

Ignite for Collibra Platform Datasheet

Project objectives

Customer is seeking support for their initial implementation and adoption within the first 12 months of the Collibra Platform (CP). The **Ignite for CP** implementation phase will support the establishment of a Collibra Catalog utilizing up to three supported data sources and one supported Business Intelligence (BI) source, and Business Glossary. In addition, the **Ignite for CP** adoption phase 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 the overall engagement plan with both short and longer-term priorities.

implementation phase

Collibra resource scheduling

Ignite package	Implementation calendar weeks	Enterprise Architect schedule	Implementation Manager schedule
Ultimate	Prepare 1-2 Implementation 3-14	Up to 2 half days per week	Up to 2 hours per week
Premier			
Standard			

In-scope activities and schedule for Collibra Platform

Phase/Task	Timeline	Customer responsibility	Collibra responsibility
Initial communication	Prepare week 1	<ul style="list-style-type: none"> • Receive welcome email • Review workbook and prerequisites • Organize appropriate resource(s) 	<ul style="list-style-type: none"> • Send welcome email • Attach workbook • Schedule briefing call
Briefing/intro call	Prepare week 2	<ul style="list-style-type: none"> • Project Manager and/or key stakeholder attend briefing call • Be prepared to discuss: <ul style="list-style-type: none"> ○ Project expectations ○ Project scope ○ Weekly status call schedule ○ Two-times-a-week workshop schedule <p>Note: The first workshop will be the technical prerequisites for Edge, Single Sign-On (SSO), and source registration followed by the project kickoff</p>	<ul style="list-style-type: none"> • Provide project expectations • Discuss project scope • Schedule weekly status calls • Schedule two times a week workshop sessions • Provide workshop definitions

Phase/Task	Timeline	Customer responsibility	Collibra responsibility
Technical prerequisites workshop	Prepare week 2	<ul style="list-style-type: none"> • CP Lead, Platform Administrator, Identity Provider Administrator, Network Engineer, Information Security (InfoSec) representative, Collibra System Administrator, Database Administrator attend prerequisite workshop • Be prepared to discuss: <ul style="list-style-type: none"> ◦ Edge prerequisites for infrastructure and installation ◦ SSO/System for Cross-domain Identity Management (SCIM) prerequisites ◦ Catalog and BI registration prerequisites 	<ul style="list-style-type: none"> • Conduct workshop • Provide Edge infrastructure prerequisites • Provide SSO/SCIM prerequisites • Provide Catalog and BI Registration prerequisites
Kickoff	Implementation week 1	<ul style="list-style-type: none"> • Key stakeholders, project team members, and the Executive sponsor participate in the kick-off session 	Conduct workshop, including: <ul style="list-style-type: none"> • Team introductions • Collibra overview (quick demo) • Review scope • Review the plan/scheduling
Review Customer business requirements workshop	Implementation week 1	<ul style="list-style-type: none"> • Attend workshop • Provide initial use case and business requirements document • Present use case(s) and requirements • Answer questions 	<ul style="list-style-type: none"> • Conduct workshop • Ask questions to ensure in-depth understanding of use case(s) and requirements • Provide input and recommendations as needed
Education	Implementation weeks 1 - 5	<ul style="list-style-type: none"> • Schedule and participate in instructor-led training using included Education Credits (see Datasheet) 	Conduct required instructor-led training as described in the Collibra Ignite workbook: <ul style="list-style-type: none"> • Collibra basics • Asset governance • Register data • Creating an asset model • Creating a metamodel
System overview workshop	Implementation week 2	<ul style="list-style-type: none"> • Learn the basic components of the Collibra Console and the Collibra Platform settings 	<ul style="list-style-type: none"> • Conduct workshop • Configure your non-production instance for Ignite • Provide an overview of the Collibra Console and CP settings

