THE UNIVERSITY OF ALABAMA®

Metadata Management Standards and Guidelines

Document History

Version	Change Date	Changes
1.0	June 6, 2023	Document Creation
1.1	July 24, 2023	Removed extra "to" in Guidelines to Metadata Management section
1.2	July 26, 2023	Removed word "-wide" from "university-wide systems" in section II Scope as the metadata management standards documented here will be applicable to all institutional data that is used for internal or external reporting, regardless of whether the system in which data resides is used across the university or not.
1.3	August 25, 2023	Replaced all instances of "Data Trustee" with "Data Executor"
1.4	August 29, 2023	• Defined the term "metadata" in section 1. Purpose. • Added link to Data Governance Playbook throughout document where appropriate.

Contents

I. Metadata Management Standards and Guidelines

1. Purpose

It is the policy of the University of Alabama to integrate metadata management within the University's project methodology, systems, and roles for the critical data that the University of Alabama generates, publishes, and enforces through processes and tools as determined by the Data Governance Council.

Metadata Management refers to the activities associated with ensuring that metadata (the information that describes and provides data details such as the source, type and owner) is properly captured, stored, and controlled so that the data is consistently defined across the enterprise.

The Data Governance Council defines the standards for metadata captured in the data governance tools that are needed to ensure that the University of Alabama's data will have value to support the business needs and decision-making capabilities of the organization.

The metadata management standards for the University of Alabama will include:

- Defined roles and responsibilities for Data Stewards, Data Executors and Data Custodians to create and manage metadata at the University of Alabama

- Clear processes and integration points within the University of Alabama's project life cycle, defining when metadata should be captured and reviewed, by whom, and how that metadata should be stored and made available for use

- Required business and technical metadata attributes, including data lineage, for each data project.

2. Roles and Responsibilities

In addition to the detailed roles and responsibilities of the data governance resources in the University of Alabama Data Governance Playbook (link to document), Data Lead, Data Executors, Data Stewards and Data Custodians should:

- Data Lead:
  - Manage the resources on the project team(s)
  - Create and maintain data governance standards, guidelines and processes that execute in accordance with the university data governance strategy.
- Data Executors:
  - Approve, reject, or suggest rework on new or updated business metadata when submitted by Data Steward

- o Assist in responding to questions or change request about assigned metadata as needed.
  - o Complete training related to data governance processes and metadata repository / tool(s), so they are aligned with the Data Governance goals, objectives, and initiatives laid out by the Data Governance Council.
- Data Stewards:
  - o Create, manage, and monitor assigned metadata objects within the University of Alabama's chosen metadata repository / tool.
  - o Answer and approve change request and / or questions raised about assigned data domain / element(s)
  - o Actively participate in data-related projects that impact their data domain to ensure that any new or existing metadata is accurately captured / updated.
  - o Complete training related to data governance processes and metadata repository / tool(s), so they are aligned with the Data Governance goals, objectives, and initiatives laid out by the Data Governance Council.
- Data Custodian:
  - o Coordinate changes to system/applications with Data Steward and Data Executor
  - o Document changes to system/application technical metadata (e.g., system, tables, views, columns) in metadata repository
  - o Assist data steward in documenting technical data lineage
  - o Create and maintain needed system/application connections in data governance catalog tool and configure metadata scans and profiling as needed.
  - o Complete training related to data governance processes and metadata repository / tool(s), so they are aligned with the Data Governance goals, objectives, and initiatives laid out by the Data Governance Council.

3.   Metadata Management Processes

The Data Governance Council should define and approve processes that outline where metadata for the University of Alabama's data projects should be captured, reviewed for accuracy, and stored in the data governance tools.

- Data Executor(s), Stewards, and Custodians should be engaged in any projects that seek to create/update/consume metadata. For the latest guidance on how this should be done, reference the Data Governance Operational Playbook (link to document).

4. **Required Metadata Elements**

Every University of Alabama data project is responsible for the capture of the following metadata elements. The captured business metadata will be stored in the Business Glossary and technical metadata will be captured in the Data Catalog:

- The current listing of required metadata elements can be found in the Data Governance Operational Playbook (link to document).

5. **Guidelines for Metadata Management**

Every data project needs to ensure that the business and technical metadata captured during a project is accurate and complete.

- Business metadata is created, updated, and reviewed within the Data Stewardship Community, namely by the Data Stewards. Data Stewards must supply definitions, data quality rules, examples, and stakeholders (at least the Steward and Executor). All business metadata should be reviewed and approved by the Data Executor (for single domain-impacting changes) or the Data Governance Council (for cross-functional impacting changes).
- All business definitions must:
  - Avoid duplicate glossary term names.
  - Be clear and concise.
  - Be system agnostic.
  - Avoid heavy technical jargon and acronyms. If needed, spell out any acronyms the first time used.
  - Avoid using the term to define itself/the concept.
- Technical metadata is captured, reviewed, and stored in the data catalog. If possible, all types of profiling (e.g., value frequencies, data types, data patterns) and data domain discovery must be completed. Reference the University of Alabama Data Governance Operational Playbook for additional detail on the chosen tools and metadata requirements.

II. Scope

These standards cover all institutional management data that is held in university systems, and any data that is collected from those systems and used for internal or external reporting.

The University of Alabama expects that all employees performing work on behalf of the University of Alabama regardless of geographic location, whether on or off networks, shall adhere to these standards.

Out of Scope Example: These standards exclude data that is owned by the University of Alabama third-party providers.

III.   Implementations

These standards will be communicated to all relevant Data Executors, Data Stewards, staff, and be displayed on the University of Alabama website. It is the responsibility of Data Executors to make all staff responsible for handling data aware of these standards and to implement them to support their work.

All data domains will be subject to periodic audit and review to ensure that all identified critical data elements are in compliance with these standards.

Document Approval and Control

APPROVERS:

Role	Name	Signature	Date
Executive Sponsor (1)			
Executive Sponsor (2)			
University of Alabama Data Governance Steering Committee Chair			