Design Authority

Introduction

The Design Authority (DA) is responsible for maintaining the development integrity of a Blue Prism solution and its constituent processes and objects. In addition, as a part of CoE, the Design Authority is responsible for maintaining and updating a centralised view or library to reflect the most up-to-date state of available Blue Prism objects and processes. The DA operates as both advisor and gatekeeper to the Blue Prism development team, supporting and validating all design/build and deployment elements.

The Design Authority does not necessarily refer to an individual. In initial stages of capability, the DA could include an expert provided by the engagement partner or Blue Prism. To meet long-term needs, the DA can transition to a body within the client organization and integrate more closely with existing strategic processes and policies. Key roles such as Lead Developer, Technical Architect and Lead Controller can be considered as a part of the Design Authority. The necessary qualifications can apply either to an individual filling the role or to the group/body acting in that capacity.

Design Authority, Terms of Reference

Process in scope

This section outlines the Design Authority process and in scope activities.

- The Design Authority meets formally to meet demand, at a set time with an agenda and meeting preference (face to face or remote) within the organisation (Weekly is suggested; however, Ad-hoc sessions can be scheduled if urgent and required)

- Design/delivery documentation must reach a central mailbox/SharePoint request/service ticket by a suggested close of business three days prior DA meeting commencing

- Design/delivery documentation will be reviewed ahead of the session by the DA who will provide feedback and recommendations based on the material provided in a timely manner

- The Lead developer will present their solution at the DA meeting and should briefly describe the following criteria with any support required from the additional delivery team:

    o Solution Design Document (SDD)

    o Object Design Instruction (ODI)

    o Business Object Library (BOL) review and re-use considerations

    o Business case confirmation

    o Exception handling and queue management

    o Use of code stages

    o API's and web services

    o Exemption from best practices

    o Additional Blue Prism best practice considerations

    o Testing approach

    o Scaling and go live approach

- Once presented the DA will provide feedback, recommendations and if the design has met the necessary success criteria the design will progress through the DA stage gate to reach the next stage gate required
- The Business Object Library (BOL) will be updated with the pending processes/objects

Scope of Design Authority

- Primary contact for design and best practice support
- Sets the success criteria for the DA meetings and the Design Stage Gate
- Review all provided artefacts (e.g. Process Overview, SDD, ODI etc) and provide feedback in a timely manner to avoid negative impact on timelines
- Ensure designs and development meet agreed industry standards and best practices, both for the client organization and Blue Prism at all delivery stage gates
- Advocate and enforce Blue Prism best-practices on all aspects of design and development
    - Offer feedback and advice to development team to ensure highest quality of submitted materials at all stages of the delivery lifecycle
- Update and maintain the centralised repository of business objects and supporting documentation
- Provide access and support to delivery teams with the use of the centralised repository

Assumptions

- Process will have been through an initial Stage Gate where a business case review has taken place and the automation has been prioritised out of the backlog by the appropriate governance
- Process definition and define phase has been successfully passed
- The automation has a delivery team consisting of the correct skillset

Success criteria

- The Design Authority approve all documents or minor amendments required
- BOL reviewed and agreement around object/process re-use has been agreed with all risks and mitigants reached
- The Design Authority stage gate criteria passed
- A centralised view or library (BOL) updated with pending processes/objects

Effort estimate

45 mins of DA time per session