

IT Architecture Review Committee Charter

Executive Summary

The IT Architecture Review Committee (ARC) is being established by the Office of the Vice President, Information Technology as a pivotal governance body tasked with guiding and shaping the technological direction of the organization. The primary objectives are to enhance the effective operability and sustainability of the University's technology landscape, ensuring that technology decisions align with strategy, adhere to standards, and contribute to the overall improvement of the IT environment. The Committee's activities will be seamlessly integrated with the Project and Portfolio Management Office within University IT. Additionally, it will collaborate closely with the Technology Advisory Council (TAC) within the University of Rochester Medical Center (URMC). This charter outlines the specific purpose, benefits, and responsibilities of establishing the IT Architecture Review Committee within our organization. It defines the members and stakeholders and provides general guidelines regarding implementation with a dedicated implementation plan also being developed. To achieve its goals, the Committee will hold regular meetings and engage with stakeholders to foster a collaborative approach in shaping the technological landscape of our organization.

Purpose & Benefits

The IT Architecture Review Committee is being established to achieve a number of purposes and benefits to include:

1. Strategic Alignment

Review and validate proposed technology solutions to ensure they align with the University's IT strategy and more broadly with the University's Strategic Plan and digital transformation initiatives.

2. Maintain Consistency and Standardization

Ensure proposed technology solutions adhere to approved architectural policies and standards to promote and maintain consistency, interoperability, and efficiency while reducing complexity across the University.

3. Enhance Communication & Collaboration

Facilitate communication and collaboration among all IT and business stakeholders to ensure a holistic view of the organization's technology needs and foster a shared understanding of technology initiatives.

4. Risk Management

Proactively identify and mitigate potential risks associated with proposed technology solutions to ensure they are secure and compliant.

5. Improved Decision Quality

Enhance the quality of technology decisions by leveraging the collective expertise of the Committee.

6. Optimize Technology Investments

Evaluate the impact of proposed solutions on the overall technology portfolio, considering factors such as customer experience, business need, cost, supportability, scalability, and long-term sustainability.

Responsibilities

The IT Architecture Review Committee will be responsible for the following key activities:

1. Approval of Technology Standards

Provide approval for architectural standards developed by architects and subject matter experts across all domains. Major revisions of such standards would involve the introduction of new technologies while minor revisions would incorporate changes to existing standards.

2. Review of Architectural Artifacts

Assess proposed solution designs and system architectures to ensure that they effectively meet business requirements.

3. Enforcement of Standards

Enforce adherence to established architectural standards and guidelines to maintain a cohesive and interoperable technology landscape. In some circumstances, the Committee may approve exceptions for solution designs that fall outside of existing standards to satisfy the needs of the business where no alternative that adheres to organizational standards exists. Exceptions will be documented and periodically reviewed as standards for supported technologies evolve.

4. Guidance and Recommendations

Offer guidance and recommendations to project teams and stakeholders to enhance the quality and effectiveness of technology solutions.

5. Risk Assessment

Evaluate and address potential risks associated with proposed technology solutions, including security, compliance, and potential impacts on business operations.

Membership

The IT Architecture Review Committee will consist of representatives from University IT, URMIC ISD, and other key stakeholders within the University to ensure diverse perspectives and expertise are represented. Committee members will (at a minimum) include the following roles:

- Chief Information Officer (CIO) – Co-Chair
- University IT Chief Technology Officer (CTO) – Co-Chair
- ISD Chief Technology Officer (CTO) – Co-Chair
- Chief Information Security Officer (CISO)
- Director, IT Architecture – Facilitator
- Academic Information Systems
 - IT Director
 - Application Architect
- Administrative Information Systems
 - IT Director
 - Application Architect
- Consulting & Data Services
 - IT Director
 - Information Architect
 - Application & Web Development
 - Business Intelligence & Data Warehousing
- Core Technology Services
 - Platform Engineering
 - Network Engineering
 - Data Center
 - Contract Management
- Project & Portfolio Management Office
 - IT Director
 - Project Management
 - Help Desk
- Information Security
 - Enterprise Security Architect
 - Network Security
 - Security Operations

- Risk & Compliance
 - Third Party Assessments (3PA)
- Identity & Access Management (IAM)
- ISD
 - ISD Chief Application Officer
 - ISD Server Network Director
 - ISD Technology Solutions
 - ISD Architecture
 - ISD Solution Architect(s)
 - ISD SIG
 - ISD Network
 - ISD Digital Workplace
- Purchasing
- School of Arts & Sciences and School of Engineering & Applied Sciences
 - IT Director
- Partner IT
 - Simon Business School
 - Warner School of Education
 - School of Nursing
 - School of Medicine & Dentistry
 - Eastman School of Music
 - University Libraries
 - Office of Research IT
 - Laboratory for Laser Energetics
- Office of Counsel

Implementation Guidelines

1. Committee Meetings

A regular cadence will be established for the Committee to convene to review and discuss proposed technology solutions as well as planned revisions of architectural policies and standards. Attendance by an appointed representative (or designee) for each stakeholder group is required to ensure thorough and effective discussion and review.

Quorum

To ensure decisions are informed and represent the collective interests and diverse viewpoints of the Committee members, a quorum of two-thirds of the Committee members are required to conduct meetings and deliberate. A quorum ensures that a sufficient number of members are present to contribute to robust discussions and is integral to the effectiveness of the Committee in governing technology architecture.

Voting

To ensure transparent and well-considered decision-making, the Committee will vote on all proposed architectural standards and solution designs with affirmative votes by two-thirds of Committee members required for approval. This process not only documents decisions for historical reference but also instills stakeholder confidence as well as validating the legitimacy and rigor of Committee decisions.

The Committee Chair(s) retain the right to defer Committee votes until any significant questions or concerns with proposed architectural standards and solution designs are adequately addressed.

2. Documentation & Deliverables

Meeting Agendas

Meeting agendas will be published prior to the scheduled meeting to both ensure that all presenters are prepared to effectively discuss the standards or solutions they are proposing as well as to inform Committee members of upcoming topics.

Architectural Artifacts

Relevant documents and artifacts required for each discussion topic on the agenda will be published prior to the meeting with ample time for review by committee members. Committee members are expected to have read the provided material and be prepared to effectively evaluate and discuss the scheduled topics.

Meeting Minutes

Minutes from each meeting will be published to provide a record of approvals, disapprovals, exceptions, caveats, and comments for all architectural standards and solution design reviews.

Version History

| Version | Date | Author | Comments |
|---------|---------------|---------------|----------|
| 1.0 | April 1, 2024 | Brian Russell | |
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