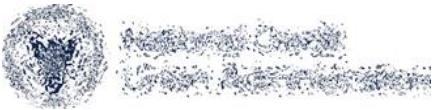




## Process Document

### Incident Management Process

<b>Document Owner</b>	Information Technology
<b>Approving Manager</b>	[Redacted]
<b>Approved Date</b>	6/6/2023
<b>Revision Date</b>	N/A
<b>Content Review Cycle</b>	6/6/2025
<b>SharePoint Location</b>	[Redacted] <a href="#">Knowledge Hub / Processes / Incident Management Process</a>



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## Introduction

The **Incident Management Process** applies to all [Incidents](#) (unplanned interruptions to or reductions in the quality of an IT Service or failures of [Configuration Items \[CIs\]](#) that have not yet affected a service).

**[Redacted] (aka the Tier 1 Service Desk)** is the initial line of support for all IT Incidents. Incidents may be reported to [Redacted] through the online [\[Redacted\] Portal](#) (preferred), by phone, or by email. Although the other methods are preferable, Incidents may also be reported via Microsoft Teams chat. Incidents raised through these or any other means must be entered by **[Redacted] (Tier 1)** as a new Incident ticket in [Redacted], the system of record.

- **Tier 1 (Redacted)** collects details, determines the Incident's priority, and troubleshoots the issue
- **Tier 2 (End User Support [EUS] and Unified Communications and Collaboration [UCC])** troubleshoots Incidents beyond Tier 1 expertise
- **Tier 3 (Administrators/Developers/Subject Matter Experts [SMEs])** troubleshoots Incidents beyond Tier 1 and 2 expertise and/or access

### Notes:

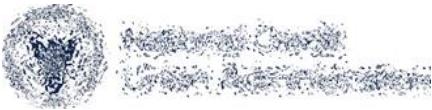
- The [Change Request \(CHG\)](#) process should be followed where applicable.
- **[Redacted]** is responsible for troubleshooting application-related incidents; can be Tier 2 or 3

## Purpose

The purpose of this process is to ensure that multiple [Redacted] teams work together effectively to troubleshoot and resolve Incidents to restore normal operation to affected services ([Service Restoration](#)) as soon as possible within the specified [Service Level Agreements \(SLAs\)](#).

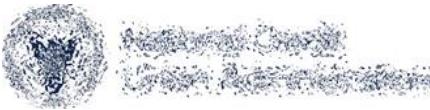
## Process Summary

When an Incident occurs, a **Requestor** contacts **[Redacted] (Tier 1)**, who documents the Incident in a [\[Redacted\] Incident Ticket](#). Depending on the [Incident Category](#), Tier 1 either restores service or escalates the ticket to **Tier 2** (for a complex Incident impacting end-users) or **Tier 3** (for a system, infrastructure, or Enterprise Service Incident) for troubleshooting and service restoration (Tier 2 may also escalate an Incident to Tier 3 for assistance if unable to resolve). Once service is restored, the Incident Ticket is documented with the resolution and closed.

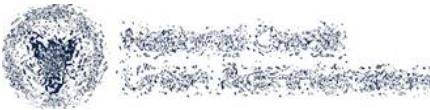


## Roles and Responsibilities

Role	Responsibilities
Communications	<ul style="list-style-type: none"><li>Send [Redacted] Alert emails and/or EverBridge text messages</li><li>Creates a [Redacted] site banner alert for incidents</li></ul>
External Vendors	<ul style="list-style-type: none"><li>Works with Tier 3 to resolve Incidents when necessary</li></ul>
Incident Owner	<ul style="list-style-type: none"><li>Designated Tier 1/Tier 2/Tier 3 team member or Watch Officer (or Incidents that occur outside of business hours) or who owns the Incident and leads its resolution</li><li>Capture information pertaining to the Incident, e.g., stakeholders engaged and action needed for recovery</li><li>Triage/coordinate &amp; lead resolution efforts</li><li>Maintain a general overview of the Incident</li><li>Act as generalist who understands multiple affected areas</li></ul>
[Redacted] Watch Officer	<ul style="list-style-type: none"><li>Monitor and respond to Incidents that occur outside of business hours during their scheduled week of service</li></ul>
Process Owner	<ul style="list-style-type: none"><li>Primary person who owns the Incident process and approves any changes to the process</li></ul>
Requestor	<ul style="list-style-type: none"><li>Report Incident and details to the Service Desk</li><li>Available for further info or validation of restored service</li></ul>
Tier 1 - [Redacted]	<ul style="list-style-type: none"><li>Collect Incident details from the customer/requestor &amp; capture specific info based on the ticket</li><li>Determine Incident priority (major or minor) and troubleshoot</li><li>Escalate Incident to Tiers 2 (for complex issues) or 3 (usually for systems issues) when the Incident is beyond Tier 1 expertise and/or access</li></ul>
[Redacted]	<ul style="list-style-type: none"><li>Troubleshoot application-related incidents</li></ul>
Tier 2 - End User Support (EUS) and Unified Communications and Collaboration (UCC)	<ul style="list-style-type: none"><li>Troubleshoot Incidents escalated from Tier 1</li><li>Explain Incident resolution via Knowledge Article, triage with Tier 1</li><li>Escalate Incident to Tier 3 when the Incident is beyond Tier 2 expertise and/or access (usually for systems issues)</li></ul>
Tier 3 – Administrators / Developers / Subject Matter Experts (SMEs)	<ul style="list-style-type: none"><li>Troubleshoot Incidents escalated from Tiers 1 or 2</li><li>Help identify, contact, and work with alternate resource(s) if unable to resolve, e.g., they will open up tickets with external vendors for professional support if unable to resolve</li><li>Communicate technical findings as needed</li><li>Remain engaged until resolution or until other technical resources can take over duties</li><li>Complete Change Request (CHG) documentation</li></ul>

