

Scenario

Procedures and user documentation for City of Pittsburgh Data Managers

To ensure Pittsburgh Data Coordinators and Stewards make available consistent and accurate open data, our group is tasked with designing a set of procedures, and if time permits, corresponding user documentation.

- Key:**
- Data Coordinator (DC)
 - Data Steward (DS)
 - Department of Innovation and Performance (I&P)
 - Western Pennsylvania Regional Data Center (WPRDC)

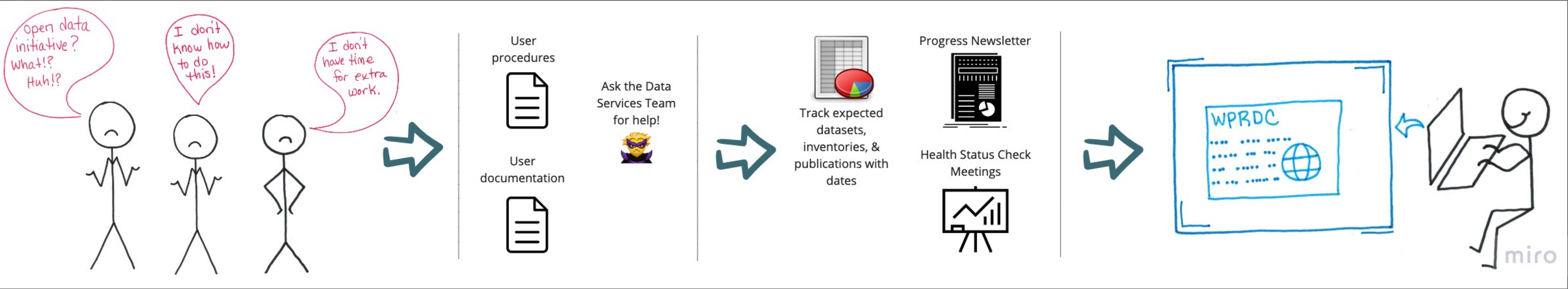
- Key goals and needs**
- Provide guidance for making data inventories with procedures and matching documentation.
 - Ensure clear and accessible language is used to describe procedures.
 - Discover problem areas that can be described in an accessible way.

- Key pains and constraints**
- Ensuring accessibility of procedures.
 - Time constraints, which could inhibit learning and implementation.
 - Data Services Team time constraints in assisting departments.

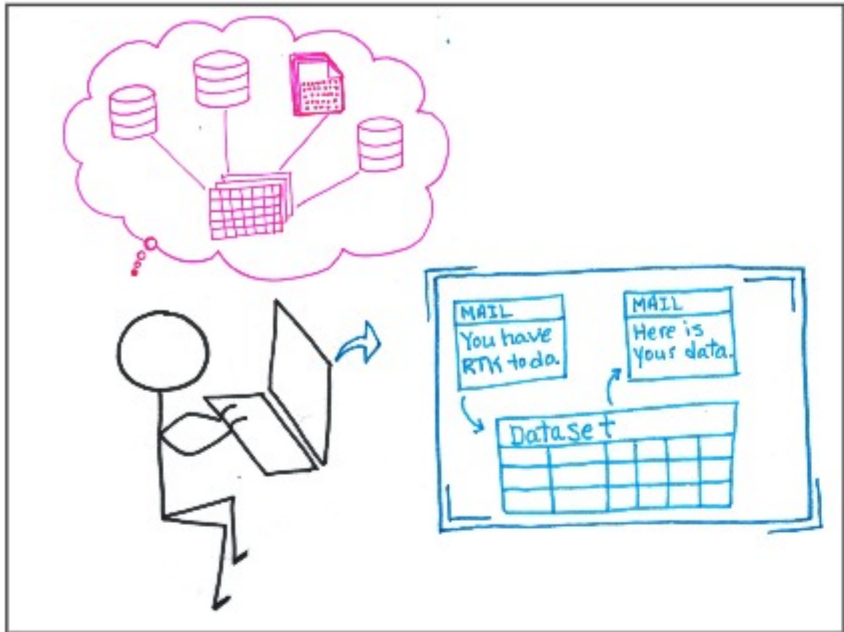
- Context**
- City of Pittsburgh departments will have assigned data coordinators and stewards who will upload data inventories.
 - City Data Services Team will provide support.
 - WPRDC makes data openly available.

