

INFOTEHNOLOOGIA

Teenusehaldus

Osa 2: Teostusjuhised teenusehalduse süsteemide rakendamiseks

Information technology

Service management

**Part 2: Guidance on the application of service management systems
(ISO/IEC 20000-2:2012)**

EVS

EESTI STANDARDI EESSÕNA

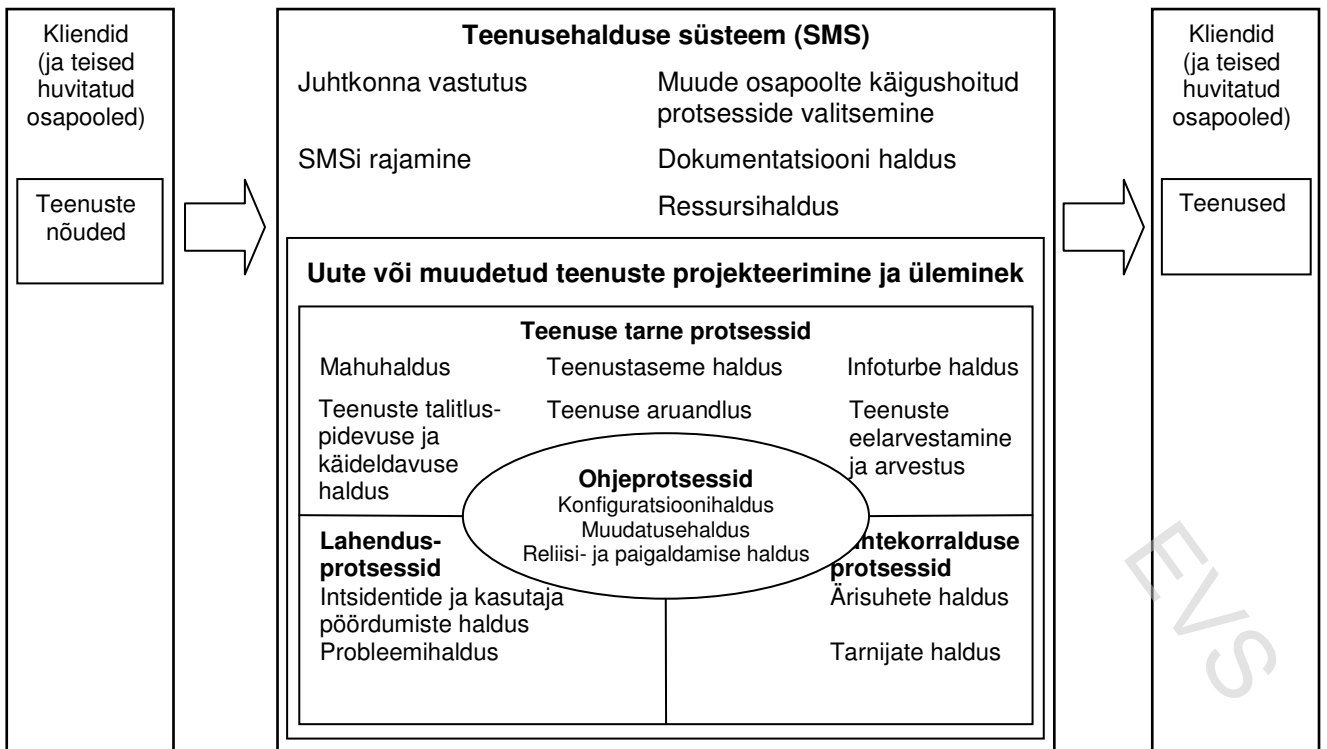
NATIONAL FOREWORD

<p>See Eesti standard EVS-ISO/IEC 20000-2:2013 „Infotehnoloogia. Teenusehaldus. Osa 2: Teostusjuhised teenusehalduse süsteemide rakendamiseks“ sisaldab rahvusvahelise standardi ISO/IEC 20000-2:2012 „Information technology -- Service management – Part 2: Guidance on the application of service management systems“ identset ingliskeelset teksti.</p>	<p>This Estonian Standard EVS-ISO/IEC 20000-2:2013 consists of the identical English text of the International Standard ISO/IEC 20000-2:2012 „Information technology -- Service management – Part 2: Guidance on the application of service management systems“</p>
<p>Ettepaneku rahvusvahelise standardi ümbertrüki meetodil ülevõtuks on esitanud EVS/TK 4, standardi avaldamist on korraldanud Eesti Standardikeskus.</p>	<p>Proposal to adopt the International Standard by reprint method has been presented by EVS/TK 4, the Estonian standard has been published by the Estonian Centre for Standardisation.</p>
<p>Standard EVS-ISO/IEC 20000-2:2013 on jõustunud sellekohase teate avaldamisega EVS Teataja 2013. aasta märtsikuu numbris.</p>	<p>This standard has been endorsed with a notification published in the official bulletin of the Estonian Centre for Standardisation.</p>
<p>Standard on kättesaadav Eesti Standardikeskusest.</p>	<p>The standard is available from the Estonian Centre for Standardisation.</p>

1 Käsitlusala

1.1 Üldist

See ISO/IEC 20000 osa annab juhised SMSi rakendamiseks standardi ISO/IEC 20000-1 põhjal. See standardi osa annab näiteid ja soovitusi, et võimaldada organisatsioonidel tõlgendada ja rakendada standardit ISO/IEC 20000-1, ning viiteid teistele ISO/IEC 20000 osadele ja muudele asjakohastele standarditele. Standard on konkreetsetest parima praktika raamistikest sõltumatu ning teenuseosutaja võib rakendada üldiselt aktsepteeritud juhiste ja oma meetodite kombinatsiooni.



Joonis 2 — Teenusehalduse süsteem

