SMART-ENV: E-Mail Text for Workshop Preparation

Copyright 2010 Carnegie Mellon University

This material is based upon work funded and supported by the Department of Defense under Contract No. FA8721-05-C-0003 with Carnegie Mellon University for the operation of the Software Engineering Institute, a federally funded research and development center.

Any opinions, findings and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the United States Department of Defense.

NO WARRANTY. THIS CARNEGIE MELLON UNIVERSITY AND SOFTWARE ENGINEERING INSTITUTE MATERIAL IS FURNISHED ON AN “AS-IS” BASIS. CARNEGIE MELLON UNIVERSITY MAKES NO WARRANTIES OF ANY KIND, EITHER EXPRESSED OR IMPLIED, AS TO ANY MATTER INCLUDING, BUT NOT LIMITED TO, WARRANTY OF FITNESS FOR PURPOSE OR MERCHANTABILITY, EXCLUSIVITY, OR RESULTS OBTAINED FROM USE OF THE MATERIAL. CARNEGIE MELLON UNIVERSITY DOES NOT MAKE ANY WARRANTY OF ANY KIND WITH RESPECT TO FREEDOM FROM PATENT, TRADEMARK, OR COPYRIGHT INFRINGEMENT.

This material has been approved for public release and unlimited distribution except as restricted below.

The Government of the United States has a royalty-free government-purpose license to use, duplicate, or disclose the work, in whole or in part and in any manner, and to have or permit others to do so, for government purposes pursuant to the copyright license under the clause at 252.227-7013 and 252.227-7013 Alternate I.

This material was prepared for the exclusive use of persons that have directly downloaded the materials from sei.cmu.edu and their students and clients.  If you did not download this material yourself, you may only use it for your own personal study and may not be used for any other purpose without the written consent of [permission@sei.cmu.edu](mailto:permission@sei.cmu.edu).

DM-0000148

Dear <POC Name>,

The first part of our SMART engagement regarding the analysis of <SOA Environment Name> as an SOA Environment targeted for use by <Organization Name> is scheduled for <Day 1> - <Day 2>.

During these two days the goal is to execute the first part of the process called “Establish Context” as well as an initial iteration through “Understand SOA Environment Capabilities” to gather detailed information about the characteristics and elements of the SOA environment. In a workshop setting, we will gather information from your organization about the role of the organization with respect to the SOA environment, the expected business and technical value of the SOA environment, the main elements of the SOA environment and additional technical details about the SOA environment.

For the execution of the workshop we need your organization to prepare a presentation that addresses the following topics:

* General characteristics of the organization such as domain, objectives, size, structure, IT infrastructure (if applicable), existing software systems (if applicable)
* Organization’s role with respect to the SOA environment, e.g., service provider, SOA infrastructure host, service consumer, etc.
* Business and technical drivers for the project
* Organization’s understanding of the SOA environment, e.g. technology base, custom and commercial infrastructure components, communities, etc.
* Organization’s understanding of service providers that are — or will be — using the SOA infrastructure
* Organization’s understanding of current and future service consumers of service deployed in the SOA infrastructure

A proposed agenda is attached. As indicated in this agenda, 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.

If you have any documentation regarding the SOA environment that can be made available to the SMART Team in order to prepare for the engagement, please send it via e-mail to <SMART Team Lead E-mail Address> if it is in electronic form, or to the following address if it is in paper form:

<SMART Team Lead Full Address>

Please let me know if you have any questions.

Regards,

<SMART Team Lead>