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Architecture Review Board (ARB) Charter Template

What is Architecture Review Board (ARB) Charter Template?

The Architecture Review Board (ARB) Charter Template serves as a formal document that outlines the purpose, structure, roles, responsibilities, and processes of the ARB within an organization, acting as a governance framework aligned with best practices and methodologies such as TOGAF. This template typically includes sections detailing the ARB's objectives, which include ensuring architectural compliance with organizational standards, facilitating collaboration among stakeholders, and fostering the strategic alignment of IT initiatives with business goals. By defining the scope of review processes, membership criteria, decision-making authority, and communication protocols, the ARB Charter establishes a clear foundation for evaluating and approving architectural decisions, thereby enhancing accountability, reducing risk, and promoting alignment with the enterprise architecture vision.

[template](#)

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AI Prompt: Architecture Review Board (ARB) Charter Template

Imagine you're part of a dynamic team striving for excellence in application lifecycle management and enterprise architecture. You're tasked with creating a [comprehensive Architecture Review Board (ARB) Charter Template] that ensures governance, maintains quality standards, and aligns projects with the strategic vision of the organization. Consider the key elements to include: [objectives that clear define the purpose of the ARB], [roles and responsibilities of members], [guidance for conducting reviews], and [criteria for project assessments]. To refine your approach, you might look at examples from successful organizations that have implemented similar charters, adjusting their frameworks to suit your unique context. The output you're hoping to generate is a [concise and actionable charter template] that can serve as a practical guide for effective architecture governance within your company. Let's also think about incorporating [a section for continuous improvement] based on feedback from stakeholders, ensuring the charter evolves alongside architectural best practices and organizational needs.

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Architecture Review Board (ARB) Charter Template

1. Introduction

1.1 Purpose

The purpose of this document is to define the objectives, scope, structure, and processes of the Architecture Review Board (ARB) in the context of Enterprise Architecture.

1.2 Background

Provide a brief overview of the organization's Enterprise Architecture efforts and rationale for the establishment of the ARB.

2. Objectives

- Ensure alignment of IT projects with enterprise goals and strategies.
- Review and approve architectural designs and solutions.
- Promote best practices and standards in architecture development and implementation.
- Facilitate communication and collaboration between various stakeholder groups.

3. Scope

The scope of the ARB includes but is not limited to:

- Reviewing architecture proposals and designs from various projects.
- Assessing the compliance of proposed solutions with established architecture principles and standards.
- Evaluating potential risks associated with architectural decisions.

4. Membership

4.1 Composition

The ARB will be composed of members from the following areas:

- Enterprise Architecture team
- IT Governance
- Product Development
- Operations
- Security
- Business stakeholders

4.2 Roles and Responsibilities

- **Chairperson:** Coordinate meetings, set agendas, and represent the ARB.
- **Members:** Attend meetings, contribute expertise, and provide feedback on architectural proposals.
- **Secretary:** Document meeting minutes and maintain records of decisions.

5. Meeting Structure

5.1 Frequency

The ARB will meet [insert frequency, e.g., bi-weekly, monthly].

5.2 Agenda

The standard agenda will include:

- Review of previous meeting minutes
- Discussion of submitted architectural proposals
- Open floor for new business

5.3 Decision-Making Process

Decisions will be made by consensus. In case of disagreements, a voting process may occur (define votes required for approval).

6. Review Process

6.1 Submission of Proposals

Project teams must submit architectural proposals using the designated template at least [insert timeframe, e.g., one week] prior to the ARB meeting.

6.2 Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Alignment with business goals
- Compliance with architecture standards
- Feasibility and risk assessment
- Impact on existing systems

7. Documentation

All ARB decisions and rationale will be documented and stored in a central repository accessible to stakeholders.

8. Reporting

The ARB will report to [insert relevant governance body or senior management] through regular updates summarizing activities, decisions, and any escalated issues.

9. Review and Amendments

This charter will be reviewed annually or as needed, and amendments will require approval from the ARB.