- Key activities and tasks**
- Departments get a handle on their data (ideally RTK request data, first)
 - Data Coordinators and Stewards access procedures and associated documentation
 - Data inventory created and published to WPRDC.
 - Keep up with meetings and communications with I&P.

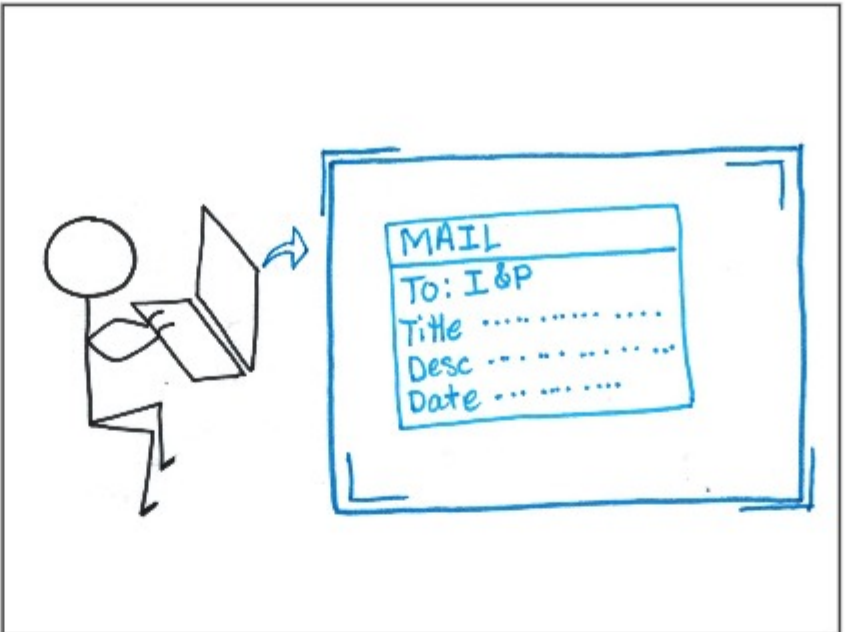
Vision



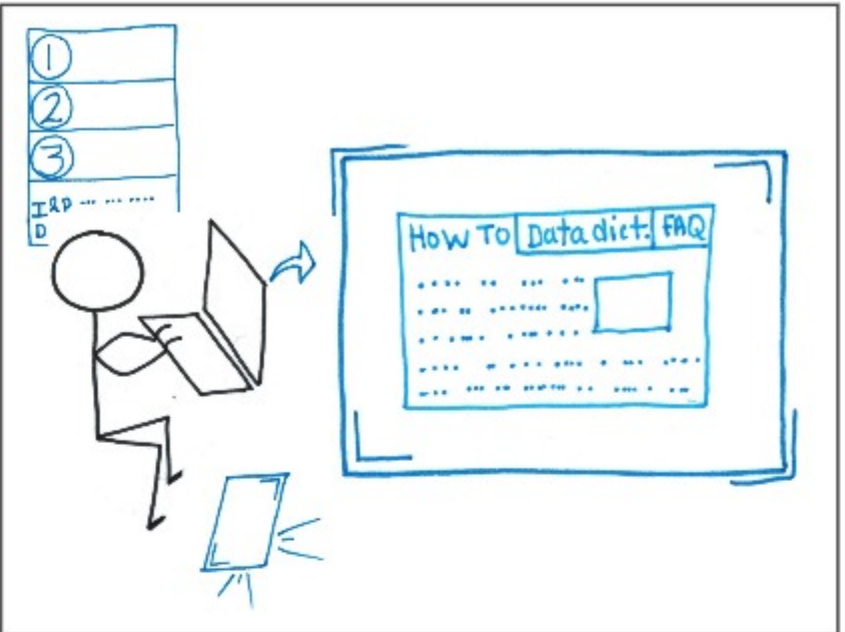
Storyboard



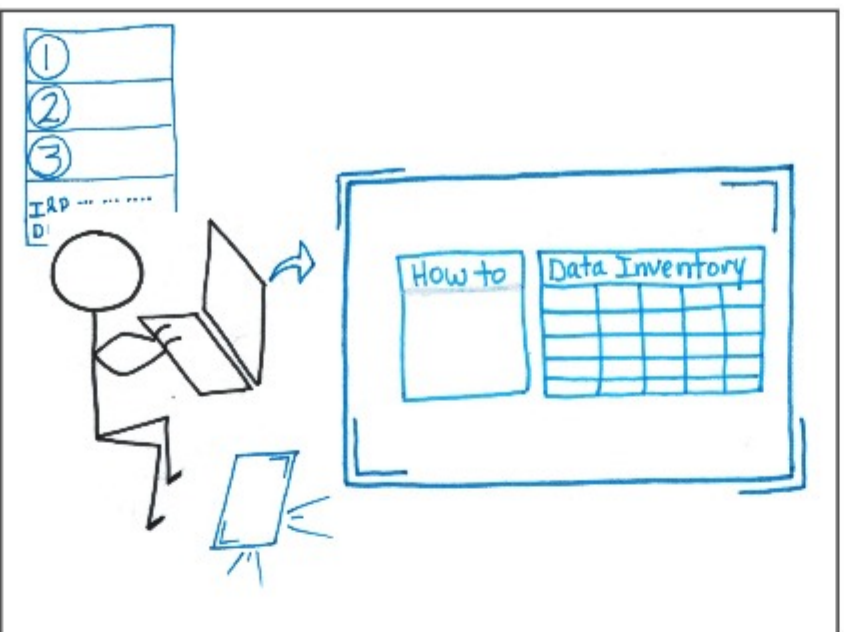
Step 1	
Create or access a dataset for use and/or sharing among departments or other agencies, including RTK requests.	
Who	DS
What	Dataset created or accessed from source
How	Use their regular process of creating and distributing datasets; contact DC and/or I&P for assistance



Step 2	
Record initial tracking information about the dataset and share with the department of Innovation & Performance (I&P).	
Who	DC
What	Tracking spreadsheet listing unique identifier, dataset title, description, date identified, data steward, and department
