

COMMONWEALTH OF PENNSYLVANIA

DEPARTMENT OF PUBLIC WELFARE

INFORMATION TECHNOLOGY STANDARD

Name Of Standard: Knowledge Management Metadata	Number: STD-EKMS015
Domain: Knowledge Management	Category: Data Warehouse/Metadata
Date Issued: 9/16/2004	Issued By Direction Of:
Date Revised: 9/10/2010	 James Weaver, Dir of Div of Tech Engineering

Abstract:

Metadata is information about data (that is, data definitions, data aliases, where Online Transaction Processing (OLTP) and Online Analytical Processing (OLAP) data reside). It contains all the information about the data and processes used to populate a data warehouse, access reports and OLAP cubes, and related objects.

General:

The objective of the collection and storage of business metadata is to ensure that people in the organization know what information is available, have access to all the metadata appropriate to their function, and can understand it.

**Standard:
Metadata Collection**

When collecting or developing business metadata for DPW objects, the following rules must be adhered to. The Enterprise Knowledge Management Section (EKMS) may disapprove metadata that does not adhere to the collection standards.

Metadata should match reality as seen by the business user. The metadata should be verified against the actual production ready objects. Examples of this include:

If there are 10 columns in table, there should be 10 column definitions collected in metadata.

If there are 3 dimensions on the dimension bar of an OLAP cube, there should be 3 dimensions listed in metadata.

The Package Folder names in metadata should match exactly the folders, columns, filters, and other names as displayed within Report Studio.

Oracle table and column names should match exactly the Oracle names in metadata.

1. Valid definitions do not exclusively use the object name.

Example: Recipient ID

Invalid definition: ID of Recipient

Valid definition: Unique identifier for recipient as assigned by the Master Client Index (MCI)

2. Collect metadata in a hierarchy as follows. This means, for example, that all relational tables should be fully defined prior to completing report, cube, or map metadata.

- Relational database table and source
- Framework Manager Model/Package Folder (If available for ad hoc querying)
- Report
- Cube or Map

3. Complete metadata Includes linkages to related objects. The metadata presentation application has the capability to lead the user to related objects. This capability is only realized when the objects are linked to each other when the metadata is collected. Linkages that should be included whenever they exist are:

- Drill-thru reports and cubes
- Link reports and maps
- Package Folders and tables
- Table columns and dimension tables

Metadata Submission

All metadata must be entered into the metadata staging environment via the online metadata entry application by the submission of the deployment request for the applicable Business Intelligence/Data Warehouse objects. EKMS may delay implementation of production objects if the metadata has not been entered or its quality caused the metadata entered to not be approved. Metadata entered not in adherence to this standard will be returned to the submitter for correction prior to deployment.

Exemptions from this Standard:

There will be no exemptions to this standard.

Refresh Schedule:

All standards and referenced documentation identified in this standard will be subject to review and possible revision annually or upon request by the DPW Information Technology Standards Team.

Standard Revision Log:

Change Date	Version	Change Description	Author and Organization
09/16/2004	1.0	Initial creation	Lawrence Leitzel
09/10/2010	2.0	Update for new entry procedures	Lawrence Leitzel, EKMS