10. Approval

This charter is hereby approved by:

- **Chairperson:** _____ **Date:** ____
- **Member:** _____ **Date:** ____
- **Member:** _____ **Date:** ____



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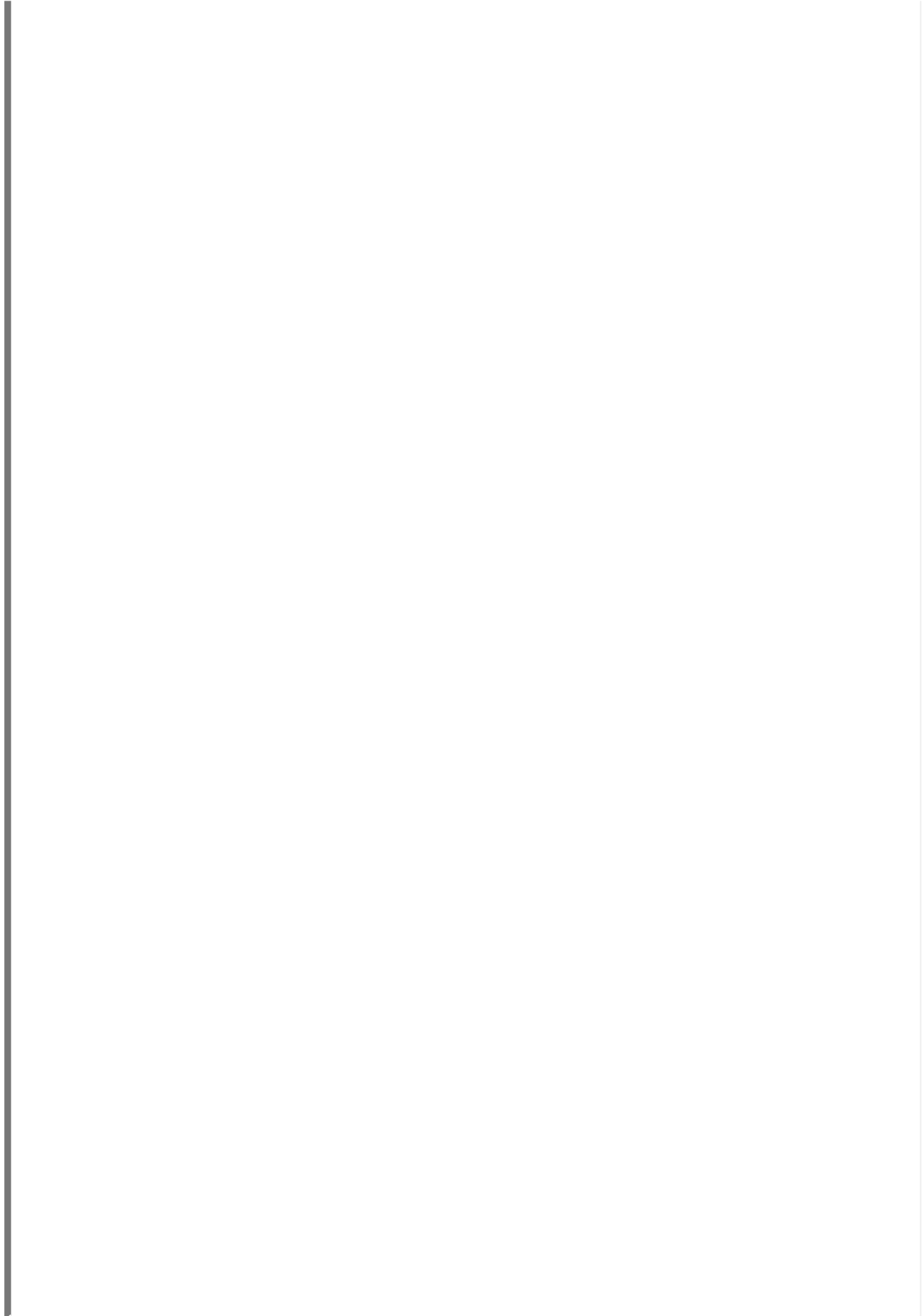
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