**Terms of Reference – Architecture, Product and Design Collaboration group (APDC)**

The Design and Transformation Assurance (DATA) group has identified the need for closer and consistent collaboration across the constituent projects of the HMPO 2020 transformation programme. This is important as the transformation approach will shift from using large service integrators to a move towards the use of smaller service providers, internal development teams and using shared service across the Home Office, with the Home Office acting as the service integrator.

DATA want a collaboration framework which is scalable across multiple projects but without the burden of further formal governance structures.

This can be done through a number of ways within an overall framework including show and tells, peer to peer collaboration, information sharing and use of standards.

This document is a terms of reference for a forum with focus on product/architecture/design, to allow all projects to share information and best practice at a working level on their products, backlog and solutions.

**Objectives:**

The core objective of Architecture, Product and Design Collaboration group is to, share information, collaborate on common areas and where possible, resolve issues / determine actions (for BDA SPOCS or projects to follow up):

* To communicate the overall target and transition architectures so that projects can get a holistic view of how their solution fits into the bigger picture
* To identify and discuss any products (eg user research / stories / solutions) currently held in a project domain which may be of use elsewhere
* To share best practice and identify common standards
* To discuss potential integration issues with recommendation on options
* To discuss any burning design issues a project may have, to get a wider view from their peers
* Inform discussions at DATA on opportunities / issues which need prioritisation.

There is a potential (tbc) that any papers to be presented at the DATA meeting should come to ADPC first, to be sense-checked and to get an initial view/ agreement, so that ADPC can make recommendations to DATA (acting as a working group for that body)?

In essence the core mission of the group will be to put in place collaborative working practices within the teams at various levels, so that in the future the need for such a group reduces.

This collaboration group will be a key enabler to deliver better outcomes for the organisation, by taking a wider view of the solutions by:

* Supporting the right decisions are made across HMPO projects.
* Promoting knowledge share between projects and their key stakeholders
* Ensuring join-up and technical consistency between all architects so that decisions aren't in a silo.

**Scope:**

The scope of the Product, Architecture and Design Collaboration group covers all projects involved in the delivery of the wider HMPO transformation programme, including digital and related business change programmes.

**Membership:**

***Chair***: This informal group, so there is no formal chair. It is suggested that the project presenting, chairs the meeting, and with the BDA SPOC will write up the key issues and options and a plan of action. Any significant issues may be raised to the DATA group if they cannot be resolved with the APDC group.

***Members:***

*There will be representatives across the projects, with focus only on Architecture, Product and Design, including:*

* Business Design Authority single point of contact ( BDA SPOC) for each project
* Technical Architects and Technical Analysts
* Product Managers
* Business Analysts
* Representatives from other Home Office departments who will be part of the overall transformation landscape

*(Note: This forum does not replace the role of the BDA SPOCs who will continue to define the Architetcure, ensuring that the projects align with this and are aware of the wider impacts and strategic fit).*

**How agenda items are brought to Product, Architecture and Design – Principles:**

Typical agenda items covered will be things which are of Architecture significance eg:

* Technology choices that have an impact on the architecture, examples of which are:
  + Workflow/Activity/BPM management tool choice
  + Policy/Decision making tool choice
  + UI framework choice
* Solutions impacting other projects or teams
* Major deviations from the defined architecture, which e.g.:
  + Changes the logical architecture
  + Changes the strategic view of services and processes
* Any major integration decisions / options
* Solutions addressing key non-functional requirements, for example:
* How we are designing for Availability, Scalability, Performance
* Solutions impacting Data Integrity / Consistency
* Frameworks attempting to provide Extensibility or Re-Usability

The group will work out a rota of agenda items to cover:

* Initial meetings will focus on getting everyone on the same baseline position on, architecture (across all domains), products and back log for each project.
* Subsequent sessions will focus on specific themes which may be of interest or current areas of work which the group members identify as being of interest
* In the longer term, as these working practices are established, the forum will focus on:

- Strategic roadmap and architectures to ensure project alignment

- Potential deviations to the target architecture

- Cross project integration issues

**Meeting Frequency:**

* 1 to 1.5 hours monthly.
* Regular rotation across the projects to present their solutions and present specific focus areas for discussion

**Secretariat:**

This is an informal group, so there will be no formal minutes. However, support will be required to coordinate activities for this group, including: set up meetings, invite attendees, coordinate the development of a forward look of agenda items