



Queen Mary  
University of London

# IT Services December 2022

Monthly KPI Report

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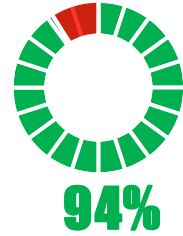
High Priority Incidents

# Executive Summary – December 2022

## High Impact/Major Incidents December 2022

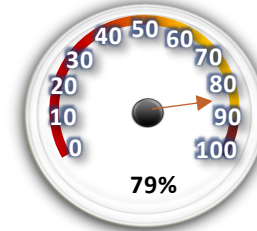
No High Impact/Major Incidents reported in December 2022.

## Customer Satisfaction

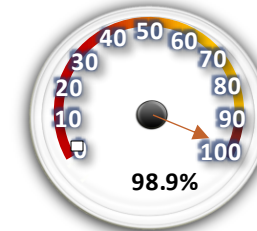


## Incidents and Service Requests

All ticket Average SLA Met



Incidents



Top 5 Requests

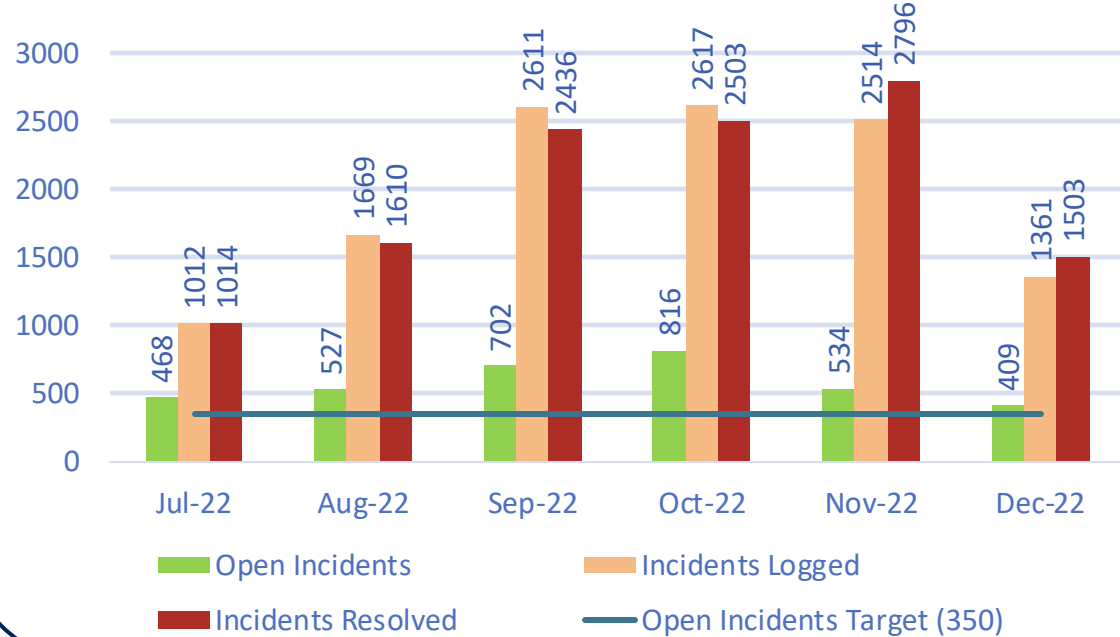
## Definitions

KPI: Key Performance Indicator

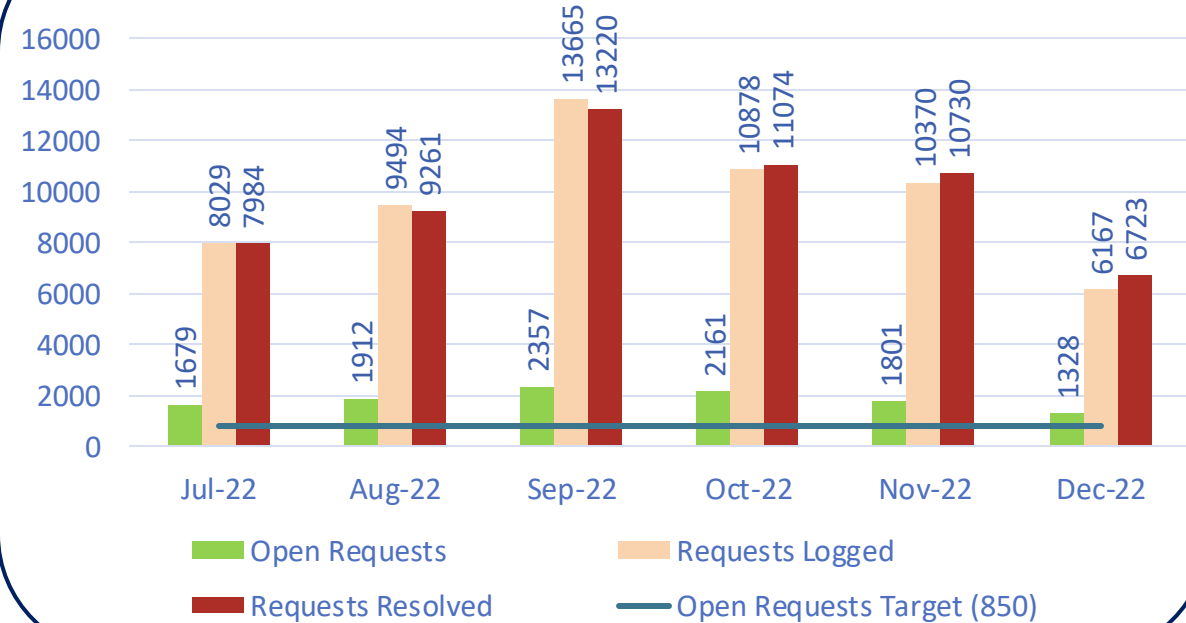
MI: Major Incident

P1: Priority 1 Incident (High)

## Incidents



## Requests



# ITS Service Desk KPI's December 2022

Request Category (Top 5 for December 2022)	Overall % December Requests	Achieved Target within SLT 90%	Actuals
Accounts/Permissions	20%	97.8%	↑
Finance Applications	10%	98.3%	↑
Administration	9%	100%	↑
Software	8%	99%	↑
Other	7%	99.5%	↑
Service and SLA	Achieved Target		Actuals
Service Requests resolved within SLT 90%	91%		↑
Incidents resolved within SLT 90% (P1-P5 Average)	79%		↓