RACI Chart

Tasks	Roles								
	Communications	Requestor	[REDACTED] Watch Officer	Tier 1 (Redacted) Leadership	Tier 1 (Redacted)	Tier 2 (EUS, UCC, [Redacted])	Tier 3 & [Redacted] SMEs	External Vendors	Incident Owner
<b>R = Responsible</b> <b>A = Accountable</b> <b>C = Consulted</b> <b>I = Informed</b>									
Report Incidents		A/R	I	I	I				
Respond to Major Incidents During Non-Business Hours	I		R			C		A	
Respond to Non-Business Hours VIP/UCC Support Incidents During Non-Business Hours			R			C		A	
Collect Incident Details/Create Ticket		C	I	I	I			A/R	
Create Problem Tickets	I	I	I	A/R	I	I	I	I	
Escalate Complex End User Incidents to Tier 2 or [Redacted]		I		I	R	I		A	
Escalate System, Infrastructure, or Enterprise Service Incidents to Tier 3	I	I	I	I	I	R		A	
Escalate Complex System, Infrastructure, or Enterprise Service Incident to external vendor	I	I	I	I	I	I	R	A	
Send Alerts for Major Incidents	A/R		I	I	I	I	C	I	
Create a [Redacted] site banner alert for incidents	A/R	I	I	I	I	I	I	I	I
Resolve/Document Minor End User Incidents		I		I	R			A	
Resolve/Document Complex End User Incidents	I	I	I	I	I	R		A	
Resolve/Document System, Infrastructure, or Enterprise Service Incidents	I	I	I	I	I	I	R	A	
Resolve Complex System, Infrastructure, or Enterprise Service Incidents	I	I	I	I	I	I	I	R	A
Confirm Resolution/Service Restoration	I	C/R	I	I	I	I	I	A	I
Approve Process Changes	I			I	I	I	I	I	A/R
Create, Modify, and Ensure Process Compliance	I			I	I	I	I	I	A/R



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## Incident Support Guidelines

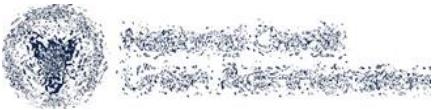
### Incident Breakdown and SLA Chart

The below chart defines Incidents and the corresponding SLAs by **Priority Level** (from P1 [highest] to P5 [lowest]), **Category** ([Major](#) vs [Minor](#)), **Priority / Impact and Description**, **Target Response Time**, **Target Resolution Time**, and **Service Target %** (the target percentage of Incident responses and/or resolutions that will meet the defined goal).

#### Notes:

- The [\[Redacted\] Tier 1 and Tier 2/Tier 3 OLAs \(Operational Level Agreements\)](#) have been combined to create the total SLAs
- The [\[Redacted\] Tier 1 Target Resolution Times](#) below are estimates only and are not indicative of their contract
- The below chart may differ from the after-hours SLAs as defined in the [Watch Officer Triage Procedure](#)

Category /Priority #	Priority / Impact & Description	Target Response Time		Target Resolution Time	Service Target %
<b>Major Incidents</b>	<b>P1</b> <b>Critical Priority/High Impact:</b> Major production or critical system outage. Applies to site / multi-site / region / company-wide incidents.	[Redacted] T1 - Phone	30 Secs	<b>12 Hours</b>	95%
		[Redacted] T1 - Email or Portal	2 Hours	<b>12 Hours</b>	90%
		Tier 2 / Tier 3 - Escalation	30 Mins	12 Hours	95%
		<b>Total</b>	<b>2.5 Hours</b>	<b>24 Hours</b>	<b>95%</b>
	<b>P2</b> <b>High Priority/Limited Impact:</b> Partial outage or degradation of services. Applies to team / group / department-wide incidents.	[Redacted] T1 - Phone	30 Secs	<b>1 Day</b>	95%
		[Redacted] T1 - Email or Portal	2 Hours	<b>1 Day</b>	90%
		Tier 2 / Tier 3 - Escalation	2 Hours	<b>1 Day</b>	95%
		<b>Total</b>	<b>4 Hours</b>	<b>2 Days</b>	<b>95%</b>
	<b>VIP End-User:</b> An issue affecting one of a pre-defined list of VIP End-Users.	<b>Total</b>	<b>4 Hours</b>	<b>2 Days</b>	<b>95%</b>
	<b>P3</b> <b>Medium Priority/High-Low Impact:</b> Issue with production environment preventing a limited number of staff from completing work. Should be working and the urgency is a medium level.	[Redacted] T1 - Phone	30 Secs	<b>2 Days</b>	95%
		[Redacted] T1 - Email or Portal	2 Hours	<b>2 Days</b>	90%
		Tier 2 / Tier 3 - Escalation	1 Day	2 Days	95%
		<b>Total</b>	<b>1 Day</b>	<b>4 Days</b>	<b>95%</b>
<b>Minor Incidents</b>	<b>P4</b> <b>Low Priority/High Impact:</b> Minimal users are experiencing a minor issue; however, ability to perform daily work is not impacted.	[Redacted] T1 - Phone	30 Secs	<b>5 Days</b>	95%
		[Redacted] T1 - Email or Portal	2 Hours	<b>5 Days</b>	90%
		Tier 2 / Tier 3 - Escalation	3 Days	5 Days	95%
		<b>Total</b>	<b>3 Days</b>	<b>10 Days</b>	<b>95%</b>
	<b>P5</b> <b>Low Priority/Low Impact:</b> One user is experiencing an issue. Does not impact 100% of job function.	[Redacted] T1 - Phone	30 Secs	<b>10 Days</b>	95%
		[Redacted] T1 - Email or Portal	2 Hours	<b>10 Days</b>	90%
		Tier 2 / Tier 3 - Escalation	5 Days	10 Days	95%
		<b>Total</b>	<b>5 Days</b>	<b>20 Days</b>	<b>95%</b>



