



United States Department of Commerce

**Enterprise Architecture
Program Support**

Enterprise Architecture Advisory Group Charter

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Document Change History

| Version Number | Official Release Date | Summary of Changes |
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| 1.0 | 2/10/2006 | Initial Release |
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Approvals

This Charter has been presented to and approved by:

| | Date | Signature |
|--|-----------|---------------------|
| Chief Enterprise Architect | 2/10/06 | Thomas J Pennington |
| Director, Office of Information Technology Policy, Planning & Architecture | 2/10/2006 | Luca D'Ercole |
| DOC Chief Information Officer | 2/26/2006 | Karen J. Hogen |

Department of Commerce Enterprise Architecture Advisory Group Charter

This charter establishes the Department of Commerce Enterprise Architecture Advisory Group.

Purpose

The Enterprise Architecture Advisory Group is a resource to help address, research, refine, and promote the use of an Enterprise Architecture as a strategic information management practice throughout the Department of Commerce.

Enterprise Architecture Definition

An Enterprise Architecture (EA) is a blueprint that explains how the results of Strategic Planning, Performance Planning, Budgeting, Capital Planning and Investment Control, Security and Privacy procedures, Acquisition, and other related information technology (IT) and general management processes work together to meet the enterprise's mission and objectives. The EA development process leads to an integrated framework, based on principles and standards, which explain Commerce's mission and how resources will be deployed to accomplish that mission. The EA documents the future state of the Department's information technology based on business and technology drivers as well as the transition plan for moving from the current (as-is) state to the future (to-be) state. An EA modeling toolset helps enable the development and implementation of the EA.

Background and Authority

The Enterprise Architecture Advisory Group supports the IT management improvement goals of the Clinger-Cohen Act of 1996, the Paperwork Reduction Act of 1995, and the e-Government Act of 2002, as well as related implementing regulations and guidance, including guidance from the Federal CIO Council, General Accounting Office, Office of Management and Budget, or other government-wide advisory bodies that address Enterprise Architecture.

The EA Advisory Group reports to the Commerce CIO.

The Enterprise Architecture Advisory Group Responsibilities

- Serve as technical counsel to the Commerce Chief Information Officer (CIO), the CIO Council, and the Commerce IT Review Board (CITRB) on the subject of Enterprise Architecture.
- Make recommendations and provide advice to the CIO, the CIO Council, and the CITRB with respect to policy, guidance, standards, and procedures related to the maintenance and update of the Enterprise Architecture.
- Promote a Commerce Enterprise Architecture, encouraging common systems and shared resources, while recognizing the federation of architectures that comprises the enterprise.
- Recommend IT technologies that may serve as foundations for Department-wide systems.
- Manage the acquisition and development of a unified EA management system tool and promote its use throughout Commerce.
- Carry out tasks specifically assigned by the CIO, the CIO Council, or the CITRB.
- Identify improved architectural practices and promote their adoption throughout the Department.
- Share experiences, ideas, and promising practices among Advisory Group members and the CIO community at large.

Membership

- Membership will consist of representative(s) designated by the Commerce CIO and the operating unit CIOs, and will include the Commerce Chief Architect, and the Chief Architects from the operating units as designated by their respective operating unit CIOs.
- The Chairperson will be the Commerce Chief Architect.
- At the option of the Advisory Group, representatives of other organizations may periodically be invited to observe or contribute to meetings and activities.
- At the option of the Advisory Group, operating unit EA support contractors may attend the meetings to observe or contribute to meeting activities.
- A Secretariat will be established and filled by one of the Advisory Group members, or filled in a manner agreed upon by the Advisory Group members.

Procedures

- The Commerce EA Advisory Group will meet every two weeks, or as needed and agreed to by the Group.
- Decisions will be based on a consensus, i.e., a decision that every Group member can accept and support.
- The Advisory Group will report its recommendations to the Commerce CIO.
- Final approval for decisions and recommendations resides with the Commerce CIO.

Responsibilities

- The Chair will develop the meeting agenda with assistance from members. An agenda will be sent out in advance of meetings.
- The principal responsibilities of the Chair include arranging meetings, organizing materials to facilitate recommendation-making by the Advisory Group, conducting the meetings, and sharing information with Group members.
- The Secretariat will record and publish meeting minutes, recommendations, and action items. Meeting minutes will be distributed to all Group members.
- An Advisory Group member will assume the responsibilities of the Chair when the Chair is not available.