How	Email information or use a spreadsheet shared with I&P; reference procedures and user documentation on SharePoint; contact I&P for assistance



Step 3	
Read procedures and call I&P for assistance.	
Who	DC and I&P
What	Knowledge and confidence
How	Reference procedures on SharePoint



Step 4	
Create the data inventory using the procedures for reference. Call I&P for assistance.	
Who	DC and I&P
What	New record added to the Data inventory spreadsheet that accurately describes the data that flows in and out of a department
How	Reference procedures on SharePoint



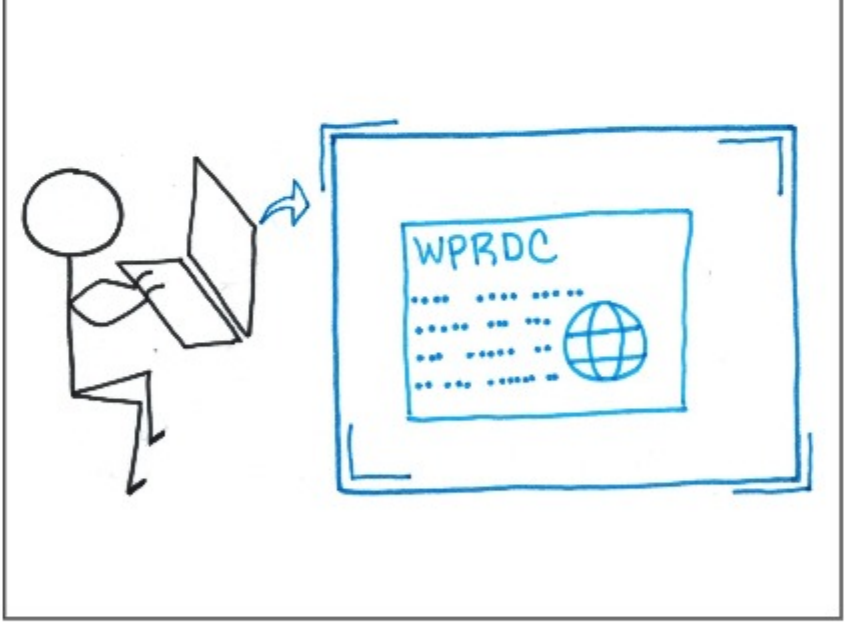
Step 5	
Record that the data inventory was completed and share the date with I&P.	
Who	DC
What	Tracking spreadsheet with the date that the inventory was completed for given dataset
How	Email information or use a spreadsheet shared with I&P; reference procedures and user documentation on SharePoint; contact I&P for assistance



