Helmholtz Cloud Service – Retirement Form

Information about the Offboarding Process in Process Framework:

https://hifis.net/doc/process-framework/3_Service-Portfolio-Management/3.4_Processes-regarding-the-Service-Portfolio/3.4.5_Offboarding-Process/

Field Name	Field Description	Answer
Service Name	Please indicate the service name you want to initiate Offboarding for.	
Offboarding type	Please indicate whether you want to offboard the whole service (for all using centres) or whether you only want to offboard one using centre.	
Using Centres	Please name which centres used the service.	
Offboarding of a using centre	Please name the Using Centre you want to stop providing the service to.	
Reason for Offboarding	Please shortly explain the reason for Offboarding.	
Contact person for Offboarding at Service Provider	Please indicate a contact person on Service Provider side HIFIS can get back to during Offboarding.	
Contact person for Offboarding at using centre	Please indicate a contact person on using centre side HIFIS can get back to during Offboarding.	
Dependencies to other services	Please indicate whether the service has dependencies to other services offered in Helmholtz Cloud. If there are dependencies, please describe them as detailed as possible.	
Deprovisioning	Please indicate which steps you are planning to take for deprovisioning of the service. Please also hand in an information on which user groups are affected by the deprovisioning.	
Backup strategy	Please indicate whether backup strategy information given to HIFIS are still up to date.	
Planned Offboarding date	Please indicate until when you are planning to complete Offboarding.	