E-Mail Text for Workshop 1 Preparation

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Dear <POC Name>,

The first part of our SMART engagement regarding the migration of <System Name> to an SOA environment is scheduled for <Day 1> - <Day 2>.

During these two days the goal is to execute the first part of the process called “Establish Migration Context”. In a workshop setting, we will gather information from your organization about the SOA migration project, the legacy system targeted for migration, the SOA infrastructure and environment in which services will be deployed, and the potential consumers for these services.

For the execution of the workshop we need your organization to prepare a set of presentations on the following topics:

SOA Migration Project Overview

* Business and technical drivers for the migration effort
* High-level description of the system (functionality, history, users)
* Characteristics of the organization that is sponsoring the migration effort
* Characteristics of the organization that is performing the migration (if different)
* Characteristics of the organization that owns the legacy system (if different)
* Budget and schedule for the migration effort

Legacy System Overview

* High-level architecture of the system
* Portions of the system targeted for migration

Target SOA Environment

* High-level description of the target SOA environment

Service Consumers

* Characteristics of service consumers

Candidate Services — If this information is not available we will do an exercise on the process for service identification and leave it as a topic for presentation at the next workshop

* List of candidate services
* Main business processes or mission threads that will be supported by these services
* Portions of the legacy system that contain the capabilities to support the candidate services

A proposed agenda is attached. As you will see, not all stakeholders are required for the full two days. However, it would be ideal if the largest amount of stakeholders possible is available for these two days or at least “on call” if we need specific information from them.

Please let me know if you have any questions.

Regards,

<SMART Team Lead>