

Services Offering Description
CMA-MLX-PP

**METALOGIX ESSENTIALS PREPAID DEPLOYMENT
ASSURANCE STANDARD (5 DAYS) - Remote**

This document states the planned activities, technical requirements, and other terms for the Services Offering stated above.

PLANNED ACTIVITIES

As time permits during the number of Days stated above (each “Day” is eight hours) Quest plans to perform some or all of the following services (“Activities”) in connection with the Software product stated below (the “Software Service”), and 8 hours of Project Management:

Software Services will be applied to one of the following.

Software Service	Migration	Use Cases
Content Matrix Deployment Assurance – On-Prem to On-Prem (5 Days Consult/1 Day PM)	Up to 10 GB	Up to 5
Content Matrix Deployment Assurance – On-Prem to O365 (5 Days Consult/1 Day PM)	Up to 10 GB	Up to 5
Content Matrix Deployment Assurance – Blogs and Wikis Edition (5 Days Consult/1 Day PM)	Up to 10 GB	Up to 5
Content Matrix Deployment Assurance – eRoom Edition (5 Days Consult/1 Day PM)	Up to 10 GB	Up to 5
Content Matrix Deployment Assurance – File Share Edition (5 Days Consult/1 Day PM)	Up to 10 GB	Up to 5
Content Matrix Deployment Assurance – Public Folder Edition (5 Days Consult/1 Day PM)	Up to 10 GB	Up to 5
Content Matrix Deployment Assurance – SharePoint Edition (5 Days Consult/1 Day PM)	Up to 10 GB	Up to 5

PROJECT INITIATION MEETING & DOCUMENTATION

The project initiation meeting is conducted first and is intended to introduce Customer’s and Quest key project members and to review the project objectives, scope, requirements, and timelines.

The project initiation meeting includes things such as:

Verify and validate environment readiness

- Finalize logistics including scheduling, remote access requirements and web conferencing needs
- Confirm specific use cases that we would want to collaborate on during the deployment assurance engagement.

INSTALLATION PHASE

An Installation phase typically includes:

Assistance with the installation of Content Matrix components and services

- Install and validate the Content Matrix
- Determine sources and destinations to be connected and ensure they are accessible

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- Create and verify the connections (Maximum of 1 connection will be added in initial installation)

IMPLEMENTATION PHASE

An Implementation phase typically includes:

- Adjust the configuration settings to fit your specific environment, requirements and needs as per User Case defined scenarios

KNOWLEDGE TRANSFER

A Knowledge Transfer phase typically includes:

- Common uses and key features of Content Matrix
- General administration tasks specific to the product itself
- Overview of the user interface
- Walk-through of the functionality of the available Content Matrix modules
- Demonstrate creation and configuration of a job
- Demonstrate monitoring of jobs
- Demonstrate how to Analyze and troubleshoot completed jobs
- Best practices

OTHER TERMS

You agree to cooperate with Quest in its delivery of the Services and to the following responsibilities:

- Ensure that the existing infrastructure and hardware configuration of your environment is sufficient to support the products to be implemented
- Commit a technical resource on a full time basis to provide us with the assistance required
- Provide project team members with suitable business expertise, technical expertise, and decision making authority to ensure efficient project progress
- You will secure and prepare the necessary hardware and pre-requisites, as listed in the System Requirements (Product Installation / QuickStart Guide) prior to the Remote session
- All activities will be performed remotely utilizing Quest provided web and voice conferencing
- Some activities may be performed during a “pre call” that could be required prior to the beginning of the scheduled engagement

The information above is a general description of software consulting services that Quest may provide during the services engagement. The actual services to be provided will be as stated in the order for such services.