Ignite for Data Quality
Datasheet

Project objectives

Customer is seeking support for their initial implementation and adoption within the first 12 months of Collibra Data Quality (DQ). The **Ignite for DQ** implementation phase will focus on enabling the initial use case for Data Quality, using it as a foundation to transfer knowledge and best practices and to empower Customer for broader adoption of the platform. In addition, the **Ignite for DQ** 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 Data Quality

Phase/Task	Timeline	Customer responsibility	Collibra responsibility
Initial communication	Prepare week 1	• Receive welcome email • Review workbook and prerequisites • Organize appropriate resource(s)	• Send welcome Email • Attach workbook • Schedule briefing Call

Briefing/intro call	Prepare week 2	• Project Manager and/or key stakeholder attend the briefing call
		• Be prepared to discuss:
		  ○ Project expectations
		  ○ Project scope
		  ○ Schedule weekly status calls
		  ○ Schedule two times a week workshop sessions
		• Note: The first workshop will be the technical prerequisites for DQ, Single Sign-on (SSO), and source registration followed by the project kickoff
			• 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	• DQ Lead, Platform Administrator, Identity Provider Administrator, Network Engineer, InfoSec representative, Collibra System Administrator, Database Administrator attend prerequisite workshop
		• Be prepared to discuss:
		  ○ Data Quality prerequisites for infrastructure and installation
		  ○ SSO prerequisites
			• Conduct workshop
			• Provide DQ infrastructure prerequisites
			• Provide SSO prerequisites
			• Ensure Customer has the License key and GCR repo key for installation

Kickoff	Implementation week 1	• Key stakeholders, project team members, and the Executive sponsor participate in the kick-off session	Conduct workshop, including: • Team introductions • Collibra overview (quick demo) • Review Scope • Review the plan/scheduling
Review Customer business requirements	Implementation week 1	• Attend workshop • Provide initial use case and business requirements document • Present use case(s) and requirements • Answer questions	• 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	• 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: • DQ profiling and insights • DQ adaptive rules • DQ custom rules • DQ dataset management • DQ administrator and security
Define project requirements	Implementation week 2	• Attend workshop • Review the refined use case and business requirements based on the scope of Ignite implementation phase	• Conduct workshop • 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

Phase/Task	Timeline	Customer responsibility	Collibra responsibility
Install DQ workshop 1	Implementation week 2	• Attend workshop • Configure servers/VM or k8s clusters with required specifications • Ensure network firewalls are open • Procure DQ install package and license key	• Conduct workshop • Assist with Collibra DQ installation and Agent configuration • Troubleshoot installation issues • Assist with execution of sample DQ jobs
Approve project requirements workshop	Implementation week 3	• Attend workshop • Approve the refined use case and business requirements based on the scope of Ignite implementation phase	• Conduct workshop • Approve the refined use case and business requirements based on the scope of Ignite implementation phase
Install DQ workshop 2	Implementation week 3	• Attend workshop • Configure servers/VM or k8s clusters with required specifications • Ensure network firewalls are open • Procure DQ install package and license key	• Conduct workshop • Assist with Collibra DQ installation and agent configuration • Troubleshoot installation issues • Assist with execution of sample DQ jobs
Connect datasources workshop 1	Implementation week 4	• Attend workshop • Capture connection details for all in-scope source systems • Configure service accounts and security roles as needed	• Conduct workshop • Assist with configuring data sources in Collibra DQ • Run DQ checks to verify installation and agent configuration
Connect datasources workshop 2	Implementation week 4	• Attend workshop • Capture connection details for all in-scope source systems • Configure service accounts and security roles as needed	• Conduct workshop • Assist with configuring data sources in Collibra DQ • Run DQ checks to verify installation and agent configuration
Initial DQ users, groups and security configuration workshop	Implementation week 5	• Attend workshop • Decide on SSO/LDAP configuration for user creation • Define governance structure for roles and responsibilities • Identify the organization structure that will be adopted and the roles that will be implemented	• Conduct workshop • Assist with enabling SSL and implementing RBAC, SSO, or AD/LDAP • Guide through creating users and user groups • Enable SSO integration for DQ web • Established optional additional External Group to DQ roles (OOTB or custom) mapping

Phase/Task	Timeline	Customer responsibility	Collibra responsibility
DQ functional overview workshop	Implementation week 5	• Attend workshop • Review identified business use cases and understand business data issues • Define business rules for dataset configurations	• Conduct workshop • Present Collibra DQ functional overview • Demonstrate key platform features and DQ implementations
Build DQ Job workshop	Implementation week 6	• Attend workshop • Ensure DQ connection to source systems is established • Identify datasets and business rules for DQ jobs	• Conduct workshop • Guide on creating first DQ job and running it • Help access job status and review job outputs
DQ profile, shape and behavioral dimensions workshop	Implementation week 6	• Attend workshop • Review pre-identified business use cases and dataset profiling • Schedule DQ job for profiling	• Conduct workshop • Demonstrate profiling, behavioral modeling, and sensitivity tuning
Build DQ rules workshop	Implementation week 7	• Attend workshop • Identify business rules for setup on datasets	• Conduct workshop • Assist in creating simple SQL-based rules and implementing complex rules with joins
DQ duplicate dimensions workshop	Implementation week 7	• Attend workshop • Review the pre-identified business use cases for the proof of value • Review any profiling results on the data set to be considered for the duplicate dimension workshop	• Conduct workshop • Configure duplicate detection on datasets • Tune the fuzzy duplicate detection
DQ outliers and record dimensions workshop	Implementation week 8	• Attend workshop • Review the pre-identified business use cases for the proof of value • Review any profiling results on the data set to be considered for the outlier dimensions workshop • Schedule DQ job with rules dimension on dataset of interest to build the Behavioral model	• Conduct workshop • Implement outlier and record dimensions on datasets • Review results