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**Incident Support Guidelines, continued****Support Hours**[Redacted] Tier 1 Support

- [Redacted] (Tier 1) Help Desk support hours are from Monday to Thursday from 7:00 AM – 8:00 PM EST and on Friday from 7:00 AM – 6:00 PM EST

Tier 2 and Tier 3 Support

- **Minor incidents (P3, P4, and P5):** Core business hours: Monday to Friday 8:00 AM – 5:00 PM EST
- **Major incidents (P1 and P2):** 24 hours a day, 7 days a week, including during [REDACTED] holidays
  - **Important:** The on-duty [Redacted] Watch Officer handles response coordination for Major or VIP End-User/UCC Support Incidents that occur outside of core business hours until they are resolved or handed off to the appropriate team at the beginning of the following business day. See the Watch Officer Triage Procedure for additional information.

**Escalations**

- Ticket escalation paths and resolution times are contingent on the incident priority level as noted in the Incident Breakdown and SLA Chart. The below should be used as a guide:
  - If an Incident requires escalation beyond [Redacted] (Tier 1):
    - **Tier 2 End User Support (EUS)** is the POC for laptop, laptop accessory, or software-related escalations
    - **Unified Communications and Collaboration (UCC)** is the POC for telecommunications or desktop peripheral-related escalations
    - **Infrastructure (Servers)** is the POC for Infrastructure Server-related escalations
    - **Infrastructure (Network)** is the POC for network-related escalations
    - **M365 & Cloud App Services** is the POC for M365 Cloud Apps related escalations
    - **Endpoint Services** is the POC for Endpoint Services-related escalations
    - **Cloud Services** is the POC for cloud-related escalations
    - **[Redacted]** is the POC for application-related escalations
  - Incidents beyond the scope of the above leads are to be escalated to the [REDACTED] Supervisor

**Important:** The on-duty [Redacted] Watch Officer is responsible for coordinating the escalation for Major or VIP End-User/UCC Support Incidents that occur outside of core business hours. See the Watch Officer Triage Procedure for additional information.



