**E-Enterprise Architecture and Services**

**Integrated Project Team (IPT) Charter**

*August 14, 2014 Draft*

*This Charter defines the objectives, planned work, and membership of an Integrated Project Team (IPT) that will provide stakeholder input into the design and development of technical documentation for the E-Enterprise architecture and services.*

# **Background on Integrated Project Teams**

Integrated Project Teams (IPTs) are used to achieve successful solutions to complex problems that involve multiple organizations. An IPT is a multi-disciplinary, cross-functional team brought together to implement the processes necessary to deliver a defined product or set of products. IPTs are multi-disciplinary to bring together all the business and technology skills required to construct a successful product. IPTs are cross-functional in that they include representation from the various organizations that have different functional roles with respect to the product.

1. **E-Enterprise Architecture and Service Development – Background**

The E-Enterprise Leadership Council (EELC) approved the E-Enterprise for the Environment Conceptual Blueprint (“Conceptual Blueprint”) in December 2013. The Conceptual Blueprint describes the E-Enterprise vision and identifies key design and operating principles EELC partners will use to achieve the vision. It also describes the E-Enterprise components, how they operate; key knowledge gaps requiring future planning and analysis; and 30 tasks essential to the implementation of E-Enterprise. In January 2014, the EELC approved starting work on several tasks from the Conceptual Blueprint. Among these is task #6A to establish the foundational technical documentation for E-Enterprise. Task #6A includes the following documents:

* *E-Enterprise Solutions Architecture*: Describes the technical requirements and the design for building an E-Enterprise architecture, as well as the mechanisms for interfacing with the architecture.
* *Concept of Operations for Federated Identity Management*: Develops and documents critical use cases for federated identity management and identifies options for supporting end user interactions with EPA national systems, E-Enterprise portal(s), and state systems.
* *Concept of Operations for E-Enterprise Portal*: Describes the high-level technical architecture and operation of the Portal(s), including functionality, interfaces to EPA and State programs and other systems, and proposed identity management services.
* *E-Enterprise Services Portfolio and Implementation Strategy*: Identifies and describes the portfolio of E-Enterprise services and hosting options, including state or other partner-hosted services.

EPA technical contractors will develop these documents in consultation with EPA, state, and tribal stakeholders that have expertise in various disciplines of environmental program management and information technology. This Charter creates an IPT that will assemble those stakeholders to collectively contribute to the content of the documents. EPA’s Office of Environmental Information (OEI) and EPA’s Office of the Chief Financial Officer (OCFO) will direct the technical contractor(s). Through OEI and OCFO, this IPT will provide stakeholder input and direction to the EPA technical contractor(s).

# **Objectives and Anticipated Work of the IPT**

The primary objective of this IPT is to gather stakeholder input that will enable the development of the foundational technical documents and specifications for E-Enterprise, including:

* *E-Enterprise Solutions Architecture*
* *Concept of Operations for Federated Identity Management*
* *Concept of Operations for E-Enterprise Portal*
* *E-Enterprise Services Portfolio and Implementation Strategy*

This research, requirements gathering, and outreach are critical steps in the development of E-Enterprise and reflect the commitment of the E-Enterprise Leadership Council (EELC) to work collaboratively and emphasize the user perspective in the design and operation of E-Enterprise infrastructure.

The IPT will undertake the following broad activities:

1. **Document and verify the *as-is* technical architecture** – The IPT will provide input to help the technical contractor(s) to understand linkages between Federal and State programs and to document the baseline *as-is* EPA/State architecture that supports co-regulation of the environment. The IPT will verify that the IPT’s input has been incorporated and accurately reflected in the contractor’s final draft *as-is* architecture.
2. **Define business and technical requirements** – The IPT will work with the technical contractor(s) to identify stakeholder business requirements, technical requirements, and use cases for the components of the *E-Enterprise Solutions Architecture* and shared services, including the E-Enterprise Portal and Federated Identity Management services. In defining requirements and prioritizing architectural components, the IPT will consider:
   1. Interoperability among E-Enterprise partners
   2. Services-based approaches to sharing data within and among partner organizations
   3. Functional services such as identity management services
   4. Technical and functional requirements for the E-Enterprise portal

The IPT may find it instructive to identify and research case studies of other systems and/or data integration efforts that are closely aligned with E-Enterprise principles.

