

# Data Product Project Request Information

A template to be submitted when requesting a GCP project can be found here: [Product GCP Request](#)

Make a copy of the template and update the necessary fields.

## Creation of Groups for Project Access

The best practice for managing user permissions on GCP projects is done with Groups.

Prior to making a request for GCP projects, it is first necessary to request access groups to be able to attribute access to the projects. Typically the Application owner should be making the request for groups. This person will become the manager of each group and be able to assign, or delegate access to those working on, and using the project.

The permissions to be requested for the project will vary depending on the types of access on the project.

It is not necessary to provide an exhaustive list of groups when requesting a project, as further access can be requested and granted later upon request, but at least one group should be provided at the beginning for the data engineers and architects to be working on the project.

A generic group for **technical users** (data architects and engineers) can follow the format of `gcp-sl-data-{product_name}-nonprod@solway.com` and `gcp-sl-data-{product_name}-prod@solway.com`. The **Application Owner** should **never** add end users to the technical user group.

At a minimum, the following groups must be requested for production and non production environments with the following naming conventions

Data Architects: `gcp-da-{product_name}-nonprod@solway.com` and `gcp-da-{product_name}-prod@solway.com`

Data Engineers: `gcp-de-{product_name}-nonprod@solway.com` and `gcp-de-{product_name}-prod@solway.com`

Data Viewers: `gcp-dv-{product_name}@solway.com`

**Special Note:** Depending on the users and use cases for the product, other groups may need to be created to segment access to specific datasets. Please refer to [this document](#) for requesting additional access after the project has been provisioned.

Project Managers for the Data Product should be the ones that request the creation of the groups. They will therefore be managers of the groups and be able to add and remove members to the groups based on their role.

## Production Group Access

For the preproduction and production projects. Under normal circumstances, the members of these groups should only contain the **Platform Operations Team** to be able to provide support once in production. The group address for the **Data Platform Operations Team** is `dataops-gcp@solway.com`. This group should be added as a member to both **nonprod** and **prod** groups.

Additionally, it should be considered whether or not business users or other end users will need to have direct access to BigQuery. If this is the case, additional groups should be requested by the **Product Application Owner** and the accesses granted to this group should be limited based on the actions they require. For example, if end users will require the ability to create their own datasets and tables, then these permissions should be requested accordingly. The end user groups should not have broad permissions on the projects like the technical user group. See the attached template above for reference concerning the details.

To request Groups within Service One, follow the guidelines on the [Service One Page for Group Creation](#).

Once the groups have been requested, a request can be made in Service one for the Cloud Operations Team.

## Project Request in Service One

To request a new project in Google Cloud Platform, open Service One here: <https://solway-dwp.onbmc.com/dwp/app/#/itemprofile/602> and select **Request Now**

Then complete the requested fields accordingly. Be mindful to give as many details as possible, as the Cloud Operations Team may respond requiring additional information.

In the **Application** field, search and select **Google Cloud Platform**.

When finished, click **Submit Request**.

Special Note: for any service account keys that are requested, it is the **Application Owner**, as defined in the request template, that will receive the keys. The **Application Owner** will be responsible for transmitting the keys to the appropriate teams. For example, service account keys for **Talend** should go to the developer team, **Dataiku** to the Data Scientist team, **Tableau** to the Dataviz team.

**Title (required)**

Please provide the title of your request.

GCP Project Creation Request

**Description**

Please provide a full description of the requested change.

New GCP projects are require for the following project.....  
See link to attached document in Google Drive for more specific details

**Urgency (required)**

4-Low

**Change Target Date**

Please provide the intended target date for your request implementation

May 31, 2023 5:00 PM

**Business Justification**

Please provide the Business Justification for your request.

[https://docs.google.com/document/d/1zmc82xjilxKH0OwcQqu\\_MQ37A55IBcVPhnEIht4wE/edit#](https://docs.google.com/document/d/1zmc82xjilxKH0OwcQqu_MQ37A55IBcVPhnEIht4wE/edit#)

**Application (required)**

Google Cloud Platform