

# Guiding Principles

Guiding Principles are simple statements of concepts that can be easily remembered, and used to guide the development of technology to evolve and improve the Enterprise Architecture.

# Guiding Principles

The principles below were collaboratively developed and are used by technologists to understand how they can contribute towards realizing BCIT's Future State Enterprise Architecture.

# Guiding Principles

The statements below represent the desired future state of BCIT's Enterprise Architecture:

- Security
- Ownership/Stewardship
- Leverage Assets
- Reliability
- Accessibility
- Timeliness
- Standards
- Philosophy

# Security

Technology shall ensure data and access security.

- Sensitive data must be protected in storage and in transit
- People will have single identity to all technologies (reduced sign-on)
- Usernames shall be consistent across technologies

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# Ownership/Stewardship

Clear and explicit ownership of enterprise data and data standards.

- All enterprise level data entities shall have a single identified authoritative source and a data steward
- Authoritative Data Sources will be managed by applications that provide role based and value based security access to enable data stewardship

# Leverage Assets

Leverage existing services and capabilities particularly existing staff skills and implemented technology.

- Leverage capabilities in our existing investments where appropriate (Banner, Data warehouse, roles, etc.)
- Leverage and invest in the skills of our staff
- Reduced Complexity - "Doing Things Right"

“REUSE before ACQUIRE before CREATE”

# Leverage Assets

When deciding on architecture to implement, we will:

- 1 REUSE before ACQUIRE
- 2 ACQUIRE before CREATE
- 3 CREATE REUSABLE COMPONENTS

## Definitions

ACQUIRE add new components to the architecture either COTS or OS/CS

COTS Commercial Off the Shelf / Vendor

CREATE add new components to the architecture by creating a new component

OS-CS Open Source or Community Source

REUSE leverage existing architecture components (cost savings in training, infrastructure, etc)

# Reliability

Implement IT Service Management Best Practices (in particular ITIL) will ensure reliable technology services.

- Enterprise technology will be centrally funded, controlled and supported by IT Services
- Departmental technology will be delivered by a partnership between the department and IT Services
- Innovative technology will be supported on a project basis with consulting from IT Services

# Accessibility

Be aware of needs of all clients (location & disabilities) and promote ease of use.

- Technology must be accessible at anytime and from anywhere
- Technology shall support accessibility standards by leveraging user experience design
- The Institute Portal will be the main entry point to accessing technology services

# Timeliness

Provision technology assets to support clients' needs.

- Data updates must support the timeliness of processes – 3 timeframes
  - “Real Time”
  - “Just in Time”
  - “Points in Time”
- Adoption of Disciplined Strategies to enable faster, simpler and more effective technology adoption – “Best Practices”

# Standards

Promote consistency and simplification using enterprise architecture standards for people, process and technology.

- All new technology must adhere to Enterprise Architecture standards
- Use of open standards is recommended, while mainstream standards are acceptable (if delivering on strategy)

# Enterprise Architecture Philosophy 100

**EA 100 will apply the following tests as part of the EA review process:**

- **Does the proposed solution adequately meet the clients' needs?**
- **Is the proposed solution fiscally responsible and sustainable?**

**If the above are true, when introducing new functions, features, or infrastructure, *we will ALWAYS* look at our current vendors and their products FIRST. This will:**

- **Ensure we are making fiscally sound decisions**
- **Allow us to leverage existing relationships and licenses**
- **Manage complexity focusing on delivering solutions with known technology that has adequate staffing and support**
- **Leverages native integration within existing vendors' products, features and services**
- **Prevent further dilution of IT Services staff skill sets**

**If we pass these tests, then we WILL license/implement that solution.**