



# *Data Steward Work Session*

*October 14, 2008*

- Status Update
- Metadata Requirements
- Work Plans
- Future Meetings & Homework
- Meeting Outcomes – Summary

## Status Update

- Update on VEAP SharePoint Portal accounts
  - Feedback from BI Team on document check-in / check-out process and their process for providing feedback on draft documents
  - Discuss ideas for the data steward feedback process
  
- Data Standardization Process
  - Draft delayed – Eric Perkins is targeting 10/17 for delivery
  - Targeting 10-21 to send document out to stewards for review
  - Bring feedback to 10-28 meeting. Discussion will be on the agenda.
  
- Infrastructure
  - Procured licensed version of data modeling tool (Embarcadero's ER/Studio v 7.6)
  - Installed and learning the intricacies of the tool. DGS and VEAP resources are evaluating the product for long term viability.

## Status Update

- Drafting data entities
  - DPB data entities: Government Branch, Secretarial Area, Responsible Agency, Agency, DPB Program Structure (which includes Business Function, Business Sub-Function, Program, Service Area and Service Area Segment). Working on Expenditure Structure data entities.
  - DHRM data entities: Working on drafting Person and person types - (Employee, Volunteer, Intern, Wage), Position and Role. Starting to define data attributes that will be needed for Time, Attendance, Leave and Labor Distribution. Reviewing data model for myABC application. This application was developed by ABC to perform various HR functions including time and attendance.
  - Financial data entities: Hope to meet during the week of October 20<sup>th</sup> with subject matter experts to model the data entities within the chart of accounts.

- Chart of Account Questions for Stacy McCracken
  - Making copies of COA blue book – most current 8-08 version
  - Higher Ed was not involved in COA review because they are not in scope to use the new system.
  - Higher Ed representatives will be consulted to make sure their budget submissions are not impacted by changes.
  - DHRM was not involved in the COA review either.
  - Most of the representatives in the COA workshops were agencies with their own financial systems. For agencies that use CARS, DOA represented their requirements.
  - Draft COA info has been shared with DOC and DOE. DOE comfortable with 95%. Meeting with DOE before the end of October to flush out remaining 5% (mainly with grant attributes). Targeting wrapping up the process with DOC by the end of October as well. Not anticipating any significant changes.
  - Nadine is planning to meet with financial subject matter experts on October 22<sup>nd</sup> or 23<sup>rd</sup>.

- Defining what metadata we will document and manage
- Review metadata data model – entities and attributes
  - See attached model and reports

- Begin drafting Data Standardization Work Track – work plan
  - Want to establish realistic target dates to tasks
  
- Discuss time commitment of stewards
  
- Discuss Scheduling Conflicts through year-end
  - For small work group meetings
  - For larger data steward group meetings

- Future Meetings
  - Removing 10-21 work session
  - Next meeting will be 10-28-08
  - Schedule Data Owners & Data Stewards Meeting for November
  
- Agenda for 10-28-08 Work Session
  - Discuss feedback on Data Standardization Process
  - Discuss work plan for Data Standardization Work Track
  
- Homework between 10-14 and 10-28
  - Time and Attendance Work Group - continue to draft
  - Supply Chain Management Work Group - continue to draft
  - Review and provide feedback on data standardization process draft

- 10/14 Meeting Attendees
  - Bob Sievert - DGS
  - Jan Fatouros - DGS
  - Gary Janak - DPB
  - Martha Laster - DOA
  - Thelma Ingle - TRS
  - Nadine Hoffman - VEAP
  
- Slides 1-8 were discussed during the meeting
- Stepped through the meta model and definitions
- Discussion on several topics
  - VEAP is still working on getting the SharePoint accounts established for the group.
  - SharePoint will be the central place documents will be stored. We will determine on a case by case basis how we collect feedback on our documents.
  - Discussed myabc application and a suggestion was made to find out about the various time and attendance systems that have been implemented across the agencies. Particularly interested in understanding their data requirements.

- Discussion on several topics
  - Discussed the verification of suppliers and workers. We agreed that it is important to identify the data that is needed to make sure the state is only doing business with legal suppliers and hiring legal workers.
  - Discussed the “outcome data” that needs to be modeled in the future. Virginia Performs’ scorecard was the example discussed. We should keep outcomes in mind as we model the finance subject area.
  - Discussed an example of a larger Value Domain during our topic of Permissible Value – NIGP provides a standard list of commodity codes. We would not store all these commodity codes in our metadata rather we will need to create a reference that allows business users to know that NIGP is the reference source, that DGS holds the contract with them to use the codes and a link to where to go find the list of valid codes. Permissible values are intended to define codes with relatively small domains that are set and managed by the state. The team will need to think through this example to determine what attributes need to be added to the meta model.

### ■ Work Plans

- Nadine will draft work plan for Data Standardization Track for review at next meeting.
- Stewards agreed that 2 hours per week was their current time commitment and a good number to use for drafting a work plan.

### ■ Schedule Changes

- Work with small groups continues and is productive therefore the larger group meetings will be cut back to every other week.
- Canceling meetings on 10/21 and 11/4 (holiday) and 11/25 (vacation implications with Thanksgiving)
- Moving 11/18 meeting to 11/20 and inviting Data Owners. We will provide an update on our progress to date and a timeline for future deliverables.