

## **George Mason University Architecture Standards Committee Charter**

**Purpose:** The Architecture Standards Committee (ASC) is intended to provide consistent standards and criteria to support technology selection and use decisions about all TSD (Technology Services Division) supported applications, departmental applications hosted at the ITU data center and departmental applications that require integration with TSD supported administrative applications. It will define a technical framework in which distributed programming and software implementation can be performed by approved Banner Functional Office (BFO) individuals. The committee will also establish standards that will be used as a guide for developing requirements and specifications used in the evaluation and selection of third party software/hardware including security and accessibility standards. The ASC will review all software acquisitions (including software and web site development projects) in excess of \$1,999 for all university units for compliance with university security and accessibility standards as well as standards required for any application that has a requirement to integrate with Banner or be hosted in the ITU data center.

**Roles and Responsibilities:** The specific duties of the Architecture Standards Committee will include the following:

- Establish, publish and maintain technology architecture standards;
- Establish, publish and maintain software development, testing and quality assurance standards and procedures;
- Establish, publish and maintain procedures for coordinating maintenance and upgrades to third party applications, databases, servers and networks;
- Verify compliance of system acquisition, development and integration requests with technical architecture and standards;
- Verify adherence of in-house software with software development, testing and quality assurance standards and procedures;
- Evaluate standard variance requests and, based on standards, submit approval/denial recommendations to the appropriate governance bodies;
- Coordinate with ITU teams responsible for infrastructure in regard to optimal configuration, capacity and readiness to support new or upgraded/modified applications;
- As requested, provide input into project cost estimation efforts;
- Provide architecture standards information to the Project Governance Council (PGC) and Portfolio Evaluation Committee (PEC) and other appropriate governance bodies;
- Assess periodically technology architecture standards;
- Assess periodically the procedures for coordinating maintenance and upgrades to third party applications, databases, servers and networks;
- Assess periodically the software development, testing, quality assurance standards;
- Review compliance of existing systems with technical architecture and standards and recommend modifications where necessary; and,
- Recommend modifications to current ITU business practices based on an understanding of architectural technologies.

**Organization Structure:** The committee will have a chair, vice chair and recording secretary. The Executive Director of the Technology Service Division (TSD) will appoint a chair. The chair will appoint a vice chair and recording secretary from among the members of the Architecture Standards Committee.

Sub-Committees will be created when necessary by the Architecture Standards Committee. The chair will ask for volunteers and will appoint a chair of the sub-committee. The sub-committee

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will share any findings with the full committee members to form a decision.

### **Procedural Rules:**

- The Architecture Standards Committee will set its own schedule for meeting times and frequency;
- Sub-committee working meetings will be arranged by the chair of the sub-committee;
- Sub-committees will report information back to the Architecture Standards Committee;
- The chair will create an agenda for the meetings and distribute at least one business day prior to the meeting; and,
- Each member of the Architecture Standards Committee will represent one vote when deciding items.
- Issues that cannot be resolved within the Architecture Standards Committee will be escalated to the Deputy CIO/Executive Director of TSD.

### **Critical Success Factors:**

The following items will need to be in place so that the Architecture Standards Committee can perform its duties and be successful:

- Adequate empowerment by the Banner Functional Office (BFO) IT Project Governance Council;
- Well established policies and procedures;
- Mechanisms for effective collaboration between the committee and key stakeholders.
- Commitment of members to attend meetings and follow through in a timely manner with any action items assigned at meetings;
- Communication by the Architecture Standards Committee to the Project Governance Council (PGC) and Portfolio Evaluation Committee (PEC) concerning software and hardware architecture standards and procedures;
- Ability to take into consideration other people's point of view and understand the needs of the BFO and ITU; and,
- A centralized location for Architecture Standards Committee documents.

### **Membership:**

**Composition:** The Deputy CIO/Executive Director of TSD will ensure that the Architecture Standards Committee has a balanced and equitable representation of members across ITU stakeholders. In addition to the chair, the membership of the committee should encompass the following representation:

- Database Application Services (DAS) will actively participate in the meetings and will have voting/decision rights.
  - One member of the Architecture Standards Committee will be from the Database Support group.
  - Two to three member of the Architecture Standards Committee will be from other DAS groups.
- Enterprise Servers and Messaging (ESM) will actively participate in the meetings and will have voting/decision rights.

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- One member of the Architecture Standards Committee will be from the Systems Engineering group.
- One member of the Architecture Standards Committee will be from the Server Support group.
- Network Engineering and Technology (NET) will actively participate in the meetings and will have voting/decision rights.
  - One member of the Architecture Standards Committee will be from the Network Engineering and Technology (NET). This person should have network security, firewall and load balancer knowledge.
- Technology Support Services (TSS) will actively participate in the meetings and will have voting/decision rights.
  - One member of the Architecture Standards Committee will be from Desktop Support.
- A Program Evaluation Committee member who could also be a member of DAS will be necessary to ensure that the committee has an understanding of the Banner Functional Offices priorities. The member will actively participate in the meeting and will have voting/decision rights.
- A BFO technical representative, to be appointed by the PEC, with technical/architecture ability is necessary to represent decentralized IT capabilities across the university and will have voting/decision rights
- A committee member from the IT Security & Project Management Unit will be necessary to assist with the development of ASC security standards. The Director, IT Security member will provide information but will have no voting or decision making rights.
- A committee member from the Equity and Diversity Unit will be necessary to assist with the development of the ASC accessibility standards. The IT Accessibility Coordinator member will provide information that is necessary to represent IT Accessibility capabilities across the university and will have voting/decision rights.
- A Project Management Office (PMO) Committee member will be necessary to ensure communication between the governance bodies. The PMO member will provide information but will have no voting or decision making rights.
- Internal Audit and Management Services Department will be represented on the committee to provide information, but will have no voting or decision making rights.

The composition of the Architecture Standards Committee will include members from the ITU that have the following skills:

- Ability to understand architecture technology and standards and implication of changing these policies on current Mason business practices;
- Ability to see other people's point of view and understand the needs of other units;
- Ability to attend all meetings, or send a representative that has the authority to act for the member, and complete tasks that they have committed to on time;
- Ability to understand the technological cost information supplied by the PEC; and,
- Ability to communicate the work of the group in a positive manner.

***Term:***

All members will serve on the Architecture Standards Committee at the pleasure of the Deputy CIO/Executive Director of TSD.