

# 2020-01-22 - New2EA Steering Group Meeting - Planning Notes

Attendees: Rich Cropp, Louis King, Jacob Morris

## Topic/Theme Order:

Theme	Date	Topic	Details
Being an "Architect" - shifting your focus and skills	1/15	2020 New Year Architect Resolutions	<ol style="list-style-type: none"> <li>1. seeding the ideas, not blank slate</li> <li>2. proposed resolutions</li> <li>3. Give an overview of the Itana wiki</li> </ol>
	1/29	Prioritizing Your Time - making room for shifting your focus and skills  Jacob (facilitate)	<ol style="list-style-type: none"> <li>1. Defining what is Important (Institutional priorities, your team's, etc.)               <ol style="list-style-type: none"> <li>a. How does this align to the 3-5 work goals my organization has for me? (working backwards - mine &lt; my team &lt; IT org &lt; university )</li> <li>b. Is this in scope or out of scope? For me? For my team? ... For the university?</li> <li>c. What about your professional development goals?</li> <li>d. How do you negotiate and codify this? Work plan?</li> </ol> </li> <li>2. Important vs Urgent (quadrant) - how much time spent? (pie chart)</li> <li>3. The 4 D's (Drop, Delay, Delegate, Do)</li> <li>4. Defending your calendar (which pie slice are you working on?)</li> <li>5. What other examples do you have for prioritizing your own time?</li> </ol>
	2/12	Influencing Strategies & Difficult Conversations  Louis (present/facilitate)	<ol style="list-style-type: none"> <li>1. Saying No deftly</li> <li>2. Accepting No deftly</li> <li>3. Using influence over the long term</li> <li>4. Influence in those difficult conversations</li> <li>5. Importance of maintaining relationships for success</li> </ol>
	2/26	Storytelling  Chris (present/facilitate?)	
	3/11		
	3/25		
	4/8		
	4/22		

1. Being an "Architect" - shifting your focus and skills
  - a. Prioritizing your own time
    - i. Defending your calendar
    - ii. Important vs Urgent (quadrant)
    - iii. The 4 D's (Drop, Delay, Delegate, Do)
    - iv. What other examples do you have for prioritizing your own time?
2. Growing an EA Practice
  - a. Prioritizing the projects you take on
3. Fitting the Organization
4. Architect Survival Kit (on the Itana wiki)

## Action Items

- ☒ Create draft page for Prioritization & Time Management Jacob Morris (washington.edu) 27 Jan 2020
- ☒ Create facilitation deck for Prioritization & Time Management Jacob Morris (washington.edu) 24 Jan 2020
- ☒ Create draft page for Influencing Strategies & Difficult Conversations Louis E King (yale.edu) 10 Feb 2020
- ☒ Create facilitation/presentation deck for Influencing Strategies & Difficult Conversations Louis E King (yale.edu) 07 Feb 2020
- ☒ Reach out to Chris Eagle about presenting/facilitation of Storytelling Jacob Morris (washington.edu) 22 Jan 2020

## Theme Ideas from December 2019 Meeting:

1. 'Wrangling' engagements
  - Soliciting/eliciting requirements
  - Size/shaping engagements

2. Shifting your skills and focus (from tech/analyst Architect)
3. Next-level Facilitation
  - Biz req's approach and a specific use case
  - Strategic thinking
  - Facilitation on specific artifacts
4. Managing/Growing an EA Practice
  - How to manage and grow your practice
  - Capacity-building models for the EA capability
    - how they have been used, models that people like
  - Determining your start-up outcomes to help deliver value to your institution
  - How to create a talent pipeline for EA and architecture skills
5. Your EA Practice and Fit into your Organization
  - EA in ITSM
  - EA and IT Governance
  - EA and PMO
  - EA and the rest of IT staff (central, decentralized, etc.)
  - Roles and capabilities (Design Thinking, etc.) to help with change
  - EA as a Service
  - Gartner: internal consultancy
  - Architecting the IT Organization: Clarifying the Contributions of Enterprise Architecture, IT Governance, and ITSM to the IT Value Chain  
<https://www.educause.edu/architecting>