# Incident Management Process

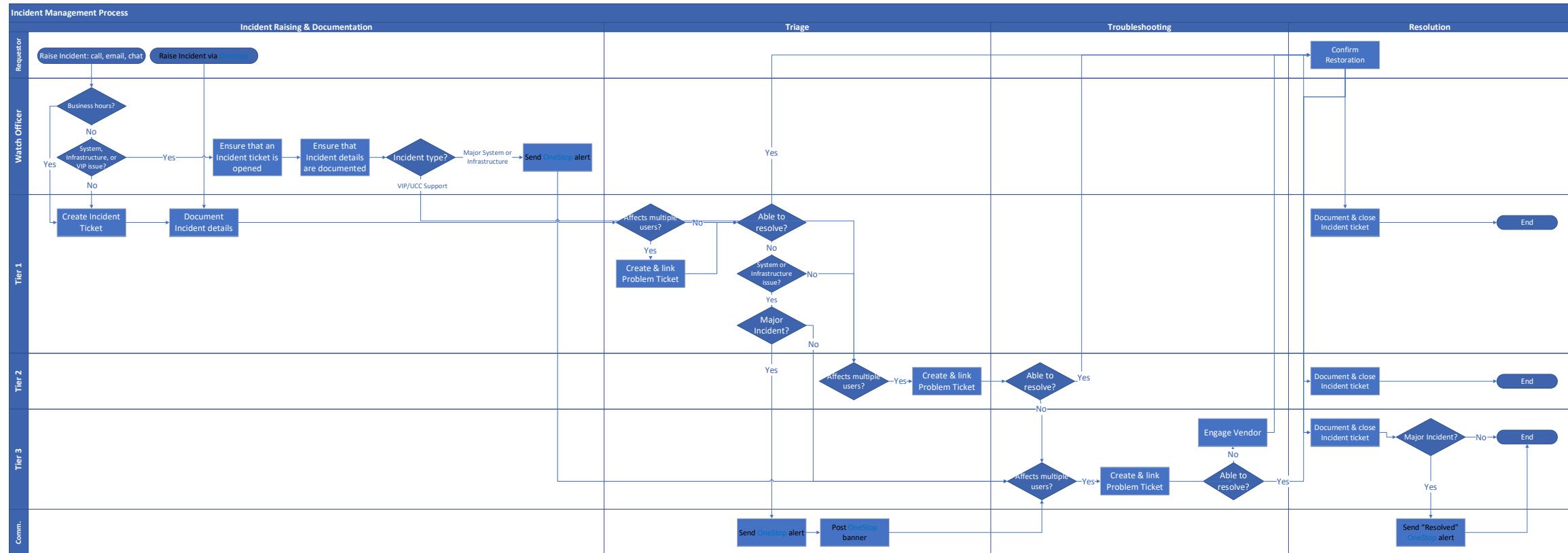
## Process Document

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## Process Flowchart

The below flowchart summarizes the Incident Management Process. The [Process Description](#) section contains more detailed information about the steps taken by each team during the process.





## Process Description

### Incident Raising & Documentation

Step	Action								
1.	Proceed based on the nature and timing of the Incident:								
	<table border="1"><thead><tr><th>If...</th><th>Then...</th></tr></thead><tbody><tr><td><u>A Requestor</u> reports an IT Incident via the <u>[Redacted] Portal</u> (preferred method, as this automatically creates a <u>[Redacted]</u> ticket), call, or email <u>during normal business hours</u>.</td><td>The assigned <b>Tier 1 Analyst</b> becomes the <b>Incident Owner</b>. <a href="#">Continue to Step 2</a>. <b>Note:</b> Requestors occasionally reach out to <u>[Redacted] (Tier 1)</u> via <i>Microsoft Teams</i> chat in lieu of the above methods.</td></tr><tr><td><u>A VIP End-User/UCC Support</u> or a <u>system, infrastructure, or Enterprise Service</u> Incident occurs <u>outside of normal business hours</u></td><td>The <u>[Redacted] Watch Officer</u> becomes the <b>Incident Owner</b>. <a href="#">Continue to Step 2</a>. <b>Note:</b> See the <u>Watch Officer Triage Procedure</u> for additional after-hours Incident information.</td></tr></tbody></table>	If...	Then...	<u>A Requestor</u> reports an IT Incident via the <u>[Redacted] Portal</u> (preferred method, as this automatically creates a <u>[Redacted]</u> ticket), call, or email <u>during normal business hours</u> .	The assigned <b>Tier 1 Analyst</b> becomes the <b>Incident Owner</b> . <a href="#">Continue to Step 2</a> . <b>Note:</b> Requestors occasionally reach out to <u>[Redacted] (Tier 1)</u> via <i>Microsoft Teams</i> chat in lieu of the above methods.	<u>A VIP End-User/UCC Support</u> or a <u>system, infrastructure, or Enterprise Service</u> Incident occurs <u>outside of normal business hours</u>	The <u>[Redacted] Watch Officer</u> becomes the <b>Incident Owner</b> . <a href="#">Continue to Step 2</a> . <b>Note:</b> See the <u>Watch Officer Triage Procedure</u> for additional after-hours Incident information.		
If...	Then...								
<u>A Requestor</u> reports an IT Incident via the <u>[Redacted] Portal</u> (preferred method, as this automatically creates a <u>[Redacted]</u> ticket), call, or email <u>during normal business hours</u> .	The assigned <b>Tier 1 Analyst</b> becomes the <b>Incident Owner</b> . <a href="#">Continue to Step 2</a> . <b>Note:</b> Requestors occasionally reach out to <u>[Redacted] (Tier 1)</u> via <i>Microsoft Teams</i> chat in lieu of the above methods.								
<u>A VIP End-User/UCC Support</u> or a <u>system, infrastructure, or Enterprise Service</u> Incident occurs <u>outside of normal business hours</u>	The <u>[Redacted] Watch Officer</u> becomes the <b>Incident Owner</b> . <a href="#">Continue to Step 2</a> . <b>Note:</b> See the <u>Watch Officer Triage Procedure</u> for additional after-hours Incident information.								
