



Exhibit 3.4

Reports Matrix

Effective July 1, 2023

VA-151028-MCI: Modification 5L

**COMMONWEALTH OF VIRGINIA
VIRGINIA IT AGENCY (VITA)
SUPPLIER STRATEGY AND PERFORMANCE DIVISION**

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1.0 Introduction

This Exhibit contains a summary description of the format, content, and frequency of key reports required by VITA. This Exhibit may not include all reports currently provided by the In-Scope organizations or otherwise requested or required pursuant to the Agreement. However, the Supplier is required to provide any and all such reports regardless of their inclusion in this Exhibit.

The Supplier will continue to work with VITA to determine any key reports required as part of the Agreement.

Verizon Agrees and will comply.

2.0 Cross Functional Services Reports

Report Category	Report Name	Description	KPI Examples	Frequency
Project Management	Weekly Project Management Report	<p>Report on the status of all open projects and projects closed during the week.</p> <p>Report the status of each project to the requestor on a periodic basis as agreed with the requester.</p>	<ul style="list-style-type: none"> Number of Projects (e.g., new, completed, in progress) Risks and Issues – open and closed Schedule, scope and budget status – actual vs. estimated Overall status 	<p>Weekly; no later than the last Business Day of the week after the measurement period</p> <p>Ad hoc and/or Portal</p> <p>SUSPEND</p>
Project Management	Project Management Performance	<p>Report related to project and project management performance including:</p> <ul style="list-style-type: none"> Project performance to schedule (major milestones and completion) Project performance to budget Major Project Issues Major Project changes 	<ul style="list-style-type: none"> Number or percentage of projects on schedule and on budget (actual vs. planned) Assessment of value delivered for completed projects (actual vs. planned) 	<p>Monthly; no later than the last Business Day of the first week following the end of the measurement period</p> <p>Ad hoc and/or Portal</p>

Report Category	Report Name	Description	KPI Examples	Frequency
			<ul style="list-style-type: none"> Post implementation reviews conducted and results of same 	SUSPEND
Project Management	Project Slippage Report	Report related to projects not currently meeting their task deadlines and milestone dates, or that are over budget: <ul style="list-style-type: none"> Project performance to schedule (major milestones and completion) Project performance to budget 	<ul style="list-style-type: none"> Number of projects behind scheduled or over budget 	Monthly; no later than the last Business Day of the week after the measurement period (i.e., the report for the month of July is due no later than the end of the first week in August) Ad hoc and/or Portal SUSPEND
Strategy Analysis	Internal Strengths and Weaknesses	Review of internal strengths and weaknesses through an internal analysis.	Internal analysis should include the following: <ol style="list-style-type: none"> Existing service analysis (operational and planned services) Cost of services and ROIs (if applicable) Efficiency and effectiveness of day-to-day operations Existing resources and capabilities Existing and planned projects 	Annual full review with quarterly incremental updates based on changing conditions. SUSPEND

Report Category	Report Name	Description	KPI Examples	Frequency
			f.) Organization's business strategy g.) Existing technologies	
Strategy Analysis	External Opportunities and Threats	Analyze the opportunities and threats and how they will develop in the future.	The external analysis should include the following: a.) Customers (who the customers are and what challenges they are facing) b.) Partners (who the partners are and what their strengths and weaknesses are) c.) Competitors (how the competitors have differentiated themselves and whether they have found a more cost-effective way of doing things) d.) Political factors (how the current practices are impacted by political changes) e.) Economic factors (what the economic forecast is and how it will impact the current situation) f.) Technology trends (How technological innovation will affect the IT service providers' products, services, or operations) g.) Legal, regulatory, and legislative requirements (how	Annual full review with quarterly incremental updates based on changing conditions. SUSPEND

Report Category	Report Name	Description	KPI Examples	Frequency
			new legislations impact the way service providers conduct business) h.) Industry benchmarks	
Strategy Analysis	Market Spaces	Document current and new market spaces that were identified during the internal and external assessment.	<ul style="list-style-type: none"> • Unserved or underserved market spaces • Market spaces best served by the current service assets • Market spaces to avoid with the existing service assets • Investment priorities based on the service providers' potential to service the market space • Strengths, weaknesses, opportunities, and threats in each market space 	Annual full review with quarterly incremental updates based on changing conditions. SUSPEND
Strategy Analysis	Strategy Success	The success of the strategy should be measured from a number of different points of view.	<ul style="list-style-type: none"> • Business outcome • Service management processes (see other reports in this Exhibit) • Performance of services and deviations from forecasted results • Organizational learning • Plans (time and budget) • Effectiveness of identified patterns of actions • Adherence to policies 	Annual full review with quarterly incremental updates based on changing conditions. SUSPEND

Report Category	Report Name	Description	KPI Examples	Frequency
			<ul style="list-style-type: none"> ROI targets for each service 	
IT Technology Planning	Technology Advances	Report related to new technology advances and evolutions applicable to the ITISP environment (uses data from MSI and Service Tower Suppliers)	<ul style="list-style-type: none"> Timely development of new services to meet the business objectives Percentage or number of strategic objectives that are met 	Annual
IT Technology Planning	Regulatory Issues and Changes	Report and analysis of regulatory issues and changes that could affect the ITISP environment directly or indirectly	<ul style="list-style-type: none"> Issues and changes opened, stoplight status, escalated, and closed 	Annual
IT Technology Planning	Software Life	Report on upcoming software releases and end-of-support dates for ITISP Software	<ul style="list-style-type: none"> Issues and changes opened, stoplight status, escalated, and closed 	Quarterly SUSPEND
IT Technology Planning	Software Licensing	Report on ITISP Software license renewal dates	<ul style="list-style-type: none"> Issues and changes opened, stoplight status, escalated, and closed 	Quarterly SUSPEND
Financial Management		Refer to Section 4 of this Exhibit.		

Report Category	Report Name	Description	KPI Examples	Frequency
Service Portfolio Management	Portfolio: Potential Improvements	Report on potential improvements to the portfolio of Tower Services, gathered from Service Towers Suppliers and including Customer feedback	<ul style="list-style-type: none"> • Number of incidents caused by inaccurate or incomplete service packages • Number of changes made to service packages and SLPs after baseline/approval • Number of service portfolio audits/reviews conducted (actual vs. planned) • Number of differences discovered between actual and documented services (related to retired services, operational services, and planned services) 	Quarterly SUSPEND
Service Portfolio Management	Portfolio-Portfolio Health	<p>Quarterly - Report on the requests received, incidents logged, problems identified, and current performance of Catalog Services compared to the SAS tool analysis or expected results during implementation</p> <p>Proper identification of incorrect or incomplete service packages and recommendation for corrective actions.</p> <p>Annually - Report on number of changes made to service packages and SLPs after baseline/approval. Number</p>	<ul style="list-style-type: none"> • 	<p>•Quarterly update due last business day of the quarter.</p> <p>•Annually with in depth analysis due on the December 15</p> <p>SUSPEND</p>

