

### Policies

<b>External</b>	<p><b>National Privacy Policies</b> Policy 1: Personal Data Must Be Stored Onshore Description: .....</p> <p><b>Sarbanes-Oxley Policies</b> Policy 3: Log All Accesses to Accounting Systems Description: .....</p> <p>Policy 4: Retain Audit Trails and Emails for 5 Years Description: .....</p>
<b>Internal</b>	<p><b>Data Security Policies</b> Policy 5: No Sensitive Data on Mobile Devices Description: .....</p> <p>Policy 6: Store Credit Cards in Encrypted Formats Description: .....</p> <p><b>Data Exchange Policies</b> Policy 7: Do Not Share Key Data with Third Parties Description: .....</p> <p>Policy 8: Share Client Data with Trusted Partners Description: .....</p> <p><b>Cloud Hosting Policies</b> Policy 9: Use Only the PCI DSS Compliant Cloud Description: .....</p> <p>Policy 10: Do Not Store Health Data in the Cloud Description: .....</p>

Overarching organizational norms typically of a restrictive nature providing compulsory prescriptions in certain areas

### Principles

**Principle 1: Standardized Business Processes**  
Statement: .....

Rationale: .....

Implications: .....

**Principle 2: Single Customer View**  
Statement: .....

Rationale: .....

Implications: .....

**Principle 3: Business Continuity**  
Statement: .....

Rationale: .....