2.	The <b>Incident Owner</b> creates a <u>[Redacted]</u> ticket for the Incident if one has not been created by the <b>Requestor</b> via the <u>[Redacted]</u> portal. <b>Note:</b> The <u>[Redacted]</u> Watch Officer is responsible for reaching out to the appropriate team to help create and document after-hours Incident tickets.								
3.	The <b>Incident Owner</b> collects specific Incident details and captures them within the ticket.								
4.	Proceed based on the nature and timing of the Incident:								
	<table border="1"><thead><tr><th>If the Incident Occurred...</th><th>Then...</th></tr></thead><tbody><tr><td><u>During</u> normal business hours</td><td>The <b>Incident Owner</b> (in this case, the assigned <b>Tier 1 Analyst</b>) <a href="#">continues to Step 5 (Triage)</a>.</td></tr><tr><td><u>Outside of</u> normal business hours and is a <u>VIP End-User/UCC Support</u> issue</td><td>The <b>Incident Owner</b> (in this case, the <u>[Redacted]</u> Watch Officer) reaches out to <b>Tier 2</b> for assistance. <a href="#">Continue to Step 9 (Troubleshooting)</a>.</td></tr><tr><td><u>Outside of</u> normal business hours and is a <u>major system, infrastructure, or Enterprise Service</u> issue</td><td>The <b>Incident Owner</b> (in this case, the <u>[Redacted]</u> Watch Officer) sends a <u>[Redacted]</u> Alert email and/or EverBridge text explaining the service disruption to the affected parties and reaches out to <b>Tier 3</b> for assistance. <a href="#">Continue to Step 11 (Troubleshooting)</a>.</td></tr></tbody></table>	If the Incident Occurred...	Then...	<u>During</u> normal business hours	The <b>Incident Owner</b> (in this case, the assigned <b>Tier 1 Analyst</b> ) <a href="#">continues to Step 5 (Triage)</a> .	<u>Outside of</u> normal business hours and is a <u>VIP End-User/UCC Support</u> issue	The <b>Incident Owner</b> (in this case, the <u>[Redacted]</u> Watch Officer) reaches out to <b>Tier 2</b> for assistance. <a href="#">Continue to Step 9 (Troubleshooting)</a> .	<u>Outside of</u> normal business hours and is a <u>major system, infrastructure, or Enterprise Service</u> issue	The <b>Incident Owner</b> (in this case, the <u>[Redacted]</u> Watch Officer) sends a <u>[Redacted]</u> Alert email and/or EverBridge text explaining the service disruption to the affected parties and reaches out to <b>Tier 3</b> for assistance. <a href="#">Continue to Step 11 (Troubleshooting)</a> .
If the Incident Occurred...	Then...								
<u>During</u> normal business hours	The <b>Incident Owner</b> (in this case, the assigned <b>Tier 1 Analyst</b> ) <a href="#">continues to Step 5 (Triage)</a> .								
<u>Outside of</u> normal business hours and is a <u>VIP End-User/UCC Support</u> issue	The <b>Incident Owner</b> (in this case, the <u>[Redacted]</u> Watch Officer) reaches out to <b>Tier 2</b> for assistance. <a href="#">Continue to Step 9 (Troubleshooting)</a> .								
<u>Outside of</u> normal business hours and is a <u>major system, infrastructure, or Enterprise Service</u> issue	The <b>Incident Owner</b> (in this case, the <u>[Redacted]</u> Watch Officer) sends a <u>[Redacted]</u> Alert email and/or EverBridge text explaining the service disruption to the affected parties and reaches out to <b>Tier 3</b> for assistance. <a href="#">Continue to Step 11 (Troubleshooting)</a> .								