Report Category	Report Name	Description	KPI Examples	Frequency
		of service portfolio audits/reviews conducted (actual vs. planned)		
Service Portfolio Management	Portfolio: Pipeline priorities	View of top 20 services in the process of proposal, design, approval, transition to operations or transition out of operations.	<ul style="list-style-type: none"> Status of each and next steps, owner, date targets, issues. Refer to VITA service Portfolio & Lifecycle Management process. 	Monthly update due last business day of month. Quarterly update due last business day of the quarter. SUSPEND
Demand Management	Tower Service Consumption	Report on predicted and actual consumption of Tower Services. Include patterns of business activity, identify trends and risks that may cause demand to exceed available Tower Service capacity	<ul style="list-style-type: none"> Percentage of User Profiles(UP) and Patterns of Business Activity (PBAs) that are defined for each service, and those that are inaccurate 	Quarterly update due last business day of quarter. Annually with in depth analysis due on last business day before December 15. SUSPEND
Demand Management	Tower Service Consumption	Report that tracks and analyzes patterns of business activity and Tower Service consumption history on an annual and seasonal basis	<ul style="list-style-type: none"> Percentage of PBAs that have been translated into work load information by capacity management Customer satisfaction 	Quarterly update due last business day of quarter. Annually with in depth analysis due on last business day before December 15. SUSPEND
Complaint Management	Complaint Tracking	Automated report of Complaints from Customers regarding MSI, STS, Third Party Vendor, etc. as designated by VITA. Information on each complaint will contain, at a minimum:	<ul style="list-style-type: none"> Percentage reduction in the number of complaints Percentage reduction in the number of escalations 	Monthly SUSPEND

Report Category	Report Name	Description	KPI Examples	Frequency
		<ul style="list-style-type: none"> • User name and business unit of Customer submitting the Complaint • Complaint ID • Complaint description • Date of complaint • Time of complaint • Source of complaint (department, function, and individual name) • Nature of complaint • Impact, urgency, and priority • Reference • Validation comments • Received and validated by • Actions taken (if any) • Resolution date 		
Complaint Management	Open Complaint Status	Report on status of corrective actions taken to address open complaints	<ul style="list-style-type: none"> • Complaints open, stoplight status, escalated, and closed with customer agreement 	Ad hoc, monthly summary SUSPEND
Feedback	Customer Feedback (General)	Report of all feedback given by Customers	<ul style="list-style-type: none"> • Percentage of business requirements that are documented and signed off • Improvement in customer satisfaction levels 	Monthly Ad hoc SUSPEND
		Process durations, status, and volume report	<ul style="list-style-type: none"> • Priority ranking, open requests by lifecycle step, stoplight status, escalated, risks, issues, and closed with customer agreement 	Ad hoc, monthly SUSPEND

Report Category	Report Name	Description	KPI Examples	Frequency
		Report the use and frequency of non-standard alternative solution designs to VITA and ITISP Governance.	<ul style="list-style-type: none"> Services by type, counts, reasons for not using standard alternatives, open requests by lifecycle step, stoplight status, escalated, and closed with customer agreement 	
Process monitoring	Process	Process effectiveness and satisfaction KPIs	<ul style="list-style-type: none"> Reduction in the number of subsequent revisions of the content of SDPs (accuracy) Percent increase in the number of successful new or changed services in terms of outcomes, quality, cost, and timeliness Customer satisfaction score for each new or changed service Percent increase in the number of transitioned services that consistently achieved the agreed-upon service level targets 	SUSPEND
Service Fulfillment	Service Fulfillment Benchmarks	Report on the fulfillment of Service Requests and Service Catalog orders to identify: <ul style="list-style-type: none"> Benchmark information (including, but not limited to cost, recurring cost. Approved/closed for those open. # of items created vs total number fulfilled and total 	<ul style="list-style-type: none"> 	Monthly SUSPEND

Report Category	Report Name	Description	KPI Examples	Frequency
		<p>number of items in the catalog. Hours, fulfillment time) for expectation setting with Customers</p> <ul style="list-style-type: none"> • Misaligned incentives of Service Towers and orders and requests from Customers • Standard delivery times for Standard Services and Standard Solutions. 		
Process monitoring	Process	Process effectiveness and satisfaction KPIs	<ul style="list-style-type: none"> • Number of services defined in the service portfolio • Percentage increase in the number of services defined and managed in the service catalog • Differences discovered between the defined service catalog and reality (in terms of services and attributes) • Business awareness of the service catalog (survey) • Percentage of services that have documented risks 	<p>Ad hoc, monthly</p> <p>SUSPEND</p>
Continual Service Improvement	OLM Performance	Report on the performance of Operating Level Measures (OLM) as established with Suppliers to VITA and ITISP governance.	<ul style="list-style-type: none"> • 	<p>Quarterly</p> <p>SUSPEND</p>

Report Category	Report Name	Description	KPI Examples	Frequency
Continual Process Improvement Plan Implementation	Implemented Service Improvements	Progress on implementing Service Improvement Plans.	<ul style="list-style-type: none"> Percentage of service improvements implemented (process improvements implemented vs. service improvements planned) 	SUSPEND
Process monitoring	Process, in addition to Exhibit 3 Reporting and Service Level Management	Process effectiveness and satisfaction KPIs	<ul style="list-style-type: none"> Number or percentage of SLA targets met Number or percentage of SLA targets missed Percentage increase/decrease in the customer satisfaction rating Percentage increase/decrease in the number of customer complaints Percentage of the total IT services covered in the SLA 	<p>Monthly update due last business day of month. Quarterly update due last business day of quarter. Annually with in depth analysis due on last business day before December 15.</p> <p>SUSPEND</p>
Availability	Outage report – All Towers	Report on all outages, including impact assessments, root causes, related known errors/issues	<ul style="list-style-type: none"> Percentage of incidents caused by existing problems or known errors Mean Time To Restore Service (minutes) Critical time failure (minutes); i.e., system unavailability during critical times Percent reduction in critical time failures 	<p>Weekly</p> <p>SUSPEND</p>

Report Category	Report Name	Description	KPI Examples	Frequency
Availability	Current and Historical Availability	<p>Report on current and historical availability metrics with a 12 month rolling forecast. Report will include:</p> <ul style="list-style-type: none"> • Mean time between failures • Service Availability and Unavailability for Business Functions. • Major Availability incidents (including impact) • Service Outage Reports • Planned versus actual downtime • Customer complements and complaints, related to availability and quality of service 	<ul style="list-style-type: none"> • Percentage of incidents that were resolved without impacting business • Percentage of events indicating availability issues • Number of major incidents for each IT service • Percentage of problems resolved within SLA • Number of repeated incidents (by service) • Percent reduction in the unavailability of IT services and IT infrastructure components • Percent increase in the reliability of services and components • Percent reduction in revenue due to unavailability • Reduction in service outages (as a result of 	<p>Monthly</p> <p>SUSPEND</p>

