**PROJECT ARCHITECTURE REVIEW**

1. **SCOPE**

This Quality Work Instruction (QWI) defines the interface between the Enterprise Architecture Review process and the [0300-0300-005-B PROJECT MANAGEMENT PROCESS](https://it.nc.gov/media/1002/open). The [0300-0381-005-C PROJECT SECURITY REVIEW](https://it.nc.gov/media/1124/open) may be completed in parallel with this procedure.

1. **OWNER**
   1. This procedure is co-owned by the Enterprise Project Management Office (EPMO) and Enterprise Architecture team. No changes, additions or alterations may be made without the owner’s written approval.
2. **REFERENCE DOCUMENTS**

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| --- | --- |
| **DOCUMENT IDENTIFICATION** | **DOCUMENT TITLE** |
| 0100-0800-010-B | FORMS AND RECORDS CONTROL |
| 0300-0300-005-B | [PROJECT MANAGEMENT PROCESS](https://it.nc.gov/media/1002/open) |
| 0300-0310-005-C | [PROJECT INITIATION](https://it.nc.gov/media/1003/open) |
| 0300-0360-005-C | [PROJECT CHANGE REQUEST](https://it.nc.gov/media/1120/open) |
| 0300-0381-005-C | [PROJECT SECURITY REVIEW](https://it.nc.gov/media/1124/open) |
| 0600-0600-005-B | CORRECTIVE ACTION PROCESS |
| Enterprise Architecture Framework | STATEWIDE ENTERPRISE FRAMEWORK |
| Cyber Security and Risk Management | [CYBER SECURITY AND RISK MANAGEMENT](https://it.nc.gov/programs/cybersecurity-risk-management) |

1. **ASSOCIATED FORMS**

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| --- | --- |
| **FORMS IDENTIFICATION** | **FORM TITLE** |
| 0300-0380-005-D | [PROJECT ARCHITECTURE REVIEW FORM](https://it.nc.gov/media/1123/open) |
| 0300-0360-005-D | [PROJECT CHANGE REQUEST FORM](https://it.nc.gov/media/1121/open) |
| 0810-0810-005-D | [QUALITY CONTROL DECISION POINTS](https://it.nc.gov/media/309/open) |
| Architecture Templates | PROJECT ARCHITECTURE TEMPLATES |
| Statewide Information Security Manual | [STATEWIDE INFORMATION SECURITY MANUAL](https://it.nc.gov/media/1224/open/) |

1. **DEFINITIONS**

* **ARCHITECTURE:** ***see Glossary of Terms and Definitions***

1. **PROCEDURE**

The Project Management Advisor (PMA) coordinates with Enterprise Architecture and the Project Manager (PM) during [0300-0310-005-C PROJECT INITIATION](https://it.nc.gov/media/1003/open) to determine if the project will require a Project Architecture Review DP. If a review is required, the Enterprise Architect, PM and PMA collaborate to determine the appropriate time in the project schedule to conduct a formal review of the project’s architectural solution.



* 1. The PMA creates the Project Architecture Review DP if required. This is determined by a discussion with the PMA, Enterprise Architect and PM.
  2. Prior to submitting the project to Enterprise Architecture for Architecture Review, the PM determines if the Architecture Review requires a change in project scope, schedule or cost as defined in [0300-0360-005-C PROJECT CHANGE REQUEST](https://it.nc.gov/media/1120/open). If required, the PM must complete the Change Request process prior to Architecture Review submittal.
  3. The PM will submit the project for review to the Enterprise Architect using the [0300-0380-005-D PROJECT ARCHITECTURE REVIEW FORM](https://it.nc.gov/media/1123/open) and any reference documents for the solution.
  4. If the Project’s Architecture does not conform to the state standards, the Enterprise Architect will indicate “No” in the approval block on the [0300-0380-005-D PROJECT ARCHITECTURE REVIEW FORM](https://it.nc.gov/media/1123/open) and generate a Corrective Action using 0600-0600-005-B CORRECTIVE ACTION PROCESS, describing the non-conformity and corrective measures required. The Project Architecture Review DP will be returned to the PM in accordance with the Service Level Commitment defined in [0810-0810-005-D QUALITY CONTROL DECISION POINTS](https://it.nc.gov/media/309/open).
  5. Upon completion, the Enterprise Architect will determine if additional reviews are required and collaborate with the PM and PMA to incorporate them into the project schedule accordingly.
  6. The PM will store the [0300-0380-005-D PROJECT ARCHITECTURE REVIEW FORM](https://it.nc.gov/media/1123/open) in the Project DP Library in the Touchdown System.

1. **RECORDS**
   1. Unless otherwise specified in this Procedure/QWI, Records shall be maintained in accordance with 0100-0800-010-B FORMS AND RECORDS CONTROLprocedure.
2. **REASON FOR CHANGE**
   1. Updated website references.
   2. Changed TSS Architect to Enterprise Architect.