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# Responsibility Assignment Matrix (RACI)

**Directorate Information Management Engineering and  
Integration (DIMEI)**

**and the**

**Workload Migration (WLM) Goldenrod Project**

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Canada 

# Authorization

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## Document History

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1.0	October 29, 2020	DIMEI and DIMCD	Final version, to be presented to SSC WLM PMO
2.0	November 25, 2020	SSC WLM	Version with SSC comments.
2.1	December 03, 2020	DIMEI 04	Revised version with Amit's comments.
2.2	December 04, 2020	DIMEI, DIMCD, SSC	Version with feedback, meeting comments and tracked changes.
2.3	December 04, 2020	DIMEI, DIMCD, SSC	Version presented to SSC WLM PMO, DIMEI and DIMCD for final approval and signatures.

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# 1 INTRODUCTION

The Workload Migration (WLM) Goldenrod Project is a Shared Services Canada (SSC) led project, mandated by Treasury Board Secretariat (TBS), to migrate unclassified non-military command and control (C2) workloads and IT infrastructure from eight National Capital Region (NCR) SSC Data Centres to EDC Borden or the Cloud. The Department of National Defence's (DND) Discovery phase commenced 1 April 2019 and is to be completed by 31 March 2021. SSC has begun preliminary building and configuring activities which will continue into 2021. Migrations of workloads is slated to commence in approx. March 2021 and completed by 31 October 2021.

This Responsibility Assignment (RACI) Matrix outlines the different roles and the extent of their involvement in the Workload Migration (WLM) Goldenrod Project.

## 1.1 Scope

The RACI matrix represents a professional agreement, made in good faith, between Directorate Information Management Engineering and Integration (DIMEI), the Workload Migration (WLM) Goldenrod Project and SSC. The scope of this RACI Matrix is limited to work specific to the Workload Migration (WLM) Goldenrod Project. Any other work will be handled through separate documents.

# 2 RESPONSIBILITY ASSIGNMENT

## 2.1 DIMEI

Most of the work required of DIMEI will be, but not limited to, reviewing project material, providing feedback, participating in meetings and working groups and assessing RFCs. DIMEI may perform the work directly or delegate it to others while maintaining responsibility.

## 2.2 DIMCD - Workload Migration (WLM) Goldenrod Project

The Director Information Management Capability Development (DIMCD) is the Deliverables Point of Contact (DPoC), accountable for DIMEI deliverables and represents the organization that is ultimately answerable for the correct and thorough completion of the deliverables. The DPoC will:

- 1) consult with SMEs to determine whether a DIMEI deliverable meets the project requirements;
- 2) approve (sign-off) on the work DIMEI provides;
- 3) provide oversight of the deliverables, including schedule and budget, by ensuring work performed by DIMEI is necessary; and
- 4) intercede whenever there is a dispute over the acceptability of a deliverable.

In cases where a deliverable has not been met to support project timelines, the Deliverables Point of Contact (DIMCD) will, in consultation with DIMEI, decide on an appropriate course of action.

### 2.3 RACI Matrix for the Workload Migration (WLM) Goldenrod Project

The table below outlines the role of each stakeholder in the Workload Migration (WLM) Goldenrod Project.

The roles of stakeholders and departments involved in the project are divided as follows:

- 1) **Responsible (R):** Responsible for getting the work done. When labelled “responsible” in a RACI matrix, it indicates that the person / group is expected to be hands-on when executing the task.
- 2) **Accountable (A):** Responsible for overseeing the task and making sure the work gets done properly. They are not hands-on with the work, but instead are managing and ensuring the completion of the work.
- 3) **Consulted (C):** This person or group assists by providing information and support about a particular task or deliverable. They are not directly responsible for a task, but instead provide necessary information that will help the Responsible get their work done.
- 4) **Informed (I):** This person or group is to be kept up to date on the progress of a task or deliverable. This is commonly upper-management or a client who should understand the progress of the project and does not have immediate input on the completion of the work.

Task	SSC WLM	DIMEI	DIMCD
Perform an inventory and assessment of the DND owned physical assets (unclassified non-C2 up to PB) - inclusive of indicating the requirement for the asset and assessment if the asset will be migrated.	<b>C/I</b>	<b>R</b>	<b>A/R</b>
Migrate physical and virtual SSC IT Assets (unclassified non-C2 up to PB)	<b>A/R</b>	<b>C</b>	<b>C</b>
Ensure SSC’s plan/strategy for rationalizing and migrating compute and storage infrastructure meets DND requirements, policies and procedures. and provide feedback to SSC on pre-DND RFC plans/strategies/documentation to ensure everything is in order prior to the submission of RFCs.	<b>C/I</b>	<b>R</b>	<b>A/R</b>
Development and submission of DND RFCs	<b>A/R</b>	<b>C/I</b>	<b>C/I</b>
Conduct Impact Assessments (IAs) - Review, validate, provide guidance and recommendations on DND RFCs	<b>C</b>	<b>R</b>	<b>A</b>
Approval of DND RFC	<b>I</b>	<b>R</b>	<b>A</b>
Migrate the Test and Development Centre (TDC) SSC Assets to EDC Borden	<b>A/R</b>	<b>R</b>	<b>C</b>
Migrate the Production workloads to EDC Borden	<b>A/R</b>	<b>R</b>	<b>C</b>

Task	SSC WLM	DIMEI	DIMCD
Migrate foundational services (Active Directory, SCCM, File and Print, etc.). Most of the services will be migrated to EDC Borden	<b>A/R</b>	<b>C</b>	<b>C</b>
Coordinate WLM tasks/activities and be the DIMEI primary point of contact for the WLM Goldenrod Project.	<b>I</b>	<b>C</b>	<b>A/R</b>
Application testing (i.e. Test SAP application)	<b>A</b>	<b>C</b>	<b>R</b>
Infrastructure Testing (Functional testing)	<b>A/R</b>	<b>C</b>	<b>I</b>

## **APPENDIX 1: GLOSSARY**

<b>DPoC</b>	Deliverables Point of Contact (DIMCD)
<b>RFC</b>	Request for Change
<b>SLA</b>	Service Level Agreement
<b>SME</b>	Subject Matter Expert
<b>TDC</b>	Test and Development Centre
<b>WLM</b>	Workload Migration



## **APPENDIX 2: AMENDMENTS**

N/A