Report Category	Report Name	Description	KPI Examples	Frequency
			using the CMDB to identify impact)	
Business Continuity	Customer Summary	Report consisting of: <ul style="list-style-type: none"> Customer name, Point of Contact, Locations, other relevant Customer data Single Point of Contact for MSI, Tower Suppliers, VITA for that Customer Mission Essential Functions, Primary and Secondary Business Functions, RTO and RPO for each Business Function Service Configuration Items mapped to Business Functions Defined recovery activities Other dependencies Dates that information was last updated or validated by Customer 	<ul style="list-style-type: none"> 	On Demand SUSPEND
Business Continuity	Disaster Recovery Test, preliminary results	Report that includes preliminary results of disaster recovery tests, including: <ul style="list-style-type: none"> Customer, related Mission Essential Functions and Business Functions, Systems tested (specific servers, applications, networks, etc.) Tests performed Test not performed, including reason for test not being done Results achieved 	<ul style="list-style-type: none"> Delay in ITSCM testing (against the schedule) 	STS and COV Agencies Within 7 days of disaster recovery test execution (or scheduled date if test was not executed) SUSPEND

Report Category	Report Name	Description	KPI Examples	Frequency
		<ul style="list-style-type: none"> Preliminary comparison of the results to the measures and goals identified in the respective IT Service Continuity plans 		
Business Continuity	Disaster Recovery Test, formal results	<p>Report that includes detailed results of disaster recovery tests, including:</p> <ul style="list-style-type: none"> Customer, related Mission Essential Functions and Business Functions, Systems tested (specific servers, applications, networks, etc.) Tests performed Test not performed, including reasons for test not being done Results achieved Comparison of the results to the measures and goals identified in the respective IT Service Continuity plan Feedback from Users as to the adequacy of continuity for their respective areas Feedback from Service Towers as to the adequacy of IT Service Continuity Plan, test execution, Customer's expectations, etc. Plan and schedule, agreed with all Service Towers, to remediate any IT Service Continuity issues identified during testing 	<ul style="list-style-type: none"> Delay in ITSCM testing (against the schedule) 	<p>Within 20 days of disaster recovery test execution (or scheduled date if test was not executed)</p> <p>SUSPEND</p>

Report Category	Report Name	Description	KPI Examples	Frequency
Business Continuity	BCP: Gap Analysis	Results of gap analyses, performed at request of VITA or Customers, of the Integrated IT Service Continuity Plan against good industry practice (e.g. Business Continuity Institute www.thebci.org) and Customer's recovery objectives and requirements.	<ul style="list-style-type: none"> 	Monthly - Due on the 3rd Thursday of each month SUSPEND
Process Monitoring	ITSCM Process Report	Process effectiveness and satisfaction KPIs Using CMDB Database identifying DR subscription services	<ul style="list-style-type: none"> Number or percentage of services not covered in the ITSCM plan Delay in ITSCM testing (against the schedule) Number of audit gaps found in the ITSCM process Overall reduction in the risk and impact of the possible failure of IT services 	Quarterly SUSPEND
Process Monitoring	Capacity Analysis	Report that identifies Capacity problems. Includes current resource utilization, trends, forecasts, and exceptions (including those provided by the Service Tower Suppliers).	<ul style="list-style-type: none"> Report all KPI's associated and actions to take in response to the current metrics 	Monthly SUSPEND
Process Monitoring	Process-Capacity	Process effectiveness and satisfaction KPIs	<ul style="list-style-type: none"> Percentage reduction in business disruptions caused by a lack of adequate IT capacity Percentage reduction in the number of SLA breaches Accuracy of forecasts of actual expenditure vs. planned expenditure (capacity related) 	Monthly SUSPEND

Report Category	Report Name	Description	KPI Examples	Frequency
			<ul style="list-style-type: none"> Number of incidents related to capacity Number of unplanned purchases of capacity- and performance-related hardware 	
Process Monitoring	Capacity Plan	Annual Capacity Plan that includes all STS's	<ul style="list-style-type: none"> 	Monthly and Quarterly SUSPEND
Security Management	Security Assessment Report	Report on compliance of services and systems with VITA Rules. Includes remediation steps for non-compliant services or systems. (See Section 4.7.2 Security Assessments in Exhibit 2.1).	<ul style="list-style-type: none"> Percentage increase/decrease in the number of non-conformances of the information security policies (audit related) Percentage increase in SLA conformance (related to information security) 	Monthly SUSPEND
Security Management	Applicable Security Requirements	Report available to each Customer detailing the Security Requirements that are being applied to the Customer's systems.	<ul style="list-style-type: none"> 	Monthly SUSPEND
Security Management	Security Clearance Status Review	Report on results of monthly assurance reviews to determine that all Supplier and Service Tower Supplier staff allocated to Customer's services have up-to-date security clearance, including background checks in compliance with Customer policies.	<ul style="list-style-type: none"> 	Monthly SUSPEND

Report Category	Report Name	Description	KPI Examples	Frequency
Security Management	Security Remediation Status Reports	Current status of all on-going, security-related work and identified actions(e.g., from POAMs)	<ul style="list-style-type: none"> Number of improvements (security related) planned and implemented 	Monthly SUSPEND
Security Management	Emerging Threats	Report that highlights emerging threats and the status of known risks.	<ul style="list-style-type: none"> 	Monthly SUSPEND
Security Management	Security Incidents Summary	Report of Security Incidents that occurred	<ul style="list-style-type: none"> Percentage increase/decrease in security incidents/breaches 	Monthly SUSPEND
Security Management	Security Incident Management Response	Detailed information on the Security Incident Management response for each Security Incident	<ul style="list-style-type: none"> 	Monthly SUSPEND
Risk Management	Risk Monitoring, Identification and Assessment	Report includes: <ul style="list-style-type: none"> Risks, including the service impact assessment, arising from the activities of the Supplier and Service Tower Suppliers in the delivery of the end-to-end services. Trends, changes and emerging risks 	<ul style="list-style-type: none"> 	Weekly Monthly Quarterly Annually SUSPEND
Risk Management	Risk Mitigation Activities	Report on activities of the Supplier and Service Tower Suppliers to address any control weaknesses identified in the assurance activities detailed in Section 4.8 of Exhibit 2.1).	<ul style="list-style-type: none"> 	Monthly Quarterly Annually SUSPEND

Report Category	Report Name	Description	KPI Examples	Frequency
Risk Management	Formal Risk Assessment	<p>Report will, at a minimum, include:</p> <ul style="list-style-type: none"> Assets <ul style="list-style-type: none"> Asset name Asset category Asset owner Risk assessment <ul style="list-style-type: none"> Risk analysis (threats and vulnerabilities) Business impact Likelihood Risk evaluation Risk treatment (controls) <ul style="list-style-type: none"> Risk appetite Risk mitigation <p>Controls</p> <ul style="list-style-type: none"> Risk residual 	<ul style="list-style-type: none"> 	<p>Monthly Quarterly Annually</p> <p>SUSPEND</p>
Issues Management	Services Issues Report	Status of major pending issues, Status of Improvement Action Plans, Report of major changes to the environment having an unforeseen impact on costs or utilization	<ul style="list-style-type: none"> Number of issues for each IT service tower Percentage of issues resolved 	<p>Weekly; no later than the last Business Day of the week after the measurement period (i.e. the report for the first week of July is due no later than the last Business Day of the second week of July) Ad hoc</p> <p>SUSPEND</p>

