U.S. Department of Justice

0903.02

Approved On: **MAY - 5 2016**

DOJ Policy Statement

INFORMATION TECHNOLOGY
ENTERPRISE ARCHITECTURE OVERSIGHT

PURPOSE:	Establishes policy and assigns responsibilities for information technology (IT) enterprise architecture oversight as referenced in DOJ Order 0903, and defines the responsibilities for the following roles: the DOJ IT Enterprise Architect Oversight Manager (OM), and the component IT Enterprise Architect Oversight Manager
SCOPE:	All Department components
ORIGINATOR:	Justice Management Division, Office of the Chief Information Officer
CATEGORY:	(I) Administrative, (II) Information Technology
AUTHORITY:	The Federal Information Technology Acquisition Reform Act of 2014; the Clinger-Cohen Act of 1996; DOJ Order 0903, Information Technology Management
CANCELLATION:	DOJ 2880.1C, Chapter 2, Section 3 – "IT Enterprise Architecture"; Section 4 – "IT Performance Management"; and Section 11 – "IT Infrastructure and Asset Management"
DISTRIBUTION:	Electronically distributed to those referenced in the "SCOPE" section and posted to the DOJ directives electronic repository (SharePoint)
APPROVED BY:	Joseph F. Klimavicz Deputy Assistant Attorney General, Chief Information Officer

ACTION LOG

All DOJ directives are reviewed, at minimum, every 5 years and revisions are made as necessary. The action log records dates of approval, recertification, and cancellation, as well as major and minor revisions to this directive. A brief summary of all revisions will be noted. In the event this directive is cancelled, superseded, or supersedes another directive, that will also be noted in the action log.

Action	Authorized by	Date	Summary
Initial Document Approval	Joseph F. Klimavicz Deputy Assistant Attorney General, Chief Information Officer	May 5, 2016	Establishes policy and assigns responsibilities for information technology enterprise architecture oversight as referenced in DOJ Order 0903

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DEFINITIONS

Term	Definition
Artifact	Project documentation that includes items such as test plans, images, data files, and executable modules.
Component Chief Information Officer	The person within the component accountable for information technology (IT) management. In components that do not have a designated component Chief Information Officer (CIO) position, this role may apply to IT directors who are responsible for IT management within the component. Components that rely entirely on the Justice Management Division (JMD) for IT management and services are not required to have an individual in this role.
Corporate View	Captures the state of IT at a given point in time. It contains statistics and trends for enterprise information resources that support strategic decision-making.
Enterprise	Synonymous with "Department-wide."
Enterprise Architecture	The process of translating business vision and strategy into effective enterprise change by creating, communicating, and improving the key requirements, principles, and models that describe the future state of the enterprise and enable its evolution.
Oversight Manager	Oversees the activities of an IT management function, but may not manage the day-to-day activities of the function. The DOJ Oversight Manager (OM) oversees activities enterprise-wide, across components. The component OM oversees activities within the component. The DOJ and component OMs work together to develop standards and procedures (S&Ps) for the function and monitor the performance of the function and compliance with the S&Ps.
Shared Services	IT services available across the Department.

ACRONYMS

Acronym	Meaning
CIO	Chief Information Officer
DOJ	Department of Justice
EA	Enterprise Architecture

Acronym	Meaning
IT	Information Technology
OM	Oversight Manager
S&Ps	Standards and Procedures

I.   Policy

It is the policy of the Department of Justice (DOJ or Department) that:

- Enterprise information technology (IT) systems and services be designed and implemented in accordance with Department IT standards and technology direction.

- IT acquisitions contain Enterprise Architecture (EA) language, as appropriate.

II.   Roles and Responsibilities

DOJ Information Technology Enterprise Architect Oversight Manager and the Component Information Technology Enterprise Architect Oversight Manager

The DOJ IT Enterprise Architect OM is the DOJ Chief Information Officer's (CIO) designee responsible for overseeing enterprise IT architecture management across the Department. The component IT Enterprise Architect OM is the component CIO's designee responsible for overseeing IT EA management practices within the component. They must:

DOJ IT Enterprise Architect OM	Component IT Enterprise Architect OM
1. EA Methodology. Develop and implement an EA methodology that is aligned with the Federal Enterprise Architecture framework and contains artifacts, templates, and evaluation criteria.	1. Use the EA methodology to conduct EA activities in the component.
2. Investment Alignment. Align all IT investments with the EA.	2. Align component IT investments with the EA.
3. Acquisition Review. Conduct EA reviews of IT acquisitions, major investments, projects, and underperforming investments for TechStat reviews using the EA methodology review criteria.	3. Ensure that component project managers create EA artifacts for enterprise EA reviews. Conduct EA reviews of component's non-major investments, acquisitions, and projects using the EA methodology evaluation criteria.
4. Repository. Develop and maintain an enterprise repository of EA systems and services.	4. Populate the enterprise repository with systems and services.
5. Contract Language. Develop standard EA language to be used for contracts with commercial vendors and grants with state, local, and tribal governments.	5. Ensure that component enterprise contracts and grants contain appropriate EA language.

DOJ IT Enterprise Architect OM	Component IT Enterprise Architect OM
6. Corporate View. Develop periodic reporting requirements for capturing summary EA reports from component CIOs. Collect statistics and analyze trends. Monitor enterprise performance through collaboration with component IT Enterprise Architect OMs and provide reports to the DOJ Strategy OM, as required, to help build the corporate view.	6. Submit timely and accurate reports on component IT architecture to the DOJ Enterprise Architect OM, as required.
7. Policy Compliance. Stay abreast of new legislation and regulation. Develop policy and procedures necessary to meet these regulations and ensure compliance.	7. Ensure compliance across the component.

Appendix: Relevant Guidance, Procedures, Standards, and Instructions

Enterprise Architecture Framework and Methodology – The DOJ EA Framework and Methodology establishes guidance and describes the roles, responsibilities, governance, development, maintenance, and procedures for DOJ EA. It includes the people, processes, technologies, and standards required to accomplish the mission, realize the vision, and achieve its goals and objectives.

Enterprise Architecture Investment Review Guidance – An Architecture Review is conducted by the DOJ IT Enterprise Architect to evaluate an investment's approach, risk, performance, system, services, security, interoperability, standards, and schedule. The objective of the review is to ensure that the system investment aligns with the EA and supports DOJ's vision, strategy, goals, and objectives. The information reported from these reviews allows organizational leaders to develop actionable, fact-based investment recommendations and decisions.

Enterprise Roadmap – The Enterprise Roadmap provides an overview of IT development across DOJ for a 5 year period. It is intended to be an informational tool for DOJ leadership and other stakeholders to understand the direction that IT is taking in relation to the strategic and mission priorities of the Department. The Roadmap aligns with, and is a companion to, the DOJ Information Resources Management Strategic Plan and the IT budget process.