. If an Owner leaves Cambia, or moves laterally so they are no longer appropriate as the Owner, they are responsible for notifying OCAR_LT so another Owner can be assigned.

2. PROPOSED

The Owner emails a Request for Comment to OCART. OCART members are given standardly two weeks - at the discretion of the Owner, depending on the complexity of the decision domain, holiday timing, etc. - to review and put comments into the ADR. At that point the Owner moves the ADR into the 'READY FOR CONSIDERATION' state.

3. READY FOR CONSIDERATION

At least once a month, or on an ad hoc basis for more urgent decisions, the OCAR Leadership Team will review the READY FOR CONSIDERATION ADRs and either add them to the OCART agenda calendar for discussion, moving their state to UNDER CONSIDERATION, defer them, leaving their state READY FOR CONSIDERATION, or reject them, making their state REJECTED BY LT. For those REJECTED BY LT, the Owner may at their discretion choose to substantially rework the story for reconsideration and move it back into PROPOSED.

4. UNDER CONSIDERATION

The full OCART will review and discuss UNDER CONSIDERATION proposals as they appear on the agenda. The proposal will be introduced by the Owner. The OCART meeting facilitator will lead the discussion and consensus-building session. The attendees will then vote on recommending the proposal for adoption. The ADR will be moved into either the state READY TO ADOPT, or READY TO REJECT depending on the majority vote. OCART members will be given one week to attach supporting opinions, majority, or minority, to the proposal.

5. READY TO ADOPT | REJECT

Once a month, or on an ad hoc basis for urgent decisions, the OCAR_LT will review the READY TO ADOPT | REJECT proposals and adopt or reject them, changing their status to ADOPTED, REJECTED, or REWORK NEEDED. The review results will be published to OCART.

OCAR_LT decisions will be made as follows for both READY TO ADOPT and READY TO REJECT recommendations from OCART.

Unanimous Vote: ADOPTED or REJECTED per the proposal

Simple Majority or Tie: Escalated to CTO, whose decision is binding.

Fails to Achieve Majority: If an ADOPTION proposal, is REJECTED. If a REJECTION proposal, is ADOPTED.

6. ADOPTED

For the ADRs that are adopted, a communication will be promulgated to the appropriate audiences.

7. REWORK NEEDED

For those needing rework, the Owner and workgroup will address the LT feedback and either ABANDON them or move them back to READY FOR CONSIDERATION.

8. REJECTED

For those proposals that are REJECTED, the Owner may choose to rework and resubmit the proposal in the same fashion as those where REWORK NEEDED.

9. EVERGREENING

All adopted ADRs will be 'evergreened,' touched once a quarter to evaluate their continued pertinence, by OCAR_ET. The review will be noted in the ADR. As a result of that review their status may be changed to 'SUPERCEDED'.