



**United States Secret Service  
Enterprise Architecture Review Board (EARB)**

**Project Briefing  
for**

**NAME OF PROJECT**

**Presenter Name(s)**

**Date**

## **Introduction:**

An Enterprise Architecture Review Board (EARB) review is a briefing on an approved Information Technology (IT) project, prepared and delivered by the Project Manager to the EARB. The primary purpose of the EA technical review is to ensure that new systems and major changes to existing systems are consistent with the Enterprise Architecture and current IT investment planning strategies of the Secret Service.

As part of this review, project managers are asked to identify how the new product or application complies with the Privacy Act, Federal Records Act, and Section 508 of the Rehabilitation Act. If the project does not comply, they must explain why the project is exempt.

The project manager is responsible for the following items:

- CONTACT the EARB chair to schedule a review.

An EARB Review should be scheduled when the project team has developed a recommended technical design for any IT project, which meets the following criteria:

- Will result in the implementation of a new IT system;
- Will cause a significant modification to an existing IT system, application, or service;
- May have a significant organizational impact; Is so designated by the CIO.

- COMPLETE the EARB IT Project Submission Form

The EARB IT Project Submission Form should be completed prior to the EARB meeting along with any additional presentation material that the project manager feels is necessary. At least one day prior to the meeting a completed electronic copy of the EARB IT Project Submission Form and any additional presentation materials should be emailed to the EARB Chairperson.

- PRESENT the project to the EARB.

The EARB members are most interested in the Top 10 Questions provided in the EARB IT Project Submission Form. During the EARB meeting, the project manager is responsible for presenting the answers to these questions. Some project managers create a simple PowerPoint presentation based on their answers. Other project managers brief directly off the EARB Project Briefing Form. A review is generally 30 minutes including questions and answers.

The EARB review requires that the project manager address the EARB's TOP 10 Questions, which include the following topics:

1. Business Alignment
2. Information Capture and Sharing
3. Federal Compliance (including: Records Management, Privacy, and Section 508)
4. Component Re-use
5. Interoperability
6. Cost Management
7. Standardization
8. Product Analysis
9. Integrity and Availability
10. Measurable Results

- RESPOND to Action Items identified by the EARB.

After the review, the EARB issues an EARB IT Project Review Report with the review findings and in some cases suggested follow up actions.

Responses to these follow up actions are required prior to implementation of any system or application developed by this project and before a substantial commitment has been made to acquire any hardware or software that is new to the Secret Service technology environment.

The benefits of the EARB review are as follows:

- From a records management perspective, the review enables us to verify that the project manager has considered and taken appropriate action with regards to records created or stored as part of the IT project.
- The review supports IT investment management by providing for a technical architectural assessment and alignment of IT project before implementation or procurement by project managers.
- The Top 10 Questions focuses the EARB and project managers on addressing core EA principles and objectives to the Secret Service.
- The EARB submission form provides project managers with specific requirements that they need to address and asks for answers that specify the date, person, and action taken to address EARB requirements.
- Written reviews are provided by the EARB to project managers with findings and requested follow-up actions.
- Responses to requested follow-up actions are provided by project managers to the EARB typically within three months.

**As the project manager, you are responsible for responding to any follow up actions identified by the EARB prior to final project implementation.**

Section 1 – Project Overview	
Project Name:	
Sponsoring USSS Office:	
Business Project Manager:	
IRMD Project Manager:	
Project Type: (check all that apply)	<input type="checkbox"/> Application An Application is an integration of IT software, IT hardware, and a database, supporting one or more Secret Service mission or business functions where the Secret Service manages the software, hardware or database.  <input type="checkbox"/> External Service An External Service is an integration of IT software, IT hardware, and a database, supporting one or more Secret Service mission or business functions where the Secret Service does not manage the software, hardware or database.  <input type="checkbox"/> Technology implementation An implementation of technology that will cause a significant modification to an existing IT system, application, or service, or that may have a significant organizational impact.
Project Status	<input type="checkbox"/> Pilot __ (beginning date) __ and __ (ending date) __ When implemented the pilot will become an application, an external service or a technology implementation.  <input type="checkbox"/> Full Implementation The project has moved passed the pilot stage and is now ready for implementation.
Description:	
Technical Solution:	

## Section 2 – Top 10 EA Questions

### 1. Business Alignment (Business):

- (a) Explain how your project aligns with the mission of the Secret Service, or why the project is required.