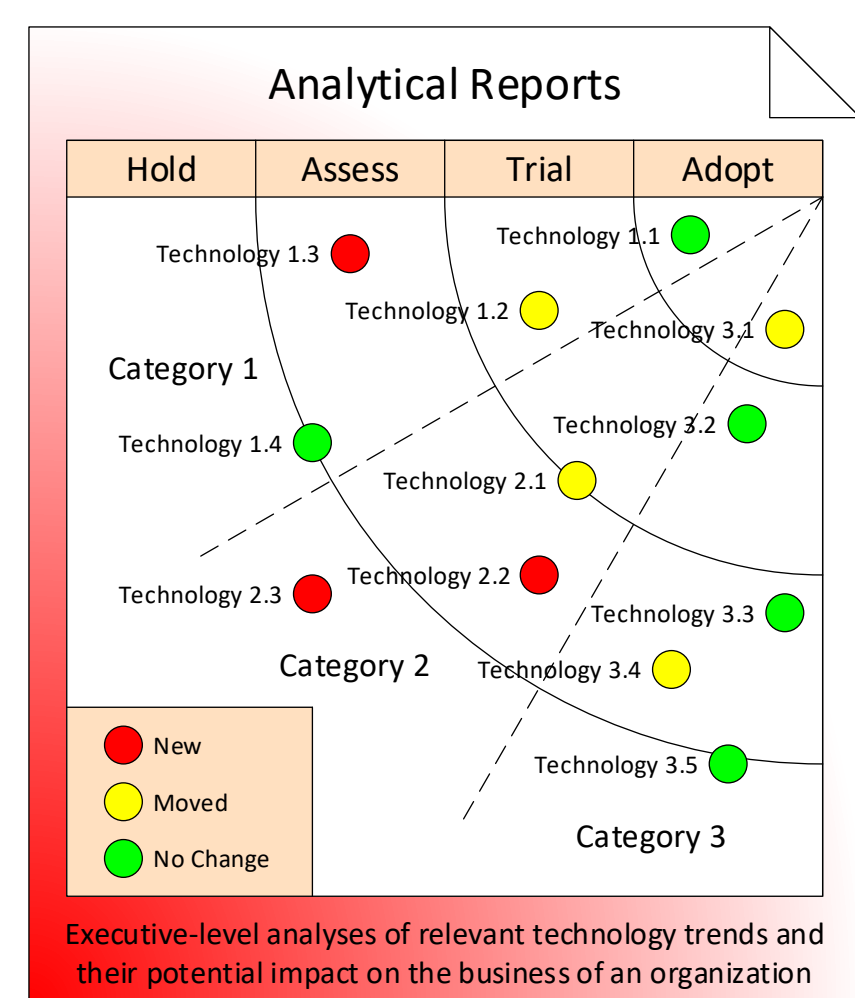
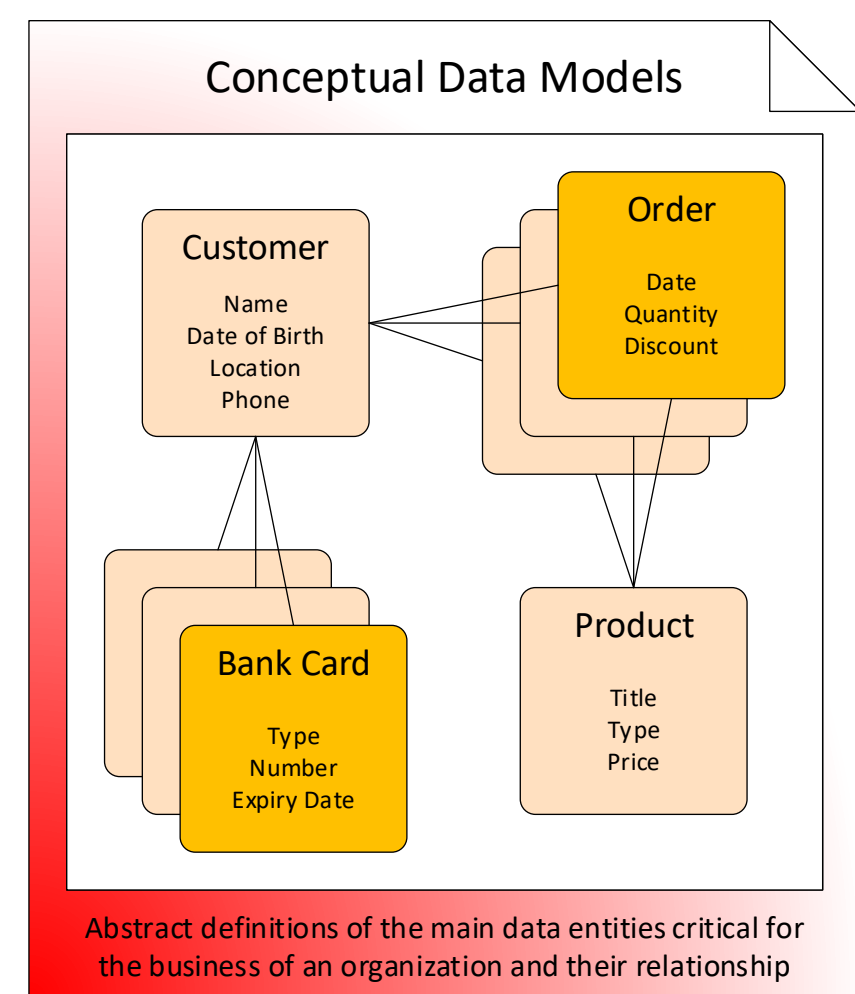
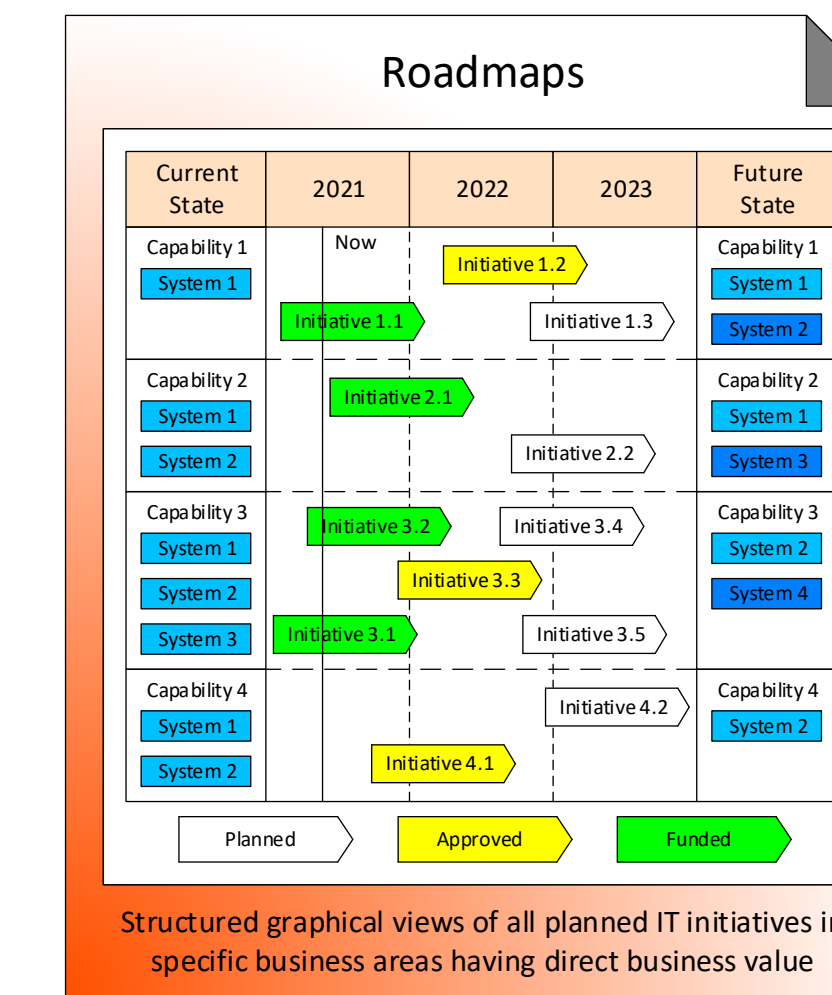
