Business Intelligence Data Warehouse, BIDW - Service Level Expectation

This document represents the Service Level Expectation (SLE) for the Washington University Information Technology (WashU IT) Business Intelligence Data Warehouse (BIDW) Service. The purpose of this agreement is to ensure that this service meets customer expectations and to define the roles/responsibilities of each party. The SLE outlines the following:

- Service Overview
- Service Features (included & excluded)
- Service Warranty
- Service Reporting & Metrics
- Service Roles & Responsibilities
- Service Review, Bundles & Pricing

Each section provides service and support details specific to Reporting and Analytics, as well as outlining WashU IT’s general support model for all services and systems.

Service Overview

BIDW provides the following:

- Provide tools and strategy to enable institution-wide use of data assets.
- Enable customers to understand and improve their business processes through effective use and analysis of their data in order to gain insights and leverage opportunities.
- Ability to perform salary budget compensation, revenue, and expense budgeting

Service Features

Activities

Data gathering, data governance, data management & delivery, analytics tool support, support of self-service & ad hoc reporting from the University Data Warehouse, data warehouse administration, support of the Annual Budget process, support of Research Reporting, new tool research & evaluation and data integration.

Request Types

- Integration of new internal and external data sources in support of analytics requirements
- Review/recommendation of analytics solution strategies
- Enhancement and support of existing reporting and analytics delivery to meet customer needs, regulatory changes, and tool improvement

This section will include a simple two column table as shown here:

<table>
<thead>
<tr>
<th>Included in Service</th>
<th>Excluded from Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>- General Assistance for existing and new Data</td>
<td>- Interpretation of data in reports</td>
</tr>
<tr>
<td>Warehouse data.</td>
<td>- Writing of Reports</td>
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<tr>
<td>- General Assistance with reporting and analytics tool</td>
<td></td>
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<tr>
<td>usage.</td>
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<tr>
<td>- Reporting and Analytics toolset access and training</td>
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<tr>
<td>- Advise on Report Design and Development</td>
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</table>
Service Warranty
This section describes the support structure in place for all WashU IT services and any unique warranties and specialized support associated with the Reporting and Analytics service.

Support Model
WashU IT has established technology services and systems to meet customer objectives in support of the University’s mission. To ensure IT services and systems meet customer needs, WashU IT has established the following support model:

General Support

1. **One Contact Point** - to initiate any support or service request call, email or make a web request.  
   Call: 314-933-3333 to initiate any support or service request.  
   Email: ithelp@wustl.edu initiate any support or service request.  
   Web Request: [http://it.wustl.edu](http://it.wustl.edu)

2. **All Requests Documented** – a support or service ticket is created for each customer request. All support and service requests are tracked in one service management system (called ServiceNow) for easy tracking and resolution across WashU IT.

3. **Virtual and Onsite Support** – standard support and service requests (85%) will be handled via routine procedures by service center staff via virtual support technologies such as phone, remote desktop assistance and instant messaging. Standard support and service requests that cannot be resolved by the service center will be routed to technicians who will confer with the customer to bring the request to resolution. Non-standard support and service requests will be routed to WashU IT managers for consultation with the customer to address the request.

4. **Service and Process Owners** – individual WashU IT staff have been named as Service Owners or Process Owners to ensure accountability for WashU IT services and processes. Service Owners work with established WashU IT Governance committees and customers to ensure WashU IT services are scoped, resourced and supported in a manner that allows the service to stay healthy across the lifecycle of its use at the University. Process Owners work with WashU IT managers and Service Owners to ensure WashU IT has established procedures for meeting customer support and service requests.

5. **Customer Relationship Management** – regular meetings will be established with each customer department by WashU IT’s Customer Relationship Management (CRM) team. These regular meetings will address quality of services provided, identify new customer projects/initiatives requiring WashU IT services and inform customers of any planned changes to existing IT services. Reports from these meetings are reviewed by WashU IT leadership on a regular basis to ensure customer satisfaction is met and to identify customer needs that should be addressed via new technology services or enhancement of existing services.
Support Hours and Initial Response Times

WashU IT has established the following general support hours and initial response times to meet customer support and service request needs. Note that CRITICAL support and service requests are defined as technology issues affecting the customer’s ability to perform urgent university business without an acceptable technology workaround in place.

**Standard**

**Business Hours:** 7 am – 5:30 pm (M – F) during regular campus business days

**Initial Response Times:** ANY support or service request will be responded to within the following times.

- Calls to 933-3333 - 80% answered in 20 seconds or less

Emails sent to ithelp@wustl.edu will be responded to as outlined in the “Support Request Resolution Targets” section below.

Web Requests made via the ServiceNow “report an issue” form will be responded to as outlined in the “Support Request Resolution Targets” section below.

**Extended**

**After Hours:** any time or day not within standard business hours

**Initial Response Times:** CRITICAL support or service requests will be responded to within the following times.

Calls to 933-3333 after hour calls will be answered by the WashU IT Systems Operations Center (SOC). The SOC will either resolve the issue or page on call staff to resolve the issue. On call staff will respond to the after hour pager on average* within 30 minutes

*averages are calculated on a monthly basis
Support Request Resolution Targets

WashU IT has established the following general support escalation procedures and resolution targets to meet customer support request needs. Note that service request fulfillment is addressed in a latter section titled “Service Fulfillment Targets”. This section is only addressing support escalation and resolution.

