

Template: Service Design & Transition Package

Version1.0

*This document is a template for creating a service design and transition package (SDTP).*

*Comments & usage guidance*

* *This template provides a generic structure to be applied for defining and documenting a service design and transition package, which can be useful in a situation where a service provider is planning to extend their service portfolio and to implement a new service.*
* *For this template and its contents, the terminology (terms and definitions) according to FitSM-0 applies.*

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Document control

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| **Document Title** | Template: Service Design & Transition Package |
| **Document version** | 1.0 |
| **Release date** | 20XX-07-29 |

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1. Service overview

The following general information acts as a starting point for the design and transition of a new (or changed) service.

|  |  |
| --- | --- |
| **Service name** |  |
| **General / initial service description** |  |
| **(Potential) service customers and users** |  |

1. Business case

The following business case has been developed to support informed decision-making with respect to the extension or change of the service portfolio from a strategic perspective:

|  |
| --- |
| **Part 1: The customer perspective** |
| **Status quo / current situation (baseline)** | *Describe the situation without the new or changed service, including potential pain points the service is intended to resolve or unexploited opportunities for the customer(s).* |
| **Expected customer and user benefits / value proposition** | *Describe how the new or changed service alleviates specific user pains and/or supports its intended customer(s) to exploit new opportunities.* |
| **Part 2: The service provider perspective** |
|  | **Best case** | **Average case** | **Worst case** |
| **Demand assessment** |  |  |  |
| **Assumptions and constraints** |  |  |  |
| **Expected organisational impact on the service provider** |  |  |  |
| **Expected financial impact** | **Expenses** |  |  |  |
| **Revenue** |  |  |  |
| **Risks** |  |  |  |

1. Service requirements analysis

Following, the results of the service requirements analysis are summarized:

|  |  |  |
| --- | --- | --- |
| **Category** | **Requirements** | **Weight** |
| **Functional and technical service requirements** |  |  |
| **Availability, continuity and performance-related service requirements** |  |  |
| **Security and data protection-related service requirements** |  |  |
| **Usability-related service requirements** |  |  |
| **Organisational service requirements** |  |  |

1. Service architecture

Based on the service specification, the service architecture provides an overview of the key (logical) service components and their dependencies to help better understand the structure and logical as well as technical setup of the service.

* 1. High-level service architecture
		1. Enabling service components

*Insert a list of enabling service components, including a short description of each component and the function(s) it enables.*

* + 1. Enhancing service components

*Insert a list of enhancing service components, including a short description of each component and the function(s) it enhances.*

* + 1. Integration and dependencies

*Insert a description and/or visualisation (figure) of the dependencies between the identified service components.*

* 1. Technical service architecture

*Describe the technical service architecture, taking into consideration the following perspectives*:

* *Environmental architecture*
* *Network infrastructure*
* *Hardware*
* *Software / applications*
* *Information*
1. Service acceptance criteria

The service acceptance criteria are based on the results from the requirements analysis and listed in the following table:

|  |  |  |
| --- | --- | --- |
| **Category** | **Acceptance criteria** | **Critical?** |
| **Functional and technical acceptance criteria*** Functionality to be effectively provided by the service
* Other
 |  |  |
| **Availability, continuity and performance-related acceptance criteria** |  |  |
| **Security and data protection-related acceptance criteria** |  |  |
| **Usability-related acceptance criteria** |  |  |
| **Organisational acceptance criteria*** Criteria for effective communication
* Criteria for effective user or support staff training
 |  |  |

Critical acceptance criteria according to the above table are regarded as show-stoppers. That means that, if any of the critical acceptance criteria is not achieved, the deployment of the service to the live environment will be delayed.

|  |  |
| --- | --- |
| **Number of unachieved critical acceptance criteria preventing deployment** | 1 or more |
| **Number of unachieved non-critical acceptance criteria preventing deployment** | *Insert number* |

1. Service transition plan

Following the service transition plan for the new or changed service:

|  |  |  |  |
| --- | --- | --- | --- |
| **Phase** | **Activities and timing** | **Responsibilities (RACI)** | **Links / references to other documents** |
| **Specification, negotiation and agreement** |  |  |  |
| **Development and procurement** |  |  |  |
| **Testing** |  |  |  |
| **Operation with early life support** |  |  |  |
| **Regular operation** |  |  |  |