Phase/Task	Timeline	Customer responsibility	Collibra responsibility
Define project requirements workshop	Implementation week 2	<ul style="list-style-type: none"> Review the refined use case and business requirements based on the scope of Ignite implementation phase 	<ul style="list-style-type: none"> Review and update requirements document for in-scope for implementation and adoption phases Review the refined use case and business requirements based on the scope of Ignite implementation phase
Access management configuration workshop	Implementation week 3	<ul style="list-style-type: none"> Perform Authentication Setup (SSO) 	<ul style="list-style-type: none"> Conduct workshop Help Customer setup authentication (SSO)
Approve project requirements workshop	Implementation week 3	<ul style="list-style-type: none"> Approve the refined use case and business requirements based on the scope of Ignite implementation phase 	<ul style="list-style-type: none"> Approve the refined use case and business requirements based on the scope of Ignite implementation phase
Install Edge workshop (Option 1)	Implementation week 3	<ul style="list-style-type: none"> Perform Edge installation and configuration 	<ul style="list-style-type: none"> Guide Customer through Edge installation and configuration
Register datasources workshop 1 (Option 1)	Implementation week 4	<ul style="list-style-type: none"> Confirm network and authorization prerequisites have been met Configure connection to datasource(s) Run ingestion of data source(s) 	<ul style="list-style-type: none"> Conduct workshop Guide Customer to configure connection to datasource(s) Guide Customer to run ingestion of datasource(s)
Register datasources workshop 2 (Option 1)	Implementation week 4	<ul style="list-style-type: none"> Attend workshop Confirm network and authorization prerequisites have been met Configure connection to datasource(s) Run ingestion of data source(s) 	<ul style="list-style-type: none"> Conduct workshop Guide Customer to configure connection to datasource(s) Guide Customer to run ingestion of datasource(s)
Alternate data ingestion workshop 1 (Option 2)	Implementation week 4	<ul style="list-style-type: none"> Attend workshop Provide prepared data extracts Prepare data ingestion template(s) Populate data ingestion template Import data using the data ingestion template 	<ul style="list-style-type: none"> Conduct workshop Guide Customer to create data ingestion template(s) Guide Customer on populating data ingestion template(s) Guide Customer to import data using the data ingestion template

Phase/Task	Timeline	Customer responsibility	Collibra responsibility
Alternate data ingestion workshop 2 (Option 2)	Implementation week 4	<ul style="list-style-type: none"> Attend workshop Provide prepared data extracts Prepare data ingestion template(s) Populate data ingestion template Import data using the data ingestion template 	<ul style="list-style-type: none"> Conduct workshop Guide Customer to create data ingestion template(s) Guide Customer on populating data ingestion template(s) Guide Customer to import data using the data ingestion template
Register BI tool workshop (Option 1)	Implementation week 5	<ul style="list-style-type: none"> Attend workshop Confirm network and authorization prerequisites have been met Configure connection to BI datasource Run ingestion of BI data source 	<ul style="list-style-type: none"> Conduct workshop Guide Customer to configure connection to BI datasource Guide Customer to run ingestion of BI datasource
Alternate ingestion of BI workshop (Option 2)	Implementation week 5	<ul style="list-style-type: none"> Attend workshop Provide prepared data extracts Prepare data ingestion template(s) Populate data ingestion template Import BI data using the data ingestion template 	<ul style="list-style-type: none"> Conduct workshop Guide Customer to create data ingestion template(s) Guide Customer on populating data ingestion template(s) Guide Customer on importing data using the data ingestion template
Catalog and technical lineage overview workshop	Implementation week 5	<ul style="list-style-type: none"> Attend workshop Learn to use technical lineage Learn the difference between business and technical lineage Learn how to use the Catalog Review Catalog components 	<ul style="list-style-type: none"> Conduct workshop Guide Customer to learn about business and technical lineage, Catalog and Catalog components
Asset type workshop	Implementation week 6	<ul style="list-style-type: none"> Attend workshop Identify prioritized use cases Ignite implementation (e.g., Business Glossary, Data Dictionary) Complete “Before Operating Model” training Provide sample metadata for business terms and key performance indicators (KPIs) Optional: Have available any existing glossaries or other artifacts that will be managed in Collibra to help identify potential asset types 	<ul style="list-style-type: none"> Conduct workshop Guide Customer reviewing asset model building blocks and operating model components Help Customer to identify asset types to configure in Collibra (e.g. business/technical assets, various data asset types) Review sample metadata for business terms and KPIs to verify requirements Create first draft of asset model diagram

