

Team Charter IT Architecture Board

Purpose:

The purpose of the Information Technology (IT) Architecture Board is to mature NETL's IT architecture through the application of Architectural practices. A mature IT architecture is one which clearly aligns with and supports NETL business functions, minimizes complexity and increases return on investment.

The IT Architecture Board is responsible for the establishment and control of NETL IT architecture standards, including review and adoption of Departmental and Federal architecture standards as appropriate.

Potential Outcome:

- Architectural standards
- Change requests
- Technology evaluations
- Market study
- Strategic roadmap
- Processes, policies and procedures to support the goal

Decision Making Method:

Consensus is the primary decision making method for the IT Architecture Board. The board reaches consensus when all members can support and live with the decision. Complete agreement by all members is not required for consensus. Each member has a voice in the consensus process. ... The Information Technology Division Director has the authority to veto or override decisions. Decisions will be documented in the meeting notes.

Membership:

Division Director - ITD
Cyber Security Program Manager - ITD
Enterprise Architect - ITD
Application Architect - ITD
Chief Technologist – Support Contractor
Enterprise Architect – Support Contractor
Data Architect – Support Contractor
Enterprise Engineering Service Area Manager – Support Contractor
Operations & Maintenance Service Area Manager – Support Contractor
Cyber Security Sub Service Area Lead – Support Contractor
Research IT Support – Support Contractor

Quorum:

To constitute a quorum more than 50% of the membership must be present, including a minimum of 2 members from ITD. A quorum should be present for a meeting to be held. Decisions cannot be made without a quorum present.

Meeting Frequency:

The IT Architecture board will meet monthly. The ITD Team Lead with responsibility for Enterprise Architecture will ensure meetings are scheduled. Ad hoc meetings can be called by any team member as necessary. Meetings will be scheduled using NETL's standard calendar and scheduling software (currently GroupWise).

Meeting Notes:

Meeting notes are to include the meeting date, a list of present and absent members, the meeting agenda, a brief description of discussion, documentation of all decisions, and a list of action items with responsible parties and due dates.

Authority:

The authority of the IT Architecture Board is granted through the ITD Director. The ITD Director has the authority to establish governance structures which support IT activities, including the establishment of goals and objectives of the board.

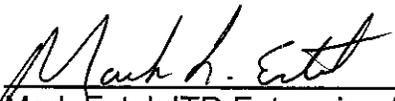
Member Responsibilities:

- Attend and participate in board meetings
- Complete action items as assigned and accepted
- Bring all perceived IT architecture issues to the attention of the board
- Actively work toward architectural solutions which meet the stated purpose of the board, placing the purpose of the board above individual preferences

Related IT Governance Bodies:

- DOE Enterprise Architecture Working Group (EAWG)
- Enterprise Architecture Team
- IT Projects Board
- Configuration Control Board

Submitted by:



 Mark Estel, ITD Enterprise Architect

6-27-2008
 Date

Approved by:



 Mark Cerullo, ITD Director

6-27-08
 Date