



Blue Cross Blue Shield of MA Architecture Review Board (ARB)

Committee Charter

Overview: The Architectural Review Board (ARB) was established to ensure the quality, consistency, and long-term maintainability of the Blue Cross and Blue Shield of Massachusetts' enterprise system architecture. The ARB's primary objective is to review and approve proposed architectural designs, ensuring they align with established enterprise architectural principles, standards, and strategic goals. This includes evaluating the impact of proposed solutions on existing systems, security posture, performance, scalability, overall business objectives, technical debt, and alignment with our Target State Architecture (TSA).

COMMITTEE GOAL/MISSION: The ARB will utilize a structured review process, including:

- **Submission of architectural documentation:** Proposers will submit detailed architectural documentation outlining the proposed design, rationale, and impact assessment.
- **Review and evaluation:** The ARB will thoroughly review the documentation and may request additional information or clarification.
- **Formal review meeting:** The ARB will conduct a formal review meeting to discuss the proposed architecture and reach a consensus. Voting members will vote via Jira.
- **Tier 1 Approval:** At the discretion of the Enterprise Architect (EA), and in review with the Chair, the EA may approve a solution using an existing pattern and of minimal risk without requiring a vote from the ARB. These Tier 1 decisions will be documented with the same rigor as solutions presented to the ARB.
- **Decision notification:** The ARB will formally notify the proposer of its decision, including any necessary revisions or conditions for approval.

A unanimous vote of the ARB members present at the meeting shall constitute a decision.

6. Reporting:

The ARB will report regularly to the CTO on its activities, key decisions, and any significant architectural challenges or risks.

COMMITTEE PURPOSE The Architectural Review Board (ARB) was established to ensure the quality, consistency, and long-term maintainability of the Blue Cross and Blue Shield of Massachusetts' enterprise system architecture. The ARB's primary objective is to review and approve proposed architectural designs, ensuring they align with established enterprise architectural principles, standards, and strategic goals. This includes evaluating the impact of proposed solutions on existing systems, security posture, performance, scalability, overall business objectives, technical debt, and alignment with our Target State Architecture (TSA).



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Operating Guidelines: [Sections below describe operating guidelines that will provide structure around committee meetings including membership, chairs, meeting frequency and other relevant information.]

EXECUTIVE SPONSOR(s): []

- **CHAIR(s):** Bob DiRamio – Chair (Enterprise Architecture), Keishalee Shaw (Enterprise Architecture)

MEMBERSHIP: [Can be in the document or attached as an appendix, provide a brief description of the basis or qualification for membership if applicable]

| Voting Members | | | |
|-------------------|--|--------------------------|---|
| Name | Title | Department | Responsibilities |
| Bob DiRamio | Sr. Ent Arch. | Ent Architecture | Chair and Enterprise Architecture |
| Robert Lang | Cloud Security Architect | Security | Cyber Security |
| Heidi Macwilliams | Director, Infrastructure Delivery | ET infrastructure | Infrastructure |
| Talore Jarvis | Assistant General Counsel | Law Dept | Legal |
| Jennifer Read | Senior Director, Governance, Risk & Compliance | Audit & Controls | Risk and Compliance |
| Guru Smaga | Senior Director, Engineering and Tech Delivery | ET Digital | Digital |
| Hiren Thakkar | Senior Director, Engineering and Tech Delivery | Data and Data Governance | Data |
| Humayan Shaik | Senior Cloud Solution Architect | Cloud Ops | Cloud Infrastructure and Cloud Operations |
| Sri Narasimhan | Senior Director, Engineering and Tech Delivery | IIT – Services | Service |



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| Voting Members | | | |
|--------------------|-------|------------|------------------|
| Name | Title | Department | Responsibilities |
| Non-Voting Members | | | |
| Name | Title | Department | Responsibilities |
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Membership will be reviewed and updated no less than annually by the Committee Chairs.

MEETINGS: Weekly

The frequency of the meetings will be reviewed on a yearly basis. Committee members are expected to attend all meetings but may be represented by an appropriate replacement in their absence.

- **Responsibilities: Reviewing architectural designs:** Evaluating proposed architectures against established architectural principles, standards, and best practices.
- **Assessing risks and impacts:** Identifying potential risks, challenges, and impacts on existing systems, Value Streams, security, performance, and scalability.
- **Providing recommendations:** Offering constructive feedback and recommending improvements to proposed designs.
- **Approving or rejecting architectural designs:** Making final decisions on the acceptability of proposed architectures.
- **Maintaining architectural standards:** Contributing to the evolution and improvement of the enterprise architecture standards and guidelines.
- **Facilitating knowledge sharing:** Fostering collaboration and knowledge sharing across different technology teams.
- **Tracking architectural compliance:** Monitoring adherence to approved architectural designs, Target State Architecture (TSAA) and standards.



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OBJECTIVES: [Outline committee scope of responsibilities based on what the committee work will and will not address, including guidelines for decision-making]

DECISION-MAKING: The ARB will utilize a structured review process, including:

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EXPECTED OUTCOMES: Solution approval or recommendations for changes

REPORTING STRUCTURE OF COMMITTEE: [Outline reporting obligations of the committee including who will receive reports and the cadence for reporting.]

CONFIDENTIALITY

In conducting its business, members of the Committee will take special care, consistent with the Company's Code of Ethics and Conduct (the Blueprint) to protect the confidentiality of sensitive information it receives.

CONFLICTS OF INTEREST

Committee members will promptly disclose any conflict of interest they may have with respect to any matter to be discussed by the Committee.

POLICIES: [To the extent the committee is governed by or responsible for oversight of any policies list those policies.]



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ANNUAL REVIEW: The Committee Charter will be reviewed and updated annually, and when significant changes occur such as leadership changes, changes in focus to respond to revised corporate priorities, changes in reporting, changes in decision making authority and/or structure, and/or responding to external changes such as regulatory updates.

Document Information: [Version control and record of annual review and updates.]

REVISION HISTORY:

| Version | Date | Revision Summary |
|---------|------------|------------------|
| 1.0 | 03/20/2025 | First draft |
| | | |

DOCUMENT OWNER:

| Name | Organization |
|----------------|-------------------------|
| Robert DiRamio | Enterprise Architecture |
| | |

REVIEWERS:

| Name | Division | Versions |
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