Joonisel 2 on keskmises ruudus näidatud jaotistes 6 kuni 9 toodud protsesse. Jaotises 5 kirjeldatud uute või muudetud teenuste projekteerimise ja ülemineku protsess ümbritseb protsesse jaotistes 6 kuni 9. See näitab, et uusi või muudetud teenuseid hoitakse käigus keskmises ruudus toodud protsesside abil. Kui ei ole uusi või muudetud teenuseid, mille kohta kehtib jaotis 5, võib kõiki teenuseid tarnida otse jaotiste 6 kuni 9 abil.

Erinevad teenuseosutajad võivad teenusehalduse protsesside liideseid ja erinevate SMSi komponentide vahelisi seoseid erinevalt evitada. Teenuseosutaja ja kliendi vahelise suhte laad võib samuti mõjutada seda, kuidas SMSi on standardi ISO/IEC 20000-1 nõuete täitmiseks rakendatud. Nendel põhjustel ei ole protsesside vahelisi liideseid joonisel 2 näidatud.

1.2 Rakendamine

Teenuseosutaja on SMSi eest vastutav ega saa seega taotleda, et mõni teine osapool täidaks ISO/IEC 20000-1:2011 jaotise 4 nõudeid. Näiteks ei saa teenuseosutaja taotleda seda, et teine osapool pakuks tippjuhtkonna ja demonstreeriks tippjuhtkonna pühendumust või näitaks muude osapoolte käigushoitavate protsesside valitsemist.

Teine osapool võib sooritada mõningaid jaotise 4 tegevusi teenuseosutaja halduse all. Näiteks võivad teenuseosutajad tellida teisi osapooli tegema nende nimel siseauditeid. Teise näitena võib teenuseosutaja kutsuda teise osapooli looma algset teenusehalduse plaani. Kui plaan on loodud ja kokku lepitud, on see teenuseosutaja otsese vastutuse ja hoolduse all. Nendes näidetes kasutab teenuseosutaja teisi osapooli kindlate lühiajaliste tegevuste täitmiseks. Teenuseosutajal on SMSi suhtes aruandekohustus, volitused ja vastutus. Seega saab teenuseosutaja esitada tõendused kõigi standardi ISO/IEC 20000-1:2011 jaotise 4 nõuete täitmise kohta.

Teenuseosutaja saab tõendada kõigi nõuete täitmist otseselt, või ta saab tõendada suurema osa nõuete täitmist otseselt, ning ka muude osapoolte käigushoiitud protsesside valitsemist. Kui teenuseosutaja tugineb muudele osapooltele enamiku protsesside käigushoiuks jaotistes 5 kuni 9, ei ole ta tõenäoliselt võimeline demonstreerima protsesside valitsemist. Kui aga teised osapooled hoiavad käigus vaid väiksemat osa protsessidest, saab teenuseosutaja tavaliselt täita standardis ISO/IEC 20000-1 püstitatud nõuded.

