



**United States
Department of
Commerce**

**Enterprise Architecture
Program Support**

Enterprise Architecture Policy

Version 2.0

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Document Change History

Version Number	Official Release Date	Summary of Changes
1.0	2/10/2006	Initial Release
2.0	6/30/2007	Revised to require EA compliance for all IT investments

Approvals

This Charter has been presented to and approved by:

	Date	Signature
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[What is Enterprise Architecture?](#)

[Who does this policy apply to?](#)

[Why should you complete and use an Enterprise Architecture?](#)

[How do you build an effective Enterprise Architecture?](#)

[When must an Enterprise Architecture be submitted?](#)

[How do you use an Enterprise Architecture?](#)

[Must IT investments comply with the Enterprise Architecture?](#)

[What does EA compliance mean?](#)

[Where can examples of Enterprise Architecture be found?](#)

[Who can answer questions about Enterprise Architecture?](#)

What is Enterprise Architecture?

This document provides you with policy and guidance information related to the development, use, and maintenance of Enterprise Architectures. **The Electronic Government Act of 2002 defines an Enterprise Architecture (EA) as:** a strategic information asset base that defines

- the mission
- the information necessary to perform the mission
- the technologies necessary to perform the mission
- the transitional processes for implementing new technologies in response to changing mission needs

The EA must include:

- a baseline architecture;
- a target architecture; and
- a migration plan

In plain language, an EA documents the entire business as it exists, as well as how it is projected to be at some future date, and by analyzing the differences between the two states, defines what needs to be done to achieve the desired target state.

Who does this policy apply to?

All operating units of the Department of Commerce and the Office of the Secretary are required to develop and maintain an Enterprise Architecture. All employees acquiring IT resources, developing software, developing budget requests for IT resources, etc., need to be aware of their operating unit's Enterprise Architecture, and comply with it.

Why should you complete and use an Enterprise Architecture?

The Department of Commerce is required, by the [Clinger-Cohen Act of 1996](#) and [OMB Circular A-130](#) to have an Enterprise Architecture in place that covers all organizations and operations. For the specific criteria for meeting these requirements, see [Department of Commerce Enterprise Architecture Requirements](#).

The reason the requirements were established is the large number of possible benefits an Enterprise Architecture can bring. The development and use of an Enterprise Architecture can help an organization to:

- Ensure that business requirements drive IT plans and that the business requirements and IT plans are focused on achieving the business goals;
- Better support budget requests for IT resources by showing how proposed IT spending is directly related to the accomplishment of program goals.
- Develop a departmental vision of where the organization is or wants to go with IT in the future, and to help ensure that IT activities conform to this vision;
- Identify and distribute certain principles that should guide IT behavior within the organization;
- Analyze its current IT resources and their use, and to identify areas where changes could lead to cost savings;
- Make informed decisions when changing IT systems to meet rapidly evolving business needs, legislative requirements, etc.;
- Ensure that all parts of the IT structure work together efficiently and effectively; and
- Identify ways in which IT may enable the business processes to be done more efficiently;

You can find additional descriptions of these benefits in the document [Eight Potential Benefits of Having an IT Architecture](#).

How do you build an effective Enterprise Architecture?

The Department has issued guidance on building an Enterprise Architecture and has established a Web site that contains other information that may help explain the process. Additionally, the Federal CIO Council and the Federal Enterprise Architecture Program Management Office have issued guidance and evaluation tools to help determine the EA maturity of the organization. To view these documents, you can go to the [DOC Enterprise Architecture Home Page](#).

When must Enterprise Architecture be submitted?

Operating units are required to submit their Enterprise Architecture to the Chief Information Officer of the Department of Commerce annually in mid-January. The EA should be updated year round whenever any changes are made to either the baseline or target EA. Strategic IT Plans and Operational IT Plans are expected to reflect and discuss Architectural activities and plans.

How do you use an Enterprise Architecture?

When you want to develop a new capability or enhance an existing one, you should first document the target state in the Target Architecture. If the project is an enhancement to an existing capability, then you compare what the current capabilities are to what they need to be in the target state, and develop a migration strategy to get there (this process is the Gap Analysis).

If the capability is brand new, document the target state, determine how and where it will fit within the existing environment, and using the EA Principles and the Standards Profile & Technical Reference Model, define the migration strategy for developing and deploying the capability.

In either case, this is a mandatory precursor to developing and submitting an Exhibit 300 business case to obtain funding.

Must IT investments comply with the Enterprise Architecture?

Yes, all IT investments must comply with the DOC Enterprise Architecture, including the Technical Reference Model and Standards Profile. Compliance will be evaluated by the [Commerce Enterprise Architecture Review Board](#) according to that body's procedures.

What does EA compliance mean?

Enterprise Architecture compliance is best defined by examining how an investment fits at each level of the Enterprise Architecture. At the business level, it means how does the investment support the goals and mission of the Department, what identified performance or capability gap does it address, and what is the eventual outcome of the project (what product or service does it provide). At the data level, compliance addresses issues of standardization of data definition, data quality, security and privacy, availability, archiving and access to name the more critical areas. For the application level, compliance includes standardization of user interfaces, development tools, reuse and/or sharing of existing components/capabilities, Web-hosting, and the use of Service Oriented Architecture (SOA). Finally, for infrastructure it means reuse or sharing of existing resources, consolidation of resources into fewer sites and devices, and use of standardized configurations and components.

The full list of requirements for EA compliance is available in the [DOC EA Requirements for IT Investments document](#).

Where can examples of Enterprise Architecture be found

You can obtain examples of Enterprise Architectures and links to Architecture-related sites at the [DOC Enterprise Architecture Home Page](#).

Who can answer questions about Enterprise Architecture?

You can contact Tom Pennington at (202) 482-5899 or tpennington@doc.gov.