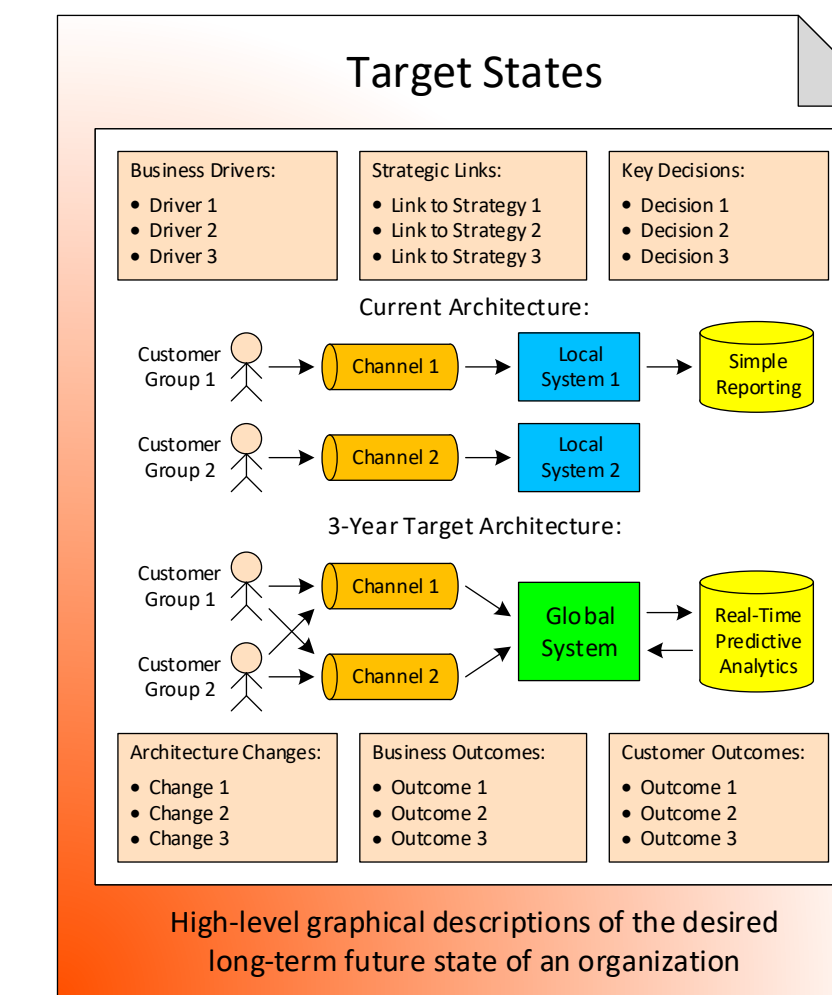
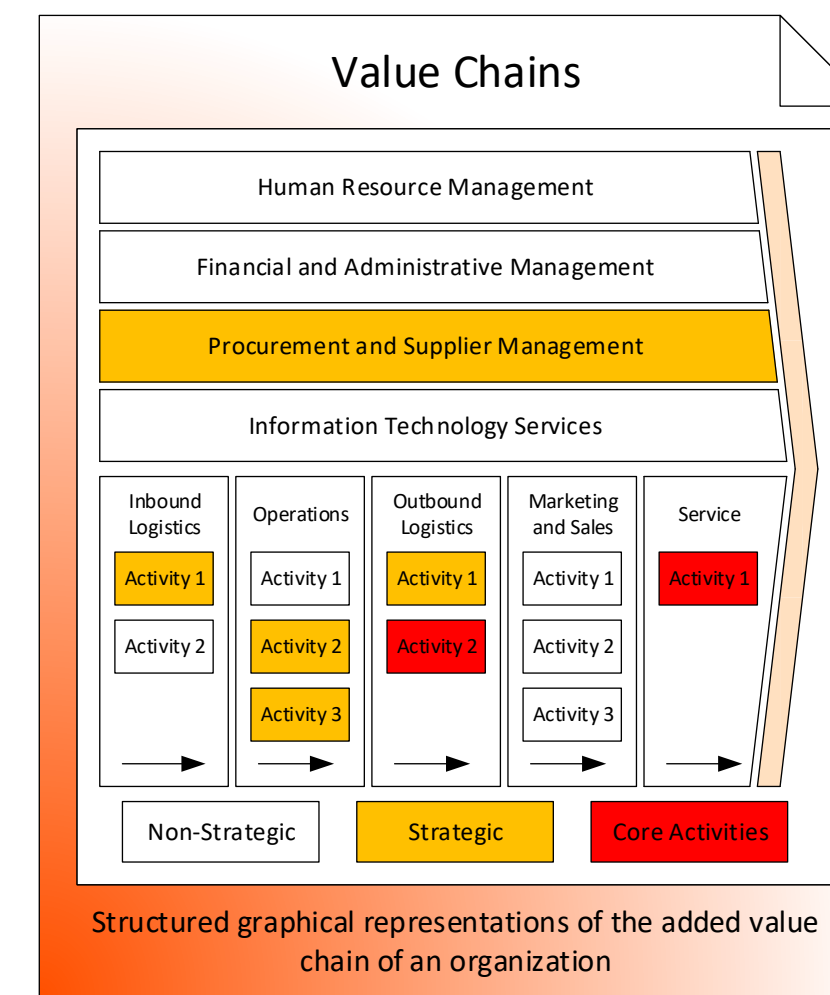
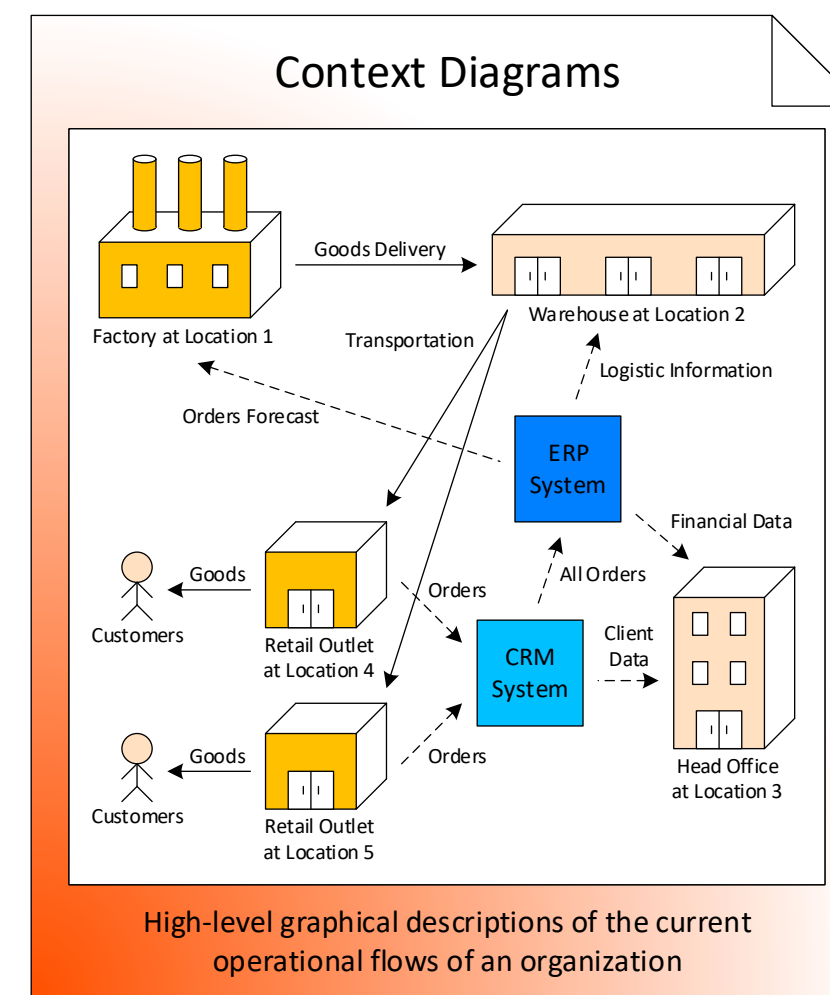
Implications: .....

