



IBM Customer *Business Process Manager*
Install Package
Service Description

January 2, 2009



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1. Description of Services

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

- IBM FileNet Business Process Manager (“BPM”) Install Package

This service provides the expert resources to install the BPM software onto an existing IBM FileNet Content Manager (“CM”) system at your site. It also provides hands-on assistance to address any questions, recap key issues covered in formal training classes, and to confirm that <IBM Cust> systems and resources are ready to begin applying the knowledge gained in class to <IBM Cust> business needs and operational requirements.

The Field Delivery Consultant (“FDC”) will help guide <IBM Cust> on proven strategies and procedures that have been employed at other successful ECM installations. The completed installation also verifies that the software is supportable by IBM Product Support organization.

The scope of the BPM Install Package is limited to the installation and base configuration of BPM. It includes the installation of the BPM Platform¹ and the creation of one (1) pre-defined Object Store. The CM product must have been previously installed and must be fully operational prior to the initiation of the BPM Install Package.

- Review of <IBM Cust>’s platform/architecture environment
 - Specifically the existing CM Installation
- Review the <IBM Cust>-supplied System Design Document
- Installation of the following CM Suite of products:
 - One (1) Full-use Process Engine
 - One (1) Process Analyzer
 - One (1) Process Simulator
 - One (1) Process Analyzer/Process Simulator Client²
- Configuration of BPM for an initial base environment
- Validation of the BPM software
- System Administration Handoff
- Demonstration of the BPM functionality to the Project Team
- Delivery of the Platform/Architecture Configuration Document
- 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 BPM 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 BPM software.

¹ The BPM Platform includes one (1) full-use Process Engine, one (1) Process Analyzer engine, one (1) Process Simulator Engine, and one (1) Process Analyzer/Process Simulator Client. Installation and configuration of any additional services other than those required as part of the installation of the BPM are considered additional options. Contact your local Lab Services Sales Manager (“LS SM”).

² Installation of Process Analyzer, Process Simulator, and the Process Analyzer/Simulator Client is included during the base installation timeframe of the BPM Install package. Request to delay the installation of any of these products will require additional travel & living costs for the FDC to return to the site to perform this effort and must be documented in a PCR.

At the completion of the BPM Install 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 that individuals knowledgeable on ECM products will be performing the tasks to identify the <IBM Cust> specific definition of the system after the completion of this project. These definition services are outside the scope of deliverables of this Install Package³.

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: F746 – IBM FileNet BPM Administration
- Course Code: F487 - IBM FileNet BPM Process Design
- Course Code: F836 – Process Analyzer/Simulator for Administrators

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 this training course is not included in this BPM Install Service. Please refer to the IBM Learning Services Web site for detailed information regarding class cost, schedules, course descriptions, ordering options, registration instructions and 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 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 or 800-455-7468.

IBM Learning Services Web Site:

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> Install 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 Services to configure all site and user specific preferences may be delivered via a custom Statement of Work ("SOW").

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 Consultant (“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
- Web Master/Web Designer
- System Operations Coordinator
- Client Desktop Coordinator
- LAN Administrator
- Database Administrator
- Document/Records Manager
- Document Entry Supervisor
- End-User Manager

3.3 <IBM Cust> System Design Resource

<IBM Cust> will need to provide a System Design resource to conduct requirements analysis and system planning for <IBM Cust>’s BPM application. This resource will also be responsible for developing a System Design Document that reflects the results of these analysis tasks.

The System Design Resource can be an ECM resource, an ECM Business Partner resource, or an individual who is on <IBM Cust>’s staff with strong ECM design and administration knowledge. The effort for this resource is not included in this package and must be engaged separately⁴. IBM strongly recommends that this resource be an IBM FileNet Certified Professional Administrator.

⁴ Services to complete these activities may be delivered via a custom SOW.

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 will necessarily be involved in this install.

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 BPM system, and will serve as the on-going administrator. Attending the required classes and should be completed prior to the installation of the software. This individual will work closely with the FDC during installation and configuration of the BPM software.