Phase/Task	Timeline	Customer responsibility	Collibra responsibility
DQ pattern dimensions workshop	Implementation week 8	• Attend workshop • Review the pre-identified business use cases for the proof of value • Review any profiling results on the data set to be considered for the dimension workshop • Schedule DQ job with rules dimension on dataset of interest to build the Behavioral model	• Conduct workshop • Look for uncommon patterns across columns using relationships (the pattern dimension) • Access the Collibra DQ platform and Create dataset(s) to enable pattern dimension to detect any anomalies in datasets
DQ source and schema dimension workshop	Implementation week 9	• Attend workshop • Multiple datasets are identified which are loaded with comparable data but using different processes • A dataset object has been modified to add additional columns and rename existing columns	• Conduct workshop • Use two different datasets to reconcile data between them (the source dimension) and review observations • Configure and review any change in underlying database objects table structure (the schema dimension)
DQ dataset management and assignments workshop	Implementation week 9	• Attend workshop • Configure multiple users to assign DQ observations • Review OOTB Data Class Library to be associated with your dataset • Plan business units and sub-units to configure in DQ, under which datasets can be tagged • Profiling is enabled on dataset and DQ jobs executing continuously	• Conduct workshop • Demonstrate how to validate and resolve DQ issues • Help use Dataset Manager to categorize datasets
Progress review workshop	Implementation week 10	• Attend workshop • Provide feedback on current implementation progress, share blockers and success stories	• Conduct workshop • Facilitate structured review, share metrics and observations, propose next steps and implementation roadmap
Review SSO users/roles/ groups and permissions workshop (Optional)	Implementation week 10	• Attend workshop • Revisit security requirements and validate correct implementation across environments	• Conduct workshop • Support with current configuration review and recommend adjustments based on best practices

Phase/Task	Timeline	Customer responsibility	Collibra responsibility
DQ reporting and alerts workshop	Implementation week 11	• Attend workshop • Various Rules and dimension are configured on datasets to trap bad records • Profiling is enabled on dataset and DQ jobs executing continuously • SMTP Server details are available to generate email notifications	• Conduct workshop • Review Collibra DQ's in-built completeness, findings and profile reports • Use in-built scorecards and pulse reports • Provide overview on custom dashboard using meta-store hosted metadata • Configure dataset run alerts
DQ APIs workshop	Implementation week 11	• Attend workshop • Have access to DQ APIs via Swagger/Postman	• Conduct workshop • Provide the detailed review of Collibra DQ's REST APIs for automation and integrations
DQ and Collibra Platform integration workshop (Optional)	Implementation week 12	• Attend workshop • DQ scans and related Rules are configured on datasets to trap bad records • Similar assets/datasets have been ingested in CP side Catalog • Required Prerequisites are completed within the Collibra platform	• Conduct workshop • Review Collibra Platform and DQ Integration to achieve quality metrics within one Collibra platform • Understand prerequisites of CP Integration setup Configure and enable integration to sync DQ Scan results in CP • Configure DQ Scans with DQ Rules and validate these metrics within CP
Final environment and business requirements review	Implementation week 12	• Attend workshop • Validate final environment setup • confirm business requirement document against implemented features	• Conduct workshop • Facilitate business requirement review • Validate environment readiness; • Address open configuration or scope gaps
Stage 1 review and planning call	Implementation week 12	• Attend workshop • Review accomplishments of initial implementation • Share feedback and align on adoption goals and priorities	• Present summary of Stage 1 work • Define adoption scope, timelines, and key activities with Customer

Adoption phase

Collibra resource scheduling

Ignite package	Ignite 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 Data Quality

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	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

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. 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. Use of third-party test automation software or test automation expertise.
6. Database administration (DBA) responsibilities include configuration or administration of database servers and database software.
7. Knowledge of third-party software APIs and interface mechanisms.
8. Custom report development using third-party tools.
9. Connectivity to non-supported data sources.

Assumptions

1. Implementation Phase Week 3 "In Scope Activities and Schedule" identifies the customer's responsibility for preparing the recommended infrastructure for installing Collibra Data Quality. For additional information, see Data Quality Installation. 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 internal tasks in support of the engagement.
3. Collibra personnel shall be deployed during Collibra's normal operating hours in the location of work.
4. Customer will ensure that all relevant participants are informed, scheduled, and available for their parts of the agreed project plan.
5. Customer will provide information and/or access as requested by Collibra for analysis, design, and integration, as needed during the project.
6. Collibra consultants will make maximum use of out-of-box product capabilities.
7. For the Implementation Phase, connect up to 2 supported data sources.
8. 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.
9. Single Sign-On set-up will be configured based on SAML-supported solutions.

10. Customer will secure and provide timely access to data, documentation, systems, resources, 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.