



Purdue University - Data Cookbook

Specification Standards (Report/Dashboard)

(December 2018)

Feedback or questions: datagovernance@purdue.edu

Login: <https://purdue.datacookbook.com>

Specification Standards:

https://www.purdue.edu/oirae/documents/Data_Governance/Specification_Standards.pdf



STANDARDS FOR CREATING A SPECIFICATION (Spec)

A **specification** is a Data Cookbook term for information for a particular *report or dashboard*. The Spec contains a listing of all the fields contained in the report/dashboard as well as information about the purpose, appropriate use, caveats, intended audience, owner area, access details, additional information and any data quality information of which to be aware.

Overview Tab

Specification Name

A **specification name** should match or be similar to the report/dashboard name used for the standard Cognos report, Data Digest or Management Dashboard. These will have gone through a standards review and governance approval process.

Because Data Cookbook is enterprise, the specification name may contain additional words such as:

- Subject area (ex. Student, Employee)
- Source (ex. Data Digest, IPEDS)
- Timing (ex. Census, Month End, Snapshot)

Ex: 'Student Enrollment, Data Digest, Census'

Specification Name Standards

- Use Title Case - capitalize first letter of each word, with exception of short words (e.g., a, the, by, for).
- Omit "A", "An", and "The" from the beginning of the name
- Delete leading and trailing white spaces (can occur when cutting and pasting from other sources). Data Cookbook will treat "Grade Roster" and "Grade Roster<trailing space> " and '<leading space>Grade Roster" as different specs.
- Because Cognos standard reports and Data Digest dashboards may contain some of the same information, may need to crosswalk the name of the approved standard Cognos report with the Data Digest name.

'Enrollment Summary & List – Census'	(Cognos standard report)
'Student Enrollment'	(Data Digest dashboard)

Specification Type

Select from the drop-down list. If another type is needed, please contact: datagovernance@purdue.edu

Functional Area(s)

Select from drop down box. May select more than one. Be aware that workflow approval as well as searches are based upon functional area. If more than one is selected, functional data owners from each area must approve the spec before it is approved.

Purpose

This should be very brief statement of the purpose of the specification indicating how it meets the University or unit's need for the information. It is written in understandable language for the Purdue community audience.

If the report or dashboard is CERTIFIED data, the word CERTIFIED and the image of the seal are to be placed below the Purpose statement. For certified reports also include a tag of Certified so that users can search for all certified reports. (see Tags below)

Example:

The official CENSUS enrollment dashboard for the university

CERTIFIED



Description

This is a more detailed explanation including filters, parameters, etc. used in the report.

Intended Audience. For example: executive decision-making, general public, transactional auditing.

Owner

Office responsible for the report/dashboard. If known by an acronym, begin with that and spell out full name. For example,

OIR–Office of Institutional Research

EMAR–Enrollment Management Analysis & Reporting

Access Details

Include any information re: access, specific roles required to access this spec and how to request the role.

Example:

Because Data Digest dashboards are available to the public, and small cell sizes can occur when filters are used, access to department and major level is limited to Purdue faculty and staff only. To request access to department and major, send email to datadigest@purdue.edu

Source Data Systems

Not required at this time.

Additional Details/Info (optional)

This section should detail any caveats for the report/dashboard that the user might need to know. This information should include anything in the help text of dashboards.

Example:

Health and Human Sciences did not exist prior to Spring 2011, but has been coded to be filled in through the past as if it had always existed.

Data Items Tab

Use this tab to document the data items (fields) used for a report specification; these can be definitions or labels. Many are the Cookbook definition name itself; however if a different label is used on the report/dashboard, document it here. That way it is clear to the data community what definition is being used in the report/dashboard.

Example:

Add an Item:				
Existing Definition New Definition				
Data Item	Source Data System	Display	Select	Sort
Census Enrollment_Student		<input type="checkbox"/>		
Campus				
Student Level				
A Underrepresented Minority Underrepresented Minority (URM)_Student				

Display Tab (optional)

Use this tab to add additional information about the definitions or labels on the data items tab. Use this tab to display additional notes if needed about the data items for the spec.

Example:

Add a Display Item:		
Existing Data Item or Definition Create a New Definition		
Items on Display		
Item	Display Notes	Aggregate Notes
A Semester Academic Period	Additional notes about data item	

Attachments Tab (optional)

If there is a document that provides more information about a report or dashboard, it can be included as an attachment by uploading it to this tab.

Sidebar Fields on Overview Tab

Related Specifications

Any specification related to the current specification are listed here. Editors can relate other specifications to in-progress or approved specifications.



Tags (This field is not currently being used except for certified reports)

Tags are searchable words or phrases. After created they may be shared by multiple definitions or specifications. Used as a filter on the browse page. For example, someone looking for all certified reports could select Certified in the tag dropdown.

Tags are ungoverned and informal. As a courtesy, delete your tags when your project has finished. The Data Cookbook administrator may periodically remove outdated tags. If you have a use for Tags, please contact datagovernance@purdue.edu

Example:



Appendices

A. Glossary of Terms

Approver	Functional data owner role responsible for review and approval to put a data element, specification into production
Data Classification	Displays the level of sensitivity (public, sensitive, restricted). Developed by Purdue data stewards. Additional information can be found at: https://www.purdue.edu/securepurdue/policies/dataConfident/dataclassif.html http://www.purdue.edu/registrar/currentStudents/students/personalDirectory.html
Data System	Not implemented at this time for Definition creation. Used when Specifications are entered.
Editor	Role with access to edit a definition or specification.
Functional Area	Subject area. Some also have sub-functional areas.
Functional Definition	Multi-paragraph explanation, conceptual description, list of values, cautions and any specific access requirements re: a data element.
Functional Data Owner	Person (or designee) responsible for data in that functional/subject area. Responsible for the collection of accurate, complete data and accompanying audits to maintain data quality and integrity.
Specification	Any standard report or dashboard. Sometimes referred to as 'BI content'
Technical Definition	Not implemented at this time
Workflow	Process to create, edit, review and approve a Data Cookbook definition. Will also be used for Specifications and Info Requests

B. Abbreviation Exceptions List

CUL	Capacity Utilization Limit
FTE	Full-Time Equivalent
GPA	Grade Point Average
ID	Identification
URL	Universal Resource Locator
URM	Underrepresented Minority
WBSE	Work Breakdown Structure Element

C. Additional Tips

Adding words to Chrome dictionary	When in Chrome, type the word (such as FTE, unduplicated), right click and "Add to Dictionary" to stop it from marking it as a misspelling.
Right click to open a new window	Open a new window to avoid losing your place in Cookbook or closing it inadvertently
Log out of Browser	To totally log out of Data Cookbook, need to close browser as well as Data Cookbook. This is a best practice.