P1 – 4 Hours	N/A** (some Incorrect*)		
P2 – 1 Business Day	41%		↓
P3 – 3 Business Days	75%		↓
P4 – 5 Business Days	100%		↑
P5 - 20 Business Days	100%		↑
Average Wait Time 25 sec	19s		↑
First Time Fix Rate 75%	73%		↓
Customer Satisfaction >90%	94%		↑






P# = Ticket Priority






\* Some incidents were incorrectly logged as P1 and should have been P2 or P3.  
 \*\* No P1 Incidents logged in December

Met or Exceeded Target  
 Below Agreed Target



# Service Desk Performance December 2022

Measure	Target	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Trend
Received Phone Calls	-	1187	1151	1455	2613	1896	1514	764	
Average Wait Time	25s	20s	15s	20s	33s	18s	15s	19s	
Abandon Rate (Calls)	5%	13.4%	6.3%	8.9%	17.1%	8.8%	8.4%	6.7%	
FTF (First Time Fix)	75%	78%	85%	85%	90%	78%	70%	73%	
FLF (First Line Fix)	75%	58%	63%	59%	61%	60%	58%	55%	

ITS Ticket Source	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Trend
Telephone	404	475	640	1060	653	548	295	
Email	2277	2530	2583	3311	3409	2921	1690	
In Person	525	639	724	2208	1452	725	510	
Self Service	2899	3363	3810	4292	3712	4331	2606	
Live Chat	966	795	1431	2351	1381	1607	862	

