



Charter

The Design Oversight Team (DOT) is responsible for:

- creating a unified detailed design derived from the business processes also ensuring design and model integrity and coherence
- creating and coordinating the distribution of Solution Team units of work (Solution Team Packages (STPs)).

Responsibilities

- Ensure technical compatibility across Solution Teams:
 - Coordinate the distribution of business use cases (by logical grouping) to Solution Teams
 - Identify class collaboration across logical layers (UI, application, domain, infrastructure services)
 - Ensure the overall consistency of objects (to avoid duplication of attributes or behavior)
 - Create preliminary class diagrams
- Ensure views into the 360^o model-in-progress are available at appropriate intervals during the design process.
- Coordinate the development of the System Domain Model and the Model Glossary.
- Coordinate the development and documentation of the Design Standards and Guidelines.
- Develop and document the Enterprise Technical Architecture.
- Coordinate staging and presentation of Preliminary and Critical Design Reviews.
- Coordinate project plans across Solution Teams.
- Provide Solution Team status updates to Project Management
- Coordinate with the AITR and ISO to ensure compliance with Commonwealth standards.
- Request and receive estimates from the Estimating Team.
- Coordinate and collaborate with the Business Oversight Team (BOT) and Change Oversight Team (COT) as needed.
- Identify, manage, and mitigate risks and issues.

Team Members and Roles

<i>Name</i>	<i>Role</i>
Mike Farnsworth	Activity Management, Resourcing and Work Assignment Lead
Tim Rose	Activity Management, Resourcing and Work Assignment
Angie Turner	Activity Management, Resourcing and Work Assignment
Tracy Williams/SAIC	Activity Management, Resourcing and Work Assignment
Stef Esposito or Designee	3M Lead
Chuck Wandling	Design Team Lead & Facilitator
Dave Brown	Design Team, TSC
Glenn Cook	Design Team, TSC



<i>Name</i>	<i>Role</i>
Nick Danforth	Design Team, TSC
Chris Nicholl	Design Team, TSC
Jamie Habecker	Design Team, Business Lead

Guidelines

- The DOT will meet twice a week, for 1 hour. As the Design Forum progresses additional time will be needed.
- Additional meetings can be scheduled to discuss critical issues or tabled items upon discussion and agreement with the facilitator lead.
- Additional personnel (SMEs, analysts, developers, etc) may be brought in as necessary to meet and discuss specific items/issues.
- The facilitator, in coordination with the DOT Leads, will publish and distribute an agenda by email by noon on the day before the weekly DOT meeting. Team members are responsible for contacting the facilitator with any agenda items they want to include by 10 AM on the day before the weekly meeting. Agenda items may be added at the meeting with the concurrence of the team.
- Emphasis will be on full discussion and resolution of issues vs. sticking to a timetable.
- An action item list with responsibilities will be maintained, reviewed in meetings and distributed with the meeting minutes.
- The responsibility for taking and distributing meeting minutes will rotate among group members.
- Meeting minutes will be distributed within 24 hours after the meeting.

Communication & Decision-Making

The team will abide by the CSI Team guidelines as well as these additional guidelines.

- During meetings, one person talks at a time. Each person should be given a chance to speak their mind while at the same time respecting the group's time and the meeting timetables. They should be brief and focus on facts, not opinions.
- Emphasis will be on open and honest communication – there are no hidden agendas.
- All group members should accept the responsibility and accountability along with the authority given to them.
- During discussions, group members should listen, be non-judgmental and keep an open mind on issues until it is time to decide.