

QuickStart for Service Catalog

Overview

QuickStart implementations offer the customer the ability to quickly implement an initial discrete phase of IT Service Automation Applications. QuickStart implementations use pre-defined, modular implementation packages based on ServiceNow Process Best Practices and include preset configuration of the IT Service Automation Applications. The QuickStart for Service Catalog is available for ServiceNow customers with an existing instance. The configuration services for QuickStart for Service Catalog are summarized below:

ServiceNow Application or Platform Feature	Configuration Services
Service Catalog	activate Employee Self Service (ESS) portal
Request Management	configure 5 catalog items

The following deliverables are included for Service Catalog and Request Management:

Deliverable	Description
QuickStart Best Practice Process Guide (electronic copy)	ServiceNow best practices for automating the ITSM process, process goals and objectives, relationships with other processes, process flows and process control. Process roles and responsibilities are detailed and summarized in a RACI matrix. Aligned with ITIL 2011.
Fulfiller Training Materials (electronic copy)	Pre-packaged training content built for Fulfillers of the IT Service Automation Application configured.
Configuration Decisions and Actions	Documented in the customer's instance.

ServiceNow will deliver basic functionality as described in the QuickStart Best Practice Process Guide for Service Catalog and Request Management. ServiceNow certified professional services consultants will work with the customer to implement Service Catalog and Request Management with preset modifications as described below.

Service Catalog Implementation

ServiceNow will work with the customer to jointly configure the employee self-service (ESS) portal and Service Catalog. The ESS implementation will include a total of five (5) new catalog items from any of the following items:

- Hardware request
- Software request
- Access request
- Password reset request
- Build a record producer (creates an Incident, Problem or Change record)
- Build an order guide including the catalog items created

ESS configuration does not include CSS, CMS or HTML customization.

Fulfiller Training

As an implementation prepares to transition to production, it is critical that key customer personnel understand how to use Service Catalog and Request Management as configured during QuickStart. QuickStart includes a one-time training package to educate up to 15 customer provided trainers on best practices of how to navigate and utilize the deployed Service Catalog and Request Management. Training is provided through a train-the-trainer program to help the customer to scale the training delivery through their organization. This training is delivered remotely and includes labs and scenarios to help the customer learn the deployed Service Catalog and Request Management. Training materials will be delivered with the training.

Implementation Methodology

QuickStart deployments use the StartNow Implementation Methodology which was created based on ServiceNow's experience and ServiceNow best practices. StartNow uses an iterative approach managed within the Project Portfolio Management (PPM) and Software Development Lifecycle (SDLC). With the customer's purchase of QuickStart, the customer project team may use these ServiceNow applications to manage their own implementations during the QuickStart deployment.

QuickStart Project Roadmap and Deliverables

ServiceNow has developed the following project roadmap for QuickStart deployments aligned with StartNow Implementation Methodology:

Phase	Task	QuickStart Deliverable Description
Plan	Project Kick-off	One half-day kick-off meeting to review project goals and expectations, requirements, project plan and customer team resource requirements. On-site if required by the customer, travel costs will be separately charged.
Discover	Requirements Workshop	Workshop to review pre-configured process for Service Catalog and Request Management in the QuickStart Best Practice Process Guides and to document the customer's allowable modifications for Service Catalog and Request Management as stories in the StartNow application. ServiceNow best practice processes for the purchased applications will be used as a basis for the workshop. Customer will receive a copy of these processes in the form of a Best Practice Process Guide prior to the workshop.
	Service Catalog and Request Management	One day workshop to review the QuickStart Process Guide and application functionality and document the customer's configuration requirements.
Prepare	System Configuration	Configure groups, roles and security.
Deploy	Deploy Service Catalog	Build out five (5) catalog items. Each catalog item includes one (1) modified form utilizing up to 12 catalog variables; three (3) variable sets; three (3) catalog client scripts; and six (6) catalog UI policies. One (1) workflow includes up to eight (8) workflow tasks; three (3) approval tasks; and three (3) scripts. One (1) order guide includes catalog items built during the QuickStart deployment.
	Testing Environment Set-Up (if purchased)	Work with the customer to set up and prepare the pre-production instance(s), if purchased separately.
	Pre-Production Testing (if purchased)	Set up and prepare the test instance, if purchased separately and available at the time of QuickStart start date. Assist in the removal of test data.
	Rework and System Review	Rework issues found in pre-production testing and provide production readiness review (if necessary).

Phase	Task	QuickStart Deliverable Description
Operate	Pre-Production Test Re-work	Provide up to one (1) day of off-site re-work time.
	Go-Live Checklist	Review go-live checklist in preparation for go-live.
	Establish Go Live Date	Remotely provide a transition of the system to customer support.
	Fulfiller Training	Remotely educate up to 15 customer provided trainers on best practices of how to navigate and utilize the Service Catalog and Request Management.
	Clone Production Instance	ServiceNow will clone the production instance over the test and development instances, if available.
	Go-Live Support	ServiceNow will provide go-live support to the customer on the go-live day.
	Project Close Out	Review meeting to conclude the project.

