**Data Dictionary**

[AGENCY NAME]

[PROJECT NAME]

[Publish Date]

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# Using this Template

This template contains “suggested language” and assumes that the author of this document will make appropriate additions, deletions, and changes for their specific project needs.

To create a document from this template:

* Replace [bracketed text] on the cover page, in the header, and throughout the document with your project and agency information by filling in the [bracketed text] area in the document text. Filling in the information once, will propagate that field throughout the document.
* Complete the entire template making all necessary adjustments
* Each section contains abbreviated instructions (**Green Font**) and an example using (**Black Font**).
* Delete this “Using This Template” page.
* Update the Table of Contents by clicking on the “References” tab, selecting “Update Table”, then “Update Entire Table” and click “Ok”.
* Save.

To provide any suggested improvements or corrections, please email [TBSM.info@tn.gov](mailto:TBSM.info@tn.gov).

# Revisions

| **Revision** | **Description of Change** | **Author** | **Effective Date** |
| --- | --- | --- | --- |
| v1 | Initial document upload to TBSM intranet site | BSD Team | 09/28/12 |
|  |  |  |  |
|  |  |  |  |

# Introduction

Data dictionaries are used to list and describe all primitive data elements needed for a system. Primitive data elements are those that stand alone and do not combine with other elements in the system (such as “customer phone number”). As elements are documented through the requirements gathering phase, the analyst can remove any duplication in order to plan for database design and to receive validation from the project team that all elements have been documented. Information in the table that follows this page can be used to assist database design, input valid ranges for validation, and to populate comments in an automated database designer.

This document also includes a section for composite data elements. Multiple pieces of related data can be combined in order to create a single composite element. There are three ways to create a composite data element: sequences, repetitions and optional elements. Sequencing primitive data states the elements are always in the same order. For example, a person’s name is First Name, Middle Initial, and Last Name. A repeating pattern is when a certain element is repeated in the composite (for example, a piece of fabric with a rose repeated over and over). An optional element composite includes primitive elements that may or may not exist in the composite structure. For example, a sales receipt typically includes order number, date, time, product identifier, quantity, price, subtotal, sales tax, and total. However, some receipts may not include sales tax for tax exempt organizations.

# Data Dictionary

The element should be named in business terms that everyone on the project has agreed to and understands. The aliases column will reference any alternate names for the item used by stakeholders. The values/meanings column is used to state a list of values, a valid range of data, and/or the valid formats allowed for the element. The description is the definition accepted by the stakeholders that will be populated into the database when created. The mandatory/ required, column identifies data elements mandatory in the process before moving on to the next step or required at some point to complete the process.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Aliases** | **Values/Meanings** | **Description** | **Where Used** | **Mandatory/Required** |
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# Composite Data Elements

An example of a composite data element is listed below.

|  |  |  |
| --- | --- | --- |
| **Name** | **Combined Elements** | **Description** |
| CustomerAccount | CustomerFirstName+  CustomerLastName+  CustomerPhoneNumber+  CustomerDateOfBirth | Combination of elements from the customer’s record to make a unique identification. |

# Acceptance

(This section should be modified for best application to specific projects. Include all project team members that should have some level of authority regarding document review and approval.)

Approved by:

Date:

<Approvers Name>

[PROJECT NAME] Executive Sponsor

Date:

<Approvers Name>

[PROJECT NAME] Business Sponsor

Date:

<Approvers Name>

[PROJECT NAME] Project Director/Manager

Date:

<Approvers Name>

[PROJECT NAME] Stakeholder