



## **RULES APPLICABLE TO THE ENTERPRISE ARCHITECTURE (EA) / BUSINESS PROCESS MODELLING (BPM) DELIVERABLES**

(v.3.0)

### **Context:**

To increase operational efficiency and the quality of the products offered, the Publications Office is currently managing its own Enterprise Architecture repository and methodology. This environment contains the Publications Office business domain view, business interaction model, processes workflow and landscape, data model, IT system view, organisational view, etc.

The Publications Office plans to gradually start using the TOGAF Enterprise Architecture framework (see <http://www.opengroup.org/togaf/>).

### **Tool:**

The Publications Office repository is implemented with ARIS Business & IT Architect Suite (SAG/IDS-Scheer) currently version 7.2. File formats for imports/exports: .adb or .xml.

### **Deliverables expected:**

All graphical models produced during the project must be delivered by the contractor in digital form in a format allowing easy integration into the central enterprise architecture repository of the Publications Office.

The acceptance of the deliverables will be given after full and compliant import of the models into the Publications Office ARIS repository.

Any adaptations support and/or conversions must be done by the contractor.

Access to and modelling within the Publications Office repository may be possible and must be agreed at the start of the contract.

The contractor may be requested to provide Documents & Models in line with the TOGAF framework during the course of the contract. The Publications Office will provide templates and guidelines in due time.

### **Methodology:**

The methodology used by the Publications Office is a subset of the SAG/IDS-Scheer ARIS method (ARIS house).

Models must be designed by using existing objects of type: "organization unit & type", "information carriers", "data tables" & "data attributes", "IT applications", "technologies", as well as some common "events" & "processes". The contractor shall create new objects when required.

Process models will need to be inserted in the Publications Office process landscape view (with assignments and input & output events control).

New models and objects shall be defined in English preferably in EPC model type (with lanes or not) notations. Some other model types found in ARIS could also be used after agreement with the Publications Office.

Models usually need to be printed in A3 format landscape or portrait with headers and footers: they must be readable, so the 'zoom to fit' factor should be higher than 65 %.

During his assignment, the contractor is welcome to contact the Publications Office for any questions and/or advice.

**Reference documents:**

The following documents are available on the Publications Office intranet under 'YourOP TeamWork', in the Enterprise Architecture Knowledge Base and will be provided to the contractor at the beginning of the project:

<http://yourop.publications.europa.eu/team/directory/ea/kb/ContractsSupport/>

- Methodology guide for Business Analysts,
- Simplified Methodology guide for Business Analysts,
- Publications Office Common Glossary of Terms,
- IT Applications catalogue,
- Export of related objects and models (specific for the project).

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| Date  | Name  | Signature |