



Technology Review Board (TRB)

Charter

U.S. Small Business Administration

May 2004

**TECHNOLOGY REVIEW BOARD
TRB**

TRB CHARTER

ARTICLE 1 -- PURPOSE

- 1.1** The purpose of the *Technology Review Board (TRB)* is to provide Enterprise Architecture (EA) compliance evaluations for IT investments, policy guidance, advice and assistance in the definition, design and implementation of EA discipline and practices throughout the U.S. Small Business Administration (SBA).

ARTICLE 2 -- OBJECTIVES

- 2.1** The TRB will coordinate with the Program Office Investment Review Board (PIRB), the Business Technology Investment Council (BTIC), the BTI Advisory Committee, the Chief Information Officer (CIO) and any other committee serving these functions to institutionalize and make operational the SBA EA.
- 2.2** The TRB will be responsible for ensuring that all Information Technology (IT) projects are in compliance with the Agency approved EA.
- 2.3** The TRB will provide guidance for use by the Agency to effectively implement and sustain technical solutions in the EA.
- 2.4** The TRB will serve as a key facilitator and collaborator with the PIRB, the BTIC, the BTI Advisory Committee, the Chief Architect, the CIO, and any other committee serving these functions in the advancement of the principles and practices of the SBA EA.
- 2.5** The TRB will work to foster full integration between the EA and Capital Planning and Investment Control (CPIC) processes, including strategic planning, investment management, and portfolio management. The review board will develop close relationships with the BTIC and its advisory committee to develop processes, guidance, and direction that will result in a fully integrated EA/CPIC process within SBA.
- 2.6** The TRB will lead the effort to periodically assess the EA products and to identify updates to the SBA EA products. See section 6.4 "Reassess and Update EA Products" found in the SBA EA Program Policies and Procedures document.

ARTICLE 3 - MEETINGS

- 3.1 The principal meeting locations of the TRB will be in the SBA headquarters in Washington DC.
- 3.2 Meeting dates and times shall be determined by the TRB Chair in consultation with the TRB membership. The TRB will establish a regularly scheduled date and time for the TRB meetings and post the meeting schedule on the SBA intranet. If an architectural issue emerges between scheduled TRB meetings, an ad-hoc meeting will be called as needed.

ARTICLE 4 - MEMBERSHIP

4.1 Membership Candidates

The committee shall be composed of **OCIO management**, a representative from the **Office of Disaster Assistance** (ODA), a representative from the **Office of the Chief Financial Officer** and a member of the **PIRB** (a representative from project sponsor's office as needed). See Section 4.2.2.

4.2 Qualifications and Rights

There are two classifications of membership for the TRB, Principal Membership and Associate Membership.

4.2.1 Principal Membership

- (a) The principal members of the TRB have voting privileges. For more information concerning their TRB responsibilities see the "SBA Enterprise Architecture Program Policies and Procedures" at SBA intranet site <http://www.yes.sba.gov/ocio/arch.htm>.

1. OCIO

- a) Office of Information Systems Support (OISS)
- b) Office of Communication Technology Services (OCTS)
- c) Office of Planning & Technology Assets Management (OPTAM)
- d) Productivity Enhancement Staff (PES)
- e) Office of Information Security
- f) Enterprise Information Manager
- g) Office of E-Government (vote only to break ties)

2. The Office of Disaster Assistance; and
3. The Office of the Chief Financial Officer (OCFO).

(b) Each Principal Member shall be entitled to one (1) vote.

4.2.2 Associate Membership

- (a) Any other person approved by the TRB shall be entitled to attend as a non-voting member and assist in the meetings as an Associate Member.
1. Data Quality Manager
 2. Configuration Manager
 3. Office of the Inspector General
 4. A member of the sponsoring office PIRB (as needed)
 5. A representative from the sponsoring office (i.e offices without established PIRB's) (as needed)
- (b) Associate Members do not have voting rights.

4.3 Principal Member – Participating Member

A Participating Member is an active Principal Member who has been designated by their program office Associate Deputy Administrator or an equivalent senior manager as the program representative to the TRB. The Principal Member may designate a Participating Member when they are not able to attend the TRB meeting. The designee must have full authority to make decisions in the absence of the Principal Member. The Participating Member designation is defined in reference to subsections 5.3 and 6.1 as related to meeting quorums.

ARTICLE 5 - MEETING OF MEMBERS

5.1 General Meetings

General meetings of the TRB members will be held in the SBA headquarters office in Washington, DC. The TRB shall provide teleconferencing facilities to facilitate participation of membership offsite, when necessary.