# Other ITS KPI's December 2022

Service	Response Time/Target	Actuals	Strategic KPI's
Copy Shop Request	4 Hours	95%	KPI-01-Student Satisfaction
Faculty Relationship Engagement Request	2 Business Days	100% 3 Queries	KPI-01-Student Satisfaction
New Laptop Provision request (in Stock Item)	5 Business Days	23 days	KPI-01-Student Satisfaction
Approval Requests – Request for self-managed device	1 Business Day	3 Days	KPI-01-Student Satisfaction
Request to add specific software to managed devices (3 way process: Procurement, Testing and Deployment)	3 Business Days	15 days	KPI-01-Student Satisfaction
CCS Time to attend Teaching Rooms for incident resolution (site dependant)	20 Minutes (currently 30 mins)	97%	KPI-01-Student Satisfaction
Service Availability – Gold (e.g QMplus, SITS)	99.50%	99.83%	KPI-01-Student Satisfaction
Service Availability – Silver (e.g ArcGis, Armis, Cohort)	90%	100%	
Service Availability – Bronze (e.g GitHub, DMS)	80%	100%	

# Customer Satisfaction December 2022

## Customer Feedback

This month we received 637 responses providing feedback on incidents and requests logged through the Service Desk –

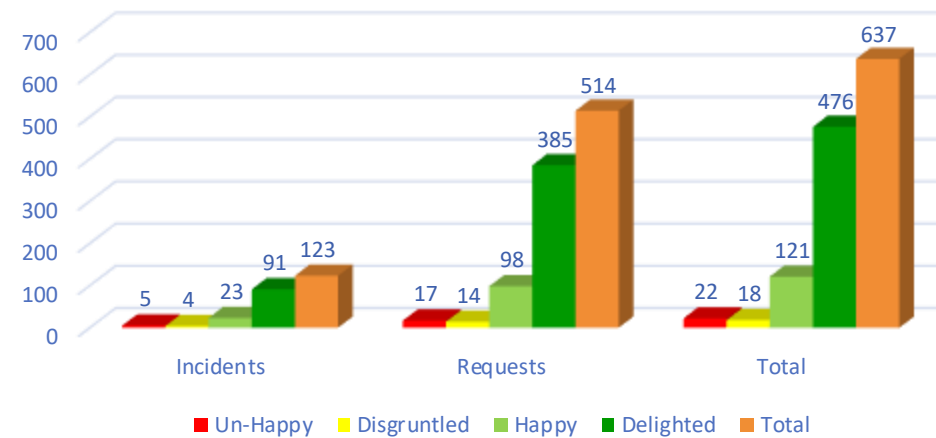
**Happy and Delighted Responses Incidents 93%**

