

IT Architecture Review Committee Policy

Executive Summary

This policy establishes the criteria and procedures for submitting architecture standards and solution designs for review by the IT Architecture Review Committee (ARC) and is designed to ensure a systematic and transparent process. The purpose of this policy is to ensure that information technology decisions align with business objectives, adhere to University standards, and contribute to the overall effectiveness of the organization's technology landscape. By adhering to this policy, the organization aims to enhance the quality of technology decisions and mitigate risks for the University.

Scope

This policy applies to all enterprise architecture standards and solution designs proposed within the institution. It covers both new initiatives and modifications to existing systems that have a material effect on the technology architecture. Proposed architecture standards and solutions designs to be implemented for and within the University of Rochester Medical Center (URMC) or affiliates should alternatively be submitted to the Technology Advisory Council (TAC) for review.

Submission Criteria

The following criteria identifies the various contexts in which architecture reviews would be required.

1. Establishing or Amending Architecture Standards

When establishing new architecture standards or any proposed updates or changes to approved architecture standards must be reviewed and approved by the Committee. This includes modifications to technology stacks, frameworks, or development methodologies.

2. New Technology Initiatives

Any new technology initiative, including the introduction of new systems, applications, platforms, or services must be reviewed and approved by the Committee prior to committing to any purchasing agreement. This includes projects that involve substantial technology components or dependencies.

3. Modifications to Existing Systems

Proposed modifications to existing systems that have a material impact on the technology architecture, such as changes to core functionalities, integrations, or data flows, must be reviewed and approved by the Committee.

4. Cross-Functional Impact

IT initiatives that impact multiple business units or have cross-functional dependencies, requiring coordination and collaboration across different organizational areas, must be reviewed and approved by the Committee.

5. Budgetary Impact

Proposals with significant budgetary implications, including major technology investments, must be reviewed and approved by the Committee to ensure alignment with overall business goals and priorities.

Submission & Review Process

1. Pre-submission Consultation

Technologists and project managers intending to submit architecture standards or solution designs to the Committee for review are encouraged to engage in a pre-submission consultation with the University IT Enterprise Architecture team to discuss the alignment of their proposals with established standards and guidelines and ensure all required documentation for submission is complete including any 3rd Party Assessments or other complimentary processes as needed.

2. Submission Documentation

Submitters must follow the documented intake process to request Committee reviews and must provide comprehensive documentation that outlines the proposed solution or architecture standard using approved templates. Depending on the submission, these may include PowerPoint presentations, system diagrams, data flow diagrams, security assessments, and/or impact analyses.

3. Review Timeline

Recurring meetings will be conducted by the Committee based on a published agenda established and coordinated by the University IT Enterprise Architecture team. Submission deadlines for each review will be in place and communicated in advance to ensure adequate time for preparation and planning.

4. Review Meeting

Submitters are expected to present the proposed architecture standard or solution design to the Committee during the designated meeting and must be prepared to provide additional context and answer any questions or concerns raised by Committee members. Exceptions to established architecture standards may be requested and should include mitigating controls and long-term plans to alleviate the exception.

Decision Criteria

The Committee will consider the following criteria when making decisions on submitted proposals:

- 1. **Strategic Alignment**
Alignment with overall business strategy and objectives.
- 2. **Adherence to Standards**
Compliance with established architecture standards and guidelines.
- 3. **Risk Assessment**
Identification and mitigation of potential risks, including security and compliance considerations.
- 4. **Impact on Technology Portfolio**
Evaluation of the proposed solution's impact on the overall technology portfolio, including scalability, interoperability, and maintainability. Additionally, submissions will be evaluated to ensure that no solutions create or increase technical debt for the organization.

Communication of Decisions

After presentation and discussion of the submission, the members of the Committee will vote to approve or deny the proposed architecture standard or solution design, outlining any conditions or recommendations. The decision to approve or deny the proposed architecture standard or solution design will be clearly communicated at the conclusion of the review and documented in a decision log for reference. In cases where a proposal is denied, a well-documented exception can be submitted to the Committee for review and further consideration.

Version History

Version	Date	Author	Comments
1.0	April 1, 2024	Brian Russell	