Määratletud, kokkulepitud ja dokumenteeritud aruandekohustus, volitused ja vastutused SMSi suhtes on kergesti kättesaadavad nii teenuseosutajale kui ka muudele asjakohastele pooltele. Standardi ISO/IEC 20000-1 nõuete täitmiseks võib teenuseosutaja kokku leppida muudatusi olemasolevate lepingute sätetes või muudes dokumenteeritud kokkulepetes.

Standard ISO/IEC 20000 välistab kindla toote või töövahendi spetsifikatsiooni või vastavad juhised. Organisatsioonid võivad siiski kasutada seda ISO/IEC 20000 osa, et arendada tooteid või töövahendeid, mis toetavad SMSi käigushoidu.

Tagasisidet standardi sisu kohta on võimalik edastada, kasutades EVS-i veebilehel asuvat tagasiside vormi või saates e-kirja meiliaadressile standardiosakond@evs.ee.

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EVS

Introduction

This part of ISO/IEC 20000 provides guidance on the application of service management systems (SMS) based on ISO/IEC 20000-1. This part of ISO/IEC 20000 does not add any requirements to those stated in ISO/IEC 20000-1 and does not state explicitly how evidence can be provided to an assessor or auditor. The intent of this part of ISO/IEC 20000 is to enable organizations and individuals to interpret ISO/IEC 20000-1 more accurately, and therefore use it more effectively.

An SMS is defined in ISO/IEC 20000-1 as a management system to direct, monitor and control the service management activities of the service provider. The SMS should include what is required for the planning, design, transition, delivery and improvement of services. At a minimum this includes service management policies, objectives, plans, processes, process interfaces, documentation and resources. The SMS encompasses all the processes as an over-arching management system, with the service management processes as part of the SMS.

Coordinated integration and implementation of an SMS provides ongoing control, greater effectiveness, efficiency and opportunities for continual improvement. It enables an organization to work effectively with a shared vision. The operation of processes as specified in Clauses 5 to 9 requires personnel to be well organized and coordinated. Appropriate tools may be used to enable the service management processes to be effective and efficient. The most effectual organizations consider the impact of the SMS through all stages of the service lifecycle, from planning and design to transition and operation, including continual improvement.

This part of ISO/IEC 20000 provides examples and suggestions to enable organizations to interpret and apply ISO/IEC 20000-1, including references to other parts of ISO/IEC 20000 and other relevant standards.

Users of International Standards are responsible for their correct application. It is important for organizations and individuals using ISO/IEC 20000 to understand the points listed below.

- ISO/IEC 20000-1 does not purport to include all necessary statutory and regulatory requirements, or all contractual obligations of the service provider. Conformity to ISO/IEC 20000-1 does not of itself confer immunity from statutory obligations.
- ISO/IEC 20000-1 is applicable to internal and external, large and small, and commercial and non-commercial service providers.
- ISO/IEC 20000-1 promotes the adoption of an integrated process approach when planning, establishing, implementing, operating, monitoring, measuring, reviewing, maintaining and improving an SMS for the design, transition, improvement and delivery of services that fulfil service requirements.

ISO/IEC 20000 promotes the application of the methodology known as “Plan-Do-Check-Act” (PDCA) to the SMS and the services. The PDCA methodology, shown in Figure 1, can be briefly described as follows:

Plan: establishing, documenting and agreeing the SMS including the policies, objectives, plans and processes necessary to design and deliver services in accordance with business needs, customer requirements and the service provider's policies.

Do: implementing and operating the SMS for the design, transition, delivery and improvement of the services.

Check: monitoring, measuring and reviewing the SMS and the services against the plans, policies, objectives and requirements and reporting the results.

Act: taking actions to continually improve performance of the SMS. This includes the service management processes and the services.

