National Information Exchange Model

DOMAIN CHARTER TEMPLATE

⟨ N I E M ⟩

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Record of Changes

No.	Date	Reference: All, Page, Table, Figure, Paragraph	A = Add. M = Mod. D = Del.	Revised By	Change Description
1	[1/11/2011]	[All]	[A]	[Your Name]	[Initial Draft of Domain Charter]

Purpose

Guidance: Describe the business purpose of the domain being defined. Provide statements of the business needs that must be met in order to accomplish the business objectives of the domain. Define why this governance document is needed.

Background

Guidance: Provide background information on the domain and governing organization, including an initial assessment of the domain, external assessment of the organization, and analysis of the domain-related issues. Additional factors to consider include:

- **Domain Stewarding Organization Profile**: Provide information about the organization that is stewarding the domain, including: organization overview, management, technical personnel, and other relevant individuals, locations, or items that define the organization.
- **Internal Assessment**: Document the organization's current situation that led to stewarding the domain. This information can include any models or analysis about functions, processes, performance, information, technology, or organization. This information should also include a preliminary assessment of any capability transfer issues, preliminary training needs, and legal ramifications.
- **External Assessment**: Provide information on the domain's customers or markets. This external assessment can include information about the functional, technical, operational, informational, or managerial aspects related to the current state.
- **Strategic Analysis**: Enter information from the assessment that leads to any objectives, goals, or risks associated with the domain.

Domain Sponsors

Guidance: Provide a brief, written statement that identifies the project authorization and executive sponsors/owners.

Goals

Guidance: Think about the results intended for the domain. Having clear, agreed-upon goals that are seldom changed is vital to domain success. Start with broader goals, then identify any more specific or sub-goals. All goals should be:

- Specific
- Measurable
- Achievable
- Relevant to the domain strategy
- Time-lined

Scope

Guidance: Consider the following dimensions of scope:

- **Organizational**: A high-level scope statement about the organizational agencies, divisions, and business units included in and excluded from the domain.
- **Functional:** A high-level scope statement about the functions or applications included in and excluded from the domain.
- **Process:** A high-level scope statement about the business processes included in and excluded from the domain.
- **Technical**: A high-level scope statement about the technical infrastructure and systems included in and excluded from the domain.
- Often it is best to also include what is not in the scope of the domain.

Domain Risk Management

Guidance: Identify the scope of risk management, primary risk concerns and associated effects, the organization's sensitivity to risk, and basic approach toward risk management. Define the strategic risks, including external forces. These may include business risks, economic risks, technology changes, and major organizational changes. Risk responses, including mitigations, risk avoidance, and risk tolerances should be described in this section of the charter.

Domain Governance Structure

Guidance: Briefly summarize the domain's governance structure to provide context for this section. If there is an organizational chart for the governance structure, include it here.

Membership and Structure

Working Groups and Committees

Guidance: Identify any groups, committees, sub-committees, or panels that will provide the governance needed for the domain success. Some potential groups include: Executive Steering Council (ESC), Data Governance Working Group, Subject Matter Expert (SME), and Integrated Project Team.

Roles and Responsibilities

Guidance: List the roles of stakeholders/members, and how they will contribute to the project. Think about the key functions of the group and identify at a high level how they will be performed in order to accomplish the domain's goals. Be sure to consider decision making processes, including what should happen if there is disagreement among stakeholders.

Meetings and Communication

Guidance: Consider the frequency of committee meetings, and if meetings should occur in person, over the phone, or via a web conference. Also, committees and working groups will likely work closely with other bodies within the domain, and in the NIEM governance structure (example of NIEM governance structure committees include the NIEM Business Architecture Committee [NBAC] and NIEM Technical Architecture Committee [NTAC]). There should also be a significant amount of cross-committee communication, and it may be helpful to document the minimum cross-committee communication that is required.

Operations and Maintenance

Data Model Maintenance

Guidance: How are proposed changes, including new or modified data components, to the domain data model reviewed and approved?

What is the process for reviewing the domain data model for alignment with external data standards and harmonization? Note that harmonization occurs within a domain, between multiple domains, and between domains and the NIEM core. How often is the data model reviewed?

Stakeholder Management

Guidance: How is COI membership tracked and how often is the membership log updated?

How does the domain identify all relevant stakeholders that should be represented in the domain COI across federal, state, local, tribal, and industry?

Who is responsible for maintaining the COI membership log and for assessing appropriate stakeholder representation?

Governance Management

Guidance: What is the composition of the governance groups? What stakeholder groups are represented? How are policy, managerial, and technical perspectives represented in the groups? How are members selected to participate in the governance groups?

Who is responsible for coordinating the governance groups, including scheduling meetings, recording decisions, and gathering agenda items?

How are decisions made in the governance groups? For example, groups may choose to make decisions using a consensus process or through a majority vote.

Compliance

Guidance: Some domains may find it useful to include a high-level statement about compliance of participating agencies with the domain processes and standards. The processes and governance structures will likely provide and require participation and information availability among stakeholders to reach the goals of the domain.

Success Criteria/Performance Measurement

Guidance: Determine the success criteria of a project. Generally, aggressive but doable success criteria will help motivate team members.

To evaluate the performance of a domain, it is useful to track relevant metrics. Potential metrics could include, but are not limited to, the following:

- Maintaining a deliverable schedule
- Domain data elements reused
- Number of NIEM-conformant IEPDs developed
- IEPDs reused
- IEPDs implemented