



***IBM Customer*** ***IBM OmniFind Discovery  
Edition Install & Fast Start  
Package  
Service Description***

January 1, 2011



# Table of Contents

- 1. DESCRIPTION OF SERVICES..... 1**
- 2. RESOURCES..... 2**
  - 2.1 ECM TEAM RESOURCES ..... 2
  - 2.2 <IBM CUST> TEAM RESOURCES ..... 2
- 3. ROLE DEFINITIONS..... 3**
- 4. RESPONSIBILITIES ..... 3**
  - 4.1 <IBM CUST> RESPONSIBILITIES ..... 3
  - 4.2 IBM RESPONSIBILITIES..... 4
- 5. LIMITATIONS..... 5**
  - 5.1 SERVICE LIMITATIONS ..... 5
    - 5.1.1 Travel & Living Expenses ..... 5
- 6. PROJECT TASKS & DELIVERABLES..... 6**
  - 6.1 TASK 1: KICKOFF MEETING ..... 6**
    - 6.1.1 Review Project Services Description ..... 6
    - 6.1.2 Define and Review Project Plan ..... 6
    - 6.1.3 Project Status..... 6
  - 6.2 TASK 2: ENVIRONMENT REVIEW..... 6**
  - 6.3 TASK 3: DOCUMENT ANALYSIS & REQUIREMENTS GATHERING ..... 7**
  - 6.4 TASK 4: SOFTWARE INSTALLATION ..... 7**
    - 6.4.1 OmniFind Installation ..... 7
  - 6.5 TASK 5: CONFIGURATION ..... 7**
    - 6.5.1 Create OmniFind Project..... 7
    - 6.5.2 Define Collection ..... 7
    - 6.5.3 Configure Content Sources..... 8
    - 6.5.4 Index Content..... 9
    - 6.5.5 Test ..... 9
  - 6.6 TASK 6: SYSTEM ADMINISTRATION HANDOFF ..... 9**
    - 6.6.1 Transfer of Information..... 9
    - 6.6.2 Routine Maintenance ..... 9
    - 6.6.3 Review Backup Methodologies ..... 10
    - 6.6.4 Problem Reporting ..... 10
  - 6.7 TASK 7: DEMONSTRATE SYSTEM TO <IBM CUST> PROJECT TEAM ..... 10**
  - 6.8 TASK 8: PROJECT COMPLETION CHECKLIST..... 10**

**Proprietary Notice**

This document contains confidential information of IBM®, which is provided for the sole purpose of permitting the recipient to evaluate the Service Description submitted herewith. In consideration of receipt of this document the recipient agrees to maintain such information in confidence and to not reproduce or otherwise disclose this information to any person outside the group directly responsible for evaluation of its contents. Any proposed design and approach presented in this Service Description is proprietary information and may not be used on other projects without written approval from the IBM Enterprise Content Management organization.

© Copyright IBM Corporation, 2011. All Rights Reserved.

## 1. Description of Services

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 OmniFind Discovery Edition (OmniFind) Install & Fast Start Package

This service provides the expert resources to install the OmniFind software at your site. It also provides hands-on assistance to address questions, recap key issues, and to confirm that <IBM Cust>'s systems and resources are ready to begin applying the knowledge gained in class to <IBM Cust>'s business needs and operational requirements. The Delivery Consultants will help guide <IBM Cust> on proven strategies and procedures that have been employed by other ECM installations. The completed installation also confirms that the software is supportable by IBM's Support organization.

The scope of this Install & Fast Start package is limited to the installation and support of OmniFind Discovery Edition<sup>1</sup>.

This OmniFind Install & Fast Start Service will include the following activities:

- Review <IBM Cust>'s environment
- Document Analysis and Requirements Gathering for the creation of a Content Source Configuration Document
- Installation of the following:
  - One OmniFind Discovery Edition
  - One Management Console
  - One XML Layout and one of the following
    - One Default ASP.NET Layout or
    - One Default JSP Layout
- Configure
  - One OmniFind Project
  - One Collection
  - Up to three Content Sources
- Index Content<sup>2</sup>
- Validation of the Configuration
- Demonstrate User Interface
- Demonstrate the System to the Project Team
- Project management and coordination to facilitate and professional project delivery

---

<sup>1</sup> This service includes the installation of (1) OmniFind Discovery Edition on one server, (2) one Management Console, (3) one XML Layout, and (4) one Default ASP.Net Layout or one Default JSP Layout. Installation and configuration of any additional services other than those defined as part of this Install & Fast Start service are considered additional options. Contact your Software Services Sales Leader for any additional options.