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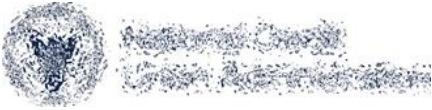
## Process Description, continued

Triage

Step	Action							
5.	<p>The <b>Tier 1 Analyst</b> assesses, troubleshoots, and attempts to resolve the Incident.</p> <p><b>Note:</b> They will research related Knowledge Articles (KAs) for additional information as necessary.</p> <table border="1"><thead><tr><th>If the Tier 1 Analyst...</th><th>Then they...</th></tr></thead><tbody><tr><td>Is <u>able</u> to resolve the Incident</td><td>Resolve the incident. <b>Continue to Step 17.</b></td></tr><tr><td>Is <u>unable</u> to resolve the Incident</td><td>Reach out for assistance via the <i>[Redacted] Tier 1 Microsoft Teams Channel</i> or the <i>Federal Leadership Channel</i>. <b>Continue to Step 6.</b></td></tr></tbody></table>		If the Tier 1 Analyst...	Then they...	Is <u>able</u> to resolve the Incident	Resolve the incident. <b>Continue to Step 17.</b>	Is <u>unable</u> to resolve the Incident	Reach out for assistance via the <i>[Redacted] Tier 1 Microsoft Teams Channel</i> or the <i>Federal Leadership Channel</i> . <b>Continue to Step 6.</b>
If the Tier 1 Analyst...	Then they...							
Is <u>able</u> to resolve the Incident	Resolve the incident. <b>Continue to Step 17.</b>							
Is <u>unable</u> to resolve the Incident	Reach out for assistance via the <i>[Redacted] Tier 1 Microsoft Teams Channel</i> or the <i>Federal Leadership Channel</i> . <b>Continue to Step 6.</b>							
6.	<p><b>Tier 1 Leadership</b> proceeds based on the below chart:</p> <table border="1"><thead><tr><th>If...</th><th>Then...</th></tr></thead><tbody><tr><td><u>Three or more Incident tickets are created</u> due to end users/customers encountering the same issue <b>or</b> if the incident has the <u>potential to affect multiple users</u></td><td><b>Tier 1 Leadership</b> creates a <u>Problem Ticket</u> in <i>[Redacted]</i> to capture the increase of tickets / trend analysis and links all pertinent incidents to it. <b>Continue to Step 7.</b> <b>Note:</b> One parent Problem Ticket can respond to and resolve all linked child Incidents.</td></tr><tr><td>The issue will only affect one or a few users</td><td><b>Continue to Step 7.</b></td></tr></tbody></table>		If...	Then...	<u>Three or more Incident tickets are created</u> due to end users/customers encountering the same issue <b>or</b> if the incident has the <u>potential to affect multiple users</u>	<b>Tier 1 Leadership</b> creates a <u>Problem Ticket</u> in <i>[Redacted]</i> to capture the increase of tickets / trend analysis and links all pertinent incidents to it. <b>Continue to Step 7.</b> <b>Note:</b> One parent Problem Ticket can respond to and resolve all linked child Incidents.	The issue will only affect one or a few users	<b>Continue to Step 7.</b>
If...	Then...							
<u>Three or more Incident tickets are created</u> due to end users/customers encountering the same issue <b>or</b> if the incident has the <u>potential to affect multiple users</u>	<b>Tier 1 Leadership</b> creates a <u>Problem Ticket</u> in <i>[Redacted]</i> to capture the increase of tickets / trend analysis and links all pertinent incidents to it. <b>Continue to Step 7.</b> <b>Note:</b> One parent Problem Ticket can respond to and resolve all linked child Incidents.							
The issue will only affect one or a few users	<b>Continue to Step 7.</b>							
7.	<p><b>Tier 1 Leadership</b> assesses the Incident's severity and proceeds based on the chart below:</p> <table border="1"><thead><tr><th>If the Incident...</th><th>Then...</th></tr></thead><tbody><tr><td><u>Does not require additional expertise</u></td><td><b>Tier 1 Leadership</b> assists the <b>Tier 1 Analyst</b> to resolve the Incident. <b>Continue to Step 17.</b></td></tr><tr><td><u>Requires additional expertise</u></td><td><b>Continue to Step 8.</b></td></tr></tbody></table>		If the Incident...	Then...	<u>Does not require additional expertise</u>	<b>Tier 1 Leadership</b> assists the <b>Tier 1 Analyst</b> to resolve the Incident. <b>Continue to Step 17.</b>	<u>Requires additional expertise</u>	<b>Continue to Step 8.</b>
If the Incident...	Then...							
<u>Does not require additional expertise</u>	<b>Tier 1 Leadership</b> assists the <b>Tier 1 Analyst</b> to resolve the Incident. <b>Continue to Step 17.</b>							
<u>Requires additional expertise</u>	<b>Continue to Step 8.</b>							

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## Process Description, continued

Step	Action	
8.	The <b>Tier 1 Analyst</b> proceeds based on the chart below:	
	<b>If the Incident...</b>	<b>Then...</b>
	Requires additional expertise due to a complex <u>end-user issue</u>	<b>The Tier 1 Analyst</b> performs a warm handoff (by escalating the incident to the <a href="#">relevant group's distribution list</a> via Teams chat and reassigning the [Redacted] ticket) to the specific <b>Tier 2</b> department (e.g., End User Support) that can help resolve the issue. <b>Continue to Step 11.</b>
	Requires additional expertise or access due to a <u>system, infrastructure, or Enterprise Service issue</u> involving a <u>site, multi-site, region, or company-wide major production or critical system outage OR a team, group, or department-wide partial outage or degradation of services</u>	<i>The Incident is designated as <a href="#">Major</a>.</i> <b>The Tier 1 Analyst</b> performs a warm handoff (by escalating the incident to the <a href="#">relevant group's distribution list</a> via Teams chat and reassigning the [Redacted] ticket) to the specific <b>Tier 3</b> department (e.g., Platforms/Infrastructure, [Redacted]) that can help resolve the issue. <b>Continue to Step 9.</b>
	Requires additional expertise or access due to a <u>system, infrastructure, or Enterprise Service issue</u> that may or may not prevent a small number of staff from completing work.	<i>The Incident is designated as <a href="#">Minor</a>.</i> <b>The Tier 1 Analyst</b> performs a warm handoff (by escalating the incident to the <a href="#">relevant group's distribution list</a> via Teams chat and reassigning the [Redacted] ticket) to the specific <b>Tier 3</b> department (e.g., Platforms/Infrastructure, [Redacted]) that can help resolve the issue. <b>Continue to Step 14.</b>
	<b>Note:</b> The assigned <b>Tier 2 or 3 member</b> now assumes the <b>Incident Owner</b> role.	
9.	The <b>Incident Owner</b> engages <b>Communications</b> to send a [Redacted] Alert email and/or EverBridge text explaining the service disruption to the affected parties.  <b>Note:</b> The Technical Writer is Bcc'd on the email as a part of [Redacted].	
10.	<b>Communications</b> (the <b>Technical Writer</b> ) creates a [Redacted] banner alert informing visitors to the site about the incident. <b>Continue to Step 14.</b>	

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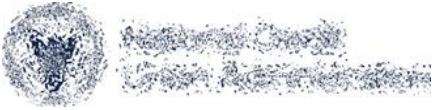
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## Process Description, continued

