

Enterprise Architecture Waiver Policy

Adrian Hollister

Head of Strategy and Architecture

Craig Douglas

Enterprise Architect

**ENTERPRISE
ARCHITECTURE
WITH
PLYMOUTH
UNIVERSITY**

07 March 2014

Version Control

Version	Date	Detail	Contributor
0.1	07/3/2014	Initial Document	CJD
0.2	21/3/2014	Amended following Peer Review	CJD
0.3	15/05/2014	Amended following TIS governance change	CJD
1.0	09/06/2014	Approval from ITMG	CJD

CONTENTS

Purpose	4
Audience	4
Policy.....	4
Procedure.....	4

Purpose

The purpose of this policy is to underpin the Enterprise Architecture Governance Procedures and to document the procedures for requesting a waiver from the enterprise architecture.

Audience

This policy applies to all members and partners of Plymouth University who are directly involved in the development, creation and maintenance of the enterprise architecture and contributing component architectures.

Policy

Requests for waivers from the EA Governance Procedure must be addressed to the Enterprise Architect (EA) acting on behalf of the IT Management Group (ITMG) as set out below.

When a solution or segment architecture is perceived to be non-compliant with the enterprise architecture the relevant architect may apply for an enterprise architecture compliance waiver.

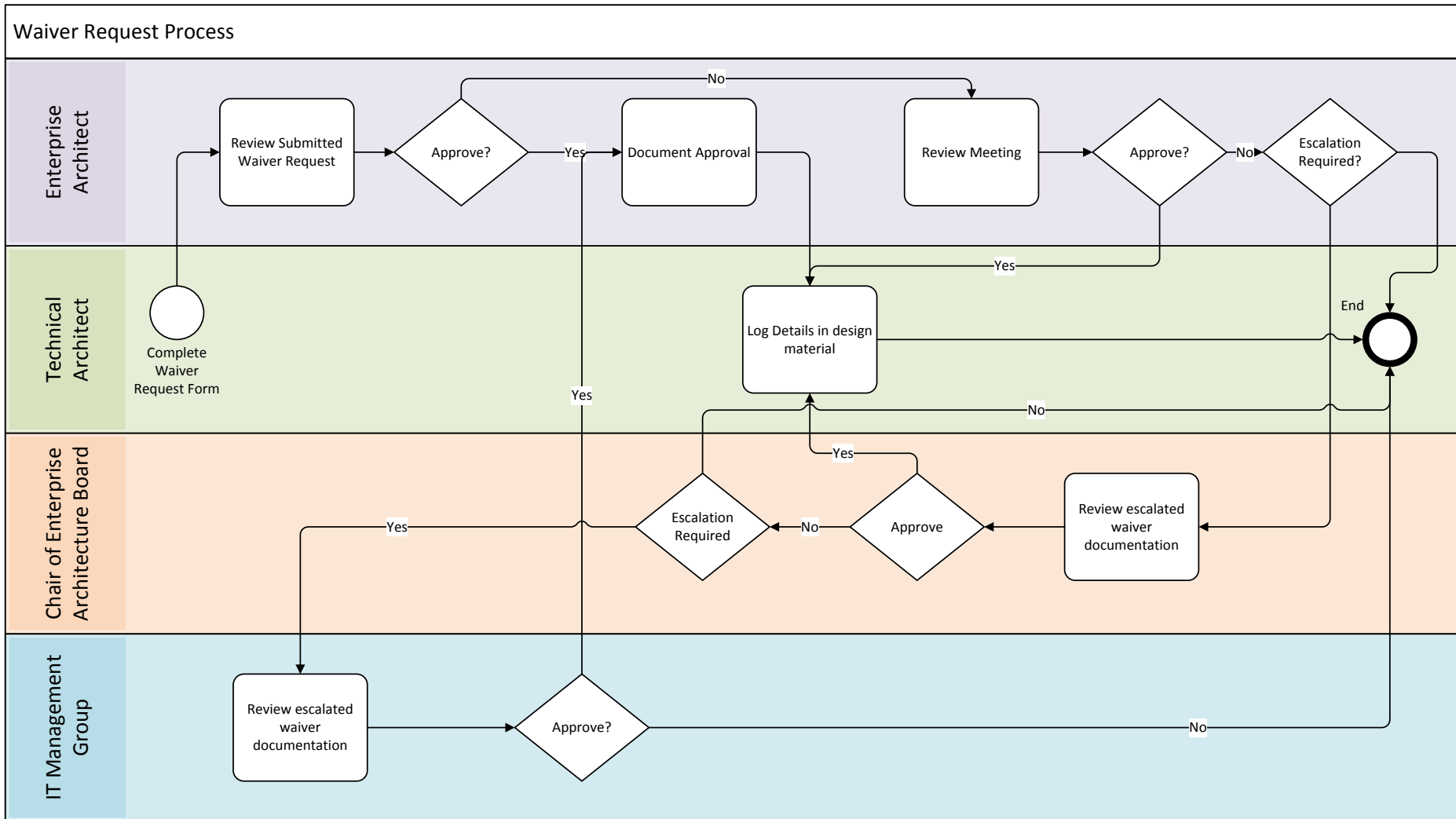
Waivers are not permanent. Waiver terms are documented for each waiver specifying:

