# ETFS Governance

# Introduction

With a large number of current and potential customers, ETFS requires a defined process for maintaining current infrastructure, upgrading the system (operating system, Team Foundation Server, and dependencies). This process needs to be open and communicated to all known and potential stakeholders of the system.

# Vision

Define a process that establishes open communications to enable a timely decision making process for modifications to the ETFS service.

# Stakeholders

Below is a list of 3M divisions/groups that have a stake in ETFS. Division representatives have to be identified for each.

## Current

HIS

SEMS

IT

TSSD (SSD)

## Potential

IPD

DOC

Corporate Security

SEMS

IT

TSSD (MVSS)

# Governance

A Governance process is required for portions of ETFS that have possible conflicting implementation details. The major areas of functionality are below with details added.

## Enterprise Build Farm

### Enterprise Build Machines

The ETFS Team will maintain a small number of impactful build machines that host the latest version of .Net along with a release of the TFS Build service that is compatible with ETFS.

The Enterprise Build Machines will be Virtual Machines in the 3M Data Centers, and will be managed by the ETFS Team.

### Adjunct Machines

Users that require 3rd party components or customized build processes can make a request to have a build machine added to ETFS for their use. The users (team) are responsible for obtaining the machine (VM or Physical), installation of the OS, maintenance of the OS, and adding the appropriate ETFS group (US-ETFS-Admin) to the local administrators. When a request is received, the machine is added to ETFS as per the ETFS SOP.

Additionally, Proxy machines are obtained, installed, and maintained using the same method for remote locations.

## Reporting

### Team Project Reporting

Reports are provided as per the Microsoft Scrum Process Template. These out-of-the-box reports include reports for builds, tests, and project progress (burn down).

### Roll-up Reports

A Roll-up Report refers to a report that can display data across multiple team projects. One possible example would be to show CI builds across all team projects for a particular division, or possibly team project progress for each team.

Roll-up Reports need to be defined for each specific use.

## Process Template

### ETFS Supported

The supported Process Template is a modified version of the Microsoft Scrum Process Template. The changes are outlined in the TFS Architecture document.

### Customizations

# Governance Framework