

# Duke Office of Information Technology

## Technology Architecture Group

### What is TAG?

TAG is the Technology Architecture Group. TAG is charged with working with OIT leadership and leading technologists across the university to track emerging technologies and to explore which technologies effectively match our needs. Secondly, TAG will be engaged to review major decisions from the technology perspective. Finally, TAG members will champion the appropriate use of technology and provide leadership across OIT and the university in balancing technical elegance with functional requirements, interoperability and practical benefits, as we implement and integrate technologies.

### When should TAG be engaged?

#### Ad Hoc

Any time you want technical advice, you can engage TAG. Just track down a TAG member to be put on the agenda. TAG meets every Friday morning at 9:30AM.

#### OIT Priorities

In some cases, TAG is asked by the Senior Group to formally engage itself on technical issues of significant importance. These are not necessarily related to active projects. In these instances, TAG will broadly engage relevant parties to develop a formal recommendation. TAG members participate in the IT Advisory Committee (ITAC) meetings and meet regularly with the OIT Senior Group to keep abreast of OIT and institutional priorities.

#### Project Based

TAG is also engaged in the project lifecycle process. Several stages of the lifecycle provide an opportunity for TAG to review the technical aspects of a project, make suggestions, and help resolve significant challenges. It's important that TAG be engaged early on projects, both for logistics reasons (having enough time to review materials) as well as to facilitate its ability to offer advice at an appropriately early point in a project's development. Projects may elect to engage TAG, or the Sponsor or Senior Group may require TAG feedback and approval on technical aspects of a project.

Engagement with TAG can occur at any stage, however we expect the following stages to be the most natural points to do so.

1. Scoping stage
  - ? Project manager identifies the level of involvement requested of TAG

- ? Also identifies what items should be included in TAG consultation
- ? TAG receives a copy of approved scope document
- ? TAG identifies concerns before the end of the discovery phase of the project
- 2. Product/service requirements
  - ? TAG reviews requirements to identify technical gaps or areas of concern
- 3. Status reports
  - ? TAG receives copies of regular project status reports
- 4. Near end of Execution phase
  - ? Demonstration of system/service to TAG near end of project
  - ? Scheduled so that the project has time available to resolve any identified concerns
  - ? Can act as a preparation for ITAC or other presentation

## **Who are the TAG members?**

The TAG members each bring technical background and experience to the group. They are not functioning as representatives of their departments when acting as TAG members. The members are listed below, with departmental affiliation for context only. TAG membership is established by the OIT Senior Group.

- ? John Board (Associate CIO)
- ? Rob Carter (CSI-Systems)
- ? Dwayne Marlowe (ADS-Databases)
- ? Mark McCahill (CSI-Systems)
- ? Mark McGill (ASTS-Technology Support)
- ? Kevin Miller (CSI-Communications)
- ? Richard Outten (ADS-SISS)
- ? John Straffin (ASTS-Enterprise Support)

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