Report Category	Report Name	Description	KPI Examples	Frequency
Service-Level Management	Monthly Service Level Performance Report	Comparison of actual results vs. Service Level requirements as prescribed in <u>Exhibit 3 (Reporting and Service Level Management)</u>	<ul style="list-style-type: none"> • Number or percentage of SLA targets met • Number or percentage of SLA targets missed • Percentage increase/decrease in the customer satisfaction rating • Percentage increase/decrease in the number of customer complaints 	Monthly; on or before the 20th of the month following the measurement period (i.e. July measurement report will be due no later than the 20th Day of August) SUSPEND
Service-Level Management	Incidents Closed Within 30 Days	Report measures the percentage of Incidents closed in 30 days or less.	Tickets closed in 30 days or less	Monthly
Service-Level Management	Tickets successfully closed without being reopened (Incidents and Service Requests)	Report measures the percentage of Tickets (Incidents and Requests) that are closed without being reset to "open" status following an improper assignment of Resolved status.	Tickets include Incidents and Service Requests maintained in KSE	Quarterly
Service-Level Management	Service Requests open greater than 20 days	Report measures the percentage of Service Requests that are Open past due for 20 or more days.	All service requests open 20 days past the due date agreed upon in the CSLAF Table	Quarterly
Service Level Management	Security and Vulnerability	Security and Vulnerability Non- Critical Patching Report	This SLA measures the percentage of items where a patch was successfully applied within 90 days of the patch becoming available for any	Quarterly

Report Category	Report Name	Description	KPI Examples	Frequency
			<p>Vulnerability identified by Tenable scanning with a CVSS (Common Vulnerability Scoring System) score below 7.0.</p> <p>If the item has an unpatched Vulnerability with a CVSS score below 7.0 that has a patch that has been available for at least 60 days at the time of the scan, the item will be counted as a miss for that performance period. Items will continue to report in any subsequent measurement period where they again scanned and were found to have the same vulnerability that has remained unpatched.</p> <p>An item is not considered as passing the SLA unless all identified vulnerabilities with a CVSS score of 7.0 or greater with a patch that has been available for at least 60 days at the time of the scan have had the patch/patches successfully applied.</p>	
Service Level Management	On-Time Report Delivery	List of Required Reports delivered on time		Quarterly

Report Category	Report Name	Description	KPI Examples	Frequency
Incident Management	Open Incident Report	Report that provides a summary of all open Severity Level 1, 2, 3 and 4 Incidents and details for Severity Level 1 and 2 service affecting occurring in the previous 24-hour period	<ul style="list-style-type: none"> Percentage of incidents resolved by service desk in the previous 24-hour period 	Daily; for review in the daily operational review meetings of the events in the previous 24-hour period SUSPEND
Incident Management	Monthly Incident Management Report	Trending and Categorization Reports for all incidents which include: days open by severity, trends by top closing codes, trends by VITA customer, etc.	<ul style="list-style-type: none"> Mean time to resolve incidents Percentage of incidents resolved by service desk Percentage of incidents incorrectly assigned Percentage of incidents reopened Number of major incidents for each IT service User satisfaction survey score - incidents Number of incidents incorrectly categorized 	Monthly; on or before the 15th Business Day of the month following the measurement period SUSPEND
Problem Management	Root Cause Analysis (RCA) Report	<p>Details of the results of each Root-Cause Analysis (RCA) performed by VITA or Supplier</p> <p>Includes the nature of the incident and plans to prevent or avoid future incidents</p>	<ul style="list-style-type: none"> Percentage of incidents reduced due to elimination of root cause Percentage of incidents closed by first line support using the KEDB Percentage of accuracy of the KEDB (from database audits) Number of repeated incidents (by service) 	Within 8 business days of the associated problem and Monthly summary of outstanding RCAs due the 15th Business Day of the following month SUSPEND

Report Category	Report Name	Description	KPI Examples	Frequency
			<ul style="list-style-type: none"> Percentage of problems resolved within SLA User satisfaction ratings - RCSs 	
Availability Management	Availability Reports	A variety of reports necessary to depict the availability of the MSI infrastructure and where specific VITA Customer reporting related to availability is currently reported, continuing that reporting	<ul style="list-style-type: none"> Mean Time To Restore Service (minutes) Critical time failure (minutes); i.e., system unavailability during critical times Percent reduction in the unavailability of IT services and IT infrastructure components 	Monthly; on or before the last Business Day of the month following the measurement period (i.e. July measurement report will be due no later than the last Business Day of August)
Request Management	Request Management Performance Report	Monthly report of Service Requests including acknowledgement, scheduling, request completion, past due requests, etc.	<ul style="list-style-type: none"> Percentage of service requests completed within SLA Number of service requests recorded for a specific period Mean time taken to handle service requests Average costs per request fulfillment Percentage of self-service requests compared to total number of service requests User satisfaction score for handling of service requests 	Monthly; no later than the 15th Business Day of the month after the measurement period SUSPEND

Report Category	Report Name	Description	KPI Examples	Frequency
Configuration Management	Configuration Management Performance Reports	Report related to updates and profile of the Configuration Management Database	<ul style="list-style-type: none"> Percentage of CIs that are not included in the CMS compared to the actual CI in the IT infrastructure Number of unauthorized configurations found during audits 	Quarterly; on or before the last Business Day of the month following the measurement period (i.e. July measurement report will be due no later than the last Business Day of August) SUSPEND
Asset Management	Asset Management Reports	Asset Management report that provide a profile of resources utilized in delivery of services.	<ul style="list-style-type: none"> Number of issues and incidents related to assets (e.g., licenses) 	Quarterly; on or before the last Business Day of the month following the measurement period (i.e. July measurement report will be due no later than the last Business Day of August) SUSPEND
Security Management	Unified Threat Management Report	Threat management report which will include a view of intrusions, threats, vulnerabilities, failed logins and other brute-force attempts to access the system, scheduled assessments, scheduled updates	<ul style="list-style-type: none"> Percentage increase/decrease in security incidents/breaches Percentage increase/decrease in the number of non-conformances of the information security policies (audit related) 	Monthly Due date must be the first Friday following the reporting period SUSPEND

Report Category	Report Name	Description	KPI Examples	Frequency
			<ul style="list-style-type: none"> • Number of improvements (security related) planned and implemented • Number of access requests processed (per day/week) • Percentage of access requests automated • Number of security breaches caused by incorrect access settings • Average time taken to process an access request • Number of audit findings that discovered incorrect access settings for users • Number of incidents requiring a reset of access rights 	
Change Management Performance Reports	Change Management Report describing Change Activity: <ul style="list-style-type: none"> • Cancelled Changes • Exception Changes • Past Due Changes • Unauthorized Changes • Change Success Change Failures Include: Breakdown of Changes by Type: Standard, Normal (minor/Major), Emergency	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Percentage of change evaluations conducted (actual vs. planned) • Average cycle time to conduct a change evaluation • Increase in the number of change evaluations conducted on time (within the agreed-upon timelines) • Number of changes rejected due to 	Monthly 1st Day of the Month through Last day of month" SUSPEND

