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# **KENTUCKY ENTERPRISE DATA ARCHITECTURE**

## **CHARTER**

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Version 1.1

Prepared For:

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| Document Revision History |         |                   |              |
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| Version                   | Date    | Changes           | Updated By   |
| 1.0                       | 2/12/07 | Original document | Glenn Thomas |

## 1. PURPOSE OF THE DOCUMENT

The Charter is issued by senior management to formally authorize the existence of a project. It provides the project manager with the authority to apply organizational resources to project activities. It defines the formal commitment, the responsibilities and the authority of key individuals and organizations involved in the project. It should establish a broad governance structure that defines relationships between the project manager, the sponsor, the sponsoring organization and any other stakeholders that are critical to project success.

The Charter also designates a funding commitment for the project. In some cases, the sponsoring organization may limit funding to some portion of the proposed project, i.e., a proof of concept phase or design phase. In other cases, the funding commitment may extend through the completion of product development or beyond.

## 2. PROJECT OVERVIEW

To date, individual agencies have had relative freedom to develop computer systems in support of their business needs to their own internal standards. This agency-level focus has created what Gartner calls a 'spaghetti' data environment which is highly fragmented and contains significant redundancy. In an effort to create an environment of cost-savings and establish a solid framework to support strategic business initiatives, the Commonwealth Office of Technology has undertaken the creation of the Kentucky Enterprise Data Architecture (KEDA).

This architecture will consist of multiple defined components as agreed to by the Interagency Task Force. Some examples of candidate components are: Governance, Security, Data Integration, Data Quality, Business Intelligence, and Metadata. By focusing efforts on proper enterprise strategic planning, tactical benefits will be realized by allowing more agencies to share higher quality data, achieving a more complete view of both state government and our citizenry. This aligns with Governor Fletcher's Prescription for Innovation initiative to "improve citizen services and promote economic development through e-government". It further aligns with the "5 A's" of that initiative: Adoption, Awareness, Applications, Affordability, and Availability.

- Adoption – By utilization of an Interagency Task Force (ITF) for creation of the Architecture, adoption throughout state government is jump-started through buy-in of ITF members.
- Awareness – Once approved, the KEDA project will be communicated throughout state government through a variety of communication avenues: trade publication articles, Commonwealth Technology Council monthly meetings, agency newsletters, websites, and word of mouth.

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- Applications – Certain toolsets are anticipated to be necessary to support the component pieces of the architecture. These applications will be available to the entire Executive Branch of government.
  - Affordability – Increased standardization and improved data quality will facilitate the elimination of redundant data, decreasing Commonwealth hardware, software and support resource costs over time. Reusable logical data base models and physical database designs will also decrease custom development costs.
  - Availability – All of state government’s Executive Branch will share in the benefits of the Kentucky Enterprise Data Architecture.

### **3. IMPACT STATEMENT**

This architecture will have significant impact on every agency in the Executive Branch. It has the potential to affect all aspects of state government from staffing (possible new job functions and data entry of existing systems inventory), to new system development and system procurements (update data standards and a common data model). This impact will grow over a considerable number of years until policy is established and full compliance is across the entire Executive Branch.

The positive returns on that impact will include but not be limited to:

- Unprecedented levels of data integration and data sharing across state government.
- Increased predictive analysis capability for executive levels of government.
- Standardization of common data elements and definitions.
- Improved quality and reliability of data at both the system and enterprise levels.
- Updated standards in support of a clear, complete data architecture.
- An inventory of the primary IT systems utilized in the performance of state functions.
- Facilitate the elimination of point-to-point system designs and increase the proliferation of enterprise-based system designs.
- Reduction in logical and physical database design time by utilization of established standards.
- Reusable system design and component software coding reduce development costs for registration/inquiry functions.

### **4. ASSUMPTIONS**

- Funding will be available to complete the program and individual component projects, including the purchase of necessary toolsets and training.
- Approved KEDA standards will be implemented as an integral part of all new system designs or major IT application procurements throughout state government.

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- Agencies will provide staff as required to complete tactical projects incorporating KEDA components.
  - Agency expertise in relation to legal limitations of potential data sharing by business area will be available as necessary to educate KEDA component project staff members.
  - Lack of a suitable business model for billing of future enterprise computer services will not be a limiting factor for moving toward the enterprise architecture.

## 5. CONSTRAINTS

- Costs for some of the individual projects may be difficult to determine before initiating because of a lack of insight into the different agencies and the number of systems to be affected.

## 6. RISKS

- Agencies not involved in the taskforce may resist efforts to comply with the chosen architectural standards implemented.
- A change in focus by the Administration could result in the project being delayed or stopped.

## 7. PROJECT SCOPE

This charter is to authorize the overarching Enterprise Data Architecture Initiative. Once the components of that Architecture are agreed to by the Interagency Task Force, individual charters for each component of the Architecture will be presented with a high-level description of the individual projects to be included within that component area.

## 8. DISCLAIMERS—OUT OF SCOPE

- Any updates to existing systems across the enterprise for compliance with any new standards adopted.
- Any modifications to existing COT systems to address the billing of consolidated enterprise services in the future.

## 9. CONTEXT DIAGRAMS

### 9.1. Current Process

Not applicable

### 9.2. Revised Process

The Interagency Task Force will approve the overall enterprise data architecture standards and submit them to the Enterprise Architecture Standards Committee (EASC) for approval. Once approved, individual projects in each component area will be undertaken with reporting of status to the Task Force and/or EASC, as appropriate. Additional data standards resulting

from component projects will be submitted to the Task Force for review and approval before submission to the EASC.