Phase/Task	Timeline	Customer responsibility	Collibra responsibility
Attribute and relations workshop	Implementation week 6	<ul style="list-style-type: none"> Attend workshop Provide any existing glossaries or other artifacts that will be managed in Collibra to help identify potential asset types 	<ul style="list-style-type: none"> Conduct workshop Guide Customer reviewing concepts of attribute types and relation types Help Customer to identify attribute types needed for each of the asset types identified in the previous session Guide Customer to identify relation types between asset types identified in the previous session
Communities and domains workshop	Implementation week 7	<ul style="list-style-type: none"> Attend workshop Provide any existing any information related to ownership and stewardship model (current or desired) 	<ul style="list-style-type: none"> Conduct workshop Help Customer to understand purpose and features of communities and domains and initial structure for Ignite implementation phase Help Customer to determine whether the initial structure should be updated to fit your organization Guide Customer to Document list of communities and domains that meet their needs
Operating model configuration workshop	Implementation week 7	<ul style="list-style-type: none"> Attend workshop Complete follow-up work from Attributes and relations workshop and Communities and domains workshop 	<ul style="list-style-type: none"> Conduct workshop Review and validate the draft metamodel diagram with Customer Complete configuration of asset types, attribute and relation types, communities and domains

Phase/Task	Timeline	Customer responsibility	Collibra responsibility
Glossary and KPI workshop	Implementation week 8	<ul style="list-style-type: none"> Attend workshop Identify and prepare business terms that need to be loaded using excel or csv formats Identify and prepare any KPI and measures that needs to be loaded using excel or csv formats See Ignite workbook for more details on pre-work 	<ul style="list-style-type: none"> Conduct workshop Explain why we need a business glossary and how it will work in Collibra Help Customer to load a glossary template as initial set of terms and learn import export process Making the bridge between data and business by providing context on data Help Customer to understand why we need KPIs and metrics Load KPI template as initial set of KPIs Making the bridge between reports and KPIs
Roles and responsibilities workshop	Implementation week 8	<ul style="list-style-type: none"> Attend workshop Identify one or more individuals who will be responsible for managing role assignment for each top-level community 	<ul style="list-style-type: none"> Conduct workshop Help Customer to understand how users and groups are created in Collibra Explain why we need roles and the primary resource roles that will be utilized Review Customer's initial role permissions and tasks
Progress review workshop	Implementation week 9	<ul style="list-style-type: none"> Attend workshop Come with questions and areas that need clarification from previous workshops 	<ul style="list-style-type: none"> Conduct workshop Answer questions on the Collibra configuration up until this point
Collaboration workshop 1	Implementation week 9	<ul style="list-style-type: none"> Attend workshop 	<ul style="list-style-type: none"> Conduct workshop Explain why and how collaboration is adding value to your data program Enable the Collibra features needed for collaboration (review out-of-the-box (OOTB) workflows) Explain how to use the OOTB workflows to accelerate collaboration to the next level Do a walkthrough of each Ignite workflow and configure the workflow definition page Discuss asset statuses Explain how to promote/approve assets

Phase/Task	Timeline	Customer responsibility	Colibra responsibility
User experience workshop 1	Implementation week 10	<ul style="list-style-type: none"> Attend workshop Supply some dashboard customization requirements 	<ul style="list-style-type: none"> Conduct workshop Explain how traceability diagrams work and can be configured to show different types of assets based on defined relations Explain different widgets available for the dashboard configurations Demonstrate Colibra Everywhere browser extension
Collaboration workshop 2	Implementation week 10	<ul style="list-style-type: none"> Attend workshop 	<ul style="list-style-type: none"> Conduct workshop Continue from Collaboration workshop 1 Explain why and how collaboration adds value to your data program Enable the Colibra features needed for collaboration Explain how to use OOTB workflows to accelerate collaboration to the next level Do a walkthrough of each Ignite workflow and configure the workflow definition page Discuss asset statuses Explain how to promote/approve assets
User experience workshop 2	Implementation week 11	<ul style="list-style-type: none"> Attend workshop Supply some dashboard customization requirements 	<ul style="list-style-type: none"> Conduct workshop Explain how traceability diagrams work and can be configured to show different types of assets based on defined relations Explain different widgets available for the dashboard configurations Demonstrate Colibra Everywhere browser extension
Final configuration workshop	Implementation week 11	<ul style="list-style-type: none"> Attend workshop Come with any outstanding requirements needed for the implementation use case 	<ul style="list-style-type: none"> Conduct workshop Help Customer to apply any changes required to enable the completion of the implementation use case

