

Rapid Start *Essentials* for Data Quality

Datasheet

Project Objectives

The Customer is seeking support for their initial implementation of Collibra Data Quality (DQ). This program will support the implementation of Collibra DQ and leverage the product to initiate work on a first use case as a means of transferring knowledge and best practices to the Customer for their further, extended use of the platform.

In Scope

Phase/Task	Customer responsibility	Collibra responsibility
Kickoff	<ul style="list-style-type: none"> Complete use case identification exercise and share with Collibra. Identify data sources to be scanned, data volume and concurrency requirements. Participate in kick-off session with key stakeholders. 	<ul style="list-style-type: none"> Conduct Kick-off session.
DQ install	<ul style="list-style-type: none"> Review Collibra DQ architecture and various installation offerings (distributed/cloud-native/multi-tenant). Configure servers/VM or clusters to install DQ with pre-defined requirements (e.g., operating systems, storage, cores, etc.) Open required network firewalls. Prepare all technical prerequisites. 	<ul style="list-style-type: none"> Ensure full DQ install package and license keys are procured. Conduct DQ Installation overview and confirm prerequisites are met. Assist with Collibra DQ installation and agent configuration.
DQ connectivity	<ul style="list-style-type: none"> Capture connection details for in-scope source systems. Establish DQ connection to source systems. 	<ul style="list-style-type: none"> Assist with data-source configuration. Run multiple DQ Checks on agreed data sets to verify installation and agent configuration.
DQ users, groups, and security	<ul style="list-style-type: none"> Review Collibra DQ Security and RBAC Model. Identify the governance structure to implement (roles, responsibilities, users, groups). Catalog Usability Workshop. Determine if SSO/LDAP will be configured for creating Users in Collibra DQ. Identify the organization structure that will be adopted and the roles that will be implemented. Provision SSL Certificates (Self signed or CA Issued). 	<ul style="list-style-type: none"> Review manual creation of CDQ users/user groups. Assist in setting up SSO/LDAP in CDQ application based of IDP required configurations. Assist in mapping IDO External Groups with CDQ's Roles. Advise on CDQ Security configuration.

Phase/Task	Customer responsibility	Collibra responsibility
DQ functional overview	Participate in the DQ functional overview activities.	Demonstrate key platform features and how to implement them.
Build DQ job	<ul style="list-style-type: none"> ● Identify source dataset on which DQ job can be run. ● Identify business rules to be set up on datasets. 	<ul style="list-style-type: none"> ● Create First DQ job and demonstrate how to create data set, define data set scope, perform Back Runs and review DQ command line to submit jobs. ● Demonstrate DQ job and findings page for reading DQ job run output.
DQ rules	Participate in DQ rules activities.	Create Simple (Null Check) and Freeform (Validity) SQL based Rules.
DIC integration	<ul style="list-style-type: none"> ● DQ scans and related Rules are configured on datasets to trap bad records. Similar assets/datasets have been ingested in Collibra DIC Catalog. ● Integration required Prerequisites are completed within the DIC platform. 	<ul style="list-style-type: none"> ● Assist in enabling DQ-DIC API based integration. Advise on DIC Integration prerequisites and required configurations. ● Assist in reviewing post DIC Integration results.
Project status	Participate in weekly status reviews and remediation planning for any project risks that arise.	Ensure engagement remains on track and any potential risks or issues are identified early and remedial steps taken.
Education	Schedule and participate in instructor-led training using included eight (8) Education Credits (see Datashet).	Conduct required instructor-led training as described in the Collibra Rapid Start DQ Essentials Workbook.
Coaching	Schedule and use ten (10) included coaching hours as needed.	Provide coaching sessions in accordance with the Coaching Services Datashet .

Out of scope

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

1. Functional use case discovery and implementation.
2. Streaming data sources (e.g. kafka) are out of scope.
3. Test and provide runtime performance and concurrency benchmarks.
4. Database administration (DBA) responsibilities including configuration or administration of database servers and database software.
5. Knowledge of third-party software APIs and interface mechanisms.
6. Use of third-party test automation software or test automation expertise.
7. Custom report development using third party tools.
8. Integration with other systems not specifically included above.
9. Any custom build of scripts to be used for ETL complex flows
10. Data preparation and sourcing or extraction of data from the source systems.
11. Design, configuration and implementation of high availability or disaster recovery environments.
12. Program management is the responsibility of the Customer including all communication with the steering committee.
13. Any development with the REST API.
14. Installation, configuration, use or administration of any third-party software not provided by Collibra.
15. Organizational change management activities such as communication planning, organizational design, or role mapping.
16. Expenses and Tax are not included in the Professional Services fee. Collibra will invoice Customer for expenses including but not limited to transportation and lodging and meals according to Collibra's Travel and Expenses Policy. Expenses will be invoiced monthly in arrears for actual expenses incurred during the billing period.

Assumptions

1. Customer will provide requested information for the analyses, including the current procurement process for buying new data sets.
2. Customer will identify stakeholders representing line-of-business data stewards, procurement, and the data office to participate in the project starting at kickoff.
3. Collibra consultants will make maximum use of out-of-box product capabilities to minimize custom development.
4. The start of the engagement will begin on a mutually agreed upon date between both parties.
5. Customer will have collected all functional requirements, roles, responsibilities prior to the start of the project.
6. Customer will make available key team members during the installation and implementation.
7. Customer's personnel will shadow Collibra consultants as a learning exercise.
8. Customer will identify data sources to be included and provide file extracts and layouts.
9. Any two (2) data sources will be loaded from [this list](#) of supported connections.
10. Customer will secure and provide timely access to data, documentation, systems, and facilities necessary to complete all tasks.
11. Customer will provide machines and network access if Collibra consultants are not permitted to use their Collibra issued laptop (Mac or PC).
12. Customer will provide remote access to Collibra staff to the Collibra environments in-scope.
13. Documents will be delivered using Collibra templates, format, and content.
14. Customer and Collibra will mutually agree on the location of work. As a principle, full-day workshops and training(s) are recommended to be conducted on-site whereas activities such as configuration, development, documentation, and test support are performed remotely.
15. Collibra personnel shall be deployed during Collibra's normal operating hours in the location of work.

16. The implementation is assumed to run for three (3) consecutive weeks. Delays may have impact on the timeline and require a change request to address the cost overage.
17. 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 Order Effective Date. The parties will negotiate in good faith a change request should any additional days/hours be required beyond the foregoing time period.
18. Customer acknowledges that Collibra may utilize subcontractors in its performance of the Professional Services hereunder.
19. Customer acknowledges that the expected schedule is based on Collibra’s industry experience. While performing 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 In Scope description of Professional Services, the parties shall mutually agree upon a change request setting out the amended scope and/or fees for such additional hours. Collibra shall use commercially reasonable efforts to provide to the Customer as much advance notice of any such additional hours as possible.

Role	Responsibilities
Solution Implementation Manager	<ul style="list-style-type: none"> • Accountable for overall project management. • Leads team and provides project directions, maintains delivery schedules and triage escalated issues. • Time management and project progress reporting to the Customer Technical Manager.
Solution Architect	<ul style="list-style-type: none"> • Guide Customer on how to configure Collibra’s Data Quality technology given Customer’s detailed business requirements. • Responsible for configuring Collibra’s products per Customer’s instructions. Resolve technical issues. Responsible for all technical deliverables to implement the Customer MVP.