

1

Identify Data Sources

What are your Authoritative Data Sources?



Databases



Department spreadsheets



Shared Drives



Online applications

What is it

2

Identify all Datasets

What are all the single datasets you can pull from the data sources?



Useful Definitions

Data Source: Technology or system that stores data, including databases, named spreadsheets, information systems, business applications, etc.

Dataset: Contents of a single database table, worksheet or defined view; data is provided as a single combination of unique rows (or records) and corresponding columns (or fields) describing that row.

Example – Database: A database may contain several data tables – each table could be a dataset. You can also create new datasets by combining data from different tables into a new table.

3

Complete Dataset Catalog

Who can help you complete the catalog for each dataset?

Dataset 1



Dataset 2



Dataset 3



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Data Steward: The individual in charge of individual databases, datasets, or information systems. This person has business knowledge of the data and can answer questions about the data. They can probably help you complete the data catalog.

Due Date

Dec 19

Jan 30

Mar 13

Visit datasf.org/coordinators for

- Links to excel or google templates to complete Step 1 and 3
- The complete Data Coordinator Guidebook
- List of tasks with due dates
- Quick tips for completing your inventory
- FAQs
- Calendar of events

Emails

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