Global high-level guidelines influencing all decision-making and planning in an organization

### Direction Statements

- Current Business Strategy**
- Identified IT Capability Gaps**  
The inability to provide a timely and comprehensive trends analysis to the relevant business stakeholders
- Recommended Strategic Direction for IT**  
Introduce a warehouse aggregating the necessary data from all IT systems to enable the analytical capability
- Anticipated Outcomes**

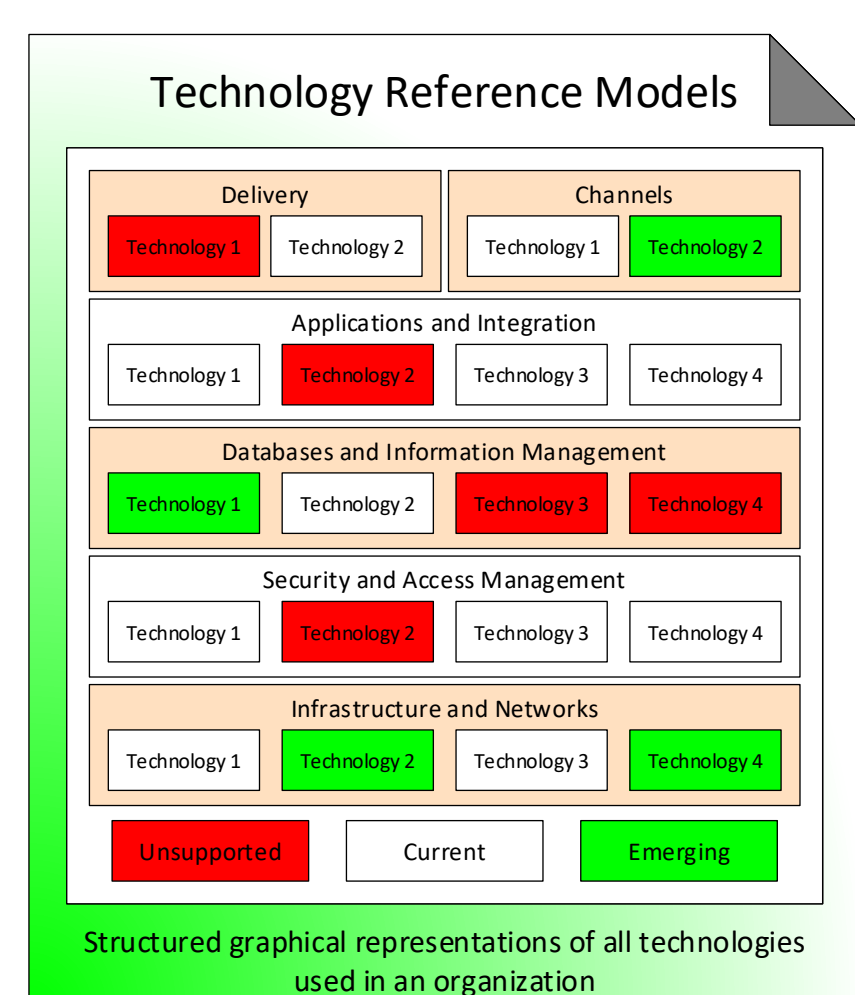
Conceptual messages communicating major organization-wide decisions with far-reaching consequences



### IT Principles

<b>Applications</b>	<p>IT Principle 1: Prefer Open Source Solutions Description: .....</p> <p>IT Principle 2: Log All Main Operations Description: .....</p> <p>IT Principle 3: Use Scalable Storage Description: .....</p>
<b>Data</b>	<p>IT Principle 4: Backup All Permanent Data Description: .....</p>
<b>Integration</b>	<p>IT Principle 5: Use Middleware for Integration Description: .....</p> <p>IT Principle 6: Avoid Binary Integration Protocols Description: .....</p> <p>IT Principle 7: Host in the Cloud Description: .....</p>
<b>Infrastructure</b>	<p>IT Principle 8: Dedicated Server for Each System Description: .....</p>
<b>Security</b>	<p>IT Principle 9: Place Public Systems in DMZ Description: .....</p> <p>IT Principle 10: Secure by Default Description: .....</p>

