



***IBM Customer*** ***IBM FileNet High Performance  
or Mid Range Image Import  
Install Package  
Service Description***

**January 2, 2009**



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## 1. Description of Services

IBM Enterprise Content Management (“ECM”) is pleased to submit this Service Description to IBM Customer (“<IBM Cust>”). <IBM Cust> has requested the following services from IBM:

- IBM FileNet High Performance or Mid Range Image Import (“HPII or MRII”) Install Package

This service provides the expert resources to install the HPII or MRII software at your site. It also provides hands-on assistance to address any questions and to verify that <IBM Cust>’s systems and resources are ready to begin applying the knowledge gained to <IBM Cust>’s business needs and operational requirements. The Field Delivery Consultant (“FDC”) will help guide <IBM Cust> on proven strategies and procedures that have been employed by other successful ECM installations. The completed Install also verifies that the software is supportable by IBM’s Support organization.

The HPII/MRII Install Service will provide:

- Install Image Services Tool Kit (if necessary)<sup>1</sup>
- Install and configure the HPII or MRII Utility
- Test the HPII/MRII Utility
- Train <IBM Cust>’s System Administrator(s) on the operation of HPII/MRII, providing for a smooth System Administration handoff
- Project management and coordination to facilitate a successful and professional project delivery

This Install Package includes a set of tasks that <IBM Cust> must complete to facilitate a successful product installation and rollout. The actual duration of each task varies from customer to customer, based upon their knowledge of the products and the complexity of the anticipated environment.

The resources required for this project will include both the IBM and <IBM Cust> personnel that are required to successfully install and configure the HPII/MRII software.

Any change in the scope of work defined in this Services Description requested by <IBM Cust> may result in additional costs and must be documented in a Project Change Request (“PCR”).

## 2. Required Product Training

As part of the delivery, <IBM Cust> is required to have at least one person successfully complete (or have successfully completed) the following IBM training. The IBM education required for this installation is as follows:

- Course Code: F458 – IBM FileNet IS System Administration

*Please note that IBM may offer an equivalent Instructor Led Online (“ILO”) or self paced eLab course. Any of these courses will satisfy this installation package training requirement.*

The cost for these training courses is not included in this HPII or MRII Install Package. Please refer to the [IBM Learning Services Web site](#) for detailed information regarding class cost, schedules, course descriptions, ordering options, registration instructions and other relevant IBM Web site locations.

While the training defined in this service provides a good foundation for administering the system in a pre-production status, <IBM Cust> should not consider this the total set of training that their resources will need to

<sup>1</sup> Installation or upgrade of any additional ISTK utilities or ISTK custom applications are considered out of scope.

manage their production system. The ECM Education team can assist <IBM Cust> in obtaining a recommended training plan specific to <IBM Cust>'s requirements.

*For individual training recommendations, please reference the [ECM Training Paths](#).*

*For training recommendations for your entire organization, please request an [Enterprise Training Plan](#) or contact the ECM Education Team at [ecmeduna@us.ibm.com](mailto:ecmeduna@us.ibm.com) or 800-455-7468.*

IBM Learning Services Web Site:

[www.ibm.com/software/data/content-management/training.html](http://www.ibm.com/software/data/content-management/training.html)

In the interests of quality education, IBM reserves the right to update training courses at any time.

### 3. Resources

The <IBM Cust> Project Team will consist of the resources from the ECM Account Team, the <IBM Cust> technical staff and, when applicable, an IBM Business Partner. Examples of Project Team members are listed below.

#### 3.1 ECM Team Resources

The ECM Project Lead coordinates the appropriate ECM resources as required. The ECM Team typically includes the following members:

- Implementation Project Manager (“IPM”) –Project Lead
- Lab Services IT Specialist (“ECM Consultant”)
- Field Delivery Consultant (“FDC”)
- Software Sales Representative (“SSR”)
- Sales IT Specialist (“Sales ITS”)

#### 3.2 <IBM Cust> Team Resources

<IBM Cust> will need to identify internal personnel to fill the roles of the <IBM Cust> Project Team. <IBM Cust> is responsible for selecting a Project Lead to share lead responsibilities with the ECM Project Lead.

Depending upon, the project the <IBM Cust> Project Team may include any of the following roles:

- Project Lead
- FileNet System Administrator
- System Operations Coordinator
- LAN Administrator
- Document/Records Manager
- Document Entry Supervisor
- End-User Manager

## 4. Role Definitions

<IBM Cust> will need to identify internal personnel to fill the roles as listed in Section 3, Resources. The following outlines the general roles for each of these individuals. Please note that additional resources may be required at various phases of the installation. Likewise, not all of the individuals may necessarily be involved in this Install service.

