



# DISCIPLINE TEMPLATE

## DEFINITION

<i>Name</i>	Electronic Collaboration
<i>Description</i>	Defines the standard tools and software components that facilitate the electronic interaction of the workforce and promote group productivity. These include e-mail, statewide e-mail address book, and other person-to-person or group collaboration tools.
<i>Rationale</i>	The State of Missouri relies on mission-critical applications and many different toolsets that support government operations and provide information required by the citizens of Missouri. By having application toolsets defined it allows the: <ul style="list-style-type: none"> <li>• Promoting of cost efficiency.</li> <li>• Eliminating outdated tools/applications.</li> <li>• Promoting of standardized tool sets.</li> </ul>
<i>Benefits</i>	The State of Missouri will benefit <ul style="list-style-type: none"> <li>• Similar skilled resources across the enterprise</li> <li>• Promotes knowledge sharing and increases resource flexibility</li> <li>• Promotes standardization, integration, interoperability, and integrity of information</li> <li>• Allow for a set of reusable application components</li> <li>• Facilitates increased efficiency and effectiveness</li> <li>• Reduces training cost</li> </ul>

## BOUNDARY

<i>Boundary Limit Statement</i>	This discipline includes email, directory services, person to person, or group collaboration tools e.g. instant messaging.
---------------------------------	--

## ASSOCIATED ARCHITECTURE LEVEL

<i>Specify the Domain Name</i>	Application
--------------------------------	-------------

## CRITICAL REFERENCES

### Related Domains/Disciplines

<input type="checkbox"/>	<i>Interface – Branding</i>	<input type="checkbox"/>	<i>Infrastructure – Platform</i>	<input type="checkbox"/>	<i>Systems Mgt – Help Desk/Problem Mgt</i>
<input type="checkbox"/>	<i>Interface – Access</i>	<input checked="" type="checkbox"/>	<i>Interoperability – Data Exchange</i>	<input type="checkbox"/>	<i>Systems Mgt – Business Continuity</i>
<input type="checkbox"/>	<i>Interface – Accessibility</i>	<input type="checkbox"/>	<i>Interoperability – Application Interoperability</i>	<input type="checkbox"/>	<i>Security – Managerial Controls</i>
<input type="checkbox"/>	<i>Information – Knowledge Mgt</i>	<input checked="" type="checkbox"/>	<i>Application – Application Engineering</i>	<input checked="" type="checkbox"/>	<i>Security – Technical Controls</i>
<input type="checkbox"/>	<i>Information – Data Mgt</i>	<input checked="" type="checkbox"/>	<i>Application – Electronic Collaboration</i>	<input checked="" type="checkbox"/>	<i>Security – Operational Controls</i>
<input type="checkbox"/>	<i>Information – Data Base Mgt</i>	<input type="checkbox"/>	<i>Systems Mgt – Asset Mgt</i>	<input type="checkbox"/>	<i>Privacy – Profiling</i>
<input type="checkbox"/>	<i>Information – GIT</i>	<input type="checkbox"/>	<i>Systems Mgt – Change Mgt</i>	<input type="checkbox"/>	<i>Privacy – Personification</i>
<input type="checkbox"/>	<i>Infrastructure – Network</i>	<input type="checkbox"/>	<i>Systems Mgt – Console/Event Mgt</i>	<input checked="" type="checkbox"/>	<i>Privacy – Privacy</i>

### Standards Organizations/Government Bodies

<i>List Standards Organizations</i>	ISO, IETF, IMC
<i>List Government Bodies</i>	OIT office, ITAB

**Stakeholders/Roles**

<i>List Stakeholders</i>	All State agencies, departments, and commissions within the three governmental branches
<i>List Roles</i>	

**Discipline-Specific Technology Trends**

<i>List Discipline-specific Technology Trends</i>	
<i>Technology Trend Source</i>	

**ASSOCIATED COMPLIANCE COMPONENTS**

<i>List Discipline-level Compliance Components</i>	
--	--

**METHODOLOGIES**

<i>List methodologies followed</i>	
------------------------------------	--

**DISCIPLINE DOCUMENTATION REQUIREMENTS**

<i>Provide documentation requirements for this Discipline</i>	
---	--

**ASSOCIATED TECHNOLOGY AREAS**

<i>List the Technology Areas associated with this Discipline</i>	<ul style="list-style-type: none"> <li>• Email</li> <li>• Calendaring</li> <li>• Instant Messaging Services</li> <li>• Office Productivity Tools</li> </ul>
--	---

**CURRENT STATUS**

<i>Provide the Current Status</i>	<input type="checkbox"/> <i>In Development</i> <input type="checkbox"/> <i>Under Review</i> <input checked="" type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Rejected</i>
-----------------------------------	--

**AUDIT TRAIL**

<i>Creation Date</i>	06-21-04	<i>Date Approved/Rejected</i>	08-10-04
<i>Reason for Rejection</i>			
<i>Last Date Reviewed</i>		<i>Last Date Updated</i>	
<i>Reason for Update</i>			