### 2. Information Capture and Sharing (Information):

- (a) Briefly describe the information being captured and stored by this system/application.
- (b) What is the source of this information?
- (c) Who are the users of this information?
- (d) Is the information being made available to other offices/divisions within the Service? If so how.
- (e) Is the information being made available to federal/state/local authorities? If so how.

### 3. Federal Compliance (Information):

Identify how the new product or application complies with the Privacy Act, Federal Records Act, and Section 508 of the Rehabilitation Act. If the project does not comply, explain why the project is exempt.

- (a) PRIVACY: On \_\_ (date) \_\_ , \_\_ (name/title) \_\_ of the Programs/Plans/Policy sub-section of the Information Resources Management Division was contacted to discuss/review Privacy Act compliance, and the following action was taken: \_\_ (action) \_\_.
- (b) RECORDS: On \_\_ (date) \_\_ , \_\_ (name/title) \_\_ of the Management and Organization Division was contacted to discuss/review Federal Records Act compliance, and the following action was taken: \_\_ (action) \_\_.
- (c) SECTION 508: On \_\_ (date) \_\_ , \_\_ (name/title) \_\_ of the Programs/Plans/Policy sub-section of the Information Resources Management Division was contacted to discuss/review Section 508 compliance, and the following action was taken: \_\_ (action) \_\_.

### 4. Component Re-use (Applications):

- (a) How will the project make use of existing Secret Service, DHS, or government IT solutions?

### 5. Interoperability (Applications):

- (a) Explain how the project uses COTS or GOTS software with minimal customization to work harmoniously in the existing environment. If the project does not use COTS or GOTS solutions, please explain why it is necessary to develop a proprietary solution.

**6. Cost Management (Applications):**

(a) What costs are included in the project proposal (i.e. hardware, software, training, security, etc.)?

(b) What is the funding source for the project? If the project is unfunded, when will funding be identified?

(c) What is the recurring cost for support and Operations and Management (O&M)? How will this be funded?

**7. Standardization (Technology):**

(a) Are the application hardware and software components proposed for use by this system/application identified in the Products List as either Preferred or Supported? [

If not please complete the following:

On   (date)  ,   (name/title)   of the Enterprise Architecture Group of the Information Resources Management Division was contacted to discuss/review the insertion of a new product into the architecture, and the following action was taken:   (action)  .

(b) Please map all proposed technologies and system modifications to the worksheet in **Section 3 – Technical Alignment** of this packet.

**8. Product Analysis (Technology):**

(a) Describe the alternative hardware and/or software components you considered for accomplishing the strategic goal or for closing the performance gap that this investment was expected to address. If no alternatives were considered, please explain how the chosen product(s) were selected.

**9. Integrity and Availability (Security):**

(a) On   (date)  ,   (name/title)   of the Information Assurance sub-section in the Information Resources Management Division was contacted to discuss/review security issues, and the following action was taken:   (action)  .

(b) Who will provide ongoing support and back-up and recovery for the system/application?

(c) If Certification and Accreditation (C&A) is required, has sufficient funding been requested? If yes, what is the anticipated completion date? If no, when will funding be available?

**10. Measurable Results (Performance):**

(a) Please describe the performance metrics that will be used to measure project performance.

(b) If this is a pilot project identify the criteria that will be used to evaluate the new system or application for full production implementation.

### Section 3 – Technical Alignment

User Access Mode:	
System Hosting:	
Anticipated number of users:	
<b>Product Category</b>	
Application Server	
Business Intelligence Components	
Computer Hardware	
Data Access Services	
Data Query Tools	
Desktop Interface	
Document Management	
End User Special Purpose Hardware	
Office Suites and Personal Productivity Tools	
Operating System	
Remote Access	
Search Services	
Transaction Processing Services	
Web Client	
Other technologies used in this project not listed above	