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

5. Responsibilities

5.1 <IBM Cust> Responsibilities

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

- a.) Prerequisites
 - All prerequisites must be met before IBM can begin the installation of the product.
 - CM has previously been installed, configured, and validated as operating as expected prior to the initiation of this project.
 - 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 BPM software to the appropriate servers prior to the resource arriving at <IBM Cust>'s facility.
 - Have attended the required training 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.) Analysis/requirements gathering for business application rules, business application processes, and application security access as they pertain to the installation of the BPM system.
- d.) Local system administrator(s) trained on the administration of ECM products previously installed.
- e.) Microsoft Excel installed on a workstation and available to be used for testing the Process Analyzer reports.

- f.) After the <IBM Cust> System Administrator has attended the proper training and has reinforced that training by observing the FDC during the installation, he or she will be responsible for completing the following items.
 - Expansion of Security Schema
 - Expansion of Users/Groups
 - Creation of Additional Object Stores
 - Creation of Additional Custom Properties
 - Ensuring data connection of Process Analyzer and Process Simulator
- g.) Local help desk personnel trained on the ECM client products to be installed at <IBM Cust>.
- h.) Adequate facilities for the ECM resources; including cubicles, desks, and telephone, hardware and Internet access service.
- i.) Product Subscription and Support Agreement in place through IBM.
- j.) <IBM Cust> will make available all <IBM Cust> resources required for this project in a timely manner. Significant delays caused by <IBM Cust> resources not being available or project prerequisites not being met may result in delays and additional costs. These situations will be documented in a PCR.

5.2 IBM Responsibilities

- a.) Install BPM Software
 - One (1) Full Use Process Engine
 - One (1) Process Analyzer / Process Simulator Engine
 - One (1) Process Analyzer / Process Simulator Client
- b.) Create one (1) Object Store
- c.) Configure BPM for a test environment
 - Create one (1) user/group profile
 - Create one (1) custom property
 - Create one (1) document class
 - Create one (1) folder
 - Import one (1) sample Process
 - Create one (1) Work Queue using Configuration Console
 - Connect Sample process to Process Analyzer/ Process Simulator
- d.) Configure Process Analyzer
 - Expose up to ten (10) user-defined fields mapped to existing Process Work Items
 - Load and test up to five (5) IBM FileNet-supplied sample reports
 - Create up to three (3) Calculated Measures
- e.) Configure Process Simulator - run one (1) sample Simulation
- f.) Test BPM System
 - Execute Methods on an object
 - Search

- Check in/out
 - Display
- g.) Perform System Administration Handoff
- Review Transfer of Information
 - Review Routine Maintenance
 - Review Backup Methodology
 - Review Problem Reporting
- h.) Demonstrate the BPM System to <IBM Cust> Project Team
- i.) Deliver P8 Platform/Architecture Configuration Document
- j.) Provide <IBM Cust> completed BPM Install Checklist

6. Assumptions & Limitations

6.1 Assumptions

- a.) Installation of the BPM software will not be in a clustered environment. A chargeable PCR will be required to perform the installation in a clustered environment.
- b.) Additional resources and time for the development of “custom applications” are not included in this Install.

6.2 Service Limitations

The BPM 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.

The IPM will participate in up to one on-site meeting. It is intended that status meetings will be held via conference calls. The FDC will travel to <IBM Cust>’s site for one (1) visit for tasks associated with delivering this Install Package.

Additional onsite assistance requested by <IBM Cust> beyond the amount specified in the above paragraph 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 BPM 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 Installation 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

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 the <IBM Cust> during the kickoff call. 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.

At this time, the ECM Install Team will also review the System Design Document with the <IBM Cust> Project Team with regard to overall BPM system design.

7.3 Task 3: Software Installation

The FDC, with the assistance of <IBM Cust>'s Information Technology staff, 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 a successful software installation.

A member of <IBM Cust>'s IT staff must have attended the BPM Administration, BPM Process Design, and BPM Process Analyzer/Simulator training prior to this step. This assures appropriate system configuration choices and eases support transition to <IBM Cust>.

7.3.1 BPM Installation

The FDC, with the assistance of <IBM Cust>'s Information Technology ("IT") staff, will schedule the server software installation. <IBM Cust>'s IT 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 a successful software installation.

A member of <IBM Cust>'s IT staff must have attended the P8 Platform Administration training prior to this step to facilitate appropriate system configuration choices and ease support transition to <IBM Cust>.