Project Lead - This individual will represent <IBM Cust> resources and provide project coordination in conjunction with the ECM Project Lead.

FileNet System Administrator (1 to 3 people) - This individual will learn the administration functions necessary to oversee the HP11 or MR11 software and will serve as the on-going administrator. IS Administration class is required and should be completed prior to the installation of the software. This individual will work closely with the FDC during installation and configuration of HP11 or MR11.

## 5. Responsibilities

### 5.1 <IBM Cust> Responsibilities

In order to facilitate a successful delivery, <IBM Cust> has the responsibility to provide the following:

- a.) Project Prerequisites
  - All prerequisites must be met before IBM can begin the installation of the product.
  - All hardware, software, and network configurations must meet ECM requirements for system size and performance for the purchased software. This includes:
    - Installation of the operating system
    - Installation of the customer-supplied database
    - Installation/application of appropriate levels of patches to meet ECM's minimum requirements
  - Perform a network check (verify server connectivity to network, addressing, correct protocol).
  - Download the IBM FileNet HP11 or MR11 software to the appropriate servers prior to the resource arriving at <IBM Cust>'s facility.
  - Have attended the training required in this HP11 or MR11 Install package prior to the installation of any ECM software.
- b.) A Project Lead with sufficient authority to:
  - Represent <IBM Cust>'s interests
  - Serve as the focal point for all decisions and communications
  - Coordinate activities assigned to <IBM Cust> resources
  - Sign project-related documents
- c.) Local system administrator(s) trained on the administration of the ECM products.
- d.) After the <IBM Cust> System Administrator has observed the FDC during the installation, he or she will be responsible for expanding the software post-installation.
- e.) Adequate facilities for the ECM resources; including cubicles, desks, and telephone, hardware and Internet access service.
- f.) Product Subscription and Support Agreement in place through IBM.
- g.) <IBM Cust> will make available all <IBM Cust> personnel required for this project in a timely manner. Any significant delays caused by <IBM Cust> personnel not being available or project prerequisites not

being met may result in schedule delays, which can impact the project sufficiently to require PCR addressing additional or extended IBM personnel requirements and additional costs.

## 5.2 IBM Responsibilities

- a.) Install HP11 or MR11 Utility
- b.) Configure HP11 or MR11 Utility
- c.) Test HP11 or MR11 Utility
- d.) Train <IBM Cust> on HP11/MR11 operation
- e.) System Administration Handoff
  - Transfer of Information
  - Routine Maintenance
  - Problem Reporting
- f.) Demonstrate the system
- g.) Provide <IBM Cust> a completed HP11 or MR11 Install Checklist

## 6. Assumptions & Limitations

### 6.1 Assumptions

- a.) Indexes, document classes and optical disk families required for HP11/MR11 operation are defined and configured. This must be done prior to the arrival of the FDC.<sup>2</sup>
- b.) Installation of HP11 or MR11 software will not be in a clustered environment. A chargeable PCR may be required to perform the installation in a clustered environment.
- c.) Additional resources and time for the development of “custom applications” are not included in this service.

### 6.2 Service Limitations

The HP11 or MR11 Install Package does not include repairs, corrections or troubleshooting of performance degradation, data corruption, errors and faults that are discovered during the process due to hardware failures, or non-qualified hardware or operating systems. Repairs, corrections or troubleshooting of such errors and faults will be <IBM Cust>'s responsibility; any IBM involvement will be charged on a Time and Materials (“T&M”) basis.

ECM resources will be provided Monday through Friday from 8:00 a.m. to 5:00 p.m., excluding holidays and vacation time. Specific details regarding schedules will be mutually agreed-upon prior to the project start-date.

#### 6.2.1 Travel & Living Expenses

This service includes domestic travel and living expenses incurred by ECM resources traveling to <IBM Cust>'s site in order to fulfill IBM's tasks and responsibilities pertinent to delivering this Install Package.

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<sup>2</sup> If <IBM Cust> needs assistance in setting up indexes, document classes or disk families, these tasks may be delivered via a custom Statement of Work.

The IPM will initiate the project with a kickoff conference call. Any additional status meetings required will be held via conference calls as well. The FDC will travel to <IBM Cust>'s site for **one (1)** visit for tasks associated in delivering this implementation service.