Report Category	Report Name	Description	KPI Examples	Frequency
			<p>deviations (predicted and actual performance)</p> <ul style="list-style-type: none">• Number of incidents reported as a result of new or changed services• Number of emergency changes deployed into the live environment (per given period)• Percentage of changes completed on time (deployed on time)• Percentage of changes deployed successfully on the first attempt (change success rate)• Reduction in the number of service disruptions due to new changes• Number of changes implemented outside the change management process (deviations from the defined process)• Percentage of changes that meet customer requirements	

Report Category	Report Name	Description	KPI Examples	Frequency
			<ul style="list-style-type: none"> • Reduction in the number of audit and compliance issues • Number of testing projects completed on time • Percentage reduction in production incidents related to changes • Number of incidents and issues found after changes are applied by status 	
Change Management	Change Management Report	Provide monthly Change Management reports in a format agreed with Customers as described in Exhibit 3 (Reporting and Service Level Management). List the status of scheduled Operational Changes.	<ul style="list-style-type: none"> • Percentage of change evaluations conducted (actual vs. planned) • Average cycle time to conduct a change evaluation • Increase in the number of change evaluations conducted on time (within the agreed-upon timelines) • Number of changes rejected due to deviations (predicted and actual performance) • Number of incidents reported as a result of new or changed services 	Monthly SUSPEND

Report Category	Report Name	Description	KPI Examples	Frequency
			<ul style="list-style-type: none">• Number of emergency changes deployed into the live environment (per given period)• Percentage of changes completed on time (deployed on time)• Percentage of changes deployed successfully on the first attempt (change success rate)• Reduction in the number of service disruptions due to new changes• Number of changes implemented outside the change management process (deviations from the defined process)• Percentage of changes that meet customer requirements• Reduction in the number of audit and compliance issues• Number of testing projects completed on time	

Report Category	Report Name	Description	KPI Examples	Frequency
			<ul style="list-style-type: none"> Percentage reduction in production incidents related to changes Number of incidents and issues found after changes are applied by status 	
Change Evaluation	Baseline Performance Report	Report of the actual performance of the environment prior to implementing any major changes.	<ul style="list-style-type: none"> Percentage of change evaluations conducted (actual vs. planned) Average cycle time to conduct a change evaluation Increase in the number of change evaluations conducted on time (within the agreed-upon timelines) Number of changes rejected due to deviations (predicted and actual performance) Number of incidents reported as a result of new or changed services Number of emergency changes deployed into the live environment (per given period) 	Ad hoc No later than 3 business days prior to change SUSPEND

Report Category	Report Name	Description	KPI Examples	Frequency
			<ul style="list-style-type: none">• Percentage of changes completed on time (deployed on time)• Percentage of changes deployed successfully on the first attempt (change success rate)• Reduction in the number of service disruptions due to new changes• Number of changes implemented outside the change management process (deviations from the defined process)• Percentage of changes that meet customer requirements• Reduction in the number of audit and compliance issues• Number of testing projects completed on time• Percentage reduction in production incidents related to changes• Number of incidents and issues found after changes are applied by status	

Report Category	Report Name	Description	KPI Examples	Frequency
Change Evaluation	Post Change Performance Report	Report of the actual performance of the environment post implementing any major changes.	<ul style="list-style-type: none"> • Percentage of change evaluations conducted (actual vs. planned) • Average cycle time to conduct a change evaluation • Increase in the number of change evaluations conducted on time (within the agreed-upon timelines) • Number of changes rejected due to deviations (predicted and actual performance) • Number of incidents reported as a result of new or changed services • Number of emergency changes deployed into the live environment (per given period) • Percentage of changes completed on time (deployed on time) • Percentage of changes deployed successfully on the first attempt (change success rate) 	Ad hoc No later than 3 business days after change SUSPEND

Report Category	Report Name	Description	KPI Examples	Frequency
			<ul style="list-style-type: none"> • Reduction in the number of service disruptions due to new changes • Number of changes implemented outside the change management process (deviations from the defined process) • Percentage of changes that meet customer requirements • Reduction in the number of audit and compliance issues • Number of testing projects completed on time • Percentage reduction in production incidents related to changes • Number of incidents and issues found after changes are applied by status 	
Change Evaluation	Post Implementation Review Report	Report after implementation that compiles all findings which will inform the Post Implementation Review (PIR) carried out by Change Management.	<ul style="list-style-type: none"> • Percentage of change evaluations conducted (actual vs. planned) • Average cycle time to conduct a change evaluation 	Monthly SUSPEND

Report Category	Report Name	Description	KPI Examples	Frequency
			<ul style="list-style-type: none">• Increase in the number of change evaluations conducted on time (within the agreed-upon timelines)• Number of changes rejected due to deviations (predicted and actual performance)• Number of incidents reported as a result of new or changed services• Number of emergency changes deployed into the live environment (per given period)• Percentage of changes completed on time (deployed on time)• Percentage of changes deployed successfully on the first attempt (change success rate)• Reduction in the number of service disruptions due to new changes• Number of changes implemented outside the change management	

Report Category	Report Name	Description	KPI Examples	Frequency
			<p>process (deviations from the defined process)</p> <ul style="list-style-type: none">• Percentage of changes that meet customer requirements• Increase in the number of releases that meet the agreed-upon requirements in terms of cost, quality, scope, and time• Reduction in the number of audit and compliance issues• Number of testing projects completed on time• Percentage of service transitions completed on time• Percentage reduction in production incidents related to changes• Percentage reduction of number of post transition incidents• Number of incidents and issues found after changes are applied by status	

Report Category	Report Name	Description	KPI Examples	Frequency
Customer Satisfaction	Customer Satisfaction Survey Results	Results from Change Management Process Customer Satisfaction Surveys	<ul style="list-style-type: none"> Increased stakeholder satisfaction due to reduced number of failed changes (customer satisfaction is usually measured through customer surveys) Percentage increase/decrease in customer/user satisfaction 	SUSPEND
Release and Deployment Management	Release and Deployment Metrics Report	Report showing the success and failure of Releases, including recording Incidents related to Release.	<ul style="list-style-type: none"> Number of post-release incidents (service disruptions) reported as a result of ineffective release planning Percentage of releases deployed into the live environment on time Percentage of releases that meet customer expectations in terms of cost, time, and quality 	Monthly SUSPEND
Service Validation and Testing (SV&T)	Service Validation and Testing Metrics Report	Report showing the success and failure of testing as a service including recording failed testing plans and any incidents related to failed testing activities in the period following a deployment of Services	<ul style="list-style-type: none"> Number of testing projects completed on time. Percentage reduction in production incidents related to newly transitioned services. Number of defects found during testing by status 	Monthly SUSPEND