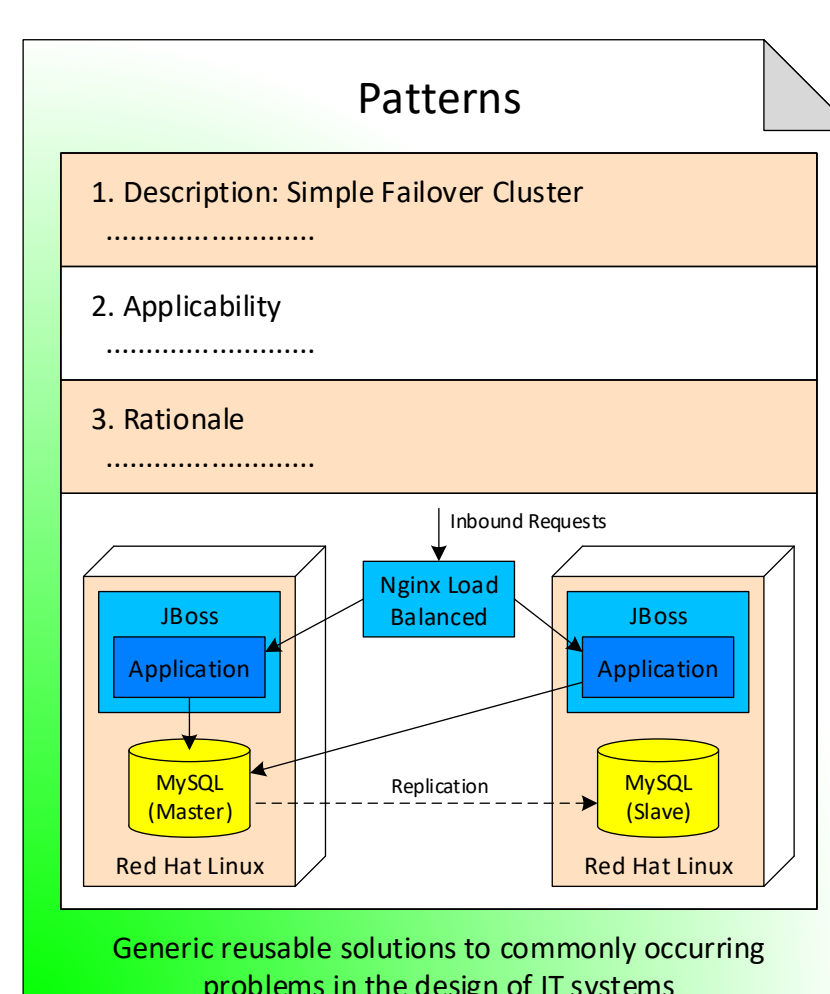
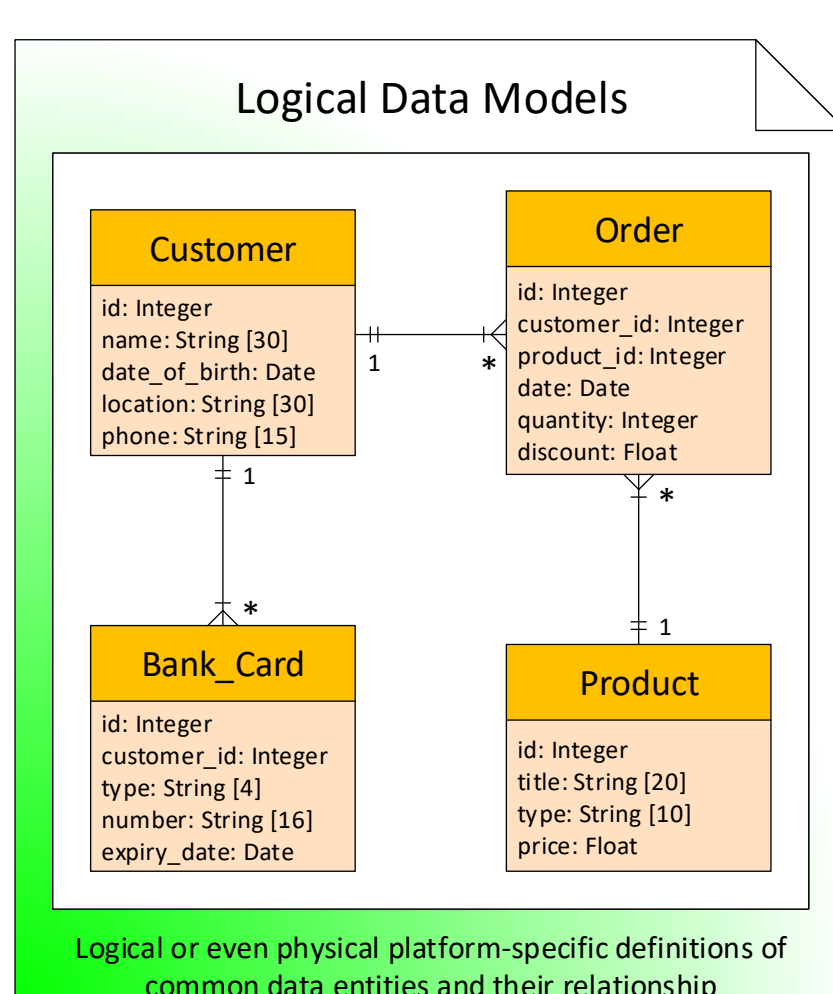
Global high-level IT-specific guidelines influencing all IT-related decisions and plans in an organization



### Guidelines

<b>Server Deployment Standards</b>	<p>Guideline 1: Run Applications as OS Services Description: .....</p> <p>Guideline 2: Store Deployment Packages in VCS Description: .....</p>
<b>Network Protocol Standards</b>	<p>Guideline 3: Avoid Using UDP Multicast Description: .....</p> <p>Guideline 4: Prefer REST Over SOAP Description: .....</p>
<b>Data Encryption Standards</b>	<p>Guideline 5: Use 256-Bit Encryption Keys Description: .....</p> <p>Guideline 6: Store MD5 Hashes of Passwords Description: .....</p>
<b>Interface Design Guidelines</b>	<p>Guideline 7: Use Web-Safe Colours Description: .....</p> <p>Guideline 8: Place Menus in the Top Right Corner Description: .....</p>
<b>Secure Coding Guidelines</b>	<p>Guideline 9: Initialize Variables to Safe Defaults Description: .....</p> <p>Guideline 10: Validate All Incoming Data Description: .....</p>

