



ItagProjectReview

ITAG Review Process

What is the Purpose of the Review?

The ITAG Review is a review of project architecture during the design and development phases of an application system to help ensure a successful project implementation. This review also ensures that the proposed system fits into the existing MIT environment as well as the future architectural vision. There are multiple benefits of these reviews:

1. Project Success
 - a. Architecture is reviewed by a group of senior architects across the institute
 - b. Assistance in leveraging the existing architecture
 - c. Proactively identify risks to the project
 - d. Provide Institute-wide context to project team
2. Maintain the integrity of MIT's IT environment and expand the user community's access to MIT resources
 - a. Does the project present risk to the IT environment (e.g., infrastructure, other applications, users, state and federal regulations, or institute policy)?
 - b. Allows ITAG to proactively recognize when modifications to the architecture are required
 - c. Allows the project team to provide input to the extension of the MIT architecture
 - d. Does the project leverage the existing common services where applicable?
 - i. Provides cost effectiveness across the institute, or
 - ii. Provides integration benefit (e.g., single sign-on)
3. How can ITAG assist you?
 - a. Facilitate access to data from system of record
 - b. Identify opportunities for leveraging institutional resources

What is the Review Process?

1. Project announcement forwarded to <itag AT SPAMFREE mit DOT edu> at project initiation
2. ITAG Project Review Board determines whether a review is necessary (if no, send email waiver)
3. ITAG Project Review Board assigns an ITAG Project Review Coach
4. ITAG Project Review Coach works with project to gather information and recommend a review timeframe.
5. Project submits review material (at least one week prior to review)
6. ITAG performs review (normally 30 – 60 minutes in length)
7. ITAG Project Review Coach distributes review summary and recommendations (no later than 1 week after the review)
8. Project needs to re-engage ITAG if any of the following occur:
 - a. Proposed architecture changes
 - b. Issues resolving the action items
 - c. Etc...

What Applications Get Reviewed?

Details regarding what applications get reviewed are available at [ItagWhatReviewed](#)

When is the Review?

Reviews will typically be scheduled when:

1. Project has articulated the business goals
2. Project has a conceptual idea of hardware and software requirements
3. Hardware and Software decisions have not have been finalized
4. Designs have not been finalized (drafts should/may be completed)
5. Budgets have not been finalized
6. Reviews should also be conducted BEFORE a contract is signed
 - a. Proposal: Could procurement add a line to all contracts such as 'Vendor will ensure product architecture conforms to MIT infrastructure?'

What preparation should be done by the project team?

During the review, please be prepared to answer questions such as:

1. What impacts does your project have on the community or other systems?
 - a. What users are impacted by your project?
 - b. What other systems will your project affect?
 - i. Data feeds
2. What IT services are required?
3. What security concerns exist?
 - a. Will the system be handling sensitive data now, or in the future?
 - b. Is a separate security review required?
4. Who should attend the review?

Required Materials

1. Scope
2. Timeline
3. Context Diagram
 - a. Major functions and connections to other systems
 - b. Layered diagram showing major functions and connections to functions of the infrastructure (e.g., Roles, Single Sign-on, etc.)
4. Conceptual Data Model
 - a. Major entities, their definition, and relations and cardinalities
5. ITAG architectural questionnaire (ItagReviewQuestions)