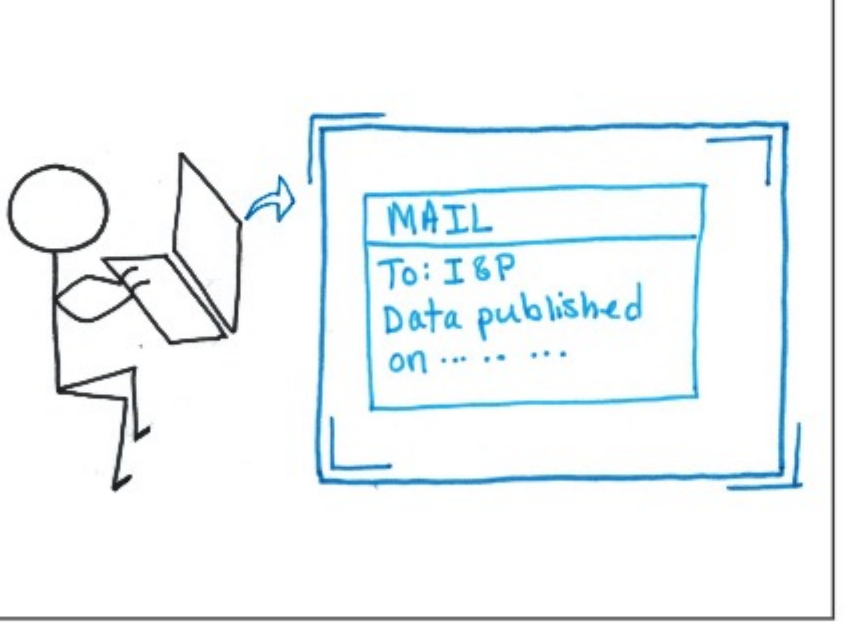
Step 6	
Determine if the dataset should be made openly available to the public.	
Who	DC
What	Openness designation for given dataset
How	Reference data inventory and procedures on SharePoint



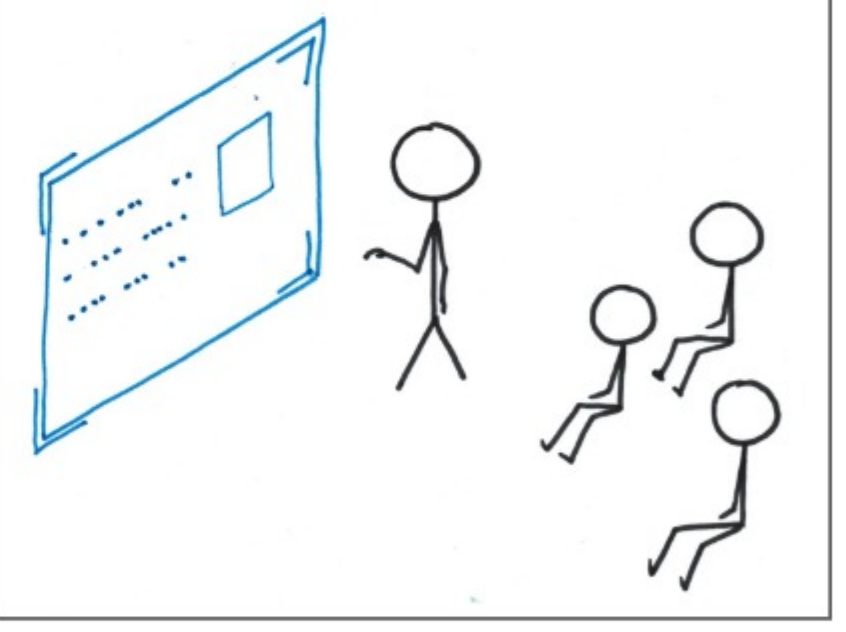
Step 7	
Record the openness determination and share the date with I&P.	
Who	DC
What	Tracking spreadsheet with the date that the openness determination was made for given dataset
How	Email information or use a spreadsheet shared with I&P; reference procedures and user documentation on SharePoint; contact I&P for assistance



Step 8	
Publish the data on the WPRDC portal.	
Who	DS and I&P and/or WPRDC
What	WPRDC provides the technical infrastructure to host and make available open data sets
How	Submit datasets in CSV format to WPRDC using process specified in procedures



Step 9	
Record that data is published and share the date with I&P.	
Who	DC
What	Tracking spreadsheet with date published for given dataset
How	Email information or use a spreadsheet shared with I&P; reference procedures and user documentation on SharePoint; contact I&P for assistance



Step 10	
Participate in periodic check-ins with I&P	
Who	DS, DC, I&P
What	Annual status check where Departments review status of data management activities with Data Governance Committee
How	Schedule meetings with stakeholders. Ensure necessary data management is ready to share