Fabasoft

Software Product Information

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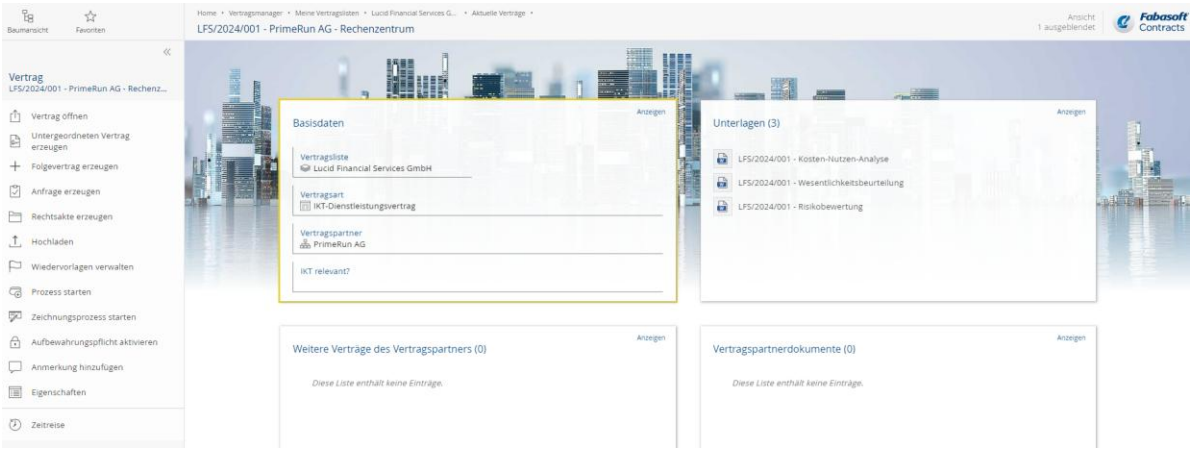
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1 Introduction

Fabasoft Dora supports you throughout the entire life cycle of outsourcing ICT services: From the process of introducing a project, the implementation of all initial outsourcing contracts, the conclusion of outsourcing contracts with internal and external partners and the subsequent regular audits. Fabasoft Dora accompanies the related business processes with monitoring reports and enables the creation of reports for provision to the supervisory authorities at any time.



Cloud-based and process-controlled outsourcing management offers numerous advantages thanks to seamless collaboration with internal departments and external partners:

- Simple creation of information register and other reports from a central information base
- Traceable documentation of the
  - Introduction of outsourcing projects,
  - Supplier information,
  - Specific information on the respective outsourcing
  - and audit-proof history of all review and approval processes.
- Automated and verifiable recurring checks with electronic workflow signatures
- Template-based creation of contract documents, supplementary agreements and annexes as well as summaries for the involvement of decision-makers
- Traceability of any changes using audit logs and time travel function

2 Scope of Services – User Perspective

The functionality described below is available to end users.

2.1 Introduction of Outsourcing Projects

The following use cases support you in the management of requests.

Use Case	Description

Create requests	Requests serve as an input channel for the submission of outsourcing projects for documented preliminary review by the stakeholders to be involved.
Categorization of requests	The categorization of requests enables differentiation for the control of the underlying business process. The required metadata, documents and test steps can be specified according to the request category.
Obtaining comments	The required opinions of the stakeholders to be involved (legal, CISO, etc.) are obtained in the digital workflow and documented in an audit-proof manner in the request for the outsourcing project.
Adding documents to requests	Documents can be assigned to requests by uploading them using drag-and-drop, for example. Documents can also be categorized and stored in (optionally predefined) folder structures.
Create summary	Using stored templates, an executive summary is automatically generated based on the stored information, which summarizes all the key points and can be presented to decision-makers.
Create outsourcing contract	To map a seamless business process, an outsourcing contract (in draft status) can be generated directly from the request after preliminary checks have been carried out in order to subject it to the necessary review steps (due diligence, risk assessment, cost/benefit analysis, exit strategy, etc.).

2.2 Outsourcing Contracts

The following use cases support you in the management of outsourcing contracts.

Use Case	Description
Generate outsourcing contract	Outsourcing contracts are organized and stored in contract lists. Access rights are also defined via the contract lists.
Evidence number	A record number (contract number) is assigned when a new outsourcing contract is created.
Metadata in accordance with DORA ITS (version 10.1.2024; published on 17.1.2024)	For the simple creation of the information register, Fabasoft Dora provides a metadata model that contains the metadata specified from a regulatory perspective. This metadata can be filled in when

	creating outsourcing contracts and contact organizations. Based on the complete and correct filling of these metadata fields, the information register is created in Fabasoft Dora in accordance with the aforementioned version of the DORA ITS.
Individual metadata	Individual metadata can be created in the configuration.
Add documents to outsourcing contracts	Documents can be assigned to outsourcing contracts by uploading them using drag-and-drop, for example. Uploaded documents are categorized, allowing specific information to be recorded and then checked for completeness.
Periodic inspections	Recurring routine checks can be stored and automatically initiated for the outsourcing using BPMN processes.
Create subordinate contracts	Subordinate contracts for mapping contract hierarchies
Confidential areas	Confidential areas make it possible to make confidential contract documents accessible only to a selected group of users.
Create external areas in the contract documents	External areas make it possible to make all contract documents and test certificates accessible to a selected group of external users, e.g. supervisory authorities or suppliers. External areas enable the direct integration of suppliers for the secure collection of required documents and evidence in a central location.
Canceling, deleting and restoring outsourcing contracts	Outsourcing contracts can be canceled, canceled outsourcing contracts can be deleted or restored.
Define dates for outsourcing contracts	Relevant contract dates and reminders can be entered in the properties of a contract.
Determine retention obligation for outsourcing contracts	Outsourcing contracts can be provided with a retention obligation and retention period, which means that they cannot be canceled and deleted.

3 Scope of Services – Administration

The functionality described below is available to administrators.

Fabasoft Dora is based on the Fabasoft Solution Fabasoft Contracts. The scope of administration services is described in the Fabasoft Contracts software product information: Softwareproduktinformation (SPI) Fabasoft Contracts

4 Fabasphere AI Core

The Fabasoft Cloud, together with Mindbreeze AI, forms the Fabasphere AI Core. In addition to this software product information, the software product information "Fabasoft Cloud" also applies to the use of Fabasoft Dora. For AI use cases, the software product information "Mindbreeze AI" also applies (see https://www.fabasoft.com/spi).

5 Technical Information

Information about system requirements and supported platforms can be found in the "Technical Information" document (see https://www.fabasoft.com/spi).