# **Marine Institute Data Management QMF Process Flow Metadata Sheet**

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| **SUMMARY INFORMATION:** | |
| **Process Flow Information** | |
| Process Flow Title: |  |
| Service Area: |  |
| Product or service delivered by this flow: |  |
| Business Continuity Plan (BCP) Rating: |  |
| Data Steward/Owner: |  |
| Version: |  |
| Last Review Date: |  |
| Reviewer: |  |
| Link to report/outcome: |  |
| Data Catalogue Entry: |  |
| SOP(s) Location: |  |
| Checklist location: |  |

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| **OPERATION CHECKLIST: Products & Services Requirements** |
| What are the drivers behind this process flow? |
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| Data Flow Description |
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| **OPERATION CHECKLIST: Customer Communication (where applicable)** |
| Provide evidence to illustrate customer and/or interested party involvement in the design process: |
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| Have design/requirement workshops been conducted? |
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| **OPERATION CHECKLIST: Design & Development (planning, inputs, outputs, changes)** |
| How have the MI planned, designed and developed the process to ensure requirement are met? |
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| Does the process flow output match the expectations of the original requirements?  If not, why not? Any suggested enhancements? |
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| **OPERATION CHECKLIST: Preservation with periodic review of arrangements** |
| How are the MI preserving the outputs during production to ensure conformity with the requirements? |
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| Has a review been conducted? |
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| Actions arising from the review |
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| How are the MI managing the review, implementation and documentation of the changes to ensure continuing conformity with the requirements? |
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| Name and role of person responsible for authorising changes [not always the Data Steward or Owner] |
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| **OPERATION CHECKLIST: Release of Products and Services** |
| How are the MI implementing planned arrangements to verify the products and services requirements have been met? |
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| How are the MI managing the documentation around: a) Evidence of conformity with the acceptance criteria |
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| b) Traceability to the persons authorising the release? |
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