Architecture Contract between the Architecture Function and Business Users

The Open Group supplies a range of templates for various work outputs in TOGAF. The template provided here is intended to offer some alternative suggestions, and is not intended to replace the official templates. The Open Group templates can be found here:

https://www2.opengroup.org/ogsys/catalog/I092

We have shown this template as a Word Document, but it is usually better to manage the information by using software that helps you keep it up-to-date and distribute it to stakeholders. It is useful to break the Architecture Contract into discrete chunks of information that can be reused. These can be used to generate "documents" or "views" as required. EA teams use tools such as a wiki or a dedicated EA tool for this purpose.

This template should always be adapted and customized to meet your exact needs!
In this template we have provided an explanation of the information you might include, and some explanatory text. This is shown highlighted in square brackets:

[Description of text or diagrams that we suggest you add, or explanatory notes]

Typically this will include:

Project Name or Reference <Official Name or Reference for the Project>

Client / Sponsor Details <Name or Contact Point for the main client or sponsor>

[Please refer to 36.2.2 Architecture Contract and 49.2.5 Contract between Architecting Function and Business Users of the TOGAF documentation.]

INTRODUCTION AND BACKGROUND

[It is useful to explain briefly the agreement... for example, it might be used... that agreement... master... implementation of the...... ensure that stakeholders... planation may not be necessary if there is a well-estab-lished process...

The introduction and background might include a brief summary of what has happened so far... It might refer to the Request for Architecture Work and the Statement of Architecture Work. It might summarize the key concerns. It might provide a brief summary or the brief explanation for any... the current architecture.

The contract does not need to be... documented elsewhere... this... setting and reminder... there... source documents.]

OVERVIEW / THE NATURE OF THE AGREEMENT

[This provides a brief summary of the contractual ele-ments in the agreement. For example, it may summarize the responsibilities of the parties to the agreement. It may reference the governance process, and explain how compliance will be checked.]

STRATEGIC REQUIREMENTS

[This provides a summary of the outcomes and value that will be delivered by the work packages subject to this ar-chitecture contract. Again, it should be possible to do this through reference to other strategy documents, rather than repeat information better described elsewhere. The point here is to provide enough contextual background for signatories to the contract.]

Enter your notes here

Enter your notes here

Enter your notes here

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Objectives and Scope

OBJECTIVES

[This provides a brief summary of the organizational, business or technical objectives that will be met by successfully implementing the planned architecture scope. A simple list as bullet points will suffice in most cases, and again there should be links to any relevant background information.]

SCOPE

[This can be described in several ways. Section 5.5 Scoping the Architecture of the TOGAF documentation describes the various dimensions that are used by TOGAF for scoping. As with all of the earlier sections in this document, it is better to cross-reference a more thorough description of the scope here, and simply provide a brief summary.]

STAKEHOLDERS, CON...

[The template provided by the Object ... suggests using a table to show the stakeholders who will use this document, the ... views. Much ... to document stakeholder requirements, and ... the source. Instead, the list of stakeh... of signatories, for this contract.]

STAKEHOLDER	CONCERN	VIEW
[Stakeholder Name or Stakeholder Group Name]		[list of views that will ...their concerns and they will be addressed]

MANAGERIAL APPROACH / GOVERNANCE STRUCTURE

[This provides an overview of the governance procedures that will be followed to ensure that the implementation complies with the architecture requirements and specification.]

COMMUNICATIONS PLAN

[It may be useful to include details of how communications will be handled. For example, this might include a distribution list for anyone that is a participant to the contract.]

ACCEPTANCE PROCEDURE

[This describes the process used for acceptance sign-off.]

CHANGE (OF SCOPE) PROCEDURES

[This provides an outline of how any non-compliance, or change in requirements, will be handled. See TOGAF Chapter 16, Phase H: Architecture Change. As with so many of the sections in this document, this can be handled by cross-reference to any formal documentation of this procedure. The reason to include it here is simply to ensure that all participants are aware of the process to be followed in the event of any change of scope.]

ARCHITECTURE DELIVERABLES

METRICS AND KPIs

[The Open Group template suggests that the metrics and KPIs used to determine the success of this architecture work may be documented in a table.]

METRIC	MEASUREMENT TECHNIQUE	TARGET VALUE	RATIONALE FURTHER NOTES

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Risks and Mitigations

[This provides a brief summary of the organizational, business, or technical objectives that will be met by successfully implementing the planned architecture states. A simple list as bullet points will suffice in most cases, and again there should be links to any relevant background information.]

RISK ANALYSIS

[The Open Group suggests a simple table (see below) for smaller projects, with more complex risk management methodologies/spreadsheets substituted where relevant.]

ID	RISK			ACTION	OWNER
1					
2					
3					

ASSUMPTIONS

[Again, the Open Group template includes the following table to summarize assumptions. Once again, a simpler approach would be to include a link to all relevant supporting documentation rather than repeat it.]

ID	ASSUMPTION			OWNER
1				
2				
3				

SIGNATURE APPROVALS

[As a formal contract, it is important that the document is signed by the relevant parties to show that they agree with the terms and conditions.]

_____   _____
Signature   Date

VERSION HISTORY

[It may be useful to include details of how communications will be handled. For example, this might include a distribution list for anyone that is a participant to the contract.]

DATE	VERSION	COMMENTS
[Insert date]	[Insert version]	[Insert comment]
[Insert date]	[Insert version]	[Insert comment]
[Insert date]	[Insert version]	[Insert comment]
[Insert date]	[Insert version]	[Insert comment]