<sup>2</sup> The Delivery Consultant will select a subset of content which contains up to 100 documents of no more than 10 MG each in order for indexing to complete to use for testing purposes.

This package includes a set of tasks that <IBM Cust> must complete to facilitate 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 OmniFind environment.

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

At the completion of the OmniFind Install & Fast Start Package, <IBM Cust>'s system and resources will be ready for maintenance support and for initiating the process to configure the system for <IBM Cust>'s specific business requirements. This installation assumes individuals knowledgeable on IBM products will be performing the tasks to identify and expand the <IBM Cust> specific definition of the system after the completion of this project. Additional definition services beyond what is documented in this Service Description are outside the scope of deliverables of this Install & Fast Start package<sup>3</sup>.

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. 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.

### 2.1 ECM Team Resources

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

- Project Manager (PM) – Project Lead
- IT Consulting Specialist (Delivery Consultant)
- Field Delivery Consultant (FDC)
- Software Sales Representative (SSR)
- Sales IT Specialist (ITS)

### 2.2 <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
- IBM OmniFind System Administrator
- User Interface Designer and/or Developer
- Infrastructure Specialist
- Business Lead Requirements Owner

---

<sup>3</sup> Services to configure additional site and user specific preferences can be provide in a Statement of Work. Contact your Software Services Sales Leader for options.

- Database Administrator

### 3. 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.

IBM FileNet System Administrator (1 to 3 people) - This individual will learn the administration functions necessary to oversee the OmniFind system and will serve as the ongoing administrator. Attending the System Administrator class is required and should be completed prior to the installation of the software. This individual will work closely with the Delivery Consultant during installation and basic configuration of the IBM FileNet software.

Database Administrator (1 person) - This individual will assume responsibility for <IBM Cust>'s database. This individual will also provide proper passwords to allow Delivery Consultants to perform their functions in the course of the installation when access to the database is required.

### 4. Responsibilities

#### 4.1 <IBM Cust> Responsibilities

In order to facilitate 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 of the Web Application Server (i.e. IIS must be installed if using for ASP.Net –or– Apache Tomcat or Websphere must be installed for JSP).
    - Installation and/or application of appropriate levels of patches to meet IBM OmniFind's minimum requirements
  - Perform a network check (verify server connectivity to network, addressing, correct protocol).
  - Download the IBM FileNet OmniFind Discovery Edition software to the appropriate servers prior to the resource arriving at <IBM Cust>'s facility.
  - Complete the *Environment Prerequisite Checklist*.
- b.) <IBM Cust> acknowledges that:
  - i. This OmniFind implementation is designated for English language use only.<sup>4</sup>
  - ii. Installation of OmniFind Discovery Edition Install & Fast Start software will not be in a clustered environment. A chargeable PCR may be required to perform the installation in a clustered environment.

<sup>4</sup> Services to configure other languages can be done through a Statement of Work. Contact your Software Services Sales Leader for options.

- iii. Additional resources and time for the development of “custom applications” are not included in this service.
- c.) 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
- d.) Analysis and/or requirements gathering of business application rules, business application processes, and application security access as they pertain to the installation of the OmniFind system. The outcome of this process is a System Design Document.
- e.) Local system administrator(s) trained on the administration of the ECM products previously installed.
- f.) After the <IBM Cust> OmniFind System Administrator has observed the Delivery Consultant during the installation, he or she will be responsible for completing the following items.
  - Creating additional OmniFind Projects
  - Defining and Indexing additional Collections & Content Sources
- g.) Local help desk personnel trained on the ECM client products to be installed at <IBM Cust>.
- h.) Adequate facilities for each Delivery Consultant including:
  - cubicle, desk, telephone, and Internet access,
  - remote access (e.g., VPN access),
  - direct access to the keyboard.
- i.) When performing remote work, <IBM Cust> will provide VPN access into <IBM Cust>'s network and remote access to a workstation in the network that:
  - can connect to all required servers and
  - is preloaded with all required connectivity tools appropriate to <IBM Cust>'s environment.
- j.) Product Subscription and Support Agreement in place through IBM.
- k.) <IBM Cust> will make available all <IBM Cust> personnel required for this project based on the agreed-upon project schedule. 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 a chargeable PCR addressing additional or extended IBM personnel requirements and additional costs.