## 10. PROJECT STRATEGY

Approval of this charter authorizes funding for the Kentucky Enterprise Data Architecture Initiative. Approval of the proposed KEDA strategy by the Interagency Task Force will result in the creation of charters for the individual projects in support of that architecture, as discussed in Section 7.

## 11. MEASURABLE PROJECT OBJECTIVES

1. Approval of the KEDA strategy by the Interagency Task Force.
2. Adoption of proposed Enterprise Data Architecture standards by the EASC.
3. Creation of charters for individual component projects.

## 12. PROJECT ROLES AND RESPONSIBILITIES

| Role  | Responsibility   |
|---|--|
| Executive Sponsor<br>Mark Rutledge                  | Commonwealth Office of Technology senior executive who is the principal stakeholder; has made the commitment and has the authority to resolve major project issues and approve project expenditures, plans, and organization; is ultimately responsible for delivering the Kentucky Enterprise Data Architecture objectives. This role is accountable for fiscal responsibility.   |
| Project Sponsor<br>Glenn Thomas                     | Serves as the manager to whom all project communications and deliverables are addressed. Obtains and provides information, data, decisions, and approvals in a timely manner. Helps resolve project issues, and escalates issues as necessary. Ensures all Commonwealth Office of Technology responsibilities necessary for the project team to complete its responsibilities are completed in a timely manner. Participates in status meetings with the Project Manager. Administers Project Change Control with the Project Manager. Reports project status to Executive Sponsor on a scheduled basis.                             |
| Project Manager                                     | Serves as the focal point for coordinating project activities with the Project Sponsor. Establishes and manages the detail work plan, tracks progress, and reports status against the work plan. Manages project scope. Maintains project communications; maintains issues and risks logs; reviews the project progress with the Project Sponsor during scheduled status meetings. Administers Project Change Control with Project Sponsor. Prepares and submits Weekly Status Reports to the Project Sponsor outlining project status, significant accomplishments, identified problems, and recommendations for corrective action. |
| Agency Contact<br>Interagency Task Force<br>Members | Serves as the Task Force Subject Matter Experts (SME). Coordinates Task Force efforts to address the KEDA project. Possesses in-depth knowledge of the agency's applications and initiatives. Assists team members with specific business knowledge issues.  |

| Role                         | Responsibility   |
|------------------------------|--|
| Data Architect<br>James Feck | Works to create logical and physical database designs based upon Common Data Model requirements. Maps data elements to a logical/physical design and ensures data dictionary information is captured. Works with the DBAs to complete physical design and its subsequent implementation on physical databases. |

### 13. MAJOR PROJECT MILESTONES

| Project Deliverables         | Targeted Completion Dates |
|------------------------------|---------------------------|
| Project Initiation/Charter   | Feb 2007                  |
| Approved KEDA Strategy       | Mar 2007                  |
| Data Standards to EASC       | May 2007                  |
| Data Standards Approved      | July 2007                 |
| Component Charters Prepared  | Aug 2007                  |
| Component Projects Initiated | Sep 2007                  |
| Project Closeout             | Oct 2007                  |

**Note:** This major milestone estimate is based on information known at this time. There is a possibility that the estimated dates could vary based on additional information obtained during the project; reviews of these completion dates will occur after each milestone is achieved.

## 14. HIGH-LEVEL COST ESTIMATE

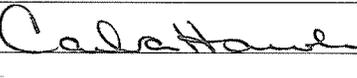
| Project Phase           | Estimated Hours | Estimated Cost |
|-------------------------|-----------------|----------------|
| Charter                 | 20 – 30         | 1500 - 2250    |
| Standards Documents     | 75 – 150        | 5625 - 11250   |
| Component Charters (10) | 200 - 300       | 15000 - 22500  |
| Project Management      | 320 - 480       | 24000 – 36000  |
| Project Closeout        | 40 – 60         | 3000 - 4500    |
| Contingency Reserve*    | 80 – 120        | 6000 – 9000    |
| TOTAL                   | 735 – 1140      | 55125 - 85500  |

**Note:** This is a good faith cost estimate based on information known at this time. There is a possibility that the estimated hours could vary based on additional information obtained during the project; reviews of this cost estimate will occur after each milestone is achieved. Billing will only be for the actual time spent on the request.

\* Contingency Reserves will be utilized to account for “known unknowns” identified during the project. Reserves are to be managed and guarded by the Project Manager, and will not be utilized unless required.

## 15. APPROVAL SIGNATURES

Signatures indicate that, in the judgment of the persons authorizing the Project Charter, the project should be approved.

| Print Name     | Signature   | Title & Agency       | Date    |
|----------------|---|----------------------|---------|
| Mark Rutledge  |  | Commissioner, COT    | 2-21-07 |
| Glenn Thomas   |  | Project Sponsor, COT | 2-21-07 |
| Lorna Jones    |  | ITF, CHFS            | 4/26/07 |
| Ann Riggs      |  | ITF, Education       | 4/23/07 |
| Shellee Hein   |  | ITF, Dept of Revenue | 3-13-07 |
| Tony Henderson |   | ITF, Commerce        |         |
| Carla Hawkins  |  | ITF, Personnel       | 4-23-07 |
| Bill Carr      |   | ITF, EPPC            |         |