**Happy and Delighted Responses Service Requests 94%**

**Total Satisfaction 94%**

Delighted Happy Un-Happy Disgruntled

## Customer Satisfaction Breakdown

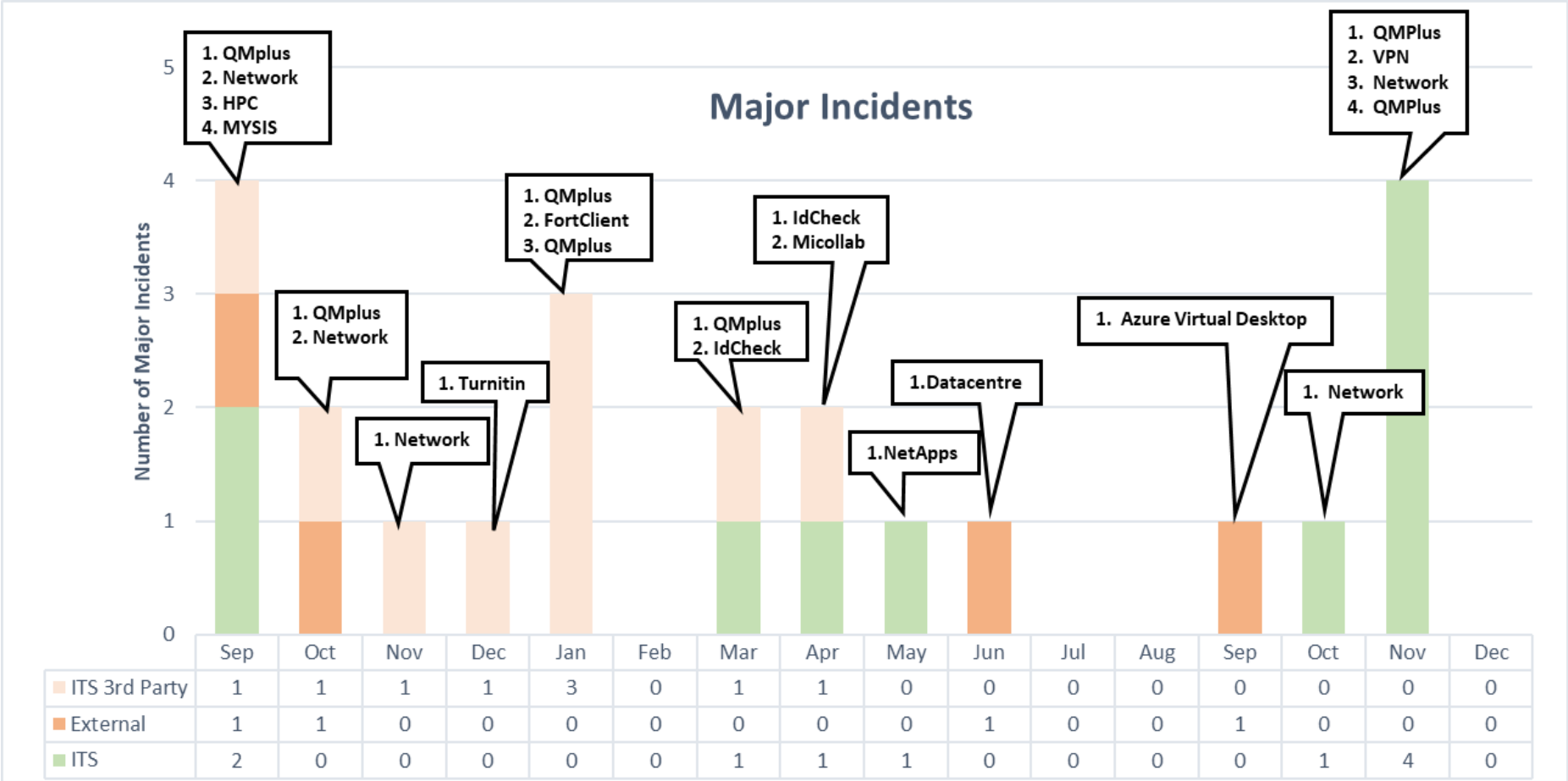


## Feedback this month

Most common Positives and most common Negatives quotes

- Found Hasan to be very responsive and able to resolve the matter within minutes!
- Very happy. Timely and professional service.
- The IT Team is fantastic! Anika and Glen were so supportive and patient! Five stars support! Thanks ever so much! 😊
- I am sorry but it took 12 weeks for the issue to be identified and resolved.
- I couldn't print on the day I was in the office. I called Live Chat and they couldn't resolve the issue so they logged a Help call. A week later I finally receive a response.
- The response to my queries was slow and not helpful.

# Major Incidents Sep 2021 – Dec 2022





# Major Incidents Mar 2022 – Dec 2022

MI No.	Date	Duration	Service Affected – Impact	Status
228733	Sat 19 Mar 04:24	4h 30m	<b>IDcheck</b> – Services that utilise IDcheck for authentication such as QMplus, Canvass etc. were inaccessible. <b>Cause:</b> A configuration file was missing from the Puppet server. <b>Action:</b> The configuration file was manually added back to on the server, which restored the authentication service.	Resolved
228856	Tue 22 Mar 09:01	1h	<b>QMplus</b> – Student and Staff were unable to access the service to view or edit course modules or access learning material. <b>Cause:</b> A known bug corrupted the Moodle Unified Cache (MUC). <b>Action:</b> The web container was restarted, clearing the corrupted cache.	Resolved
230242	Tue 12 Apr 13:14	1h 19m	<b>IDcheck</b> – Services that utilise IdCheck for authentication such as QMplus, Canvass etc. were inaccessible. <b>Cause:</b> The security certificates for Linux servers were not updated as part of a change to update window security certificates. <b>Action:</b> Linux servers were updated with the new Security certificate.	Resolved
230487	Wed 13 Apr 17:00	2h 35m	<b>Micollab</b> – Staff were unable to access the service to make or receive phone calls. <b>Cause:</b> The vendor made a change to the system without checking with QM. <b>Action:</b> The change was rolled back.	Resolved
233318	Fri 10 Jun 12:35	412h 12m	<b>DC1 Power Outage</b> – A planned change with EAF to replace the UPS batteries on the main datacentre DC1 had not gone as expected. <b>Cause:</b> A fault with the main electrical cable that supplied electrical power from the UPS to the DC1 infrastructure had a fault and required immediate repair. <b>Action:</b> The power was turned off, the electrical cable was repaired, and the power was restored. Due to the ungraceful shutdown, servers had to be turned back on in a specific order and checks completed.	Resolved
N/A	Thu 22 Sep 09:11	1h 25m	<b>Azure Virtual Desktop (AVD – Newham Landing Zone)</b> - Newham staff and students were unable to logon to the Azure Virtual Desktop environment. <b>Cause:</b> AVD Virtual Machines (VMs) had been deleted. <b>Action:</b> Build and deploy the replacement (v8) VMs.	Resolved
241221	Wed 19 <sup>th</sup> Oct 15:36	2hrs 12m	<b>Network Outage</b> - Users unable to access applications including QMplus, SITS, MySIS, MyHR and Ivanti. <b>Cause:</b> During the 'core network upgrade' migration phase, the core network is running two version of Spanning Tree Protocol (STP). One STP running on the Dell switches and the other on the Cisco switches. There is no issue with either STP networks individually however, running both simultaneously created a problem and a compatibility issue between the two STPs, which impacted the network. <b>Action:</b> Powered down Dell core switch, MEPP1COR01-ACCA (located at Mile End West), which removed the network loop. When this switch was powered down, network returned to an operational state. A decision was made leave the switch "MEPP1COR01-ACCA" powered off until root cause had been identified.	Resolved