Report Category	Report Name	Description	KPI Examples	Frequency
			(open, closed, fix in progress, ready for re-test). <ul style="list-style-type: none"> Percentage increase in test case reuse 	
Pre-Production Testing	Pre-Production Validation Report	Report validation that an integrated pre-production test has been performed across all affected Service Towers prior to migrating a system and service into the Customer's Production Environment. Consolidate and provide test reports to Change Management, VITA and Customer that outlines test outcomes and actions being taken to address failures.	<ul style="list-style-type: none"> Number of testing projects completed on time. Percentage reduction in production incidents related to newly transitioned services. Number of defects found during testing by status (open, closed, fix in progress, ready for re-test). Percentage increase in test case reuse. 	Ad hoc No later than 3 business days prior to change. SUSPEND
Post Deployment End User Support	Post-Deployment FAQ Report	Capture, document and report frequently asked questions.	<ul style="list-style-type: none"> Number of post-release incidents (service disruptions) reported as a result of ineffective release planning Percentage of releases deployed into the live environment on time Percentage of releases that meet customer expectations in terms of cost, time, and quality 	Monthly SUSPEND

Report Category	Report Name	Description	KPI Examples	Frequency
License Management and Compliance	Unauthorized Software Report	Report on Equipment with the presence of any unauthorized or non-standard Software.	<ul style="list-style-type: none"> Percentage reduction in number of audit/compliance gaps. Reduction in the number of audit and compliance issues. Number of unauthorized configurations found during audits 	Monthly SUSPEND
License Management and Compliance	License Compliance Report	Report of license information and compliance to Customers.	<ul style="list-style-type: none"> Percentage reduction in number of audit/compliance gaps. Reduction in the number of audit and compliance issues. Number of unauthorized configurations found during audits 	Monthly SUSPEND
Training and Education	Training and Education Report	Report of staff who has attended training to include Users, Supplier Personnel and Key Users. Identify potential training requirements, and provide recommended training actions to VITA and ITISP Governance.	<ul style="list-style-type: none"> Percentage reduction in number of audit/compliance gaps. Reduction in the number of audit and compliance issues. 	Monthly SUSPEND
Contract Management	Contract Management Report	Report on the execution of the Services against contractual obligations.	<ul style="list-style-type: none"> Percentage of critical contracts renewed on time Percentage reduction in supplier-related complaints Percentage increase in the number of suppliers that meet contractual agreements 	Monthly SUSPEND

Report Category	Report Name	Description	KPI Examples	Frequency
			<ul style="list-style-type: none"> Percentage of critical suppliers meeting performance levels 1) 	
Service Desk Reporting	Service Desk Activity Report	<p>Provide daily, monthly, and as requested ad hoc reports to VITA on Service Desk activities and performance, which at a minimum includes:</p> <ul style="list-style-type: none"> Key issues relating to Service Desk processes, improvements, script development. Status as to Service Desk staffing, training, and authorization. Integration activities and issues with other Service Desks belonging to VITA, Customers and other Service Tower Suppliers as directed by VITA. Trend analysis during the thirteen (13) most recent months. Number of contacts, to include all methods of contacts (e.g., calls, email, web, chat) Percent of calls abandoned, % of tickets resolved, average speed to answer, average call duration, and average time to abandon 	<ul style="list-style-type: none"> Regular reporting on cost of service Customer satisfaction Number or percentage of SLA targets met Number or percentage of SLA targets missed Percentage reduction in production incidents related to newly transitioned services Percentage reduction in time and effort required to support services 	<p>Monthly</p> <p>SUSPEND</p>

Report Category	Report Name	Description	KPI Examples	Frequency
		<ul style="list-style-type: none"> Number and percentage of contacts passed to other Service Desks. Daily and Month-to-date numbers for Incidents and Service Requests by priority. Aging reports of tickets left unresolved Other reports as needed regarding Service Desk operation and performance and any report included in exhibit 3.4 		
Incident Management	Critical Incident Report	Report of Critical Incidents, which at minimum include a review of completeness of Critical Incidents (e.g. work detail notes) and perform a management review by Service Tower every week and report accordingly	<ul style="list-style-type: none"> Number of testing projects completed on time. Percentage reduction in production incidents related to newly transitioned services. Number of defects found during testing by status (open, closed, fix in progress, ready for re-test). Percentage increase in test case reuse 	Weekly SUSPEND
Incident Management	Knowledge Base Statistical Report	Report knowledge base usage statistics to VITA on a monthly basis, or as requested by VITA (i.e. the number of Incidents Resolved using the knowledge base). At a minimum, the SMS, SKMS and other systems needs to	<ul style="list-style-type: none"> Number of testing projects completed on time. Percentage reduction in production incidents related to newly transitioned services. 	Ad hoc Monthly SUSPEND

Report Category	Report Name	Description	KPI Examples	Frequency
		have the ability to report on the number of tickets logged against a critical outage (Parent/child relationship).	<ul style="list-style-type: none"> Number of defects found during testing by status (open, closed, fix in progress, ready for re-test). Percentage increase in test case reuse Reduction in the average time taken to diagnose and resolve incidents/problems Percentage reduction in the dependency of people on knowledge 	
Incident Management Reporting	Incident Management Compliance Report	<p>Report on compliance with Supplier ability to record detailed audit trail information, as requested by Customers. Provide monthly report(s) in electronic copy to Customers, in the VITA approved format, which at a minimum includes:</p> <ul style="list-style-type: none"> Key issues relating to Incident Management processes. Number of Incidents during the month, grouped by severity, service and STS, agency, region, classification or other criteria as appropriate. List of Incidents, short description, reference number, and a shortcut to detailed description. Detailed description, including timing of activities. 	<ul style="list-style-type: none"> Number of testing projects completed on time. Percentage reduction in production incidents related to newly transitioned services. Number of defects found during testing by status (open, closed, fix in progress, ready for re-test). Percentage increase in test case reuse 	<p>Monthly update due last business day of month.</p> <p>Annually with in depth analysis due on December 15.</p> <p>SUSPEND</p>

Report Category	Report Name	Description	KPI Examples	Frequency
		<ul style="list-style-type: none"> Links to Problems and Known Errors. <p>Trend analysis of the Incidents reported during the thirteen (13) most recent months.</p>		
Event Management	Event Management Tracking Report	Report of event monitoring and tracking of all in-scope Services, including those of other Service Tower Suppliers where required and where the Service Tower Supplier's systems are collecting such information. This includes all environments within the ITISP services (e.g. Production, Pre-production, Test and Development Environments, Applications, Network, Midrange and Distributed Environments).	<ul style="list-style-type: none"> Number of testing projects completed on time. Percentage reduction in production incidents related to newly transitioned services. Number of defects found during testing by status (open, closed, fix in progress, ready for re-test). Percentage increase in test case reuse 	Monthly SUSPEND
Problem Management	Quarterly Problem Management Report	Report on the volume and nature of Problems in order to identify areas for improvement, and report on the trend analyses and improvements to Customers and Service Tower Suppliers on at least a quarterly basis. At a minimum will include Any backlog of unresolved Problems on at to the Customer Problem Manager, or more frequently as requested by Customers.	<ul style="list-style-type: none"> Number of testing projects completed on time. Percentage reduction in production incidents related to newly transitioned services. Number of defects found during testing by status (open, closed, fix in progress, ready for re-test). Percentage increase in test case reuse 	Ad hoc Quarterly SUSPEND