Phase/Task	Timeline	Customer responsibility	Collibra responsibility
Business requirements review	Implementation week 12	<ul style="list-style-type: none"> Attend Workshop Prepare to review the Implementation Use Case requirements. 	<ul style="list-style-type: none"> Conduct Workshop Prepare to review the Implementation Use Case requirements.
Review and planning call	Implementation week 12	<ul style="list-style-type: none"> Attend Workshop Reflect on your Ignite journey and be prepared to provide input Provide further use cases for the Adoption Phase (Premier and Ultimate only) 	<ul style="list-style-type: none"> Conduct Workshop Reflect on the Implementation phase Review Ignite accomplishments and lessons learned

Adoption phase

Collibra resource scheduling

Ignite package	Adoption calendar weeks	Enterprise Architect schedule	Implementation Manager schedule
Ultimate	15-52	Up to 2 half days/week	Up to 2 hours/week
Premier	15-52	Up to 1 half days /week	Up to 1 hour/week
Standard	15-52	5 occurrences of up to 1 half day for the duration of the contract	5 x 1 hour

Typical adoption activities for Collibra Platform

Typical adoption activities will vary. Activities depend on the Customer priorities, Ignite package procured, and by the time allocated for the Collibra Enterprise Architect per the “Collibra Resource Scheduling” table above.

Planning		
Phase/Task	Customer responsibility	Collibra responsibility
Establish the plan for the year, including both periodic and ongoing activities	<ul style="list-style-type: none"> Provide internal use cases Participate in planning Participate actively in quarterly reviews 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> • Provide relevant environmental information for design activities • Participate in design sessions 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Participate in best practice sharing sessions • Implement recommended, relevant best practices, with Collibra guidance 	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ Catalog and Glossary ○ Native connectors for metadata ingestion; using the Collibra Application programming interface (API) ○ SSO / LDAP configuration ○ Business / technical lineage and diagrams ○ Workflows

Knowledge acceleration		
Phase/Task examples	Customer responsibility	Collibra responsibility
Share knowledge and coach Customer team	<ul style="list-style-type: none"> • Work with Collibra on architecture • Identify individuals working towards Ranger certification • Suggest topics for and attend "brown-bag," or other open office sessions 	<p>Work with Customer resources as a primary technical advisor, providing guidance on:</p> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Participate in adoption workshop • Implement adoption oriented Collibra capabilities with Resident Architect guidance • Participate in Collibra roadmap session(s) 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Run Operating Model Diagnostic workflow • Participate in review sessions 	<ul style="list-style-type: none"> • Periodic Operating Model Diagnostic recommendations • Other assessment and recommendation activities such as a Health Check, Program Assessment or 360° Assessment

Out of scope

All tasks not detailed in the relevant IN-SCOPE section above are considered out of scope, including:

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

Assumptions

1. Implementation Phase Week 3 "In Scope Activities and Schedule" identifies the customer's responsibility for preparing the recommended infrastructure for installing a **Collibra Edge Site**. For additional information see the [Edge Configuration Guide](#). Any delay to this activity will require an alternative approach to data ingestion.
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.
3. Customer will ensure that all relevant participants are informed, scheduled, and available for their parts of the agreed project plan.
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. The contract expiration is twelve (12) months from the Order Effective Date. Collibra shall not be obligated to perform any Professional Services or provide any Deliverables after this expiration.
7. For the Implementation Phase, connect up to three supported Metadata Integrations via [Edge](#), and one [supported BI tool](#).
8. Single Sign On set-up will be provided for one of the supported [SSO types](#), and/or [SCIM](#).
9. Customer will provide timely Collibra remote access to the environments in-scope.
10. Customer will secure and provide timely access to data, documentation, systems, and facilities necessary to complete all tasks.
11. Collibra will provide services on licensed Collibra products and functionality only
12. Remote delivery is assumed unless mutually agreed upon otherwise.
13. The following standard dashboards will be included and one additional custom-configured:
 - Welcome
 - Get to Know Collibra
 - Data Steward
 - Data Maturity
 - Business Analyst