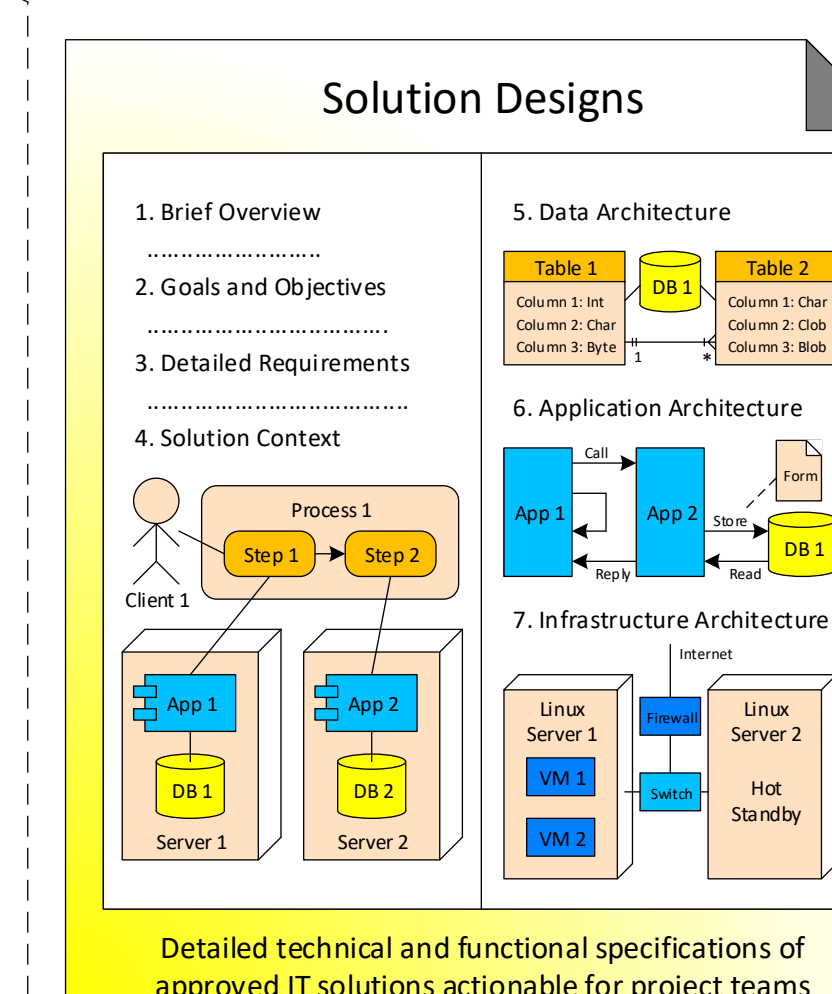
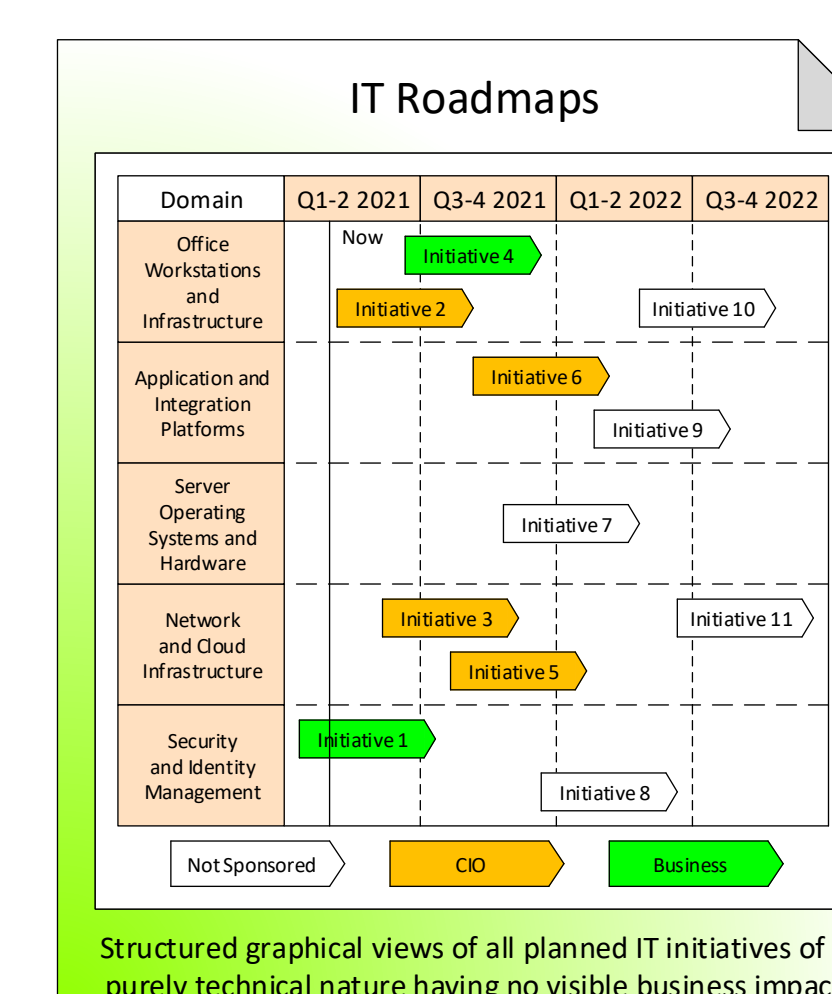
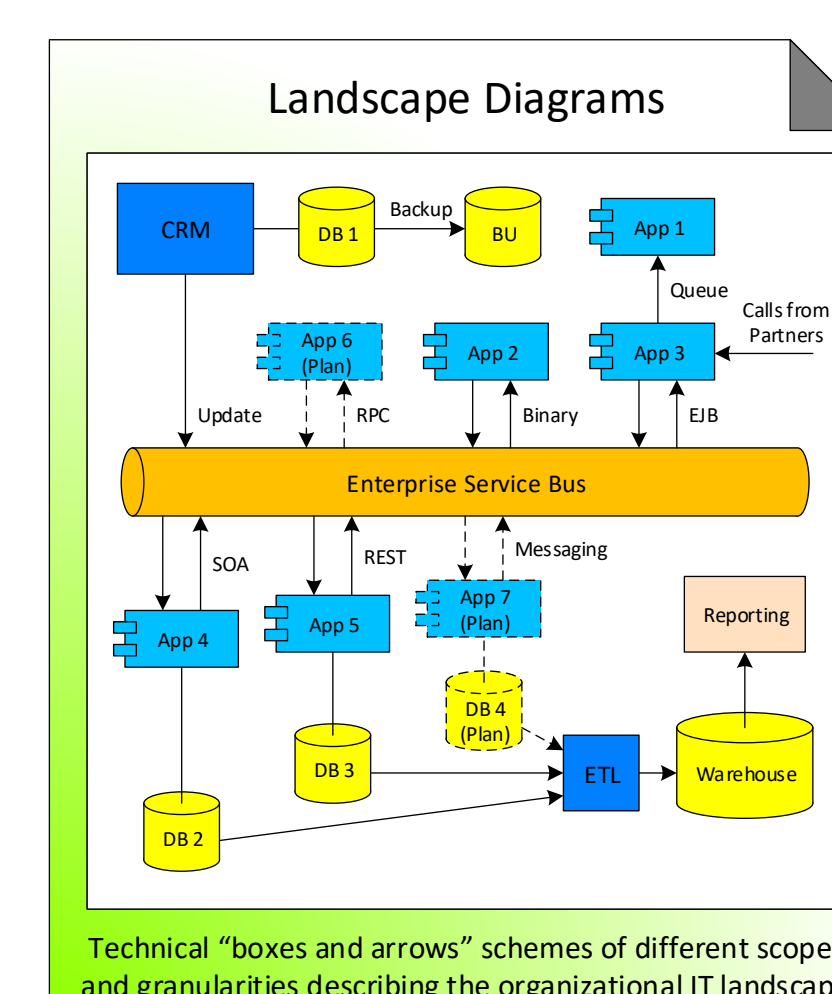