Report Category	Report Name	Description	KPI Examples	Frequency
Problem Management	RCA Reports	2) Provide RCA reporting as documented in the Service Management Manual.	<ul style="list-style-type: none"> Number of testing projects completed on time. Percentage reduction in production incidents related to newly transitioned services. Number of defects found during testing by status (open, closed, fix in progress, ready for re-test). Percentage increase in test case reuse 	Ad hoc SUSPEND
Problem Management	Problem Management Activity Report	<p>Report in a format approved by VITA as described in Exhibit 3 (Reporting and Service Level Management). This report will include:</p> <ul style="list-style-type: none"> The number of Problems in total and grouped by type, severity, status, Customer, region, reason code, classification or other criteria as appropriate and whether a Known Error; Problem reviews; Problem trend analysis findings and recommendations; Any issues relating to the Problem Management service, such as any other information that may improve or facilitate a better Problem Management process, including decisions to be 	<ul style="list-style-type: none"> Number of testing projects completed on time. Percentage reduction in production incidents related to newly transitioned services. Number of defects found during testing by status (open, closed, fix in progress, ready for re-test). Percentage increase in test case reuse 	Monthly summary due last business day of month SUSPEND

Report Category	Report Name	Description	KPI Examples	Frequency
		made by VITA and the Supplier; and <ul style="list-style-type: none"> Trend analysis of Problems reported during the thirteen (13) most recent months. 3)		
Service Request Reporting	Knowledge Base Fulfillment Report (Service Requests)	Report showing the use of the knowledge base to fulfil Service Requests.	<ul style="list-style-type: none"> Percentage reduction in the dependency of people on knowledge Percentage of errors related to lack of knowledge in the service life cycle Percentage reduction in time and effort required to support services Increase in the access to SKMS by managers and IT staff Increase in the number of SKMS searches 	Ad hoc Monthly SUSPEND
Service Request Reporting	Online Service Request fulfillment Report	Report via an online tool that would allow on-demand by VITA and Customers reporting the following: <ul style="list-style-type: none"> Progress toward fulfilment and the status of all Service Requests. Committed fulfilment timeframes, anticipated completion times, and status. 	<ul style="list-style-type: none"> Percentage reduction in the dependency of people on knowledge Percentage of errors related to lack of knowledge in the service life cycle Percentage reduction in time and effort 	Monthly Quarterly Annually SUSPEND

Report Category	Report Name	Description	KPI Examples	Frequency
		<ul style="list-style-type: none"> Ownership and activities toward fulfilment for all open Service Requests. Changes in Service Request status throughout the Service Request lifecycle. Categories of Service Requests, by Customer Staff activities on Service Requests. Outstanding and aging Service Requests and the trends thereof. 	<p>required to support services</p> <ul style="list-style-type: none"> Increase in the access to SKMS by managers and IT staff Increase in the number of SKMS searches 	
Service Request Reporting	Request for Solution Reporting	Metric report on the effectiveness of the Request for Solution process, including (but not limited to): time-to-solution, time-to-respond, accuracy of proposals, accuracy of forecast and comparing captured to cancelled requests.	<ul style="list-style-type: none"> Percentage reduction in the dependency of people on knowledge Percentage of errors related to lack of knowledge in the service life cycle Percentage reduction in time and effort required to support services Increase in the access to SKMS by managers and IT staff Increase in the number of SKMS searches 	Monthly SUSPEND

Report Category	Report Name	Description	KPI Examples	Frequency
Access Management	Separation of Duty Report	Report and alert on separation-of-duty access requirements for accounts as defined by the Customer.	<ul style="list-style-type: none"> Customer satisfaction Number or percentage of SLA targets met Number or percentage of SLA targets missed Percentage reduction in production incidents related to newly transitioned services 	Ad hoc Daily Weekly SUSPEND
Continual Service Improvement	Overall Program Measures Report	The Overall Program Measures Report describes suggested improvements to the program measures used to monitor quality and performance of the MSI and service tower suppliers. Included are corrective actions to improve the program measure approach and track improvements.	<ul style="list-style-type: none"> Percentage of improvement in customer satisfaction rating Percentage of service improvements implemented (service improvements implemented vs. service improvements planned) IT cost reduction as a result of service improvement efforts (compare original cost vs. cost after improvement for a specific section, process, or project) Reduction in “waste” in time for executing a certain process or processes 	Monthly update due last business day of month Annually with in depth analysis due on December 15 SUSPEND
Continual Service Improvement	Quality Assurance Report	The Quality Assurances Report describes the ongoing quality, reliability, speed, cost-effectiveness,	<ul style="list-style-type: none"> Percentage of improvement in customer satisfaction rating 	Monthly update due last business day of month.

Report Category	Report Name	Description	KPI Examples	Frequency
		security, customer experience and Customers' satisfaction.	<ul style="list-style-type: none"> Percentage of service improvements implemented (service improvements implemented vs. service improvements planned) IT cost reduction as a result of service improvement efforts (compare original cost vs. cost after improvement for a specific section, process, or project) Reduction in "waste" in time for executing a certain process or processes 	Annually with in depth analysis due December 15 SUSPEND
Continual Service Improvement	Improvement Planning Report	The Improvement Planning Report outlines the improvement activities associated with the ITIL Continual Service Improvement Framework (CIF) and the Service Improvement Programs, as approved by ITISP Governance.	<ul style="list-style-type: none"> Percentage of improvement in customer satisfaction rating Percentage of service improvements implemented (service improvements implemented vs. service improvements planned) IT cost reduction as a result of service improvement efforts (compare original cost vs. cost after improvement for a specific section, process, or project) 	Quarterly SUSPEND

Report Category	Report Name	Description	KPI Examples	Frequency
			<ul style="list-style-type: none"> Reduction in “waste” in time for executing a certain process or processes 	
Continual Service Improvement	Process Evaluation Report	The Process Evaluation Report includes the results of routine process evaluation, assessment of process currency and the accomplishment of process improvements in the delivery of ITISP Services.	<ul style="list-style-type: none"> Percentage of improvement in customer satisfaction rating Percentage of service improvements implemented (service improvements implemented vs. service improvements planned) IT cost reduction as a result of service improvement efforts (compare original cost vs. cost after improvement for a specific section, process, or project) Reduction in “waste” in time for executing a certain process or processes 	Quarterly SUSPEND
Continual Service Improvement	Corrective Action Resolution Report	The Corrective Action Resolution Report describes the progress on implementing corrective actions.	<ul style="list-style-type: none"> Percentage of improvement in customer satisfaction rating Percentage of service improvements implemented (service improvements implemented vs. service improvements planned) 	Monthly SUSPEND

Report Category	Report Name	Description	KPI Examples	Frequency
			<p>implemented vs. service improvements planned)</p> <ul style="list-style-type: none"> IT cost reduction as a result of service improvement efforts (compare original cost vs. cost after improvement for a specific section, process, or project) Reduction in “waste” in time for executing a certain process or processes 	
Continual Service Improvement	Technical Currency Report	The Technical Currency Report describes the usability of existing assets and reviews alternatives to replace, re-lease, consolidate, or retain the assets. The report also describes open agreements related to assets that are retired or will retire within 180 days of the report date and the completion progress of Currency Plan implementation.	<ul style="list-style-type: none"> Percentage of improvement in customer satisfaction rating Percentage of service improvements implemented (service improvements implemented vs. service improvements planned) IT cost reduction as a result of service improvement efforts (compare original cost vs. cost after improvement for a specific section, process, or project) Reduction in “waste” in time for executing a certain process or processes 	<p>Monthly reports, starting 180 days prior to lease or license expiration date, showing assets to be refreshed and Software to be upgraded.</p> <p>Monthly due on the 10th Quarterly due on the 10th Annually due on the 10th</p>

