

USGS Enterprise Architecture Executive Steering Committee.

- I. **Purpose and Scope.** The USGS Enterprise Architecture Executive Steering Committee (EASC) will direct, oversee, and approve the Enterprise Architecture and the Enterprise Architecture program and oversee compliance. The Enterprise Architecture (EA) is a roadmap, which is used by the U.S. Geological Survey to achieve its mission. The EA is used to maximize the Bureau's overall performance and align the Bureau's core information technology environment in support of scientific and administrative processes. This is accomplished through collaboration with the Office of Strategic planning and analysis, program coordinators, and capital investment groups in accordance with annual program guidance. The EA contains "blueprints" for systematically and completely defining an organization's current (baseline) and desired (target) environment. The EA includes a migration strategy for transitioning from the baseline environment to the target environment. Enterprise Architectures are essential for evolving information technology and developing new technology that optimize their alignment to achieve mission value. The EA includes scientific and administrative elements (e.g., mission, functions, information flows, and systems environments) and technical components (e.g., software, hardware, communications, security)..
- II. **Authority.** The Enterprise Architecture Executive Steering i formed because explicit Enterprise Architectures should guide large, complex information technology development and acquisition efforts. The formation of the Steering committee is consistent with guidance from the [Federal Agency Chief Information Officers Council](#),¹ and the [Clinger-Cohen Act of 1996](#).² Further, OMB has issued guidance that requires agency information systems investments to be consistent with Federal, Agency, and bureau architectures. Additional, [OMB guidance](#) provides for the content of enterprise architectures.³ Similarly, the Chief Information Officer Council, the National Institute of Standards Technology (NIST), and General Accounting Office (GAO), have developed architecture frameworks or models that define the content of enterprise architectures.ⁱ
- III. **Functions.** The Steering Committee is responsible for:
 - a. approving the Enterprise Architecture core teams plans.
 - b. approving the initial Enterprise Architecture,
 - c. approving significant changes to the Architecture,
 - d. ensuring the EA is in alignment with scientific and administrative functions, and
 - e. ensuring that IT strategies are in alignment with the Enterprise Architecture.
- IV. **Type of Organization.** Standing Committee of the U.S. Geological Survey.

¹ [A Practical Guide to Federal Enterprise Architecture, Chief Information Officers Council, Feb. 2001.](#)

² [Public Law 104-106, section 5125, 110 Stat. 684 \(1996\).](#)

³ [OMB Circular A-130, Management of Federal Information Resources, November 30, 2000.](#)

- V. **Membership.** Steering Committee membership will consist of about 12 active participants that represent and include all major scientific and administrative areas. Members will serve a staggered three-year term. Each Associate Director of a Discipline and each Regional Director and the Chief of Administrative Services, will appoint one member, with a good knowledge of both their scientific areas and IT issues. The GIO, Chief Architect, Chief Technical Officer, and the Chief Security Officer will be non-voting members. To perform effectively as a decision-making body, it is crucial that the Steering Committee members are senior leaders, with the authority to commit resources and make and enforce decisions within their respective organizations. It is estimated that work on this committee will constitute about 10-15 % of the member time.
- VI. **Leadership. Chair** -- The Geographic Information Officer (GIO) will appoint a Chair who represents the scientific aspects of the bureau. The appointment of the chair will be annually renewable by the GIO. The Chair is responsible for briefing new members on the charter, sources of information, and pending actions. The Chair solicits agenda items and distributes the final agenda prior to the meeting. For regular meetings this should be 1 week before the meeting starts to give members time to get input from their stakeholder groups. The Chair leads Steering Group meetings, and assures follow-up on action items. If the chair is unable to attend a meeting, the Chair will assign an alternate. The Chair is responsible for dissemination of minutes to Committee members.
- a. **Liaison** -- Bureau Liaisons includes all scientific, administrative and information technology disciplines. Members of Steering Committee are responsible for communication with Senior Staff. The Chair or other members may be asked to assist by briefing Senior Staff as needed.
 - b. **Executive Secretary** -- An executive secretary will be appointed to assist the Chair by preparing and revising draft minutes and other records, maintaining files, arranging meeting logistics, such as meeting rooms and lodging and maintaining of the Steering Committee Web pages.
 - c. **Member** -- All members are responsible for communicating with the group they represent, therefore it is important that every effort is made to attend meetings. Members are also responsible for chairing subcommittees, as needed. Staff outside EASC may be asked to participate on subcommittees.

