

Resident Enterprise Architect (REA) Datasheet

Project objectives

Customer is seeking support for their implementation of Collibra. This program will support the Collibra implementation and help Customer leverage the product for multiple use cases as a means of transferring knowledge and best practices to Customer for continuing, extended use of the platform. Collibra will work with Customer to jointly establish an overall engagement plan, including both short-term and long-term priorities.

In scope

Typical REA activities for Collibra Platform

Typical adoption activities will vary. Activities depend on Customer priorities and by the time allocated for the Collibra Enterprise Architect per the “Collibra Resource Scheduling” table in ‘Collibra Resource Scheduling’.

Planning		
Phase/Task	Customer responsibility	Collibra responsibility
Establish the plan for the year, including periodic and ongoing activities	• Provide internal use cases • Participate in planning • Participate in quarterly reviews	• Develop the plan for the adoption phase to align with Customer’s roadmap • Regular reviews and updates of plan

Design		
Phase/Task examples	Customer responsibility	Collibra responsibility
Collibra Technical design	• Provide relevant environmental information for design activities • Participate in design sessions	• Help design the Collibra technical solution for specific use case(s) and other periodic support activities

Best Practices		
Phase/Task examples	Customer responsibility	Collibra responsibility
Instill best practices into Customer’s Collibra team way of working	• Participate in best practice sharing sessions • Implement recommended, relevant best practices, with Collibra guidance	• Share best practices for configuration, performance and end user experience • Provide continuous review on new use cases • Provide guidance and development support on Collibra topics such as: - o Catalog and Glossary - o Native connectors for metadata ingestion; using the Collibra Application programming interface (API) - o SSO / LDAP configuration - o Business / technical lineage and diagrams - o Workflows

Knowledge acceleration		
Phase/Task examples	Customer responsibility	Collibra responsibility
Share knowledge and coach Customer team	• Work with Collibra on architecture • Identify individuals working towards Ranger certification • Suggest topics for and attend “brown-bag,” or other open office sessions	Work with Customer resources as a primary technical advisor, providing guidance on: • Reference architecture and guidance • Provide coaching to help team members achieve Ranger certification • Conduct periodic “brown-bag” or other open office-type sessions

Adoption support		
Phase/Task examples	Customer responsibility	Collibra responsibility
Provide guidance and examples of successful Collibra adoption tools, approaches, and methods	• Participate in adoption workshop • Implement adoption oriented Collibra capabilities with Resident Architect guidance • Participate in Collibra roadmap session(s)	• Conduct an adoption recommendations workshop • Involvement in specific adoption-related initiatives (like dashboard design) • Support initiatives leveraging Collibra user experience features for increased adoption • Preview upcoming Collibra roadmap release detail and map new features to your planned use cases

Operational excellence		
Phase/Task examples	Customer responsibility	Collibra responsibility
Proactive review, assessment, and recommendation activities	• Run Operating Model Diagnostic workflow • Participate in review sessions	• Periodic Operating Model Diagnostic recommendations • Other assessment and recommendation activities such as a Health Check, Program Assessment or 360° Assessment

Typical REA activities for Data Quality

Typical adoption activities will vary. Activities depend on Customer priorities and by the time allocated for the Collibra Enterprise Architect per the “Collibra Resource Scheduling” table within this document.

Planning		
Phase/Task	Customer responsibility	Collibra responsibility
Establish the plan for the year, including both periodic and ongoing activities	Provide internal use cases; participate in planning; participate in quarterly reviews	Develop the plan for the adoption phase to align with Customer’s roadmap; conduct regular reviews and updates of plan

Design		
Phase/Task examples	Customer responsibility	Collibra responsibility
Further use cases	Identify new business areas; define intake criteria; prioritize based on business needs	Assist with intake framework design; recommend data sets; validate technical feasibility
CICD pipeline automation	Define environments, standards, and deployment cadence	Provide pipeline templates; guide integration with existing tools
Remediation framework design	Define business rules and approval workflows for issue remediation	Design integration with ServiceNow; provide remediation architecture blueprint
Additional environment setup	Request new environments; provide infrastructure access and specs	Provision new DQ instance/environment; validate config and security

Best Practices		
Phase/Task examples	Customer responsibility	Collibra responsibility
Rightsize DQ coverage	Share current business priorities and data volume expectations	Recommend scope balancing (deep vs broad coverage); provide tuning guidance
Pipeline automation	Share current ingestion and validation approach	Share patterns for automated triggers and batch processing
Third-party rules migration	Share rule library and intent; prioritize critical rules	Map and migrate rules; validate against migrated data and expected results