Report Category	Report Name	Description	KPI Examples	Frequency
Continual Service Improvement	SMM Currency Report	SMM Currency and the progress on process improvements in the delivery of ITISP Services	<ul style="list-style-type: none"> Percentage of improvement in customer satisfaction rating Percentage of service improvements implemented (service improvements implemented vs. service improvements planned) IT cost reduction as a result of service improvement efforts (compare original cost vs. cost after improvement for a specific section, process, or project) Reduction in “waste” in time for executing a certain process or processes 	Monthly detail due last business day of month. SUSPEND

3.0 Tower Specific Services Reports

Report Category	Report Name	Description	Frequency
Common Network Services	3 rd Party Compliance	Integrated compliance reporting for the monitoring and management of contractual service levels contained in any agreement between VITA and Third Party	Monthly
	Out of Band (OOB) Testing Report	Summary and detail report of Out of Band passes and failures	Monthly

Report Category	Report Name	Description	Frequency
	Capacity Management	<p>Network trending report of performance impact based on outlook of forecasted demand, including:</p> <ul style="list-style-type: none"> Capacity management prototype and sizing report should include: <ul style="list-style-type: none"> Capacity for all new services and applications Capacity management review for existing services Capacity modeling for demand forecasting Monitoring and measuring services Collecting, recording, analyzing and reporting on data Providing alerts and reporting trends of current utilization levels against existing capabilities 	<p>Monthly</p> <p>SUSPEND</p>
LAN	Wireless Network Profile Report	Listing of wireless networks	Monthly
Voice	Voice Usage Report	Summary and detail reports for phone usage	Monthly
	Unauthorized Voice Usage Report	A report of inappropriate Voice Services usage (i.e. long distance, toll fraud or other network risks) to VITA and Customers	Monthly
VCE	InContact Central Dashboard	<p>Real-time</p> <ul style="list-style-type: none"> - Agent Count by State - Agent Counter - Agent List - Contact List - Contact States by Skill - Queue Counter - Queue Trend - Service Level - Skill Summary - Outbound Agent Monitor - Outbound Skill Monitor <p>Historical</p> <ul style="list-style-type: none"> - Agent Performance - Agent Performance by 	<p>Real time</p> <p>SUSPEND</p>

Report Category	Report Name	Description	Frequency
		Hour - Other State Statistics - Unavailable Statistics	
Voice Call Center Reporting	Basic Call Center Reporting	SLA- Goal based on agency goal to answer percent of calls within X seconds First call resolution Average wait time Average handle time Calls in Que (CIQ) Abandon rates Call volume stats, trending vs. forecasted Forecast accuracy Call wrap up Blocked calls percentage (including BHCC) Agent occupancy rates (on calls percentage) Mitigation rates /Self Service percentage (resolved customer issue in front end IVR)	Minute, Hourly, Daily, Weekly, Monthly Note 1: These reports should be self-serving and available for Agency Call Center Managers and designates to view, monitor, evaluate and resolve issues, aimed at improving customer satisfaction. Note 2: These metrics should be available to view at the agent level, by skill group, and overall. 3. These metrics should be available for real time and historical reporting. SUSPEND
	Enhanced Call Center Reporting	<ul style="list-style-type: none"> Call Center Dashboard Call recording rates (where applicable) Callback stats (where applicable) Workforce management/staffing 	Same as above SUSPEND

Network	Chronic Outage Report	A report of chronic outages representing possible risk to VITA and Customers	Monthly
	Chronic Circuit Outage Report	A report of chronic circuit outages representing possible risk to VITA and Customers	Monthly
	Network Device Backup Compliance Report	A report of network device backup details in the NOC	Monthly
Verizon Enterprise Center (VEC)	Service Management Dashboard	Service Management Dashboard (SMD) is a self-service network management tool in the Verizon Enterprise Center that can provide VITA and SAIC with visibility into near real-time Verizon services inventory, associated incident tickets, alarms, maintenance events, and service and change requests.	real time SUSPEND
	Network Manager – Online Traffic Management	Provide direct control of inbound traffic flows	Real time SUSPEND
	Traffic Report	Comprehensive traffic statistics and call detail information	Real time SUSPEND

4.0 Administrative Services Reports

Report Category	Report Name	Description	Frequency
Contract Management	Contract Change Request Status Report	Monthly report specifying the status of all Contract Change Requests	Monthly SUSPEND
Human Resources	Human Resource Report	Employee turnover report	Monthly SUSPEND
Human Resources	Personnel Projection Matrix	Report of material changes to staffing on VITA Account	Quarterly on the 10th

Report Category	Report Name	Description	Frequency
Invoice	Enterprise Resource Unit and Other Charges Invoice	Enterprise level invoice and supporting details by Service Category, Customer, and Resource Units showing Base Charges, RU consumption amounts, other charges and credits, total amount due for the current month. Including Pass-Through, Project Services, or Milestone Charges that may also be due for the current month.	Monthly
Chargeback	Chargeback and Other Charges Report	Enterprise level Chargeback report and supporting details by Service Category, Customer, Resource Units showing RU consumption amounts. Including any Project Services, Pass-through, or Milestone Charges that may also be due in current month.	Monthly <u>Due Annually July 30th</u> <u>(Annually due on the end of the first week following the end of VITA's fiscal year which is June 30th.)</u> SUSPEND
Invoicing and Chargeback	Outstanding Disputes Report	A list of all outstanding dispute items and amounts with status by VITA Customer, including Resource Unit Category, Dollar Dispute amount, units in dispute, dispute description, aging status and amounts with status and escalation priority.	Weekly Due weekly on the 1st business day; due Monthly – 10th of each month following the end of the prior reporting period SUSPEND
Invoicing and Chargeback	Settled Disputes Amount	A list of settled disputed items and amounts due to or by VITA , clearly differentiating due to VITA or to a VITA Customer.	Weekly Monthly detail due 1st business day; Quarterly in depth analysis of trends due

Report Category	Report Name	Description	Frequency
			the end of the month following the completion of the quarter (ex: End of quarter is 3/31 due date will be 4/30). SUSPEND
Invoicing and Chargeback	Service Level Agreement Credits Report	Details about Service Level credits included on the monthly invoice	Monthly Monthly detail due 1st business day of month. Monthly report to be an in depth analysis of SLC and Earn back eligibility. SUSPEND
Invoicing and Chargeback	Credit Report	Provide detail of monthly Credits	Monthly SUSPEND
Invoicing and Chargeback	Financial Planning and Forecasting	Provide forecast of Charges and associated volumes by Customer and Resource Unit Category (or other charge type as appropriate) for the next 3 years immediately following the time in and for which each such forecast is provided.	Semi-Annual