BTSD Guideline Document

Guideline Name:	Data Naming Guidelines		
Date Last Updated:	Monday, January 05, 2015	Prepared By:	Keil Wilson

1. Short Description of Guideline

Describes the data naming standards used by the Data Warehouse group.

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

Purpose: Data naming standards help the Data Warehouse group to account for data and data element usage in NDOR. The standards provide for consistent, non-redundant naming of data throughout the Business Technology Support Division.

Responsibility: Prior to production system implementation, the Data Warehouse group assigns standard data names and reviews developer-suggested data names for compliance and redundancy standards. Developers should involve the Data Warehouse group in the data naming process as early as possible in the development process in order to avoid unnecessary rework.

Standard: The standard for data element naming consists of using a three (3) character abbreviation for each descriptor (modifier) and a one (1) character class code for the suffix, resulting in a maximum of 16 positions in the data name.

Highlights of Data Naming:

1. The last (rightmost) position of the data name is the (single character) CLASS CODE, as selected from the DA-defined "Classification Code's List" (See "Link", below).

2. Other descriptive components (modifiers) in the data name should be taken from the DA-defined standard "Abbreviations' List" (See "Link", below)., separating each abbreviation (modifier) by an underscore.

   Where a standard abbreviation cannot be found on the list and needs to be defined (new), a new abbreviation can be coordinated with or requested to be defined by Data Administration.   A new standard abbreviation is added by Data Administration to the "Abbreviations' List" once validated for uniqueness and clarity.

3. It is recommended to build the data name, as follows:

   The data name for "Organization Element Abbreviated Name", OE_ABR_N, is built from right to left by assigning the class code of "N" (for Name). The class code is preceded by the modifiers of ABR (for abbreviation) "of the" OE (for organization element). Additional modifiers may be applied, as required, by repeating the, above.

   Example: EMP_I (Data Element/Attribute: Employee Identifier)

   EMP_I, where "I" is the class code (of "Identifier") and "EMP" is the Standard abbreviation or the modifier term EMPLOYEE, separated from the class code (or in some cases it could be from another modifier) by an underscore.

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

Editor	Description of Edit	Date Edited
Keil Wilson	Created guideline document from old BTSD Intranet	01/05/2015