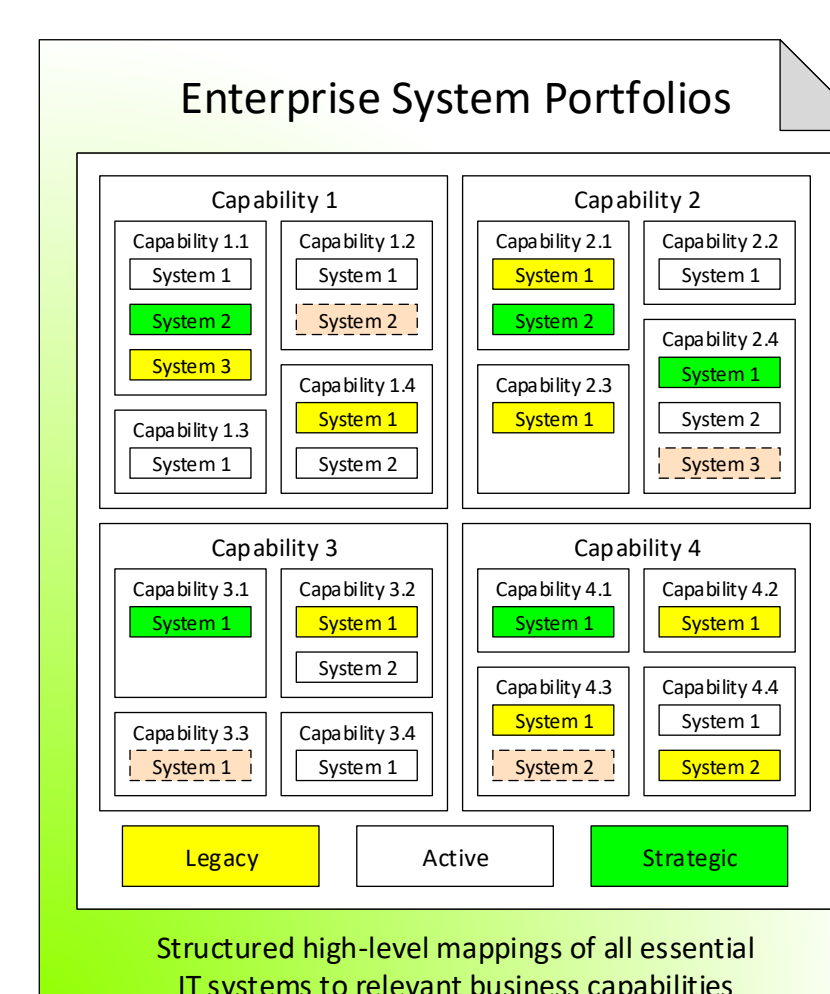
IT-specific implementation-level prescriptions applicable in narrow technology-specific areas or domains