## 4.2 IBM Responsibilities

The IBM responsibilities for this package include:

- a.) Review <IBM Cust>'s Environment
  - Deliver & Review the Environment Prerequisite Checklist
- b.) Configuration Requirements Gathering
  - Review of OmniFind Functionality
  - Define one OmniFind Project which consists of:
    - One collection
    - Up to three content sources

- Content Source Configuration Document
- c.) Install
- OmniFind Discovery Edition on one server
  - One Management Console
  - One XML Layout and one of the following:
    - One ASP.NET Layout or
    - One JSP Layout
- d.) Configure
- One OmniFind Project based upon the Content Source Configuration Document
    - One collection
    - Up to three content sources
- e.) Index Content<sup>5</sup>
- f.) Test & Validate Installation & Configuration
- Test User Interface
- g.) Perform OmniFind Administration Handoff
- Transfer of Information
  - Routine Maintenance
  - Backup Methodology
  - Problem Reporting
- h.) Demonstrate Product to the Project Team
- i.) Provide <IBM Cust> a completed OmniFind Install & Fast Start Checklist

## 5. Limitations

### 5.1 Service Limitations

The OmniFind Discovery Edition Install & Fast Start 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.

#### 5.1.1 Travel & Living Expenses

This package does **not** include travel and living expenses incurred by IBM resources traveling to <IBM Cust>'s site in order to fulfill IBM's tasks and responsibilities pertinent to delivering this service.

---

<sup>5</sup> The Delivery Consultant will select a subset of content which contains up to 100 documents of no more than 10 MG each in order for indexing to complete to use for testing purposes.

The Delivery Consultant may travel to <IBM Cust>'s site for two (2) visit for tasks associated in delivering this service. <IBM Cust> will be billed actual travel and living costs.

IBM will invoice <IBM Cust> for travel and living expenses and other reasonable expenses incurred in connection with the package delivery. Amounts are due upon receipt of invoice and payable within 30 days. <IBM Cust> agrees to pay accordingly, including any late payment fee. <IBM Cust> does not have to pay any amount disputed in good faith while it is being investigated, but <IBM Cust> remains obligated to pay any amount not in dispute.

Additional on-site assistance requested by <IBM Cust> beyond the number of visits indicated above will be billable subject to the execution of a PCR. A visit is four or fewer days at your site by an IBM or IBM subcontract employee. 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.

## 6. Project Tasks & Deliverables

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

### 6.1 Task 1: Kickoff Meeting

The purpose of this meeting is to prepare both the <IBM Cust> team and the ECM team for the OmniFind Discovery Edition Install & Fast Start Project. Topics of discussion will include <IBM Cust>'s requirements, expectations, prerequisites, and schedules.

#### 6.1.1 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.

#### 6.1.2 Define and Review Project Plan

Once selected, the joint <IBM Cust> and IBM Project Team customizes the sample project plan defining mutually agreed-upon dates for delivery (see Sample Project Plan). 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.

#### 6.1.3 Project Status

The PM 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.

### 6.2 Task 2: Environment Review

The PM 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 *Environment Prerequisite Checklist* that is delivered to <IBM Cust>. Upon completion of <IBM Cust>'s portion of this document, the PM will schedule the software installation.

ECM recommends reviewing any questions arising from the completion of the *Environment Prerequisite Checklist* during the weekly status calls.



## 6.3 Task 3: Document Analysis & Requirements Gathering

OmniFind can be configured in a variety of ways in order to meet the requirements of a given business. An adequate configuration that meets <IBM Cust>'s needs begins with valid business assumptions. The Delivery Consultant discusses various business requirements with <IBM Cust> and develops a set of assumptions that the team employs during the launch activities. Prior to acceptance by the Project Team, <IBM Cust> reviews these assumptions for accuracy. Should these business assumptions change, the configuration may require changes, as well, to reflect the new assumptions.

The Install & Fast Start package is specially designed to ask the necessary questions and guide <IBM Cust> through the design and implementation process of an OmniFind system. The Delivery Consultant will perform a data analysis in regards to the configuration of the OmniFind system to match the defined needs of the business utilization. Tasks include defining an OmniFind Project, collections, and content sources, and indexing identified data. The Delivery Consultant will create a Content Source Configuration Document with the information gathered during this analysis<sup>6</sup>. This document will be used to communicate with <IBM Cust> personnel for additional information and clarification.

## 6.4 Task 4: Software Installation

The Delivery Consultant, with the assistance of <IBM Cust>'s OmniFind System Administrator, schedules the server software installation. <IBM Cust>'s Information Technology staff must review the release notes included on the software media, which provides the latest information regarding operating system software release levels and patches required for software installation.