**Support Escalation & Resolution Procedures** – all support requests will be escalated from the initial general support team to a specialized support team based on the priority of the support request or if the general support team cannot resolve the issue within 20 minutes. Once the request is escalated to a specialized support team, the customer will be notified and the specialized support team may contact the customer for further information and testing. Once the specialized support team resolves the request, the general support team will review the resolution to ensure quality control. Once the general support team confirms the resolution has met the customer’s needs, the request will be closed. Communication with the customer will be via email. If the customer does not reply within 3 business days, the ticket will be automatically closed.

**Prioritization** – all support requests will be given a medium priority unless the customer indicates an impact or urgency that requires a higher prioritization. Impact is defined as the affect to which a technology service or system is inhibiting the customer’s ability to conduct University business. Urgency is defined as the timeframe in which the customer needs the technology issues resolved or a workaround put in place.

WashU IT uses the following priority scale for systems and services not performing normally.

<table>
<thead>
<tr>
<th>Priority</th>
<th>Description</th>
<th>Response Target</th>
<th>Resolution Target</th>
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</thead>
</table>
| Critical  | Global Issues  
Business critical issues – impacting ability to perform mission  
Issues affecting multiple users unable to be productive | 15 minutes      | 4 hours           |
| High      | Issues affecting individual or multiple users with no workaround available    | 1 hour          | 1 Business Day    |
| Medium    | Default priority assigned to all tickets.  
Issues affecting multiple users with workaround available | 1 Business Day  | 3 Business Days   |
| Low       | Issues affecting individual users with workaround available                   | 2 Business Days | 5 Business Days   |
Service Request Fulfillment Targets
WashU IT Service Owners work with customers to establish service fulfillment targets for each service request that comprise the Service Features listed in this document.

The following table lists the service fulfillment target for each service request:

<table>
<thead>
<tr>
<th>Service Request</th>
<th>Fulfillment Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Availability of new internal and external data sources</td>
<td>• Customers who submit request during normal business hours will receive an initial response within 1 business day.</td>
</tr>
<tr>
<td>• Review/recommendation of analytics solution strategies</td>
<td>• Requests will be reviewed by the team and the customer will receive additional follow-up contact after the initial response to determine appropriate request fulfillment steps.</td>
</tr>
<tr>
<td>• Enhancement and support of existing reporting and analytics delivery to meet customer needs, regulatory changes, and tool improvement</td>
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</tr>
</tbody>
</table>

Service Availability

- Reporting and Analytics environment is available Monday through Friday, 8 a.m.-5 p.m., with 95% day-of data availability quarterly.

Service Reliability, Performance & Continuity

Business customer obligation: The customer should develop and maintain a business continuity plan specific to their area of activity with respect to Reporting and Analytics service outages, so that in case of an unexpected or prolonged service outage, they might still be able to conduct their business appropriately.
Change Management and Service Reviews

WashU IT has established a change management and service review process to ensure changes and enhancements of services and systems are done in a controlled manner to prevent unintended consequences and to confirm that changes and updates are implemented according to an approved framework.

**Change Management**

The complete change management process is documented in the WashU IT Change Management Charter, but the following highlights from this charter are worth noting.

Changes and updates to systems and services fall into one of three general categories:
- **Standard** – changes and updates that are considered routine, well documented and of low risk to the University.
- **Normal** – changes and updates that require scheduled review and approval by the Change Advisory Board (CAB) to ensure mitigation of risk to the University.
- **Emergency** – changes and updates that cannot wait until the next scheduled CAB meeting for approval and must be reviewed by the CAB to address a CRITICAL incident or upgrade.

All non-standard changes will be communicated to customer according to established customer communication channels.

All customer requests for a non-standard change or upgrade to a WashU IT supported service or system must follow the WashU IT change management process.

**General Maintenance Windows**

Non-standard changes approved by the CAB will occur during the following maintenance windows:
- M – Sat: 6pm – 6am
- Sunday: Anytime of the Day

**Regularly Scheduled Maintenance for** Reporting and Analytics

- Server patching occurs the 2nd Tuesday of each month from 5 – 10 pm and results in COGNOS and TM1 servers being unavailable for up to 30 minutes.
Roles and Responsibilities

The following roles and responsibilities between WashU IT and the customer are called out to highlight the important partnership that must exist between WashU IT as the service provider and WashU departments as the consumers of existing services and systems. Both parties play an important role in ensuring the overall health of services.

WashU IT Responsibilities

- Provide qualified support personnel to support WashU IT services and systems.
- Document specific features and warranties of each service provided by WashU IT.
- Produce metrics that demonstrate the health of each service.
- Provide customers with appropriate communication and governance channels to effect change to WashU IT services and systems in a way that furthers the University’s mission without posing significant risks.

Customer’s Responsibilities

- Provide an ongoing point of contact within their department with which WashU IT can interface to ensure support and service requests are addressed in a timely manner.
- Make support and service requests as outlined in this document.
- Use WashU IT established communication and governance channels to request changes to existing services and systems.

Service Reporting & Metrics

WashU IT will provide the customer with a quarterly report that documents key support and service metrics. Customers may request additional metrics and reporting schedules by contacting their CRM representative.

The BIDW website will maintain a metric showing the prior quarter’s percentage of on-time data delivery.

Review and Revision Timeline

WashU IT SLEs will be reviewed each year during the month of April. Revisions to these documents will be distributed to all customers by May 1st of each year. Customer feedback regarding changes to the SLEs must be submitted to their CRM representative by June 1st of each year. After mutual agreement is reached, the final updated SLEs will be posted to http://it.wustl.edu/services by July 1st of each year.