Troubleshooting

Step	Action							
11.	The <b>Tier 2 Team Member</b> reviews the Incident notes in <i>[Redacted]</i> to familiarize themselves with the Incident.							
12.	The <b>Tier 2 Team Member</b> proceeds based on the below chart:							
	<table border="1"><thead><tr><th>If...</th><th>Then...</th></tr></thead><tbody><tr><td>Three or more Incident tickets are created due to end users/customers encountering the same issue <i>or</i> if the incident has the potential to affect multiple users</td><td>The <b>Tier 2 Team Member</b> creates a <a href="#">Problem Ticket</a> in <i>[Redacted]</i> to capture the increase of tickets / trend analysis, links all pertinent incidents to it, and informs Tier 1 Leadership of the Problem Ticket. <b>Continue to Step 13.</b></td></tr><tr><td>The issue will only affect one or a few users</td><td><b>Continue to Step 13.</b></td></tr></tbody></table>	If...	Then...	Three or more Incident tickets are created due to end users/customers encountering the same issue <i>or</i> if the incident has the potential to affect multiple users	The <b>Tier 2 Team Member</b> creates a <a href="#">Problem Ticket</a> in <i>[Redacted]</i> to capture the increase of tickets / trend analysis, links all pertinent incidents to it, and informs Tier 1 Leadership of the Problem Ticket. <b>Continue to Step 13.</b>	The issue will only affect one or a few users	<b>Continue to Step 13.</b>	
If...	Then...							
Three or more Incident tickets are created due to end users/customers encountering the same issue <i>or</i> if the incident has the potential to affect multiple users	The <b>Tier 2 Team Member</b> creates a <a href="#">Problem Ticket</a> in <i>[Redacted]</i> to capture the increase of tickets / trend analysis, links all pertinent incidents to it, and informs Tier 1 Leadership of the Problem Ticket. <b>Continue to Step 13.</b>							
The issue will only affect one or a few users	<b>Continue to Step 13.</b>							
13.	The <b>Tier 2 Team Member</b> assesses, troubleshoots, and attempts to resolve the Incident.							
	<table border="1"><thead><tr><th>If the Incident...</th><th>Then...</th></tr></thead><tbody><tr><td><u>Does not require</u> additional expertise</td><td>They resolve the Incident and triage with <b>Tier 1</b> to explain the resolution (possibly including Knowledge Article creation for future Incident resolution). <b>Continue to Step 17.</b></td></tr><tr><td>Requires additional expertise or access due to a <u>system, infrastructure, or Enterprise Service issue</u></td><td>They perform a warm handoff (via Teams chat and reassignment of the <i>[Redacted]</i> ticket) to the specific <b>Tier 3</b> department (e.g., Platforms/Infrastructure, <i>[Redacted]</i>) that can help resolve the issue. <b>Continue to Step 14.</b></td></tr></tbody></table>	If the Incident...	Then...	<u>Does not require</u> additional expertise	They resolve the Incident and triage with <b>Tier 1</b> to explain the resolution (possibly including Knowledge Article creation for future Incident resolution). <b>Continue to Step 17.</b>	Requires additional expertise or access due to a <u>system, infrastructure, or Enterprise Service issue</u>	They perform a warm handoff (via Teams chat and reassignment of the <i>[Redacted]</i> ticket) to the specific <b>Tier 3</b> department (e.g., Platforms/Infrastructure, <i>[Redacted]</i> ) that can help resolve the issue. <b>Continue to Step 14.</b>	
If the Incident...	Then...							
<u>Does not require</u> additional expertise	They resolve the Incident and triage with <b>Tier 1</b> to explain the resolution (possibly including Knowledge Article creation for future Incident resolution). <b>Continue to Step 17.</b>							
Requires additional expertise or access due to a <u>system, infrastructure, or Enterprise Service issue</u>	They perform a warm handoff (via Teams chat and reassignment of the <i>[Redacted]</i> ticket) to the specific <b>Tier 3</b> department (e.g., Platforms/Infrastructure, <i>[Redacted]</i> ) that can help resolve the issue. <b>Continue to Step 14.</b>							
14.	The assigned <b>Tier 3 Subject Matter Expert (SME)</b> reviews the Incident notes in <i>[Redacted]</i> to familiarize themselves with the Incident.							



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## Process Description, continued

Step	Action	
15.	The <b>Tier 3 SME</b> proceeds based on the below chart:	
	If...	Then...
	<u>Three or more Incident tickets are created</u> due to end users/customers encountering the same issue <b>or</b> if the incident has the <u>potential to affect multiple users</u>	The <b>Tier 3 SME</b> creates a <a href="#">Problem Ticket</a> in ServiceNow to capture the increase of tickets / trend analysis, links all pertinent incidents to it, and informs Tier 1 Leadership of the Problem Ticket. <b>Continue to Step 16.</b>
	The issue will only affect one or a few users	<b>Continue to Step 16.</b>
16.	The <b>Tier 3 SME</b> assesses, troubleshoots, and resolves the Incident while:	
	<ol style="list-style-type: none"><li>Aiding in the troubleshooting and recovery of downed service</li><li>Communicating technical findings</li><li>Helping to identify and engage alternate resource(s), e.g., external vendors, for assistance if necessary</li><li>Remaining engaged until resolution or until other technical resources take over</li></ol>	

