

Confluence data center end of life



Initiative brief

💡 Readme

* Required information

- Project details
- Phase 1:
 - Envision - High level initiatives
 - First, let's start with the Problem space
- Phase 2:
 - Strategize
- My tasks

Project details

Phase	<input checked="" type="checkbox"/> Envision <input type="checkbox"/> Strategize
Status	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid orange; padding: 2px;">IN PROGRESS</div> <div style="border: 1px solid blue; padding: 2px;">UNDER REVIEW</div> <div style="border: 1px solid green; padding: 2px;">APPROVED</div> </div> <div style="border: 1px solid red; padding: 2px; margin-top: 5px;">NOT APPROVED</div>
Start Date	<p><i>Enter the starting date of your initiative, by clicking on the calendar icon below - when you started to work on different step of the initiative</i></p> <p>11 Apr 2023</p>
Initiative name	yet to be provided
Description of the initiative	<p>Current Scenario:</p> <ol style="list-style-type: none"> 1. Wiki.solvay.com uses Confluence by Atlassian : <ol style="list-style-type: none"> a. Licence: Server Licence (Unlimited users) b. Hosted: PixSoftware (Germany) c. Renewal: via PixSoftware (including addons' licences) d. Annual Cost: ~ 81,000€ (including all licences, hosting, support costs) <p>Atlassian announced that they will be no longer support current server licence and will end any support by Feb 2024.</p> <p>As a result, wiki.solvay.com needs to move to either one of the following:</p> <ul style="list-style-type: none"> • Cloud Licence • Data Center (Pix Software) • Data Center (Solvay) <p>The project aim to</p> <ul style="list-style-type: none"> • Split current Confluence for PO2 by creating 2 instances and migrate the spaces. • Upgrade to the new licence model by replacing the EOL server licence to data center licence. • Reduce the user licence models by granting only user licences to contributor. (unlimited -> 1000 users) <p>Mitigate the impact for the respective teams by providing teams with the same solution.</p>
Domain & Product	

My tasks

- Enter your task here, using « @ » to assign it to a user and « // » to select a due date
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Requested Domain Journey / Platform	<input type="checkbox"/> Platf1- Data & Analytics & AI Platform <input checked="" type="checkbox"/> Platf2 A- Develop, Test & Deploy Platform <input type="checkbox"/> Platf2 B- Multi experience Platform <input type="checkbox"/> Platf2 C- Ent. Business Systems Platform <input type="checkbox"/> Platf3 A- Ecosystem Platform <input type="checkbox"/> Platf3 B- Hybrid & Cloud Platform <input type="checkbox"/> Platf3 C- Intelligent Asset Platform <input type="checkbox"/> Platf4- Info Security and Compliance Platform <input type="checkbox"/> Platf5- Workplace Platform <input type="checkbox"/> Journ1- Digital Customer Journey <input type="checkbox"/> Journ2- Digital Ops & Corporate Enablement Journey <input type="checkbox"/> Journ3- Digital Employee Journey <input type="checkbox"/> Journ4- Prepare the Future & Connected Research Journey <input type="checkbox"/> DTmng3- DT Enablement & Transformation
Involved Domain Journey/ Platform	<input type="checkbox"/> Platf1- Data & Analytics & AI Platform <input checked="" type="checkbox"/> Platf2 A- Develop, Test & Deploy Platform <input type="checkbox"/> Platf2 B- Multi experience Platform <input type="checkbox"/> Platf2 C- Ent. Business Systems Platform <input type="checkbox"/> Platf3 A- Ecosystem Platform <input type="checkbox"/> Platf3 B- Hybrid & Cloud Platform <input type="checkbox"/> Platf3 C- Intelligent Asset Platform <input type="checkbox"/> Platf4- Info Security and Compliance Platform <input type="checkbox"/> Platf5- Workplace Platform <input type="checkbox"/> Journ1- Digital Customer Journey <input type="checkbox"/> Journ2- Digital Ops & Corporate Enablement Journey <input type="checkbox"/> Journ3- Digital Employee Journey <input type="checkbox"/> Journ4- Prepare the Future & Connected Research Journey <input type="checkbox"/> DTmng3- DT Enablement & Transformation
Initiative Ownership	
Digital Technology Partner	@
Product Manager / Service Delivery	TAN, Li-Lian
Roadmap & Key objectives	
Roadmap	Access the defined priorities
2023 Digital Technology Key objective	Part of Run the Business

Priority

Priority 1 : part of Run the Business

Phase 1: Envision - High level initiatives

✔ Do

- Create Envision brief if the initiative is part of the validated roadmap
- Highlight roadmap value
- Request a budget for Strategize if you need one
- [Security scoring](#)
- [RADAR/SENTRI](#)

! Don't

- Request platform resources if the business capability is already identified and clear
- Write portfolio epics, epics and user stories
- Identify squad resources

First, let's start with the Problem space

1.1. Reason

* Why is this initiative proposed today?