Knowledge acceleration		
Phase/Task examples	Customer responsibility	Collibra responsibility
Education and awareness initiatives	Nominate DQ champions; organize internal learning events	Deliver enablement sessions; share communication templates for awareness campaigns
Build communities and champions	Engage business and technical users; define recognition plan	Provide champion program framework; host Q&A/Office Hours sessions

Adoption support		
Phase/Task examples	Customer responsibility	Collibra responsibility
Productionize intake	Share updates on newly onboarded data sets and owners	Review data set readiness; support deployment and onboarding
Raise the profile of Data Quality to be an organization-wide effort	Align with data governance leadership	Provide artifacts and examples of org-wide comms; support with exec briefings
Recognize key DQ processes and people	Identify internal DQ stakeholders and processes	Validate operating model; recommend roles and responsibilities

Operational excellence		
Phase/Task examples	Customer responsibility	Collibra responsibility
Keep up with product updates and education	Track release notes; participate in DQ community calls	Share product roadmap, releases, and impact summary; notify of important updates
Custom reporting and dashboards	Define metrics and visualization needs; validate reports	Design templates and reusable components; assist in building and testing dashboards
APIs usage for triggers and migrations	Share integration points and intended use cases	Provide API documentation and examples; assist in automation enablement

Collibra resource scheduling

Role	Responsibilities
Resident Enterprise Architect	• Conducts data gathering sessions • Performs analysis and recommendation development • Provides written documentation of analysis, findings and recommendations • Presents findings and recommendations to key stakeholders and discusses next steps • Provides thought leadership examples to Customer and acts as a conduit to Collibra product on behalf of Customer. • Guide Customer on how to configure Collibra's technology given Customer's detailed business requirements and against Collibra's best practices
Implementation Manager	• Accountable for overall project and guidance for deployment. • Leads team and provides project direction, helps define deliverables, and resolve escalated issues. • Project status reporting to Customer.

REA package	Enterprise Architect allocation	Implementation Manager allocation
Ultimate	Up to 2 half days/week	Up to 2 hours/week
Premier	Up to 1 half day/week	Up to 1 hour/week

Out of scope

Any and all tasks not detailed in the IN-SCOPE section above are considered out of scope, including:

1. Any custom application development or integration
2. Any development with the Collibra Java API or REST API.
3. Database administration (DBA) responsibilities including configuration or administration of database servers and database software.
4. Knowledge of third-party software APIs and interface mechanisms.
5. Use of third-party test automation software or test automation expertise.
6. Custom report development using third party tools.
7. Data preparation and sourcing or extraction of data from the source systems.
8. Design, configuration and implementation of high availability or disaster recovery environments.
9. Customer's program management and Customer communication with the steering committee.
10. Installation, configuration, use or administration of any third-party software not provided by Collibra.
11. Organizational Change management activities such as communication planning, organizational design or role mapping.

Assumptions

1. Collibra personnel shall be deployed during Collibra's normal operating hours in the location of work.
2. The following describes the scheduling of Collibra personnel for the duration of the engagement:
 - Block-scheduled: Collibra personnel are scheduled in advance for the entire engagement period.
 - Half-day allocation: Each scheduled block represents a half-day of Collibra personnel time.
 - Weekly expiration: These half-day blocks expire on a weekly basis.
 - Customer-facing and non-customer-facing activities: The scheduled time includes both customer-facing activities and non-customer-facing project-related tasks.
 - If needing to change a resource due to subject matter, a seven-day notice is required per half-day allocation.
3. Customer will ensure that all relevant participants are informed, scheduled, and available for their parts of the agreed engagement, including core project team members and extended team members such as security, infrastructure, IT teams.
4. Customer will provide information and/or access as requested by Collibra for analysis, design, and integration, as needed during the project.
5. Collibra consultants will make maximum use of out-of-box product capabilities.
6. Customer will provide timely Collibra remote access to the environments in-scope.
7. Customer will secure and provide timely access to data, documentation, systems, and facilities necessary to complete all tasks.
8. Collibra will provide services on licensed Collibra products and functionality only.
9. Customers must provide Collibra with at least 48 hours' notice if they need to cancel any scheduled meetings or workshops. Meetings cancelled with less than 48 hours' notice may be deducted from Customer's weekly balance.
10. Remote delivery is assumed unless mutually agreed upon otherwise.
11. Duration is set forth by the executed Order Effective Date and Order Term. Collibra shall not be obligated to perform any Services or provide any Deliverables after the Order term expiration. The parties will negotiate in good faith a change order should any additional days/hours be required beyond the Order term expiration.
12. Customer acknowledges that Collibra may utilize subcontractors in its performance of the Services hereunder.