### Inventories

Asset	Purpose	Owners	Cost	Problems
Application 1	.....	.....	.....	.....
Application 2	.....	.....	.....	.....
Application 3	.....	.....	.....	.....
Application 4	.....	.....	.....	.....
System 1	.....	.....	.....	.....
System 2	.....	.....	.....	.....
System 3	.....	.....	.....	.....
System 4	.....	.....	.....	.....
System 5	.....	.....	.....	.....
Database 1	.....	.....	.....	.....
Database 2	.....	.....	.....	.....
Database 3	.....	.....	.....	.....
Database 4	.....	.....	.....	.....

Structured catalogs of currently available IT assets describing their essential properties and features



## Enterprise Architecture

**What EA Artifacts Describe?**

	Generic	Structures	Changes	Specific
<b>Business-Focused</b>	<p><b>Rules</b></p> <p><b>Considerations</b></p> <p><b>Content:</b> Global conceptual rules and fundamental considerations important for business and relevant to IT</p> <p><b>Focus:</b> Do not focus on specific points in time or focus on the long-term future</p> <p><b>Format:</b> Expressed in simple intuitive formats, often as brief written statements</p> <p><b>Meaning:</b> Decisions on how an organization needs to work from the business and IT perspective</p> <p><b>Usage:</b> Developed collaboratively by senior business leaders and architects and then used to influence all architectural decisions (see <i>Enterprise Architecture Practice on a Page</i>)</p> <p><b>Lifecycle:</b> Established once and then updated according to the ongoing changes in the business environment</p> <p><b>Role:</b> Overarching organizational context for information systems planning</p> <p><b>Purpose:</b> Help achieve the agreement on basic principles, values, directions and aims</p> <p><b>Benefits:</b> Improved overall consistency between business and IT</p>	<p><b>Structures</b></p> <p><b>Visions</b></p> <p><b>Content:</b> High-level conceptual descriptions of an organization from the business perspective</p> <p><b>Focus:</b> Often focus on the long-term future up to 3-5 years ahead</p> <p><b>Format:</b> Expressed in brief informal formats, often as simple one-page diagrams</p> <p><b>Meaning:</b> Decisions on what IT should deliver to an organization in the long run</p> <p><b>Usage:</b> Developed collaboratively by senior business leaders and architects and then used to guide IT investments, identify, prioritize and launch new IT initiatives (see <i>Enterprise Architecture Practice on a Page</i>)</p> <p><b>Lifecycle:</b> Created once and then updated according to the ongoing changes in strategic business priorities</p> <p><b>Role:</b> Shared views of an organization and its future agreed by business and IT</p> <p><b>Purpose:</b> Help achieve the alignment between IT investments and long-term business outcomes</p> <p><b>Benefits:</b> Improved strategic effectiveness of IT investments</p>	<p><b>Changes</b></p> <p><b>Outlines</b></p> <p><b>Content:</b> High-level descriptions of separate IT initiatives understandable to business leaders</p> <p><b>Focus:</b> Usually focus on the mid-term future up to 1-2 years ahead</p> <p><b>Format:</b> Expressed as a mix of textual descriptions and simple diagrams</p> <p><b>Meaning:</b> Decisions on how approximately specific IT initiatives should be implemented</p> <p><b>Usage:</b> Developed collaboratively by architects and business leaders and then used to evaluate, approve and fund specific IT initiatives (see <i>Enterprise Architecture Practice on a Page</i>)</p> <p><b>Lifecycle:</b> Produced at the early stages of IT initiatives to support decision-making and then archived</p> <p><b>Role:</b> Benefit, time and price tags for proposed IT initiatives</p> <p><b>Purpose:</b> Help estimate the overall business impact and value of proposed IT initiatives</p> <p><b>Benefits:</b> Improved efficiency and ROI of IT investments</p>	<p><b>Language:</b> Technology-neutral business language</p> <p><b>Domains:</b> Business domain and often other relevant domains at a high level</p> <p><b>Format:</b> Brief, intuitive, largely informal and include only the most essential information</p> <p><b>Stakeholders:</b> Business leaders and architects</p> <p><b>Role:</b> Communication interfaces between business and IT</p> <p><b>Purpose:</b> Help business leaders manage IT</p>
<b>IT-Focused</b>	<p><b>Standards</b></p> <p><b>Content:</b> Global technical rules, standards, patterns and best practices relevant to IT systems</p> <p><b>Focus:</b> Do not focus on specific points in time or focus on the current state</p> <p><b>Format:</b> Can be expressed in various formats, often using strict notations</p> <p><b>Meaning:</b> Decisions on how all IT systems should be implemented and some facts on the current approaches and technologies</p> <p><b>Usage:</b> Developed collaboratively by architects and technical subject-matter experts and used to shape the architectures of all IT initiatives (see <i>Enterprise Architecture Practice on a Page</i>)</p> <p><b>Lifecycle:</b> Established on an as-necessary basis and updated according to the ongoing technology progress</p> <p><b>Role:</b> Proven reusable means for IT systems implementation</p> <p><b>Purpose:</b> Help achieve technical consistency, technological homogeneity and regulatory compliance</p> <p><b>Benefits:</b> Faster initiative delivery, reduced costs, risks and complexity</p>	<p><b>Landscapes</b></p> <p><b>Content:</b> High-level technical descriptions of the organizational IT landscape</p> <p><b>Focus:</b> Often focus on the current state</p> <p><b>Format:</b> Expressed in strict formats, often as complex one-page diagrams using formal modeling notations, e.g. ArchiMate</p> <p><b>Meaning:</b> Facts on the current IT landscape and some decisions on its future evolution</p> <p><b>Usage:</b> Developed and maintained by architects and used to rationalize the IT landscape, manage the lifecycle of IT assets and plan new IT initiatives (see <i>Enterprise Architecture Practice on a Page</i>)</p> <p><b>Lifecycle:</b> Created on an as-necessary basis and updated according to the ongoing evolution of the IT landscape</p> <p><b>Role:</b> Knowledge base of reference materials on the IT landscape</p> <p><b>Purpose:</b> Help understand, analyze and modify the structure of the IT landscape</p> <p><b>Benefits:</b> Increased reuse and agility, reduced duplication and legacy</p>	<p><b>Designs</b></p> <p><b>Content:</b> Detailed technical and functional descriptions of separate IT projects actionable for project teams</p> <p><b>Focus:</b> Usually focus on the short-term future up to 1 year ahead</p> <p><b>Format:</b> Expressed as a mix of text, tables and complex diagrams, can be voluminous and often use formal modeling notations, e.g. UML</p> <p><b>Meaning:</b> Decisions on how exactly specific IT projects should be implemented</p> <p><b>Usage:</b> Developed collaboratively by architects, project teams and business representatives and then used by project teams to implement IT projects (see <i>Enterprise Architecture Practice on a Page</i>)</p> <p><b>Lifecycle:</b> Produced at the later stages of IT initiatives to support implementation and then archived</p> <p><b>Role:</b> Communication interfaces between architects and project teams</p> <p><b>Purpose:</b> Help implement approved IT projects according to business and architectural requirements</p> <p><b>Benefits:</b> Improved quality of project delivery</p>	<p><b>Language:</b> Technical IT-specific language</p> <p><b>Domains:</b> Various technical domains and sometimes also business domain</p> <p><b>Format:</b> Can be voluminous formal, use strict notations and include comprehensive details</p> <p><b>Stakeholders:</b> Architects and other IT specialists</p> <p><b>Role:</b> Internal IT tools invisible to business</p> <p><b>Purpose:</b> Help architects organize IT</p>

