BTSD Guideline Document

Guideline Name:	Data Definition Guideline		
Date Last Updated:	Monday, January 5, 2015	**Prepared By:**	Keil Wilson

1. Short Description of Guideline

Information needed for NDOR Business Technology Support (BTS) – Data Administration (DA) to research and assign standard data names and model data.

2. Guideline Text *(full details of guideline)*

1. **Common-Usage Data Name for the data item:** This is the data name used by the principle user and analyst to refer to the data item.

   Example: NAD83 STATE PLANE (Coordinate) X

2. **Definition:** This is needed for "new" and “revised” data requirements.

   a. Definitions may be revised to clarify the meaning/purpose of the data or to differentiate the data from other, similar but different, data requirements.

   b. The definition is a brief (but meaningful) statement of the meaning and purpose of the data element. A principle user is valuable to identify, also.

   c. The definition is used as a basis for assigning and researching the standard data name and determining current existence/usage of the data item.

   Example: NAD83 Grid Coordinate System state plane "X" coordinate variable for geographically locating a position on a highway or bridge. Data specification is controlled by the NAD83 standard. Principle User: Steve Brown.

3. **Data Type and Size:** Anticipated Data Type and size (e.g., "CHARACTER 3" or "DECIMAL 9,2", etc.).

   Example: DECIMAL 13,4 (DECIMAL 13 positions length with 4 decimal positions) or CHARACTER 11 (Alphabetic and special character length of 11)

4. **Valid Values and Rules:** Statement of Valid Data Values and any Edit Rules or Derivation Rules.

   The set of valid values that are supported in the new data element and the meaning of each value (e.g., Valid value of "Y" is "YES", "N" is "NO", etc.). Rules governing contents or derivation of the data element.

   Example:
   Valid value of "Y" is YES, “N" is NO.
   - OR -
   Valid value is a grid location of between 60.00 and 90.00 in NAD83 standard degrees.

5. **Planned data usage:** Associate the data element with its (planned) usage by a business area subject/object (i.e., a logical subject/object that is identified by (a) key - e.g., accident, vehicle,

highway, etc.) and/or a physical DB2 table, identified by (a) key (if anticipated/determined). The element describes or is part of the key for the planned data usage subject/object or DB2 table.

Example:
Bridge logical subject/object (Business): Bridge Inventory (Identified by Key elements: SRR_I - Structure Number and SRR_SEQ_I - Structure Sequence) and/or - AND/OR –
Bridge Physical Table: BIRPINV (Identified by Key Elements: BIR_INV_ITEM_008 - Structure Number and BIR_INV_ITEM_008A - Structure Sequence)

6. **Standard Logical Name:** With the, above, information a Standard Logical Name can be defined and researched by/for DA approval and enterprise modeling. Assigned by DA.

EXAMPLE: The following is a full example using a recently defined Bridge Inventory data requirement:

EXAMPLE: N83_SPC_X_L

Common-usage Data Name: NAD83 STATE PLANE (Coordinate) "X".

Meaning/Purpose: NAD83 STATE PLANE (Coordinate) "X". NAD83 Grid Coordinate System state plane "X" coordinate variable for geographically locating a position on a highway or bridge. New variable intended for use by JAVA programs. Data specification is controlled by the NAD83 standard. Principle User: Steve Brown.

Data Type and Size: DECIMAL 13,4n(DECIMAL 13 positions length with 4 decimal positions)

Valid value set is a grid location of between 60.00 and 90.00 in NAD83 standard degrees.

Planned Data Usage (i.e., business subject/object or DB2 table that the element describes/identifies):

Bridge subject/object: Bridge Inventory (Identified by Key Elements: SRR_I - Structure Number and SRR_SEQ_I - Structure Sequence)

Bridge Physical Table: BIRPINV (Identified by Key Elements: BIR_INV_ITEM_008 - Structure Number and BIR_INV_ITEM_008A – Structure Sequence)

The resulting, approved, Standard Data Name assigned is: N83_SPC_X_L (i.e., class-code of "L" for location data, modifier of "X" for "X-coordinate", modifier of SPC for "state plane coordinate" and a modifier of "N83" for the controlling NAD83 specification). In summary, the column name is a location (L) for the "X" coordinate of the state plane coordinate (SPC) of the "N83" specification.

3. Audit Log *(should be recorded for every change to this guideline)*

Editor	Description of Edit	Date Edited
[EditorName]	Created document from web page on old BTSD Intranet.	01/05/2015