### 6.4.1 OmniFind Installation

Along with <IBM Cust>'s OmniFind System Administrator, the Delivery Consultant installs the OmniFind software selecting a basic or custom installation based upon <IBM Cust>'s needs including either an ASP.NET or JSP Layout.

## 6.5 Task 5: Configuration

### 6.5.1 Create OmniFind Project

Using the Management Console the Delivery Consultant along with <IBM Cust>'s OmniFind System Administrator will create the initial OmniFind Project defining:

- Project Name and/or Description
- Project Language
- Rendering Technology
- Front-end Server

### 6.5.2 Define Collection

The collection consists of one or more content sources which have the same settings (features and/or metadata). The Delivery Consultant and <IBM Cust>'s OmniFind System Administrator will define one template and one default layout. Specify:

- Collection name and/or description

---

<sup>6</sup> The Delivery Consultant time required for performing the analysis and creating the Content Source Configuration Document should not exceed one day.

- Template (non-Web content sources only)
- Default layout
- Usage (Web or non-Web content sources)

### 6.5.3 Configure Content Sources

The Delivery Consultant and <IBM Cust>'s OmniFind System Administrator will review the Content Source options and select three to configure for this Project. Content Sources other than those listed below are considered additional options and outside the scope of the Install & Fast Start service<sup>7</sup>.

#### **Web Content Sources**

Using the “spider” software the project team will find pieces of content to populate rows in the internal database. The spider will crawl through the entire Web site, following links and populating the internal database with the content from selected web site.

Specify:

- Start URL
- Accept or reject rules
- Settings
- Login Rules

#### **Database Content Sources**

Using the Management Console, configure the system to acquire content from a supported Database sources:

- ODBC
- Microsoft SQL
- Oracle
- IBM DB2

Specify:

- Name of table
- Name of field
- Joining conditions

#### **Filesystem Content Sources**

Using the Management Console, configure the system to acquire content from a supported Filesystem source:

Specify:

- Start Location
- Settings
- Login Rules

---

<sup>7</sup> Services to configure additional content sources can be provided in a Statement of Work. Contact your Software Services Sales Leader for options.

## 6.5.4 Index Content

Once the content sources are configured, you must now build the content index using the Management Console.

The Delivery Consultant will select a subset of content which contains up to 100 documents of no more than 10 MG each. This selection will allow indexing to complete in a timely manner in order to begin testing the system and to provide knowledge transfer.

## 6.5.5 Test

Upon completion of the configuration the Delivery Consultant will perform initial testing to validate that the system is operational. The Project Team members can use this phase as a learning process to confirm they understand the complete installation and testing process of the OmniFind system.

Test the initial configuration validating:

- User Interface
- Query Interpretation
- Response Retrieval
- Response Presentation

## 6.6 Task 6: System Administration Handoff

### 6.6.1 Transfer of Information

The Delivery Consultant will review the product with the <IBM Cust> OmniFind System Administrator to help prepare <IBM Cust> for further expansion of the system. The Delivery Consultant will reinforce topics covered in the Learning Services courses required for this Install & Fast Start package. Topics to be reviewed:

- Content Acquisition & Indexing
- Metadata Tuning
- Query Development
- Scoring & Content Retrieval
- User Interface

### 6.6.2 Routine Maintenance

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

- Checking system services
- Monitoring system usage
- Initiating system backup preparation
- Reviewing Insight Reports
- Scheduling Admin Process
- Securing the Installation

### 6.6.3 Review Backup Methodologies

The Delivery Consultant will review possible backup strategies with the <IBM Cust> OmniFind System Administrator. This Install Package does not provide for the Delivery Consultant to analyze <IBM Cust>'s backup objectives nor does it develop the plan to meet those objectives.

### 6.6.4 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 Delivery Consultant 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 1-800-426-7378 or 1-800-IBM-SERV.

## 6.7 Task 7: Demonstrate System to <IBM Cust> Project Team

After the initial samples have been tested, the system is demonstrated 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.

## 6.8 Task 8: Project Completion Checklist

Upon demonstration of the product, the Delivery Consultants will deliver to <IBM Cust> a completed Install & Fast Start Checklist which constitutes completion of this project. Please refer to *IBM OmniFind Discovery Edition Install & Fast Start Completion Checklist*.

If issues arise after delivery of the Project Completion Checklist, <IBM Cust> should contact IBM Customer Support by using the IBM toll free Customer Service telephone number 1-800-426-7378 or 1-800-IBM-SERV.