# Major Incidents Mar 2022 – Dec 2022, continued

MI No.	Date	Duration	Service Affected – Impact	Status
242475	Thu 3 <sup>rd</sup> Nov 2022 19:49	1hr 57m	<p><b>QMplus:</b> Users were unable to login to QMplus.  <b>Cause:</b> The communication link between Shibboleth and Legacy LDAP had issues.  <b>Action:</b> There was no manual intervention. The issue resolved itself when the communication between Shibboleth and Legacy LDAP was re-established.</p>	Resolved
243265	Tue 15 <sup>th</sup> Nov 2022 11:00	50m	<p><b>VPN Gateway</b> – Unable to access QM applications: QMplus, Agresso, MyHR, Ivanti, etc. when connected to FortiClient VPN.  <b>Cause:</b> Memory issue on the primary FortiGate VPN Gateway at DC1. Device memory was full, and the device went into ‘conserve’ mode. The device was then unable to service VPN connections.  <b>Action:</b> The primary FortiGate VPN gateway (located at DC1) was rebooted to restore connectivity over the VPN.</p>	Resolved
243432	Tue 15 <sup>th</sup> Nov 2022 16:58	30m	<p><b>Network</b> – Network service outage due to intermittent network connectivity. Users unable to connect in to QMUL applications and resources from outside (over the Internet) and users on campus unable to connect to services on the Internet.  <b>Cause:</b> The Internet connection at Whitechapel become unstable due to a faulty fibre cable, which caused a drop of signal power, as reported by JISC.  <b>Action:</b> The faulty fibre cable was replaced and confirmed with JISC that the power level was now back to normal and stable.</p>	Resolved
243837	Mon 21st Nov 2022 13:10 & 16:50	40m & 12m	<p><b>QMplus</b> – Unable to login to QMplus. Pre-logged in users were not impacted.  <b>Cause:</b> ITS were carrying out a planned/approved Change (17237) to upgrade Active Directory Domain Controllers (from Windows Server 2012r2 to 2019) scheduled for 21/11/2022 at 12:00, which involved taking ads-dom-04 offline for maintenance, and this had an unexpected impact on IDCheck.  <b>Action:</b> Reinstating domain controller ads-dom-04 restored the IDCheck service.</p>	Resolved

# High Priority Incidents Mar 2022 Dec 2022

HPI Number	Date	Duration	Service Affected – Impact	Status
238765	Mon 26 Sept 10:20	7h 40m	<b>Dorset Firewall Device Failure</b> - Firewall problems at River Lab. Loss of internet connection and unable to connect to local servers where our work files and databases are stored. <b>Cause:</b> Age of the device considered to be a factor in the failure of this device as it was nearing end of life. <b>Action:</b> Redundant device as a temporary fix. Replacement Firewall switch to be implemented.	Workaround in Place



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