Additional onsite assistance requested by <IBM Cust> beyond the amount specified in the above paragraphs may be billable subject to the execution of a PCR. IBM also reserves the right to bill <IBM Cust> for any additional trips that are the direct result of <IBM Cust>'s failure to meet or perform its obligations outlined herein.

## 7. Project Tasks & Deliverables

The Project Team will perform the following tasks. Deliverables for each task are detailed within the task descriptions.

### 7.1 Task 1: Kickoff Meeting

The purpose of this meeting is to prepare both the <IBM Cust> team and the ECM team for the HP11 or MR11 Install Project. Topics of discussion will include <IBM Cust>'s requirements, expectations, prerequisites, and schedules.

#### 7.1.1 Review Project Services Description

The ECM Project Lead will review the Install Package Service Description, the installation tasks, and roles and responsibilities with <IBM Cust>'s Project Team.

#### 7.1.2 Define/Review Project Plan

Once selected, the Project Team customizes the sample project plan that best fits <IBM Cust>'s installation needs (see Sample Project Plan). The plan is designed to complete the installation in the shortest possible timeframe. Each task is assigned a resource and a time window based on the effort required to complete the task. IBM strongly encourages the practice of joint task assignments as an excellent means of training and knowledge transfer for the team members.

#### 7.1.3 Project Status

The IPM will track all issues and document their resolution in an Issues Log. Any issue whose resolution requires a change will be documented in a PCR.

### 7.2 Task 2: Platform/Architecture Configuration Document & Review

The IPM will review the ECM software purchased, <IBM Cust>'s server configuration (hardware, operating system and site specific software), ECM-specific network configuration, and <IBM Cust>'s System Diagram. This review will encompass the items indicated in the Platform/Architecture Configuration Document that was delivered to <IBM Cust> during the kickoff meeting. Upon successful completion of <IBM Cust>'s portion of the document, the IPM will schedule the software installation at least two (2) weeks into the future.

### 7.3 Task 3: Software Installation

The FDC will perform the following detailed tasks in the installation phase.

- Install ISTK (formerly known as WAL) software, if required<sup>3</sup>
- Install HP11/MR11 utility
- Configure HP11/MR11
- Initial test of HP11/MR11 with <IBM Cust> data files. If necessary, the FDC will use an ECM sample batch of files
- Verify migration of HP11/MR11 batches to optical disk or MSAR surfaces
- Retrieve, display and verify migrated documents using <IBM Cust> display station
- Load and test HP11/MR11 with production volumes

## 7.4 Task 4: System Administration Handoff

### 7.4.1 Transfer of Information

The FDC will review the HP11/MR11 product with the <IBM Cust> System Administrator to better prepare <IBM Cust> for further expansion of the system.

### 7.4.2 Routine Maintenance

Routine maintenance involves reviewing the daily duties of <IBM Cust>'s System Administrator with respect to maintenance of the system. These are tasks that should be performed daily and will be specific to <IBM Cust>'s usage of the system and its configuration. IBM recommends that the System Administrator develop a schedule of "housekeeping" procedures and tasks to be performed.

### 7.4.3 Problem Reporting

Before calling IBM Customer Support, full documentation of the problem at hand always expedites resolution and helps maintain internal system up-time records. The FDC will review troubleshooting and problem reporting procedures and provide a trouble report template to <IBM Cust>. Over time the <IBM Cust> System Administrator will learn to determine the nature of problems that arise and will be able to resolve or report them as necessary.

For integrity issues, IBM requests that <IBM Cust> contact IBM Customer Support by using the IBM toll free Customer Service telephone number (1-800-429-7378).

## 7.5 Task 5: Demonstrate System to <IBM Cust> Project Team

After the initial samples have been tested, ECM will demonstrate the HP11 or MR11 software to the <IBM Cust> Project Team. The demonstration is an opportunity to share ideas on how to best configure the system, gather immediate feedback on issues that may have been overlooked, and solicit suggestions for system improvements. Other uses for the system are often identified in such meetings, giving impetus for follow-on projects.

## 7.6 Task 6: Project Completion

Upon completion of the Package, the FDC will deliver to <IBM Cust> a completed Install Checklist which constitutes completion of this project. Please refer to *High Performance or Mid Range Image Import Install Checklist*.

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<sup>3</sup> Installation or upgrade of any additional ISTK utilities or ISTK custom applications are considered out of scope.



If issues arise after completion of the project, <IBM Cust> Project Team will attempt to resolve these problems independently or with the assistance of the IBM Product Support Center.