- VII. **Operation.** The steering committee will meet quarterly on a date and at a location decided by consensus of members. A quorum of 70% is required to be present either in person or by video/audio conference to hold a meeting. Absentee votes or proxies to are not allowed. Members must notify the chair at least one week in advance if they cannot attend, except in the case of an emergency. The meeting will be rescheduled if, one week prior to the meeting, it becomes apparent that a quorum will not be present. If meeting attendance drops below a quorum due to emergencies, the meeting will still take place and will be considered an official meeting. Subcommittees may meet as decided by consensus.
- a. Decision-Making Process -- The Committee will strive for total consensus however a minimum 75% majority of those present and voting is necessary for a decision that significantly impacts the architecture program.
 - b. Documentation and presentations - - Supporting documents necessary for decision making will be provided at least two weeks prior to meeting on the subject. Generally, supporting documents will fall into one of two categories. Those categories include:
 - i. A problem proposal.ⁱⁱ A problem proposal is a documented recommendation to the Committee suggesting initiation of an architecture study to solve a problem or meet a particular need. See endnote ii.
 - ii. A proposal for analysisⁱⁱⁱ is request to analyze a specific situation in support of a proposal or a decision. See endnote iii.
 - c. Communication. Minutes of regular meetings should be posted to a USGS-only website within 3 weeks of the meeting. An annual report of progress and plans should be posted on the web annually and all USGS employees should be notified of its posting.
- VIII. Revision of Charter. The Director may revise the Charter following a consensus recommendation by the Committee.

ENDNOTES

ⁱ Federal Enterprise Architecture Framework, Version 1.1, Federal Chief Information Officers Council, September 1999; Treasury Enterprise Architecture Framework, Version 1, the Department of the Treasury, July 3, 2000; the National Institute of Standards and Technology's Enterprise Architectural Model, referenced in NIST Special Publication 500-167, Information Management Directions: the Integration Challenge; and Strategic Information Planning: Framework for Designing and Developing System Architectures (GAO/IMTEC-92-51, June 1992).

ⁱⁱ A problem proposal should contain the following elements:

1. Statement of Need: Briefly describe the problem or need, the people affected, the mission-related tasks, and the timeframe in which a solution is needed. Do not assume that the task requires an automated solution.

2. Possible Solutions: Enumerate possible approaches to solving the problem or meeting the need. The purpose is to quickly identify alternatives that should be considered or eliminated.

3. Resources Required: List money, hardware, software, FTE, contracts, training, support, etc. Include resources required from all concerned parties, as well as non-USGS. Identify assumptions made when estimating resource requirements.

4. Implementation Plan.

5. Suggested Approach to Further Investigation: Recommend assignment to an Architecture Team subcommittee, ad hoc team, or appropriate information technology support unit. Recommendations for subcommittees or teams should include member recommendations and required expertise. Consider if a consultant or contractor can offer assistance. Recommend a charter and state how much time is needed.

ⁱⁱⁱ A proposal for analysis should contain the following elements:

1. Statement of Need. Describe how the business analysis was conducted, including participating analysts, methods used for gathering information and making the recommendation.
2. Alternatives Considered. Enumerate all alternative actions considered, including the "no action" alternative. For each alternative, identify:
3. Description of the Action. Briefly describe what would be done to meet the stated need. List the schedule with major milestones for the action. Identify training, acquisitions, and completion of major components, testing, file conversions, and distribution as possible work elements. This section can be omitted for alternatives not seriously considered. State if some existing system is to be replaced or discontinued. Clearly identify dependencies in the plan on the actions of other groups.
4. Benefits and Limitations. Describe how well the alternative meets the stated need, and how well the alternative integrates into the WRD computing environment. Discuss shortcomings of the alternative. Provide and summarize any data used to quantify benefits.
5. Recommendation: (Optional, but preferred). Select an alternative and justify the selection using information presented in the previous section. List options for obtaining the necessary resources to implement the selected alternative.