

3 User Guide: Tracking and Summary Tables

The *Tracking and Summary Tables* reflect Pittsburgh city departments' overall compliance with the Open Data Ordinance. They summarize city-wide and departmental participation in needs assessments and brainstorming sessions, progress with data inventorying and identifying top 10 Right to Know (RTK) requests, and other key metrics of the Open Data Ordinance. This document describes the structure, variables, and values of each sheet, which tables and values to update, and what the summary values represent.

The *Tracking and Summary Tables.xlsx* file contains four sheets:

Sheet	Description
City	Contains a summary table for indicators of success for the entire city. This table contains formulas that reference the table on the 'Data' sheet. There is no data entry for this table.
Department	Contains a summary table for indicators of success for each department. This table contains formulas that reference the table on the 'Data' sheet. There is no data entry for this table.
Data	Contains a table of tracking data, i.e., counts and tallies, that are used to populate the 'City' and 'Department' summary tables in the first two sheets. This table must be updated for the City and Department tables to update. This table contains some calculated fields that do not get updated.
Data Stewards	Contains a table of data steward names and the department they represent. This table must be updated for the 'City' and 'Department' tables to update.

Table 1: Tracking and Summary Tables Excel File Sheets

3.1 Update Tracking Data

The table on the 'Data' sheet contains the 'Data' table, which consists of fields that are referenced by the 'City' and 'Department' summary tables. This table includes three types of fields: *user populated text*, *user populated count*, and *calculated*. The *user populated text* and *count* fields are the ones that must be updated as departments make progress toward open data compliance. The bulleted list below explains the type of data required by these fields, and the following table provides more detail about each field.

- *User populated text* - Input any text to indicate that the given department has met the requirement. For example, for the Needs_Assessment_Scheduled field for each department, enter the participation date or any text, such as 'Y', '1', or 'x', to indicate that the department scheduled or participated in the Needs Assessment. It is very important not to enter any data in cells where the requirement has not been met.

- *User populated count* - Input the count requested. For example, in the Count_Catalog_Data field for each department, enter the number of datasets that have been cataloged.

The following table describes each field in the ‘Data’ Table:

Field Name	Type	Description / Action
Department	User populated text	City department / Enter the name or abbreviation
Needs_Assessment_Scheduled	User populated text	Department scheduled or participated in the Needs Assessment / Enter the date or any text indicator
Entered_Cohort	User populated text	Department entered the cohort / Enter the date or any text indicator
Conducted_Brainstorming	User populated text	Department conducted the brainstorming / Enter the date or any text indicator
Inventory_Started	User populated text	Department started the data inventory / Enter the date or any text indicator
Inventory_Completed	User populated text	Department completed the data inventory / Enter the date or any text indicator
Coordinators_Identified	User populated text	Department identified a data coordinator / Enter the date, name of the coordinator, or any text indicator
Count_Dept_Lines	User populated count	Number of lines in the department / Enter the number of lines for the given department
RTK10	User populated text	Department identified their top 10 RTK requests / Enter the date or any text indicator
RTK10_Open	User populated text	Department published their top 10 RTK requests as open / Enter the date or any text indicator

Field Name	Type	Description / Action
Data_Catalog_Published	User populated text	Department published their data catalog / Enter the date or any text indicator
Count_Catalog_Data	User populated count	Number of datasets cataloged / Enter the total number of datasets cataloged by the given department
Count_Catalog_Data_Open	User populated count	Number of cataloged datasets made open
Calculated_Count_Stewards	Calculated	Count of stewards per department calculated from the table on the Data Stewards sheet / Do not enter anything in this field
Needs_Assessment_YN	Calculated	Y/N indicator calculated from Needs_Assessment_Scheduled field; 1 means department met criteria, 0 means the department has not met criteria / Do not enter anything in this field
Entered_Cohort_YN	Calculated	Y/N indicator calculated from Entered_Cohort field; 1 means department met criteria, 0 means the department has not met criteria / Do not enter anything in this field
Brainstorming_YN	Calculated	Y/N indicator calculated from Conducted_Brainstorming field; 1 means department met criteria, 0 means the department has not met criteria / Do not enter anything in this field
Data_Inventory_Completed	Calculated	Y/N indicator calculated from Data_Inventory_Completed field; 1 means department met criteria, 0 means the department has not met criteria / Do not enter anything in this field

Field Name	Type	Description / Action
Coordinator_Identified_YN	Calculated	Y/N indicator calculated from Coordinators_identified field; 1 means department met criteria, 0 means the department has not met criteria / Do not enter anything in this field
Compliant_YN	Calculated	Y/N indicator calculated from previous Y/N fields; 1 means all criteria have been met, 0 means not all criteria have been met

Table 2: Tracking and Summary Tables Data Sheet Columns

3.2 Update Data Stewards

The table on the 'Data Stewards' sheet contains names of data stewards and the department they represent. Each row in the table is one data steward. When data stewards are identified, enter the name of the steward in the 'Steward' column and select their department from the drop-down list in the 'Department' column. Enter one data steward per row.