Current licence model end of life at Feb 2024 and rejection of TSA be vendor in PO2 framework.

If not done :

- No sustainable communication to Solvay's internal users : HR, Group Security, Solvay Operation System, Procurement, DT and SBS teams are no longer able to share information.
- No more vulnerability patches to Confluence and its add-on.
- PixSoftware can only provide limited support from OS level.

1.2. Benefits

What are the new capabilities expected?

N/A (keep existing solution and capabilities)

What will it replace? Is it a new solution or an existing one?

Confluence will only be replaced with the new licence and adding a new confluence instance for SCo.

1.3. Target users

Who are the future users?

2000 users splitted equally in ECo and SCo. Transversal application used accross functions and GBUs

What is the number of users impacted?

Moving from unlimited user scheme to 1000 users (contributors) per new entity.

What about the Business Needs?

1.4. Value proposition

What is the value of the initiative?

Business Continuity

This is not an exhaustive list:

- HR Wiki
 - (WeShape - Centralized processes and guideline)
- Group Security Wiki
 - Centralizing security policies
- Solvay Operating System
 - Transformation centers - centralizing processes (CEM, PRICING, StarFactory)
- Procurement Portal
 - Centralizing procurement processes
 - Whom to contact
- DT and SBS usages
 - Standard Operating Procedures
 - FAQ, How To, Troubleshooting, Glossary
 - Functional and Technical documentation for teams

1.5. Business goals

How does the product / deliverable align with the business goals?

If the project is not done, potential loss of knowledge and data linked to key operational processes in functions and business.

1.6. Challenges

Are there any challenges in developing the product?

N/A as we keep the existing version of the product serviced by Atlassian

1.7. Business metrics

How will we measure success?

no data loss during migration to new SCo instance

End users from the 2 new entities can access their respective content

1.8. Cybersecurity

Please duplicate [this template](#) and contact the SIP team in order to get your corresponding folder. Then, for the envision phase, answer to the initiative card tab and to the 7 high-level questions in the "Security Scoring" tab. These questions will help the SIP team to determine the level of cybersecurity & compliance support you will need. Please contact the team by email: @SIP_team@solvay.com

1.9- Involvement of Data Domains

If your initiative is working with data, please select the domain which is impacted:

- Marketing & Sales (for examples: Customer & Market segment / Price conditions & CMIR)
- Supply Chain Management (for examples: Routes & Rates)

- Procurement (for examples: Master data: Vendors, Contracts, Material (Group)/ Reference Data: Payment terms, Structures)
- Finance (for examples: Management (MAC)/ Financial (FAC)/ Treasury)
- HR (for examples: HR Master Data (Employee, Personal, Identity))
- Industrial (for examples: BOM, Asset Hierarchy, MES Tag, Process Batch)
- R&I (for examples: Products, Equipments/ Projects)
- Structures & shared referential (for examples: Structures/ Shared referential data/ Finished goods)
- Sustainability

1.10. Up to investment

What is the coherent time to commit on the initiative?*

Estimated Delivery phase start date*	Estimated Delivered end Quarter*
01 Nov 2023	January 2024

What is the coherent money to commit on the initiative?*

	2023 (in K€)*	2024 (in K€)*	2025 (in K€)
Estimated size of investment (high level)	20	5	

What is the coherent run and build commit on the initiative?

215 K euros

- maintenance
- infrastructure
- FTE
- Sales provider
- licences
- other: please explain

Please add here the required envelop needed to work on the strategize phase - if needed (maximum 40k€) :

N/A

1.11. Resources

What skills and talents do we need?

Darren Ong (technical expert) / Benard Kee (technical expert) / Gauthier Blesbois (Project Manager) / SSO team

1.12. Methodology to apply (refer for Accolade)

Do you think your initiative will best cope with a waterfall or agile methodology?