When used within an SMS, the following are the most important aspects of an integrated process approach and the PDCA methodology:

- a) understanding and fulfilling the service requirements to achieve customer satisfaction;
- b) establishing the policy and objectives for service management;
- c) designing and delivering services based on the SMS that add value for the customer;
- d) monitoring, measuring and reviewing performance of the SMS and the services;
- e) continually improving the SMS and the services based on objective measurements.

Where other management systems are present, the implementation of an SMS, with the adoption of a process approach and the PDCA methodology, enables the service provider to align or fully integrate the organization's management systems. For example, it is possible to integrate ISO/IEC 20000 with a quality management system based upon ISO 9001 and/or an information security management system based upon ISO/IEC 27001. An integrated management system approach increases efficiency, establishes clear accountability and traceability and enhances organizational planning, communication and control.

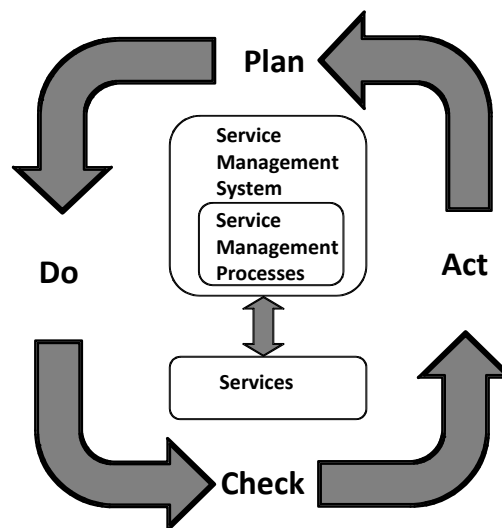


Figure 1 — PDCA methodology applied to service management

As stated in ISO/IEC 20000-1:

“ISO/IEC 20000 can be used by:

- a) *an organization seeking services from service providers and requiring assurance that their service requirements will be fulfilled;*
- b) *an organization that requires a consistent approach by all their service providers, including those in a supply chain;*
- c) *the service provider that intends to demonstrate its capability for the design, transition, delivery and improvement of services that fulfil service requirements;*
- d) *a service provider to monitor, measure and review its service management processes and services;*
- e) *a service provider to improve the design, transition, delivery and improvement of services through the effective implementation and operation of the SMS;*
- f) *an assessor as the criteria for a conformity assessment of a service provider's SMS to the requirements in this part of ISO/IEC 20000.”*

This part of ISO/IEC 20000 can be used by an organization looking for guidance on how to improve service management, whether or not it is interested in seeking certification.

EVS

Information technology — Service management —

Part 2:

Guidance on the application of service management systems

1 Scope

1.1 General

This part of ISO/IEC 20000 provides guidance on the application of an SMS based on ISO/IEC 20000-1. This part of ISO/IEC 20000 provides examples and suggestions to enable organizations to interpret and apply ISO/IEC 20000-1, including references to other parts of ISO/IEC 20000 and other relevant standards. This part of ISO/IEC 20000 is independent of specific best practice frameworks and the service provider can apply a combination of generally accepted guidance and their own techniques.

