E-Mail Text for Workshop 2 Preparation

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Dear <POC Name>,

The second 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 information gathering portion of the process

* Define Candidate Services
* Describe Existing Capabilities
* Describe Target SOA Environment

In a workshop setting, we will gather detailed information from your organization about candidate services and potential consumers, the legacy system targeted for migration, the SOA infrastructure and environment in which services will be deployed. If there is any documentation that you can provide to us in advance or after the workshop, it would be greatly appreciated. NDAs can be signed if necessary.

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

* Candidate Services — During the first workshop we identified a set of candidate services. We will spend time selecting 3-4 services from this list for consideration as a first pilot and define them as much as possible, given the information available. To help in this process, your organization should complete the initial list with at least high-level information regarding
  + Descriptions
  + High-level inputs and outputs
  + Mapping to legacy components
  + Business processes that would use these services
  + Service consumers
* Describe Existing Capabilities — Any architectural views that can help us understand the system better should be presented. Given that some questions during this portion will be very specific, it would be useful if developers have access to source code.
  + Module View
  + Runtime View
  + Deployment View
  + Other Views
* Target SOA Environment — Any information that can help us understand the target SOA environment should be presented.
  + Technologies
  + Standards
  + Components
  + Constraints on deployed services and service consumers

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 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>