- Full Agile
- Waterfall
- Partly Agile (mix of both)
- I do not know at this stage

If the initiative will be done in Agile methodology, please contact during the strategize phase [Nicolas LOVAGNINI](#)

Phase 2: Strategize

Do

- Identify portfolio epics and epics within each portfolio epics
- Create a document / slide / spreadsheet to build your epics and put a link in the brief
- Estimate experts and budget by portfolio epics or by increment
- Show SMART KPI (Specific, Measureable, Achievable, Relevant, and Time-Bound)
- Evaluate the impact on Solvay One Planet objectives

Don't

- Identify squad resources (naming)
- Write user stories

Now, we can move on to the Solution space

2.0 Scope / Deliverables

What is your list of scope if waterfall initiatives (technical, functional & organizational) / deliverables foreseen? What are your list of Epics if Agile initiatives?

2.1. Actions to complete

Mandatory actions * (please contact them together if possible)		
Description of the action / task	Contact	Document & examples (please make your own copy and insert new link here)
<input type="checkbox"/> Contact each relevant pool lead to book resources in the capacity planning tool <input type="checkbox"/> check once done to inform the contact ARPIN, Florine 06 Jan 2023	ARPIN, Florine	Complete Capacity planning tool
<input type="checkbox"/> Complete Accolade <input type="checkbox"/> check once done to inform the contact Claire Bazin 06 Jan 2023	Claire Bazin	Complete Accolade

<p>Review with Enterprise Architect the actual solution answering the objective</p> <p><input type="checkbox"/> check once done to inform the contact Françoise BERGAME 06 Jan 2023</p>	<p>Françoise BERGAME (Structure)</p>	<p>Complete Architecture Impact Analysis (AIA)</p> <p>ARB & AIA</p>
<p>Check you have confirmed the involvement of each platform</p>		<p>Revert to SDM of each Platform</p>
<p>Identify security needs (Confidentiality, Integrity, Availability) and define security measures to be implemented by the initiative team</p> <p><input type="checkbox"/> check once done to inform the contact Benjamin POISSONNET 06 Jan 2023</p>	<p>Benjamin POISSONNET</p>	<p>Complete the security questionnaire in "SIP Support tool"</p>
<p>Support for budget estimation (via the Workload & Cost), Financial evaluation (Total Cost of Ownership over 10Y), saving validation</p> <p><input type="checkbox"/> check once done to inform the contact Sérgio Serafim 06 Jan 2023</p>	<p>Sérgio Serafim</p>	<p>W&C: to be filled in to Accolade in preparation phase</p> <p>TCO over 10Y:</p> <p>xxxx - Business Case /Financial evaluation 10Y</p>
<p>Data Governance: if data is required, please identify the business objects in each domain (refer to envision phase)</p> <p><input type="checkbox"/> check once done to inform the contact Philippa de Glanville 06 Jan 2023</p>	<p>Philippa de Glanville</p>	<p>Data Governance Strategise for Initiative Briefs</p>
<p>Optional</p>		
<p>If any relation needed with a supplier</p> <p><input type="checkbox"/> check once done to inform the contact BLANCHER, Alexis 06 Jan 2023</p>	<p>BLANCHER, Alexis</p>	
<p>If it concerns a key supplier, a sourcing strategy has to be defined</p> <p><input type="checkbox"/> check once done to inform the contact Isabelle Auboeuf 06 Jan 2023</p>	<p>Isabelle Auboeuf</p>	
<p>If conformity by design is required</p> <p><input type="checkbox"/> check once done to inform the contact Emmanuelle Bureau 06 Jan 2023</p>	<p>Emmanuelle Bureau</p>	<p>GMP (pharma), ISO</p>

2.2. Users needs

What do users dislike about the current solution?

Applicable when a new solution is developed

What tools or features do your users wish to have?

What value will it add to the user's lives?

What alternative do we have?

2.3. Overall Service Delivery Management for a project

A standardised process for creating and introducing services. It may sound basic, but Service Design and Introduction should be considered at the very beginning of the project.

- Moving through the various project stages from Envision, strategize (requirements gathering) to planning, delivering value and testing before deploying the service.
- Embedding service introduction activities into project delivery, with defined success criteria at each stage avoids a re-work which can negatively impact the project in terms of time, cost and quality.

Who is the service owner?

What is the target?

Which platform will maintain the new service?

2.4. Risk Analysis

What are the risks (refer to Risk analysis matrix in Accolade)?

2.5. Solvay One Planet Objectives

What is the qualitative assessment of Hardware/ Data processing/ Project's contribution to Solvay One Planet?

- Is the business ambition you will support improving or not sustainability?
- Will you increase or decrease the number of hardware we need to operate? How much?
- Will you generate or transfer an important amount of data, especially videos? How much?