Review object content

General

Date	
Review type	Services in Portfolio/ service selection criteria/ Portfolio processes
Reason for review	Regular interval/ ad hoc review + reason
Reviewer(s)	<Name of Person(s) conducting the Review>

Results

Preliminary results	
Recommendations for HIFIS	
Recommendations for service provider(s)	
Final results	
Additional comments	

Approval of Process Framework adaptation (if applicable)

Date	
Approved by HIFIS Steering Committee	

Service Portfolio Review checklist – All services in Service Portfolio

Service Pipeline

Services in Pipeline	Service maturity	All Exclusion Criteria still fulfilled	If criteria are not fulfilled, please name here	Service information/ service description up-to-date	If service information/service description was updated, please name updated fields here	Recommendations	Comment
...	• Pilot service • Fully Integrated service • Helmholtz Cloud Core Service	• Yes • No		• Yes • No			

Service Catalogue

Services in catalogue	Service maturity	If Pilot Service, for which time?	All Exclusion criteria still fulfilled	If criteria are not fulfilled, please name here	Service information / service description up-to-date	If service information/service description was updated, please name updated fields here	Recommendations	Comment
…	• Pilot service • Fully Integrated service • Helmholtz Cloud Core Service	Check whether Pilot services are provided for <1 year	• Yes • No		• Yes • No			

Retired services

Retired services	Data deletion done	Recommendations	Comment
…	• Yes • No, planned for <date>		

Service Portfolio Review checklist – service selection criteria

Exclusion criteria

Exclusion criteria	Change(s) of	Old content	New content	Reason for change(s)	Recommendations	Comment
…	• Criteria name • Criteria description • Criteria type • Possible answers • No changes					

Service Portfolio Review checklist – Portfolio processes

Portfolio processes	Change(s) of	Old content	New content	Reason for change(s)	Technical adaptations required	Recommendations	Comment
…	• Process name • Content of process steps • Order of process steps • Explanation of process step content • Add new process steps • Delete process steps • Responsibilities in process • No changes				• Yes: … • No		

Service Portfolio Review checklist – Plony

Part of Plony	Change(s) of Field	Old content	New content	Reason for change(s)	Technical adaptations required	Recommendations	Comment
...	• <field name>				• Yes: ... • No		