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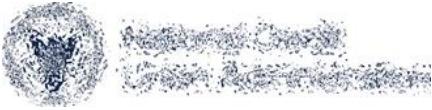
## Process Description, continued

Resolution

Step	Action							
17.	The <b>Requestor</b> (or end user) confirms that the Incident is resolved and service is restored.							
18.	The <b>Incident Owner</b> documents the resolution and how service was restored in <i>[Redacted]</i> and resolves the ticket(s). <b>Note:</b> Depending on the level of escalation, the <b>Incident Owner</b> can be in <b>Tier 1-Tier 3</b> .							
19.	The <b>Incident Owner</b> proceeds based on the chart below: <table border="1"><thead><tr><th>If the Incident...</th><th>Then...</th></tr></thead><tbody><tr><td>Was <u>Minor</u></td><td><b>Stop here.</b></td></tr><tr><td>Was <u>Major</u></td><td><b>The Incident Owner</b> engages <b>Communications</b> to send a <i>[Redacted]</i> Alert notifying the affected parties of service restoration.</td></tr></tbody></table>		If the Incident...	Then...	Was <u>Minor</u>	<b>Stop here.</b>	Was <u>Major</u>	<b>The Incident Owner</b> engages <b>Communications</b> to send a <i>[Redacted]</i> Alert notifying the affected parties of service restoration.
If the Incident...	Then...							
Was <u>Minor</u>	<b>Stop here.</b>							
Was <u>Major</u>	<b>The Incident Owner</b> engages <b>Communications</b> to send a <i>[Redacted]</i> Alert notifying the affected parties of service restoration.							

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## Associated Documents

This section provides a list of documents used or referenced in the construction of this document.

Title/Link	Version	Date	Description	Owner
<a href="#">[Redacted] Tier 2 and 3 Support SLA</a>	1.0	2/14/2022	Establishes a collaborative written agreement between [Redacted] and [Redacted].	[Redacted]
<a href="#">Watch Officer Triage Procedure</a>	4.4	7/18/2023	Defines the duties and responsibilities of the [Redacted] Watch Officer.	[Redacted]

## Definitions

This section provides the definitions of all abbreviations, acronyms, and terms required to properly interpret this document.

Abbreviation/Term/Acronym	Definition
<b>CI (Configuration Item)</b>	A component of an information system in the CMDB. Can be any IT component, including software, hardware, documentation, personnel, or any combination of them.
<b>Incident</b>	Unplanned interruption to or reduction in quality of an IT Service, or the failure of a Configuration Item (CI) that has not yet affected a service.
<b>[Redacted] Watch Officer</b>	The primary Point of Contact (POC) for all incidents that occur after normal business hours.
<b>Major Incident</b>	Site, multi-site, region, or company-wide major production or critical system outages. A team, group, or department-wide partial outage or degradation of services is also considered a Major Incident. <b>Example:</b> All [Redacted] Staff and Contractors can't access emails.
<b>Minor Incident</b>	An issue with the production environment that may or may not prevent a small number of staff from completing work. <b>Example:</b> A small team of users can't access a secondary website.

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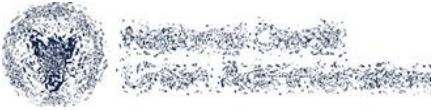
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**Definitions, continued**

Abbreviation/Term/Acronym	Definition
<b>OLA (Operational Level Agreement)</b>	Commitment between internal groups within an organization in support of an SLA (Service Level Agreement). It describes the responsibilities of each internal support group toward other support groups, including the process and timeframe for delivery of their services.
<b>Outage</b>	Time period during which a system fails to provide or perform its primary function.
<b>SLA (Service Level Agreement)</b>	Commitment between a service provider and a client in which particular aspects of the service – quality, availability, responsibilities – are agreed upon.
<b>Service Request</b>	Formal request from a user for something to be provided, for example, a request for information or advice; to reset a password; or to install a workstation for a new user.
<b>Service Restoration</b>	Renewed availability of a service or resource (application, database, server, telephone, network, etc.).

**Contributors to This Document**

- [Redacted]
- Karl Levy, Technical Writer



Redacted

6/6/2023

## Revision History

Date	Description	Preparer	Version
2/23/2022	Initial Draft	Karl Levy	1.0
Redacted	Redacted	Karl Levy	1.1
Redacted	Redacted	Karl Levy	1.2
Redacted	Redacted	Karl Levy	1.3
Redacted	Redacted	Karl Levy	1.4
Redacted	Redacted	Karl Levy	1.5
Redacted	Redacted	Karl Levy	1.6
Redacted	Redacted	Karl Levy	1.7
6/6/2023	Redacted	Karl Levy	1.8

## Record of Approvals

Name	Position	Date	Version
Redacted	Redacted	Redacted	1.3
Redacted	Redacted	Redacted	1.5
Redacted	Redacted	Redacted	1.7
Redacted	Redacted	6/6/2023	1.8