7.3.2 Process Analyzer

The FDC will perform the following steps:

- Install Process Analyzer software on one (1) server
- Configure the Process Analyzer software
- Integrate the Process Analyzer software with Process Engine
- Configure SQL Server to expose Process Analyzer variables
- Load ECM-supplied sample reports
- Expose up to ten (10) user-defined fields mapped to Work Items
- The work item fields are added to “out of box” data cubes
- The user defined work item fields must already exist in workflow
- Test up to five (5) sample reports
- Microsoft Excel will be used to view the reports
- Create three (3) simple Calculated Measures

7.3.3 Process Simulator

The FDC will perform the following steps:

- Install Process Simulator software on one (1) server
- Configure the Process Simulator software
- Integrate the Process Simulator software with Process Engine
- Load one (1) ECM-supplied scenario
- Modify up to five (5) properties, resources, job duties, and/or shifts
- Test Simulation on the ECM-supplied scenario/workflows

7.3.4 Business Process and Object Access Validation

The FDC validates that clients can access the BPM via the IBM FileNet WorkPlace. The following user functions will be validated:

- Log on/log off
- Add a Folder
- Add/Delete an object
- Modify an object's properties
- Modify a folder's properties
- Check in/Check out a document
- Check in/Check out a Process

- Launch workflow from document link
- Process work
- Search for work object

7.4 Task 4: <IBM Cust>'s System

7.4.1 Initial Security Setup

The FDC defines one (1) user/group profile based upon <IBM Cust>-supplied information.

7.4.2 Initial Property & Document Class Setup

The FDC will install and test one (1) document class and one (1) property for the validation of system readiness. Once the initial objects have been placed under BPM system control, object method functionality (check-in, checkout, retrieval and printing) is validated.

The Project Team members can use this phase as a hands-on learning process to confirm they understand the database setup, modification, and testing process of the BPM system.

7.4.3 Load Sample Objects

Once the Object Store has been configured, <IBM Cust> will supply several sample objects. These are loaded into the system, with the security privilege and properties denoted by <IBM Cust>.

7.4.4 Test BPM System

Once sample documents are loaded into the system, the FDC and the <IBM Cust> System Administrator will execute a set of routine business processes with the samples. Examples include:

- New Object creation
- Object revision with new version
- Object access changes
- Object search, copy, view and print functions
- Execute methods on object
 - Search
 - Check in/out
 - Display
- Process Analyzer - load and test ECM-supplied sample reports
- Process Simulator - run one (1) sample Simulation
- Import Sample Process

7.5 Task 5: Client Workstation Testing

After the system is fully operational, the <IBM Cust> Project Team will assume responsibility for Client Workstation Testing to confirm client interaction with the BPM system is operating as expected for out-of-box functionality. The FDC will assist with testing if needed.

7.6 Task 6: System Administration Handoff

7.6.1 Transfer of Information

The FDC will review the BPM product with the <IBM Cust> System Administrator to better prepare <IBM Cust> for further expansion of the system. The FDC will reinforce topics covered in the BPM Learning Services courses included in this Install Package. Topics to be reviewed:

- Entering class definitions data into the system as part of the configuration.
- Entering property definitions into the system as part of the configuration.
- Entering security profile definitions data into the system as part of the configuration.
- P8 Platform Documentation.

7.6.2 Routine Maintenance

Routine maintenance involves reviewing the daily duties of <IBM Cust>'s System Administrator with respect to maintenance of the BPM system. These are tasks that should be performed daily and will be specific to <IBM Cust>'s usage of the BPM 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 BPM system backup preparation
- Checking the event log
- Checking the statistics log
- Reviewing trace (.trc) logs that are generated by Routers on Web Servers and PPM on the PE server that will record communications errors
- Checking BPM system administration log
- Checking the amount of free space

7.6.3 Review Backup Methodologies

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

7.6.4 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 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 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).

7.7 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.

7.8 Task 8: P8 Platform Architecture/Configuration Document

As <IBM Cust> tests the system, the FDC will provide <IBM Cust> the completed P8 Platform /Architecture Configuration Document, which includes the <IBM Cust>-supplied data as well as the installed ECM software versions and patches. This document represents a starting point for on-going maintenance and modification of the system.

<IBM Cust> should include this document with the final System Design Document.

7.9 Task 9: Project Completion

Upon demonstration of the product the FDC will deliver to <IBM Cust> a completed Install Checklist which constitutes completion of this project. Please refer to *IBM FileNet Business Process Manager Install Checklist*.

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.