ServiceNow Provided Resources

ServiceNow will provide the following resources for the project:

ServiceNow Resource	Responsibilities
Engagement Manager	Lead project planning, provide implementation expertise, follow the QuickStart deployment project plan, allocate appropriate resources from ServiceNow, and act as a single point of contact. Facilitate weekly status call to track the target project progress.
Technical Consultant(s)	Undertake the application configuration and assist with knowledge transfer to the customer.
Training Consultant	Manage Fulfiller training content development and coordinate the train-the-trainer delivery.

Required Customer Resources

Customer will provide the following resources and make them available throughout the duration the project (note that multiple responsibilities may be filled by the same customer personnel):

Customer Resource	Responsibilities
Project Manager	Responsible for the project and meet regularly with the ServiceNow engagement manager to review progress and resolve issues.
Technical Resource(s)	Resource(s) with ITIL and JavaScript expertise to accommodate the scope of the implementation and to support the joint configuration. Support agreed integration with web services and XML experience.
System Administrators	At least 2 customer system administrators must complete ServiceNow Administrator Training (sold separately) no later than the beginning of the Prepare phase and be available throughout the duration of the deployment.

Customer Resource	Responsibilities
Process Owner(s)	Subject matter expert(s) responsible for the correct and complete definition of the process implemented within Service Catalog and Request Management.
Fulfiller Trainers	Up to 15 customer trainers will receive the one-time Fulfiller training and then be responsible for training the customer's Fulfillers. Should complete all six (6) modules of the ServiceNow Foundations online learning course prior to training.

Pre-Requisites and Scope Definition

The QuickStart approach requires the customer's active participation and cooperation for project success. The following requirements must be met:

- Customer must have use authorization to Request Management.
- ServiceNow platform implementation completed.
- Customer will provide the required resources as detailed herein and ensure active participation of its designated personnel.
- Customer is responsible for the definition and the documentation of the business processes within the scope of the implementation and implementing all business process changes in the customer's business environment that are required to support the implementation.
- Customer is responsible for testing prior to production deployment.
- Customer is responsible for Requester training (Fulfiller training is provided as described).
- Clearly defined and documented functional requirements are completed during the Discover phase and documented in the StartNow application.
- Customer shall provide ServiceNow with access to their instances.
- Customer will make available appropriate technologies for remote work.
- On-site visits will be defined during the kick off workshops in the Plan phase. Customer's project manager and ServiceNow engagement manager will manage on-site engagements in order to avoid extensive travel time.
- Customer will supply all information to be imported in a supported format (as listed on the ServiceNow Wiki). ServiceNow will not be responsible for data modification, cleansing or alteration before, during or after importing data. Customer is responsible for integration to additional systems.

The following advanced customizations are not included:

- Script Includes
- UI Macros
- UI Pages
- Jelly Scripts
- CMS customization of CSS or HTML

The following services are not included:

- Unit testing, performance testing, security testing, and integration testing
- Data conversions from other systems (i.e. legacy systems)
- Additional training
- Go-live support beyond the first day

Technical Definitions

Please refer to the ServiceNow Wiki for technical definitions for the IT Service Automation Applications and Service Automation Platform at <http://wiki.service-now.com>.

Packaged Service Terms and Conditions

Based on the scope of services and assumptions set forth above, the services herein shall be performed on a fixed price basis plus expenses stated on the ordering document. Customer agrees to pay the total fee amount on the ordering document regardless of the total number of effort days ServiceNow takes to complete the project. ServiceNow will provide the services as described herein limited to those ordered on the ordering document: (i) if Customer is purchasing directly from ServiceNow, on the terms and conditions in the Order Form and the Master Ordering Agreement incorporated by reference herein from <http://www.servicenow.com/schedules.do>; or (ii) if Customer is purchasing from a ServiceNow authorized reseller ("Reseller"), on the terms and conditions in the use authorization as issued by ServiceNow and the Subscription Service Agreement incorporated by reference herein from <http://www.servicenow.com/schedules.do>. ALL ORDERS ARE NON-CANCELLABLE, NON-REFUNDABLE, AND NOT SUBJECT TO ACCEPTANCE. ALL **SERVICES** WHEN ORDERED AND ACCEPTED BY SERVICENOW MUST BE CONSUMED WITHIN 12 MONTHS FROM THE EFFECTIVE DATE OF THE ORDERING DOCUMENT. SERVICES ARE NOT INCLUDED IN THIS OFFERING UNLESS SPECIFICALLY IDENTIFIED AS INCLUDED IN THIS DOCUMENT. ANY PURCHASED AND UNUSED SERVICES SHALL EXPIRE WITH NO FURTHER CREDIT OR REFUND AND SHALL HAVE NO VALUE THEREAFTER. Customer shall reimburse ServiceNow or Reseller for all authorized, reasonable and verifiable travel expenses incurred during the performance of the professional services, training and other services.

For scheduled service days that are canceled or rescheduled by Customer with fewer than ten (10) business days prior written notice to ServiceNow, Customer shall be charged and pay for (a) any travel expenses that cannot be canceled or refunded, and (b) the canceled/rescheduled service days if ServiceNow is not able to reassign the personnel to another project. For the purposes of this section, email to the ServiceNow personnel assigned to this project will be sufficient as written notice.