1. **Document and verify the E-Enterprise Solutions Architecture** – The IPT will provide information to help the technical contractor(s) design and document the components of the *E-Enterprise Solutions Architecture*. The IPT will review and verify that the IPT’s requirements have been incorporated into the final draft *E-Enterprise Solutions Architecture*.
2. **Document and verify remaining shared services documents -** The IPT will provide information to help the technical contractor(s) develop the three companion documents to the *E-Enterprise Solutions Architecture*:

* *Concept of Operations for Federated Identity Management*
* *Concept of Operations for E-Enterprise Portal*
* *E-Enterprise Services Portfolio and Implementation Strategy*

The IPT will review and verify the final draft documents to ensure that they fully reflect the group’s input and requirements.

The scope of the IPT’s work is complex and includes multiple interrelated and complimentary deliverables. Producing these four deliverables will require careful planning, an iterative work process, diverse stakeholder expertise, and close coordination among the IPT members, OEI, OCFO, and the EPA technical contractor(s). As one of its very first tasks, the IPT will work closely with EPA and its technical contractor(s) to provide input to and consultation on the development of a comprehensive work plan and timeline for completing the documents.

In consultation with the Exchange Network Leadership Council, the IPT may create sub-teams to conduct different portions of the work. For example, each technical document may lend itself to development by a different sub-team. Alternatively, the IPT may choose to combine work that is common to each document, such as requirements gathering, under a sub-team.

The complex and inter-disciplinary nature of the work also demands diversity in IPT membership. During the course of the work, IPT members will be asked to invite subject matter experts from their organizations to enrich the conversation. These subject matter experts may include individuals with experience in business process management, policy formulation, enterprise architecture, IT security, administration, etc.

1. **Constraints**

In agreeing to work together on this project, the IPT members acknowledge the following constraints:

* Individual IPT members may not have the breadth of experience to contribute to all of the technical and business discussions that the work will require. In these cases, the co-chairs may ask an IPT member to invite subject matter experts from his or her organization to participate in some of the discussions of the IPT or a sub-team.
* IPT members from states with consolidated IT agencies may have difficulty securing participation from IT subject matter experts from those agencies.
* Some work in developing the E-Enterprise Solutions Architecture, such as discussions on the Capital Planning and Investment Control process, may be EPA-specific. Non-EPA members of the IPT will not participate in EPA-specific work.
* State and tribal members will not be asked to represent the views of other states and tribes. However, the co-chairs may ask members to do some limited outreach to their counterparts in other states and tribes.

1. **Structure and Membership of the IPT**

The IPT will be composed of representatives from EPA, states, and tribes with diverse backgrounds in information technology, program management, and policy. The diversity in membership should reflect the complex and inter-disciplinary nature of the work. During the course of the work, IPT members will be asked to invite subject matter experts from their organizations to enrich the conversation. These subject matter experts may include individuals with experience in business process management, policy formulation, enterprise architecture, IT security, administration, etc.

During the course of its work, the IPT may identify a need to create sub-teams to handle portions of the work. For example, sub-teams might be an effective way to organize a discussion among a specialized group of experts from a specific technical area or business domain. Depending on the need, sub-teams may operate within the existing IPT or as separate groups. When the IPT identifies a need for a sub-team, the IPT co-chairs will consult with the Exchange Network Coordinating Team to determine whether the action requires a modification to the IPT Charter.

Robin Gonzalez of EPA’s Office of Environmental Information will be EPA Co-Chair and Mary Montoya of the New Mexico Environment Department will be state Co-Chair of the IPT.

