

Date:

Participating Members:

Assessment Context:

**A-Specify and Standardize Data**  
4-Metadata

**A.4.a – Data Dictionary Standards and Guidelines**

**Element Description** Standardized data dictionaries documenting data element definitions, calculation methods, formats and value domains.

Benchmark Level 0	Benchmark Level 1	Benchmark Level 2	Benchmark Level 3	Benchmark Level 4
There are no requirements or standards for data dictionaries to document data element definitions.	Data dictionaries may be required for new systems, but data dictionary elements are not standardized beyond those required for technical database design (e.g. field name, data type, format).	Data dictionaries requirements are defined and specifications for key content (field description, allowable values), are defined.	Guidance, training and quality assurance processes are in place to ensure that data dictionaries contain useful information for both business and IT staff and that they are maintained in a known, designated location.	Policies or guidelines for creating and maintaining data dictionaries ensure update as changes to databases are made. They are stored and managed at enterprise level, enabling identification of similar data elements across databases.
Current: <input type="checkbox"/> Desired: <input type="checkbox"/>	Current: <input type="checkbox"/> Desired: <input type="checkbox"/>	Current: <input type="checkbox"/> Desired: <input type="checkbox"/>	Current: <input type="checkbox"/> Desired: <input type="checkbox"/>	Current: <input type="checkbox"/> Desired: <input type="checkbox"/>
<input type="checkbox"/> Establish basic scope, elements and needs for development of data dictionary content.	<input type="checkbox"/> Document metadata policy for new IT projects or system enhancements. Define a standard format and required, recommended, and optional fields.	<input type="checkbox"/> Develop guidance and training to ensure metadata standards meet business and IT needs.	<input type="checkbox"/> Develop standard operating procedures for maintaining metadata.	
<input type="checkbox"/> Work with IT and business owners to document data dictionary content for critical asset data.	<input type="checkbox"/> Work with IT and business owners to document data dictionary content for remaining asset data.	<input type="checkbox"/> Develop requirements for and implement a standardized metadata repository to store, manage, and provide access to agency metadata.	<input type="checkbox"/> Improve functionality of metadata repository, enhancing data search and identification functionality.	
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	

**Assessment Notes:**

**Improvement Notes:**

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