# INTERNATIONAL STANDARD

# ISO/IEC 20000-1

Third edition 2018-09

### Information technology — Service management —

Part 1: Service management system requirements

Technologies de l'information — Gestion des services — Partie 1: Exigences du système de management des services



Reference number ISO/IEC 20000-1:2018(E)

ISO/IEC 20000-1:2018(E)



#### COPYRIGHT PROTECTED DOCUMENT

#### © ISO/IEC 2018

All rights reserved. Unless otherwise specified, or required in the context of its implementation, no part of this publication may be reproduced or utilized otherwise in any form or by any means, electronic or mechanical, including photocopying, or posting on the internet or an intranet, without prior written permission. Permission can be requested from either ISO at the address below or ISO's member body in the country of the requester.

ISO copyright office CP 401 • Ch. de Blandonnet 8 CH-1214 Vernier, Geneva Phone: +41 22 749 01 11 Fax: +41 22 749 09 47 Email: copyright@iso.org Website: www.iso.org

Published in Switzerland

Contents			Page		
For	eword		v		
Introduction			vii		
1	Scop	e	1		
	1.1	General	1		
	1.2	Application	1		
2	Norr	native references	2		
3	Tern	ns and definitions	2		
	3.1	Terms specific to management system standards	2		
	3.2	Terms specific to service management	6		
4	Cont	ext of the organization	10		
	4.1	Understanding the organization and its context			
	4.2	Understanding the needs and expectations of interested parties			
	4.3	Determining the scope of the service management system			
	4.4	Service management system			
5		lership			
	5.1	Leadership and commitment			
	5.2	Policy			
		5.2.2 Communicating the service management policy			
	5.3	Organizational roles, responsibilities and authorities	11		
6	Planning				
U	6.1	Actions to address risks and opportunities			
	6.2	Service management objectives and planning to achieve them	12		
		6.2.1 Establish objectives	12		
		6.2.2 Plan to achieve objectives			
	6.3	Plan the service management system	13		
7		ort of the service management system			
	7.1	Resources			
	7.2 7.3	Competence			
	7.3 7.4	Communication			
	7.5	Documented information			
		7.5.1 General			
		7.5.2 Creating and updating documented information			
		7.5.3 Control of documented information			
	7.6	7.5.4 Service management system documented information			
0					
8	<b>Ope</b> i 8.1	ration of the service management system			
	8.2	Operational planning and control Service portfolio			
	0.2	8.2.1 Service delivery			
		8.2.2 Plan the services	16		
		8.2.3 Control of parties involved in the service lifecycle			
		8.2.4 Service catalogue management			
		8.2.5 Asset management			
	8.3	8.2.6 Configuration managementRelationship and agreement			
	0.5	8.3.1 General			
		8.3.2 Business relationship management			
		8.3.3 Service level management	19		
		9.2.4 Supplier management	20		

### ISO/IEC 20000-1:2018(E)

	8.4	Supply and demand	21
		8.4.1 Budgeting and accounting for services	21
		8.4.2 Demand management	21
		8.4.3 Capacity management	21
	8.5	Service design, build and transition	21
		8.5.1 Change management	
		8.5.2 Service design and transition	23
		8.5.3 Release and deployment management	
	8.6	Resolution and fulfilment	
		8.6.1 Incident management	
		8.6.2 Service request management	25
		8.6.3 Problem management	
	8.7	Service assurance	
		8.7.1 Service availability management	25
		8.7.2 Service continuity management	
		8.7.3 Information security management	
9	Performance evaluation		27
	9.1	Monitoring, measurement, analysis and evaluation	27
	9.2	Internal audit	
	9.3	Management review	
	9.4	Service reporting	29
10	Impr	ovement	29
	10.1	Nonconformity and corrective action	29
	10.2	Continual improvement	
Bibli	31		

#### Foreword

ISO (the International Organization for Standardization) and IEC (the International Electrotechnical Commission) form the specialized system for worldwide standardization. National bodies that are members of ISO or IEC participate in the development of International Standards through technical committees established by the respective organization to deal with particular fields of technical activity. ISO and IEC technical committees collaborate in fields of mutual interest. Other international organizations, governmental and non-governmental, in liaison with ISO and IEC, also take part in the work. In the field of information technology, ISO and IEC have established a joint technical committee, ISO/IEC JTC 1.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of document should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see <a href="www.iso.org/directives">www.iso.org/directives</a>).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO and IEC shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see <a href="www.iso.org/patents">www.iso.org/patents</a>).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation on the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see the following URL: <a href="https://www.iso.org/iso/foreword.html">www.iso.org/iso/foreword.html</a>.

This document was prepared by ISO/IEC JTC 1, *Information technology*, SC 40, *IT Service Management and IT Governance*.

This third edition cancels and replaces the second edition (ISO/IEC 20000-1:2011) which has been technically revised.

The main changes compared to the previous edition are as follows.

- a) Restructured into the high level structure used for all management system standards (from Annex SL of the Consolidated ISO Supplement to the ISO/IEC Directives Part 1). This has introduced new common requirements for context of the organization, planning to achieve objectives and actions to address risks and opportunities. There are some common requirements that have updated previous requirements, for example, documented information, resources, competence and awareness.
- b) Taken into account the growing trends in service management including topics such as the commoditisation of services, the management of multiple suppliers by an internal or external service integrator and the need to determine value of services for customers.
- c) Removed some of the detail to concentrate on what to do and allow organizations the freedom of how to meet the requirements.
- d) Included new features such as the addition of requirements about knowledge and planning the services.
- e) Separated out clauses that were previously combined for incident management, service request management, service continuity management, service availability management, service level management, service catalogue management, capacity management, demand management.
- f) Renamed "Governance of processes operated by other parties" to "Control of parties involved in the service lifecycle" and updated the requirements to include services and service components as well as processes. Clarified that the organization cannot demonstrate conformity to the requirements