

Draft Data Dictionary Database

Project Team:

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ECAC Data & Evaluation Subcommittee

Project Purpose/Objective:

1. To transfer the data dictionary from Google spreadsheet form into an online searchable database.
2. To allow members of the subcommittee and other partners to add and modify entries in the data dictionary database.
3. To provide a source of truth for data definitions and metadata for the ECAC.

Project Deliverables:

1. An online database
2. A functional, user-friendly data dictionary search engine
3. Technical documentation
4. Training materials (user manual)

Project Scope (Inclusions):

- Ongoing identification and documentation of key data elements
- Development of data dictionary database and user interface
- Creation of data entry and validation rules
- Implementation of search and reporting capabilities
- Initial population of the database using NICRP's work
- User acceptance testing (UAT)

Project Scope (Exclusions):

- Data quality inspection
- Migration of data outside of initial NICRP work transfer
- Hosting data

Project Assumptions:

- ECAC Data & Evaluation Subcommittee agrees to create an online data dictionary
- Key data elements to be included in data dictionary will be provided by ECAC Data & Evaluation Subcommittee
- Subject matter experts will be available to help with defining and clarifying key data elements

Project Constraints:

1. Timeline - PDG B-5 funding ends December 2025
2. Budget - paid for by PDG B-5 funds. Project is part of work between OELD and DBDriven
3. Resources:

4. Data Availability:

Communication Plan/Expectations:

1. Project Team will update the ECAC Data & Evaluation Subcommittee each month with project status.
2. Any major changes to the project scope requires the ECAC Data & Evaluation Subcommittee to be informed via email.

Risks:

1. TBD

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