5.2 Notice of Meetings

A published schedule will be provided to each member. Email notices of the time, place, and purpose of general meetings shall be sent to each member of the TRB at least one week prior to the meeting. The notice of a meeting will include the proposed agenda and advance copies of materials to be presented. The project sponsor must submit all EA related material two weeks prior to the TRB meeting.

5.3 Quorum Voting

More than one-half (1/2) of the Participating Members of the TRB entitled to vote shall be necessary to constitute a quorum for the transaction of business. If such a quorum and the voting requirements set forth in Section 4.2 are not met at any meeting, the vote shall be postponed until a quorum is assembled. In accordance to section 5.4, Rules of Order, a simple majority of the quorum is required for motions to pass.

5.4 TRB Operating Procedures

The IT Program or Project Manager and/or functional representatives must submit all technical architecture designs and major system modifications designs to the TRB for review and approval prior to the beginning of any development work.

Requests for systems designs should be submitted in a standard format defining at a minimum: (see System Development Methodology – Define/Design documentation)

<http://yes.sba.gov/sdm/>

1. Purpose
2. Objective
3. Current system or methodology
4. Proposed system or methodology
5. Technical System Requirements
6. Proposed Functional Requirements
7. Points of Contact for additional information

Also, see section 5.2.1, “Proposal Selection and Investment Analysis – Select Phase” and section 5.2.1.3, “Use of EA Evaluation in Minimum Document Set” found in the “SBA EA Program Policies and Procedures”. This document can be located at SBA intranet site <http://www.yes.sba.gov/ocio/arch.html>.

The overall operating philosophy of the TRB is to seek consensus in a collaborative and open decision making process. During discussions of an issue, every effort should be made to reach a consensus before voting.

Where a formal decision making process is required by the TRB, the Rules of Order shall control. Strict adherence to the Rules of Order is not as important as the collaborative intent of the Rules of Order, which is to insure:

- A majority rule must prevail.
- The rights of members with a minority opinion are protected.
- Respect for dignity of members is protected.
- Logical order of business is provided.

- A full and complete discussion of all issues is encouraged.

Because open collaboration and consensus building is paramount to the success of the TRB, during discussions related to TRB decisions, every effort should be made to reach a consensus before voting.

The TRB will review designs in an expedient manner. The average review should take no longer than 10 working days. Designs which require more than 10 working days to review will be coordinated with the submitting program office.

The TRB will provide a written recommendation and/or alternatives to the requesting program office which will enable the proposed design to meet the SBA EA strategy.

5.5 Minority Opinions

When the Chair determines that one or more significant Minority Opinions exist after a vote, the Minority Opinion shall be given an opportunity to further research their opinion and present the minority opinion to the TRB at a future meeting. The TRB must consider the Minority Opinion and revote after the presentation by the Minority Opinion. When reconsidering an issue, the TRB membership should make every effort to reach a consensus prior to voting.

Minority Opinions that have been reconsidered and rejected by the TRB may be appealed to the CIO. The CIO may direct the TRB to take further action as deemed appropriate, to include additional presentation and background on the merits of the Minority Opinion or a revote.

5.6 Program Office Comments and Coordination

The TRB will actively seek comments from the Program Offices and departments and insure that their comments are considered and addressed by the TRB.

5.7 TRB Chair

The CIO designate shall serve as the TRB Chair. The Chair shall set the agenda and preside at all meetings of the members. The Chair of the TRB shall also act as liaison from and spokesperson to the CIO. The Chair shall perform all such other duties as the CIO shall prescribe by resolution.

5.8 TRB Secretary (SBA's Chief Architect)

The Secretary shall keep a correct list of the names and offices of the TRB members. The Secretary shall attend all TRB meetings, and shall keep a correct record of all the transactions at such meetings in a minute book belonging to the TRB. The Secretary shall be the custodian of the TRB records. The Secretary shall send out notice of meetings to the

members. The Secretary shall be responsible for coordinating conference and teleconference facilities.

5.9 TRB Advisory Working Groups

The TRB by resolution, adopted by a majority vote of the Membership, may appoint one or more advisory working groups, each of which shall include one or more members of the TRB.

ARTICLE 6 - AMENDMENT

6.1 These TRB Operating Procedures and any amendments or alterations thereof may be altered, amended, or repealed by the Participating Members at any annual, general, or special meeting of the TRB by a three-quarters (3/4) majority vote of one-half (1/2) or more of the members eligible to vote, provided notice of such proposed alteration, amendment, or repeal shall have been mailed to each member at their last known address at least five (5) days before the date of such meeting. These notifications may also be made via electronic mail provided that a receipt confirmation is requested.

END OF TRB DOCUMENT