# Data Provenance Documentation

Project Name: [Insert Project Name]

Date: [Insert Date]

Version: [Insert Version Number]

**1. Introduction**

This Data Provenance Documentation tracks the origin, transformations, and usage of data throughout the deployment phase of the [Insert Project Name]. The purpose of this documentation is to ensure full traceability and accountability, allowing the project team to maintain a detailed record of data lineage during the deployment process.

**2. Purpose and Scope**

**2.1 Purpose**

The purpose of this document is to:

* Record the origins and sources of all data used during deployment.
* Document all transformations applied to the data.
* Ensure traceability of data throughout the deployment process to maintain data integrity and compliance.

**2.2 Scope**

This documentation applies to all datasets used in the [Insert Project Name] during deployment, covering data origin, transformations, and usage in production systems.

**3. Data Origins and Sources**

**3.1 Data Source Overview**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Data Source | Description | Source Type | Ownership | Date Acquired |
| [Source 1] | [Description] | [Internal/External] | [Owner] | [Date] |
| [Source 2] | [Description] | [Internal/External] | [Owner] | [Date] |

Data Origin Details: [Detailed description of how the data was sourced, including any agreements or licenses if external.]

**4. Data Transformation**

**4.1 Transformation Steps**

This section details all transformations applied to the data during deployment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Transformation Step | Description | Tool/Method | Date Applied | Data Source(s) | Output Format |
| [Step 1] | [Description] | [Tool Name] | [Date] | [Data Source] | [Output Format] |
| [Step 2] | [Description] | [Tool Name] | [Date] | [Data Source] | [Output Format] |

**4.2 Data Validation**

* Validation Steps: Each transformation process includes validation steps to ensure data accuracy and consistency. For example, [Insert Validation Technique] was applied to confirm [Validation Criteria].

**5. Data Usage in Production**

**5.1 Data Deployment**

Production Environment: The following datasets have been deployed to the production environment:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dataset Name | Description | Usage in Production | Data Owner | Deployment Date |
| [Dataset 1] | [Description] | [Purpose] | [Owner] | [Date] |
| [Dataset 2] | [Description] | [Purpose] | [Owner] | [Date] |

**5.2 Data Access**

Access Control: The following personnel have access to the deployed datasets, as defined by the data governance policies:

|  |  |  |  |
| --- | --- | --- | --- |
| User/Role | Access Level | Justification | Access Date |
| [Role 1] | [Read/Write] | [Reason] | [Date] |
| [Role 2] | [Read Only] | [Reason] | [Date] |

**6. Data Audit and Traceability**

**6.1 Data Audit Logs**

All interactions with the datasets, including transformations, access, and modifications, are recorded in audit logs. These logs can be accessed via [Insert Tool Name] and are reviewed on a [Insert Frequency] basis to ensure traceability.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Event Type | Timestamp | User | Action | Dataset | Outcome |
| [Transformation] | [Timestamp] | [User] | [Transformation] | [Dataset] | [Success] |
| [Access] | [Timestamp] | [User] | [Access Granted] | [Dataset] | [Success] |

**7. Data Retention and Archiving**

**7.1 Retention Policies**

All datasets follow the retention policies outlined in the Data Governance Deployment Plan. Data is retained for [Insert Timeframe], after which it is archived or deleted in accordance with organizational policies.

* Archiving Process: Datasets are archived using [Insert Archiving Tool or Method], and access is restricted to [Insert Role(s)].

**8. Document Control**

* Document Owner: [Insert Name, Role]
* Approval Date: [Insert Date]
* Next Review Date: [Insert Date]
* Version History:
  + Version [Insert Version Number] - Initial Document - [Insert Date] - Approved by [Insert Name]