

Rapid Start *Essentials* for Data Intelligence Platform Datashet

Project Objectives

Customer is seeking support for their initial implementation of the Collibra platform. **The Rapid Start *Essentials*** project will support the establishment of a Collibra Catalog utilizing up to two data sources and one BI source, a Business Glossary, and Collibra Everywhere.

In Scope

Phase/Task	Customer responsibility	Collibra responsibility
Kickoff	Key stakeholders, project team members, Executive sponsor participate in kick-off session	Conduct kick-off session, including: <ul style="list-style-type: none"> • Team introductions • Collibra overview (Rapid Start UI) • Technical pre-requisites review • Review initial plan/scheduling
Education	Schedule and participate in instructor-led training using included Education Credits (see Datashet).	Conduct required instructor-led training as described in the Collibra Rapid Start Essentials Workbook: <ul style="list-style-type: none"> • Collibra Basics • Register Data
Software Setup	<ul style="list-style-type: none"> • Complete the Collibra Rapid Start Elevate Workbook pre-requisites for Authentication setup (SSO) and Edge Installation • Perform Edge installation and configuration • Perform Authentication Setup (SSO) 	Conduct Sessions: <ul style="list-style-type: none"> • Authentication setup (SSO) • Edge installation and configuration
Connect	Complete pre-work and participate in: <ul style="list-style-type: none"> • Catalog Ingestion Workshop(s) • Catalog Usability Workshop • BI Integration Workshop 	Conduct Workshops: <ul style="list-style-type: none"> • Catalog Ingestion Workshop(s) • Catalog Usability Workshop • BI Integration Workshop

Phase/Task	Customer responsibility	Collibra responsibility
Configure and Curate	Complete pre-work and participate in: <ul style="list-style-type: none"> • Business Glossary Workshop • KPI Repository Workshop • Role Assignments Workshop • Collaboration Workshop • User Experience Workshop • Migration Workshop 	Conduct Workshops: <ul style="list-style-type: none"> • Business Glossary Workshop • KPI Repository Workshop • Role Assignments Workshop • Collaboration Workshop • User Experience Workshop • Migration Workshop
	Conduct Testing	Provide support for customer testing
	Business Go-Live	Provide: <ul style="list-style-type: none"> • Workshop Slides and Recordings • Implementation Specification Workflow
Unite	Key stakeholders, team members and Executive sponsor participate in final review and project close out session	Conduct final review and project close out session
Coaching	Schedule and use ten (10) included coaching hours as needed	Provide coaching sessions in accordance with the Coaching Services Datasheet

Out of scope

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

1. Any development with the Collibra Java API or REST API.
2. Any Custom application development or integration.
3. Design, configuration and implementation of high availability or disaster recovery environments.
4. Installation, configuration, use or administration of any third-party software not provided by Collibra.
5. Integration with other systems not specifically included above.
6. Organizational Change Management activities such as communication planning, organizational design, or role mapping.
7. Program management is the responsibility of Customer including all communication with the steering committee.
8. Use of third-party test automation software or test automation expertise.
9. Configuration of Reference Data, Policy Manager, and Data Helpdesk modules of Collibra Data Governance Center.
10. Database administration (DBA) responsibilities, including configuration or administration of database servers and database software.
11. Knowledge of third-party software APIs and interface mechanisms.
12. Custom report development using third-party tools.
13. Custom workflows other than the workflows listed above.
14. Data preparation and sourcing or extraction of data from the source systems, other than as described above.
15. Technical lineage implementation for any ETL tools or JDBC data sources via Lineage Harvester on Edge or Lineage Harvester.
16. Manual stitching and custom lineage.

Assumptions

1. Collibra consultants will make maximum use of out-of-box product capabilities to achieve fast results.
2. Customer acknowledges that the expected schedule is based on Collibra's industry experience. While performing the Professional Services hereunder, Collibra may encounter unforeseen circumstances that increase the effort required to fulfill its obligations. Therefore, Customer hereby agrees that should Collibra require any additional hours and/or days to complete the objectives in the Description of Services, the parties shall mutually agree upon setting out the amended scope and/or fees for such additional hours. Collibra shall use commercially reasonable efforts to provide to Customer as much advance notice of any such additional hours as possible.
3. Customer will ensure that all relevant stakeholders, participants, contributors, sponsor(s) any other key personnel identified during planning are scheduled and available for their parts of the agreed project plan.
4. Customer will provide the requested information for analysis, design, or integration, as relevant, in the project.
5. The implementation duration is assumed to be two to three weeks. Customer delays may impact the timeline and require a Change Request (CR) to address the cost overage.
6. The project is expected to be completed within 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 even if the estimated Professional Services time stated above has not been fully utilized in the twelve (12) month period following the Effective Date. The parties will negotiate in good faith a change request should any additional days/hours be required beyond the foregoing time period.
7. Includes implementation services for one connection for up to two Metadata Integrations via Edge which need to be contained in the [Certified Drivers for Edge referenced in the Documentation](#). Also includes the implementation of one BI connection to one of the [Supported BI tools referenced in the Documentation via Lineage Harvester on Edge](#).
8. Single Sign On (SSO) set-up will be for one of the following: ADFS, Azure, Okta, OneLogin, PingOne Cloud, PingFederate, or generic SAML 2.0.
9. Customer will provide remote access to Collibra staff to the Collibra environments in-scope.
10. Customer will secure and provide timely access to data, documentation, systems, and facilities necessary to complete all tasks.
11. The following standard workflows will be enabled:
 - Contact Us
 - Propose New Business Term
 - Propose New Measure
 - Simple Approval Process
 - Request Data Sets Access (Shopping for Data)
 - Promote Term
 - Simple Certification Process
12. The following standard dashboards will be included:
 - Welcome
 - Get to Know Collibra
 - Data Steward
 - Data Maturity
 - Business Analyst