

## ASG INFORMATION MANAGEMENT PROFESSIONAL SERVICES

ASG Data Intelligence Metadata Repository

### ASG DATA INTELLIGENCE METADATA REPOSITORY HEALTH CHECK

The ASG Data Intelligence Metadata Repository (herein called DI Metadata Repository) Health Check provides the opportunity to have your organization's DI Metadata Repository Solution deployment to be independently assessed and verified, to ensure that it is meeting the organization's needs for information management. This Health Check provides a detailed assessment of the installation and installed components, solution usage and management, performance, and capabilities that may be dormant or under-utilized from your DI Metadata Repository implementation. The end result is a comprehensive Site Assessment Report with recommendations on how to keep your DI Metadata Repository solution relevant, and provide input to a long term roadmap to maximize your ROI on your investment.

### MAXIMIZE YOUR SOFTWARE INVESTMENT

Having already made a significant investment in a metadata solution, it is imperative that the solution continues to deliver value to the organization. However, as business priorities change, personnel changes and software evolves, it necessary to ensure that the new business goals are addressed and the solution reviewed to ensure that new features are fully exploited.

The DI Metadata Repository Site Health Check follows a thorough, step-by-step process to capture and review all aspects of your metadata solution environment. The primary goal of this program is to reduce unplanned downtime, maximize system performance, and identify under-utilized DI Metadata Repository functionality.

The Health Check begins by ensuring that all DI Metadata Repository components are installed and correctly configured. Next, one of ASG's knowledgeable DI Metadata Repository Professional Services Consultants will collect information on your existing usage of metadata solution, which may include documenting the types of metadata collected, usage by roles/teams within your organizations, identifying gaps (perceived and/or real), the functionality utilized, and gaps in the usage of the existing solution or in the way the solution is administered and managed.

The final step is the creation of a comprehensive DI Metadata Repository Site Assessment Report to provide detailed guidance and recommendations for:

- Critical and highly-recommended software updates

- System configuration and setup
- Comprehensive backup procedures
- Disaster recovery planning
- Review of best practices
- End-user and administrator training
- New features to address current/future business requirements
- New application areas to exploit using the existing solution/components

Most importantly, if there are recommended system changes, we will review those with you and identify adjustments or upgrades that should be implemented. If issues are discovered that require significant architectural or configuration changes, you will have the option of using ASG's Professional Services Consultants to implement the changes. The DI Metadata Repository Site Assessment Report can then serve as the foundation for a formal Statement of Work.

### VALUE TO YOUR ORGANIZATION

Customer feedback from previous Site Assessments has been highly positive; most customers benefit from a detailed review, usually finding ways of improving the usage and therefore the value of their metadata solution. Many customers learn new ways to use their existing investment in DI Metadata Repository, increasing overall Return on Investment, or learn of new features that meet current and future business requirements. At a minimum, customers gain confidence that the DI Metadata Repository software is being managed consistently and in accordance with best practices. It is common for ASG to receive comments such as "I wish we had done this much sooner," and "that was surprisingly valuable." The Site Assessment can be a powerful tool to help you maximize your investment in DI Metadata Repository.

### EXAMPLE DI METADATA REPOSITORY HEALTH CHECK REVIEW OUTLINE

#### OVERVIEW MEETING

##### Business Meeting Part I

- Overview of ASG Health Check Methodology
- Identify Focus Departments and personnel for the Health Check
- Review Deliverables for the Health Check

##### Business Meeting Part II – Client and Architecture Overview

- Overview of your Organization's direction and strategy
- Overview of DI Metadata Repository within your Organization

## BUSINESS REVIEW

### Focus Department

- Overview of business work / process of the department
- Overview of the business function(s) addressed by DI Metadata Repository
- Discussion of historical issues and successes for the Department (non-specific to DI Metadata Repository)
- Identification of benefits and successes related to DI Metadata Repository
- Identification of current problems, issues and challenges with DI Metadata Repository
- Review of short-term departmental goals
- Discussion of future objectives
- Brief demonstration of DI Metadata Repository for Department employees (optional)
- Additional Departments - can be added as necessary

## TECHNICAL REVIEW

### Technical Staff

- Current environment(s) (software,

platforms, versions, integration, etc.)

- Discussion: architecture (whiteboard)
- Review of Backup/Recovery strategy
- Overview of current features/ functionality of DI Metadata Repository
- Identification of benefits and successes related to DI Metadata Repository
- Identification of current problems, issues and challenges with DI Metadata Repository
- Identification, review and address open issues
- Discussion regarding “best practices”
- Discussion on knowledge gaps and potential solutions
- Discussion of future objectives

## REPORT REVIEW

### Debriefing Session

- Meeting (WebEx) with key stakeholders to review the results of the Health Check and discuss the findings as presented in the Health Check Presentation & Report

## VALUE TO YOUR ORGANIZATION:

- Detailed review of backup and recovery processes
- Improved leverage of existing investment in DI Metadata Repository
- Increased Return on Investment (ROI)
- Identification of new features to address current/future business requirements

*“I wish we had done this much sooner”*

*“That was surprisingly valuable”*

*“The site assessment report was perfect!”*

*“This exercise has given us a better idea of where we are, and we now feel we have had made good progress to date and are heading in the direction!”*

PHASE	PHASE 1: OVERVIEW MEETING	PHASE 2: ANALYSIS, BUSINESS REVIEW, TECHNICAL REVIEW	PHASE 3: ANALYSIS, REPORT CREATION	PHASE 4: REPORT REVIEW / DEBRIEFING
<b>Duration</b>	2 hours	4.5 days	1-2 days	1-2 hours
<b>Location / Method</b>	Conference Call	Onsite	Offsite (recommended)	Conference Call / WebEx
<b>Participants</b>	ASG Field Account Executive ASG’s DI Metadata Repository Professional Services Consultant Customer’s DI Metadata Repository Administrator Customer’s DI Metadata Repository Business Stakeholders	ASG Field Account Executive (optional) ASG’s DI Metadata Repository Professional Services Consultant Customer’s DI Metadata Repository Administrator Customer’s Business / Technical Stakeholders	ASG’s DI Metadata Repository Enterprise Solution Engineers	ASG Field Account Executive ASG’s DI Metadata Repository Professional Services Consultant Customer’s DI Metadata Repository Administrator Business / Technical Stakeholders

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ASG Technologies | 1.239.435.2200 or 1.800.932.5536 | 708 Goodlette Road North, Naples, Florida USA 34102 | [www.asg.com](http://www.asg.com)

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