# Retirement Form content v4

Open Points:

- Who should be able to fill out a retirement form at service providers side?
    - Which roles (e.g. Service Owner, Center Manager etc.)
- Who should be informed when a retirement form was handed in?
    - At least notification to responsible center contact/IT Head of Helmholtz centre(s)

| Field | Description | Explanation | Mandatory |
|---|---|---|---|
| Service name | List of services the service provider currently offers in Helmholtz Cloud | Please choose the service from the list you want to initiate offboarding for | Yes |
| Offboarding type | Complete service Offboarding or Offboarding of a using centre | Please indicate whether you want to offboard the whole service (for all using centres) or whether you only want to offboard one using centre | Yes |
| Offboarding of a using centre | List of using centres the service is provided to | Please choose the Using Centre from the list you want to stop providing the service to | If Offboarding Type "Offboarding of a using center" |
| Reason for Offboarding | Short explanation why Offboarding should be initiated | Please shortly explain the reason for Offboarding. | No |
| Contact person for Offboarding at service provider | Person HIFIS can get back to while performing the Offboarding process | Please indicate a contact person on service provider side HIFIS can get back to during Offboarding. | Yes |
| Contact person for Offboarding at using centre | Person HIFIS can get back to while performing the Offboarding process | Please indicate a contact person on using centre side HIFIS can get back to during Offboarding. | Yes |
| Dependencies to other services | Ask for dependencies to other services | Please indicate whether the service has dependencies to other services offered in Helmholtz Cloud. If there are dependencies, please describe them as detailed as possible. | Yes |
| Deprovisioning | Ask for deprovisioning state/step dates

Which user groups are affected? | Please indicate which steps you are planning to take for deprovisioning of the service. Please also hand in an information on which user groups are affected by the deprovisioning. | Yes |

| Backup strategy | Verification of information given to HIFIS earlier regarding backup strategy are still up to date – to be sure how data of retired service is backed-up/ treated | Please indicate whether backup strategy information given to HIFIS are still up to date. | Yes |
|---|---|---|---|
| Planned Offboarding date | Date until which Offboarding should be completed | Please indicate until when you are planning to complete Offboarding. | Yes |