

Appendix 3F(viii) Architectural Review Board

Overview

The Authority's Architectural Review Board ("ARB") ensures that new technologies and systems introduced at the Authority are well-understood, compatible with existing technical infrastructure and formal and informal standards, and that these new systems can be supported without disruption to the Authority's existing environment.

ARB has a membership composed of a number of IM/IT managers and technical leads from areas including application design, interface design, network architecture, technical architecture, security.

ARB meets on a weekly basis to review systems planned for implementation at the Authority prior to implementation. ARB recommends systems for approval to the Corporate Director, Technology and Client Services and Corporate Director System Operations and Enterprise Architecture.

Application of this Appendix

All systems that will be integrated with, or that interface with the Authority's current systems must be reviewed and approval by ARB under the terms of this Appendix prior to development/implementation of the systems. The purpose of ARB's review and approval will be for compatibility with the Authority's existing technical infrastructure, compliance with the Authority's standards and the Design and Construction Specifications, and avoiding disruption to the Authority's existing environment. For clarity, Section 2.5 (Authority Not Responsible for Design or Construction) of Schedule 2 [Design and Construction Protocols] applies to any review, comment or approval by the Authority of any submission made by Project Co to ARB.

This Appendix does not limit Project Co's obligations under Appendix 2B [User Consultation and Design Review].

Presenter Responsibilities and Process

Project Co will make presentations to ARB and provide design documentation to ARB in sufficient detail to identify dependencies on specific Authority systems and infrastructure.

Documentation presented by Project Co must represent the system as planned for implementation without optional elements or elements unrelated to the planned implementation. Optional elements may be included for information purposes but will not be reviewed as part of the design or approval.

Project Co will make documents available to ARB in electronic form in either PDF format or Microsoft Word format. Accompanying diagrams must be made available in electronic form in either PDF or in Native Visio 2007+format.

For each system Project Co will submit the following forms of documentation to ARB for review:

- 1) a system overview statement, outlining the purpose of the system, its users (by role or function), and identifying any other systems (new or existing) with which it is intended to interface;

- 2) a logical network diagram or diagrams identifying:
 - a. servers and hosts;
 - b. workstations and client devices;
 - c. communication links:
 - i. between the new system and workstations or client devices;
 - ii. between elements of the new systems communicating over an Authority network;
 - iii. from new system to existing systems; and
 - iv. between the new system and any external systems;
 - d. specific requirements with respect to logical location of each server, host, workstation or client device (such as “public internet,” “internal Authority network,” “private vendor network”);
 - e. common service dependencies (such as Active Directory authentication, access outbound to internet-based hosts, DHCP, DNS, NTP, Cloverleaf interface server, Connexall);
- 3) a physical data diagram indicating where the data will be stored and in what format, with notes as to storage characteristics (e.g. storage type and transports, encryption methods if applicable, speed and capacity requirements, etc.);
- 4) data flow diagrams identifying any requirement for transfer and processing of data within and between systems;
- 5) an interface description indicating the nature of inter-system interfaces requiring particular protocols or implementation (e.g. HL7); and
- 6) a list of the software version requirements for each software component required to run the system which are not in the standard Authority technical operating environment (refer to Schedule 3F(vi)).
- 7) a statement that the architecture fits within the Authority’s suite of enterprise solutions (such as Cerner Millennium, standard data interchange services, etc.)

For each system, Project Co will submit:

- 1) draft documentation no less than 10 Business Days prior to the initial ARB presentation in order to obtain clarification and feedback on content and format; and
- 2) final and complete documentation to the ARB chair or coordinator in appropriate format at least 5 Business Days prior to the presentation.

ARB members will review the submitted documentation prior to the presentation. ARB members may send Project Co written questions regarding the design for response either prior to or at the presentation. If written responses are provided they will be appended to the documentation set made available for the ARB members online. Answers provided at the presentation will be recorded and appended to the documentation.

A technical representative from Project Co or its system provider must attend the scheduled ARB (either in person or by teleconference and web conference) to clarify any ambiguity in the provided documentation.

Response and Approval

Within 5 Business Days of document review and presentation, the ARB chair will deliver formal comments to Project Co. If no outstanding questions exist the ARB will indicate that the solution has been provisionally approved by ARB.

Outstanding questions will be identified in ARB's comments and categorized as either substantive (requiring answers and potentially affecting approval) or informational (requiring answers for successful implementation but not preventing approval).

If elements have been identified by ARB as non-compliant with the Authority's standard environment they will be summarized as part of the comments and identified with a status of either:

- 1) "Exception" – indicating that the non-compliance is acknowledged and understood by ARB and can be accommodated; or
- 2) "Alternative required" – indicating that the element is too far out of alignment for successful implementation; in which case Project Co will have 5 Business Days from the date of presentation to identify an alternative implementation which aligns with the Authority's standard environment. ARB members will be asked to recommend approval or disapproval.

By written agreement between Project Co and the Authority, ARB approval may be granted conditionally based on the alteration of specific elements of the design. In this case these elements will be summarized and identified as part of ARB's comments.

Project Co will have 5 Business Days from the delivery of ARB's comments to provide written answers or modifications to documentation for outstanding questions affecting approval. If all issues have been resolved the ARB can offer provisional approval at that time.

The period to respond to outstanding issues may be extended by written agreement between the Authority and Project Co, but implementation work may not proceed prior to ARB approval.

Once all outstanding issues, questions and concerns have been addressed, the Authority's Corporate Director, Technology and Client Services and Corporate Director System Operations and Enterprise Architecture will issue a final ARB approval to Project Co. Once such final approval is received, Project Co may proceed to implement the system.

Calendarized Process

NB Process will not necessarily run Monday to Monday; Dates will work backward and forward from Presentation Date

N.B. Optional but highly recommended →	(ARB-10) Pre-Submission Review	(ARB-9) Mods and Changes for content and presentation prior to ARB	(ARB-8) Mods and Changes for content and presentation prior to ARB	(ARB-7) Mods and Changes for content and presentation prior to ARB	(ARB-6) Mods and Changes for content and presentation prior to ARB	
	(ARB-5) Submission Finalized – Submittal Date	(ARB-4) ARB members offline review	(ARB-3) ARB members offline review	(ARB-2) ARB members offline review	(ARB-1) ARB members offline review	
	(ARB) ARB Presentation	(ARB+1) <ul style="list-style-type: none"> • Solution provider mods and changes for alternative solutions • Concurrent preparation of ARB Response 	(ARB+2) <ul style="list-style-type: none"> • Solution provider mods and changes for alternative solutions • Concurrent preparation of ARB Response 	(ARB+3) <ul style="list-style-type: none"> • Solution provider mods and changes for alternative solutions • Concurrent preparation of ARB Response 	(ARB+4) <ul style="list-style-type: none"> • Solution provider mods and changes for alternative solutions • Concurrent preparation of ARB Response 	
	(ARB+5) Formal ARB Response	(ARB+6) Solution provider mods and changes for alternative solutions	(ARB+7) Solution provider mods and changes for alternative solutions	(ARB+8) Solution provider mods and changes for alternative solutions	(ARB+1) Solution provider mods and changes for alternative solutions	
	(ARB+10) ARB Final Response					