

EXPLORE PHASE / Solo Activity

Statement of Architecture Work

Define the scope and approach that will be used to complete the architecture development of your project.

Why to use a Statement of Architecture Work

The Statement of Architecture Work defines the scope and approach that will be used to complete an architecture development.

The Statement of Architecture Work is typically the document against which successful execution of the architecture project will be measured.

You can consider the Statement of Architecture work as a “Document of Understanding.” It helps you regain focus on the scope and avoid scope creep. As it is formally agreed upon, the Statement of Architecture Work helps you to officially say “NO” to requests or requirements coming up throughout the architecture development that are out of scope.



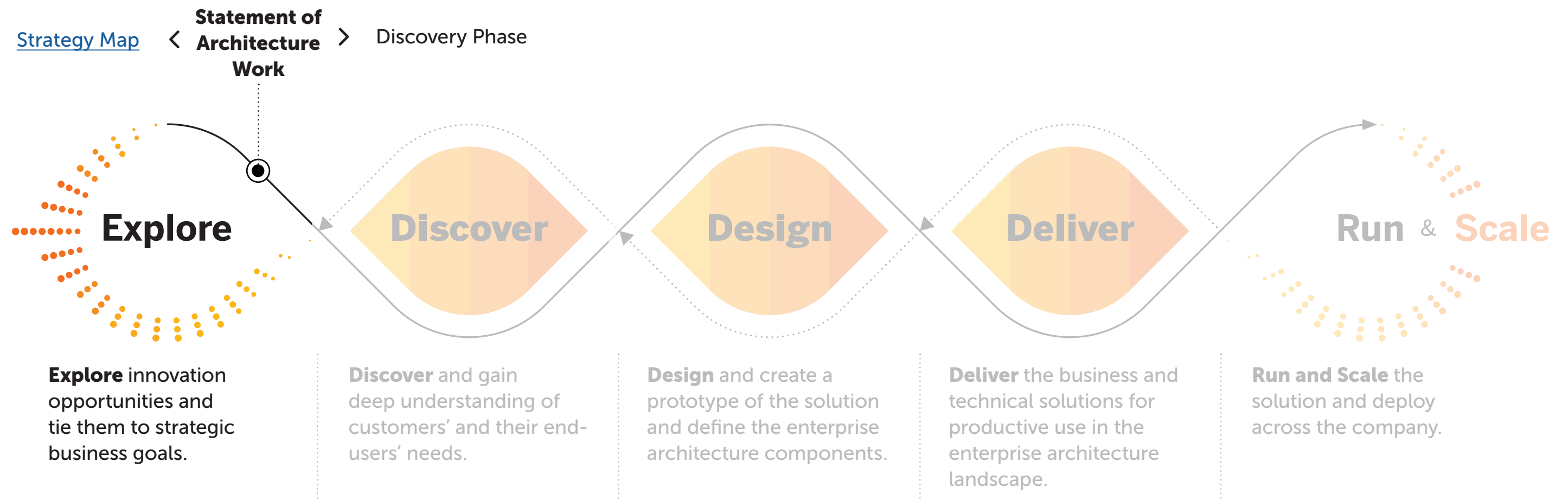
Explore



When to use a Statement of Architecture Work

We use the Statement of Architecture Work as part of the Explore Phase to better understand the project context. We ask the following questions: What is the (business) reason of your project? How does it support the company's

goals? These will help us understand the architecture request and business background. Furthermore, it can help you to define the scope with following questions: What is your project about? Describe the scope including a high-level vision of the target architecture.



Lear more about SAP's Human-Centered Approach to Innovation: <https://experience.sap.com/designservices/approach>

How to use a Statement of Architecture Work



Duration
Approx. 60 minutes



Participation
Solo



Use Input From

- **Strategy Map**
- **Request for Architecture Work (Use Case)**
- **Stakeholder Matrix**

Steps

- 1** Define the title of your project and briefly summarize the reason for the architectural work including the business background. Use the Strategy Map as reference.
- 2** Describe the architecture project with a focus on what is in scope of your architecture. One or two sentences with a clear description can be enough.
- 3** Visualize the project description and scope, with a simple high-level sketch of your architecture vision.
- 4** Add the project roles and their responsibilities throughout the architecture development. Use the Stakeholder Matrix as reference.
- 5** Define which stakeholders are responsible for accepting and approving your architecture. Use the Stakeholder Matrix as reference.
- 6** Define key milestones of the architecture development.

Expert Tips


You can consider the Statement of Architecture work as a direct reaction to the identified use case, i.e., the request of architecture work. You take insights from the Strategy Map as a reference for writing the Statement of Architecture Work.

Involve your key stakeholders. Aligning on the scope of work, roles, responsibilities and the necessary approvers will set expectations on resource needs and project timelines for the project.

Looking at the template for the Statement of Architecture Work, it can be divided into two parts: (1) Rows 1 to 4 describe the aspired solution or use case that was previously identified and articulated via the request of architecture work. (2) Rows 5 to 7 have project management characteristics.

Example

Statement of Architecture Work

1. Title	Budget Request & Approval Solution
2. Architecture project request and background	To support the Global Growth Initiative 2025, design, develop, and operate a solution to support the financing of more than 2000 employees working on business dev. and R&D projects worldwide.
3. Architecture project description and scope	Plan for the development of a finance request & approval workflow application integrating with the existing finance system.
4. Overview of architecture vision (high-level-architecture)	 <pre>graph LR; AR[Approver/Reviewer] <--> BAA[Budget Request & Approval Application]; BR[Budget Requestor] --> BAA; BAA --- CFS[Corporate Finance System];</pre>
5. Roles, responsibilities, and work products	<ul style="list-style-type: none">▪ Business Architecture: Director Business Development (Rocket Chips), Financial Analyst (Rocket Chips), Lead Architect (you)▪ Technical Architecture: Lead Architect (you), Technical Architect (Vendor), Lead Developer (Rocket Chips), Head of IT (Rocket Chips)▪ Work products: All artifacts from Lean EA toolkit without Architecture Principles, Risk Analysis and Use-Case Blueprint Diagram. Delivery format and content via PowerPoint and Word.
6. Acceptance criteria and procedures	<ul style="list-style-type: none">▪ Approval for business architecture: Director Business Dev. (Rocket Chips), CFO (Rocket Chips)▪ Approval for technical architecture: Head of IT (Rocket Chips)
7. Architecture project plan & schedule	<ul style="list-style-type: none">▪ Architecture Roadmap work product, proposal for license and implementation effort

Get started with the included Power Point Template