

BUREAU OF LAND MANAGEMENT

TECHNICAL REVIEW BOARD CHARTER

I. Roles and Responsibilities.

The Technical Review Board (TRB) is the governing Bureau of Land Management (BLM) entity that facilitates the on-going development of the Information Technology Architecture (ITA) and determines technical conformance to the ITA as defined in the Technical Reference Model (TRM). The TRB identifies and facilitates ITA components for update and/or modification in the TRM.

The board serves as the forum for adjudicating architectural compliance issues resulting from architectural project reviews prior to project presentation to the Information Technology Investment Board (ITIB) related to national information systems and technology implementation. The TRB provides input to Select and emphasis on Control aspects of the BLM's Select-Control-Evaluate (SCE) process. In this role the TRB will monitor architectural compliance, arbitrate technical and standards compliance, and review and recommend waivers and exception requests to the Chief Information Officer (CIO).

The TRB is responsible for assuring information technology investments approved by the ITIB are developed and implemented in accordance with the BLM Enterprise Architecture (BEA), the TRM, and applicable Federal policies. The TRB will review and render decisions on new information technology proposals and recommendations and utilize external contractor and consultant services as required and appropriate for ensuring compliance and adherence to the BEA and the BLM policies, procedures, and guidelines.

The TRB is a standing board that serves the BLM CIO and the Information Technology Investment Board (ITIB) on issues related to overseeing the BLM's Information Technology Architecture (ITA). The TRB is operated under the purview of the CIO Council with a sub-set of membership serving on a rotational basis from the Council.

II. Compliance.

The BEA is designed to identify and document the BLM's business work processes and the information needs of these processes. The BEA principles, models and the Technical Reference Model (TRM) Volumes I-II provide the technological framework that approved business needs will follow for implementation.

The TRB will review projects in the Select and Control Phase of the ITIM process for compliance to the ITA, and the TRM. They will prepare recommendations to the project to bring them in compliance and when necessary, the TRB will arbitrate technological factors related to ensuring compatibility with the ITA and the TRM. The TRB will work closely with

National Configuration Management (NCM) to assure that products scheduled for release to the Baseline comply with the ITA and that the Current Section of the TRM accurately reflects the NCM baseline. The TRB will also review the strategic plan to assure that ITA direction is based on the Bureau's strategic goals.

The TRB will evaluate the results of scheduled compliance reviews and adjudicate architecture and technological issues as necessary. The TRB aids in ensuring BLM's business needs are satisfied using an ITA that employs architecture, technological and data approaches that are responsive including interfaces and inter-connectivity with other business needs.

The TRB will identify and approve creation of Technical Advisory Groups (TAGs). TAGs will be established, as necessary, to leverage BLM-wide experience and expertise for the needed duration. These TAGs will address specific technical issues (e.g., network, spatial, application design, etc.) and will serve as the primary source in facilitating updates of the component chapters of the TRM.

Washington Office (WO) Instruction Memorandum (IM) No. 2001-222, Information Technology Investment Management Process, Version 1.0, provides guidelines for periodic reviews of projects and the process for recommending mitigation of a project that is not meeting scheduled milestones or is exceeding approved funding. The SCO may recommend technical reviews of projects at any point during a project's Control Phase to ensure that all objectives are achieved. The TRB will participate as needed in coordinated, periodic reviews of implemented IT projects to assess actual versus expected results to: 1) ascertain the degree to which they are consistent and compatible with the current ITA, 2) identify any changes or modifications that may be needed to the ITA or TRM, and 3) recommend ITA modifications based on lessons learned. These reviews, as described in WO IM No. 2001-222, Information Technology Investment Management Process, Version 1.0, will provide input to the ITIB as to risk mitigation and project continuance.

III. Coordination and Member Responsibilities.

In coordination with the SCO, the activities of the TRB will include:

- Enhance and evolve the Information Technology Architecture (ITA)
- Establish and disband Technical Advisory Groups (TAGs)
- Provide oversight for ITA and TRM initiatives
- Adjudicate and recommend resolutions to architecture and technological issues
- Disseminate experiences and lessons learned
- Provide recommendations and reports to the CIO and the ITIB
- Review requests for and recommend TRM waivers

Member responsibilities on the TRB will include:

- Provide ITA and TRM adjudication
- Garner and share architecture related experiences and lessons learned
- Work as an integrated Team
- Provide timely review of materials
- Provide meaningful input and active participation
- Provide staffing to establish TAG(s) as necessary
- Attend scheduled face to face meetings

IV. Board Meetings, Records, and Decisions.

The TRB will be co-chaired by a CIO Council Member and the Bureau Lead Architect with equal empowerment. The Bureau representatives will also serve on the TRB and include Business Owners, Senior Architecture Consultants, and Bureau Business, Technical, and User community representatives. Appendix A details the Bureau representatives to the TRB.

All Bureau and Departmental offices represented with the exception of the facilitator have equal voting rights. The TRB decisions will be based on a simple majority vote. The Co-Chairpersons will provide the final vote in cases of a tie in Board Member voting. The Bureau and Departmental offices can appeal a decision to the Co-Chairpersons of the TRB.

The TRB may bring an appeal to the CIO for a decision. The TRB will meet on a quarterly basis when designated by the Co-Chairpersons. Reviews performed and waivers recommended by the TRB will be documented, recorded, and transmitted consistent with the Bureau's directives system. In the event that a program or project is found to be non-compliant, the TRB will be responsible for making a strategic recommendation to the CIO and the ITIB. The ITIB in consultation with the CIO will make the final decision.

Recommended by: /s/Colleen Coggins

Approved by: /s/ W. Hord Tipton

Date: November 7, 2001

Appendix A

TRB Membership

Co-Chairpersons: A CIO Council Member and the Bureau Lead Architect
Deputy CIO
National Security Officer
CIO Council Member(s)
Systems Engineering
Systems Administrator Representative
National Configuration Manager
System Coordination Office Representative
Technical Advisory Groups (TAGs), as required
Facilitator (Non-Voting)