IPT meetings will focus on the objectives listed in this document. The group will work with an EPA technical contractor(s) with expertise in IT architecture development. EPA will task the contractor(s) with creating each of the four technical documents and eliciting input and feedback from the IPT.

The IPT will report directly to the Exchange Network Coordinating Team (ENCT) who will update the ENLC and EELC on the IPT’s activities. The EELC is responsible for approving the E-Enterprise Solutions Architecture and the other technical products identified in Section 2.

The IPT may encounter issues that require input or direction from the ENLC or the EELC. As needed, the IPT co-chairs will escalate issues through the ENCT for discussion and resolution by the ENLC and EELC as appropriate.

1. **Roles and Responsibilities**

**IPT Members:** IPT members will be the primary source of information supporting the IPT’s objectives. Members will actively provide input during IPT meetings, and review and comment on deliverables. Members should make every effort to attend every call or, if unavailable, arrange for participation by an alternate. IPT members will discuss deliverables within their organizations for topics that fall outside their area of expertise.

**Co-Chairs:** With support from the IPT Facilitator and the Technical Contractor(s), the co-chairs will be responsible for communicating with other IPT members and will lead discussion in calls. The IPT Co-Chairs, in consultation with the IPT members, will determine the meeting process, schedule, and topics. The Co-Chairs will also be responsible for making decisions or resolving issues as necessary to keep the IPT focused on its objectives. The Co-Chairs will work with the EN Coordinator to report the IPT’s progress to the Exchange Network Coordinating Team and the ENLC.

**Technical Contractor(s):** At the direction of the EPA Contract Manager, the technical contractor(s) will be responsible for leading the IPT’s technical discussions and eliciting and documenting input from the IPT members. The technical contractor(s) report directly to either EPA’s Office of Environmental Information or Office of the Chief Financial Officer and have the responsibility for producing the documents listed in Section 2 of this Charter.

**EPA Contract Manager:** EPA Contract Managers or their designees are responsible for providing all formal direction and tasking to the technical contractor(s).

**IPT Facilitator:** The Facilitator will work closely with the co-chairs to manage the conversation during IPT calls and meetings. The Facilitator will also manage day-to-day operations and logistics for the IPT including production of agendas and meeting summaries, call scheduling, and other support tasks.

**Exchange Network Coordinator:** The EN Coordinator will serve as an additional staff resource for the IPT and work closely with the Co-Chairs to communicate with the ENCT and ENLC.

**Exchange Network Coordinating Team (ENCT):** The ENCT will work with the IPT Co-Chairs to resolve issues, coordinate progress reports to the ENLC, and review proposals to create IPT sub-teams. The ENCT is made up of the Co-Chairs of the ENLC and the Network Technology Board and the EN Coordinator.

**Exchange Network Leadership Council (ENLC):** The ENLC is responsible for chartering this IPT and ensuring that its members will fulfill the objectives detailed in Section 3. The ENLC will review and comment on deliverables produced with input from this IPT and report progress to the EELC.

**E-Enterprise Leadership Council (EELC):** The EELC has responsibility for leading the implementation of E-Enterprise for the Environment. The EELC has asked the ENLC to oversee the completion of this IPT’s work. The EELC is responsible for approving the E-Enterprise Solutions Architecture, the Portal Concept of Operations, the Concept of Operations for Federated Identity Management, and the E-Enterprise Services Portfolio and Implementation Strategy.

1. **Meeting Frequency and Schedule**

The IPT will meet at least every 4 weeks. That frequency may be adjusted at the discretion of the Co-Chairs. Given the diverse location of the members, the IPT will meet via conference calls.

The IPT will work with EPA and its technical contractor(s) to establish a schedule for the work. The IPT will complete its work by [DATE]-- the deliverable due date for the E-Enterprise Solutions Architecture. The IPT Co-chairs and the ENCT should discuss any possible changes to the schedule.