- Time period after which the architecture in question must be compliant with the enterprise architecture;
- The modifications necessary to the enterprise architecture to accommodate the solution; or
- Some combination of the above.

Procedure

1. When it is evident that a waiver to existing standard or policy is required within the design of any given segment or solution architecture, the Technical Architect responsible will complete the Enterprise Architecture Waiver Request form located at <http://blogs.plymouth.ac.uk/strategyandarchitecture/wp-content/uploads/sites/4/2014/06/EA-Waiver-Request-Form.pdf>. Detailing:
 - a. Name and position of person requesting waiver;
 - b. Name and reference number of activity (Project or opportunity identifier)
 - c. Identification of the standard or policy for which the waiver is being requested
 - d. Description of the compelling business case or technical limitations and why it warrants exemption
 - e. Duration of waiver being requested
 - f. Modifications necessary to the enterprise architecture for the duration of the waiver
 - g. Plan of activity to align the solution or segment with the enterprise architecture over the period of the waiver
 - h. What is the impact if the waiver is not approved?
2. Submitted forms will be reviewed by the EA on a weekly basis, if approved the EA will document and provide TA with notification of successful waiver who will log details in design material.
3. If the waiver is unsuccessful at this stage EA may invite TA and Technical Architecture Group Manager (TAGM) to present the case in full. If successful the EA will document and provide TA with notification of successful waiver.

4. If again unsuccessful the TA may request the EA to escalate to the Chair of the Enterprise Architecture Board (Chair EAB). If successful the EA will document and provide TA with notification of successful waiver.
5. If the waiver request remains unsuccessful the TA may request Chair EAB to escalate to the ITMG. If successful the EA will document and provide TA with notification of successful waiver. The ITMG decision is final.



Roles and Responsibilities

The **IT Management Group (ITMG)** is responsible for:

- Ensuring any escalated waiver request is dealt with promptly and in accordance with enterprise architecture standards.
- Reviewing waiver requests
- Making the final decision on any escalated waiver request

The **Enterprise Architect (EA)** is responsible for:

- Reviewing waiver requests on a weekly basis
- Documenting successful waiver requests
- Holding review meetings if required
- Escalating unsuccessful waiver requests if required

The **Chair of Enterprise Architecture Board (Chair EAB)** is responsible for:

- Ensuring any escalated waiver request is dealt with promptly and in accordance with enterprise architecture standards.
- Reviewing waiver requests
- Escalating unsuccessful waiver requests if required

The **Technical Architects** are responsible for:

- Raising waiver requests
- Attending review meetings if required
- Updating design materials with the outcome of waiver requests.