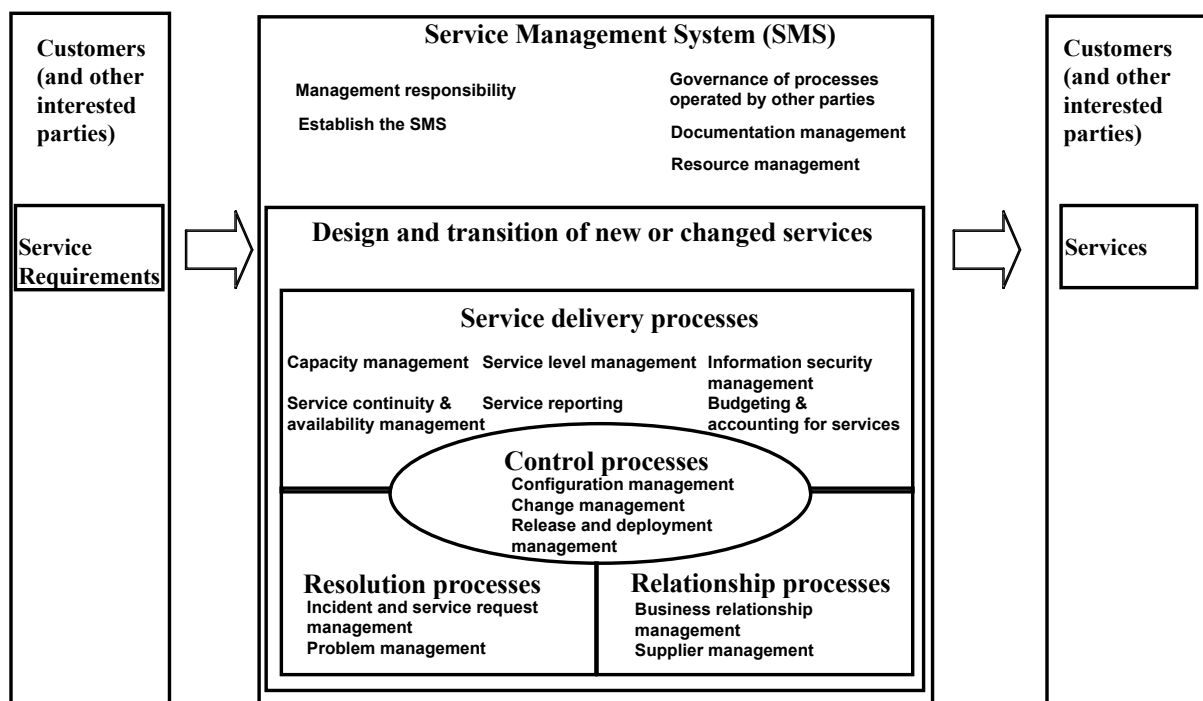


Figure 2 — Service management system

Figure 2 shows the processes from Clauses 6 to 9 in the central box. The Clause 5 design and transition of new or changed services process surrounds the Clause 6 to 9 processes. This shows that the new or changed services are operated by the processes in the central box. When there are no new or changed services to which Clause 5 applies, all services can be delivered directly by Clauses 6 to 9.

The interfaces between the service management processes and the relationships between different components of the SMS may be implemented differently by different service providers. The nature of the relationship between the service provider and the customer can also influence how the SMS is implemented to fulfil the requirements of ISO/IEC 20000-1. For these reasons the interfaces between processes are not represented in Figure 2.

1.2 Application

The service provider is accountable for the SMS and therefore cannot ask another party to fulfil the requirements of Clause 4 of ISO/IEC 20000-1:2011. For example, the service provider cannot ask another party to provide the top management and demonstrate top management commitment or to demonstrate the governance of processes operated by other parties.

Some activities in Clause 4 may be performed by another party under the management of the service provider. For example, service providers can engage other parties to conduct internal audits on their behalf. Another example is where a service provider asks another party to create the initial service management plan. The plan, once created and agreed, is the direct responsibility of and is maintained by the service provider. In these examples, the service provider is using other parties for specific short-term activities. The service provider has accountability, authorities and responsibilities for the SMS. The service provider can therefore demonstrate evidence of fulfilling all of the requirements of Clause 4 of ISO/IEC 20000-1:2011.

The service provider can show evidence of fulfilling all requirements directly or can show evidence of fulfilling most of the requirements directly as well as the governance of processes operated by other parties. If the service provider relies on other parties for operation of the majority of the processes in Clauses 5 to 9, the service provider is unlikely to be able to demonstrate governance of the processes. However, if other parties operate only a minority of the processes, the service provider can normally fulfil the requirements specified in ISO/IEC 20000-1.

The defined, agreed and documented accountability, authorities and responsibilities for the SMS are readily accessible to both the service provider and other relevant parties. To fulfil the requirements of ISO/IEC 20000-1 the service provider can agree changes to the terms of existing contracts or other documented agreements.

ISO/IEC 20000 excludes the specification of, or specific guidance about, any product or tool. However, organizations can use this part of ISO/IEC 20000 to help them use or develop products or tools that support operation of the SMS.

2 Normative references

The following documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO/IEC 20000-1, *Information technology — Service management — Part 1: Service management system requirements*

3 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO/IEC 20000-1 apply.

4 Service management system general requirements

4.1 Management responsibility

4.1.1 Management commitment

4.1.1.1 Top management responsibilities

Top management should be the management who direct, monitor and control the service provider at the highest level.