

Enterprise Data Dictionary

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Enterprise Data Dictionary

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Description: Centralized repository of business and technical metadata for all enterprise data assets.

ADPA Enterprise Data Dictionary

Aligned with DAMA-DMBOK 2.0 and Enterprise Data Management Best Practices

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1. Introduction

Purpose and Scope:
This Enterprise Data Dictionary provides a centralized repository of business and technical metadata for ADPA. It enables consistent understanding, stewardship, and governance of critical data assets across the enterprise, supporting regulatory compliance, analytics, integration, and automation.

How to Use:

- **Business Users:** Reference business terms, definitions, and rules to ensure clarity in communication and requirements.
- **Developers:** Align technical implementation with standardized data definitions.
- **Data Stewards & Governance:** Manage data quality, lineage, and compliance.

Update and Maintenance:

- Maintained by the Data Stewardship Team.
- Updated quarterly or as major changes occur.
- Change requests are logged and reviewed by the Data Governance Council.

2. Business Glossary

Term	Definition	Business Rules / Notes	Related Terms	Data Owner / Steward
Project Charter	Formal document authorizing a project and outlining objectives	Must be approved by Sponsor before execution	Project, Stakeholder	PMO Director
Stakeholder	Individual or group impacted by project outcomes	Must be identified and classified	Project, Stakeholder Group	Business Analyst
Requirement	Statement of need or expectation from stakeholder	Must be clear, testable, and traceable	Business Rule, Feature	BA Lead
Business Rule	Policy or constraint that governs business behavior	Must be documented for each requirement	Requirement, Policy	Compliance Officer
Data Asset	Any data resource valuable to the enterprise	Must have owner and classification	Information Asset	Data Steward
Document Template	Pre-defined structure for generating standardized documents	Must comply with ADPA standards	Document, Template	Knowledge Manager

Additional terms should be catalogued as discovered and standardized.

3. Technical Dictionary

Data Entity / Table	Description	Key Fields / Attributes	Data Type / Format	Relationships / FKs	Data Owner
users	Registered users of ADPA system	user_id (PK), email, role, status	UUID, string, enum	user_roles, audit_logs (FK)	Sys Admin
projects	Managed project records	project_id (PK), name, charter_id, status	UUID, string, enum	project_charters (FK)	PMO Director
requirements	Recorded business or technical requirements	requirement_id (PK), description, project_id	UUID, string	projects (FK), test_cases	BA Lead
documents	Generated documents (all types)	document_id (PK), type, owner_id, created_at	UUID, enum, timestamp	users (FK), templates (FK)	Knowledge Manager
templates	Document templates	template_id (PK), name, framework, version	UUID, string, string	documents (FK)	Knowledge Manager
audit_logs	System audit trails	log_id (PK), user_id, action, timestamp	UUID, string, timestamp	users (FK)	Sys Admin
ai_providers	Configured AI integration providers	provider_id (PK), name, api_key, status	UUID, string, string, enum	documents (FK)	AI Ops Lead
data_quality_issues	Logged data quality issues	issue_id (PK), entity, severity, reported_at	UUID, string, enum, date	projects (FK), users (FK)	Data Steward

Refer to ERDs and schema documentation for full entity relationships and attribute definitions.

4. Data Lineage

Data Asset	Source System	Target System / Table	Transformation Rule	Frequency	Impacted Processes
requirements	Confluence	ADPA DB: requirements	Import, text normalization	Daily	Document Generation
project_charters	SharePoint	ADPA DB: projects	PDF to markdown conversion	On Demand	Project Setup
audit_logs	ADPA API Server	Data Lake (future)	None (raw copy)	Hourly	Compliance, Audits
user_profiles	Active Directory	ADPA DB: users	Attribute mapping, role assignment	On Login	Authentication

Data Flow Diagrams:

- See [docs/data-lineage-diagrams.md] for visual lineage and process flows.

Impact Analysis:

- All downstream analytics and compliance reporting rely on accurate lineage and transformation documentation.

5. Data Quality Rules

Data Entity	Validation Rule	Quality Metric	Issue Example	Remediation Action
users	Email must be unique and in valid format	% valid emails > 99.5%	Missing '@' detected	Automated email validation script
requirements	Description must not be empty	% complete descriptions	Blank descriptions	BA review, completeness check
projects	Charter must be linked to every project	% projects with charter = 100%	Missing charter FK	Data governance alert
audit_logs	Every action must reference a valid user	% logs with valid user IDs	Orphan log entries	Referential integrity enforcement

Data Quality Initiatives:

- Regular DQ reporting.
- Automated validation scripts.
- Data Stewardship reviews.

6. Security and Compliance

Data Asset	Classification	Access Control	Privacy Requirement	Audit Trail
users	Confidential	Role-based, SAML/OAuth	GDPR user rights	Yes
projects	Internal	PMO, BA only	Retain for 7 years	Yes
requirements	Internal	Project team	Mask personal data	Yes
documents	Confidential/Public	Owner, Reviewer	Redact PII on export	Yes
audit_logs	Sensitive	Admin only	Retain 1 year minimum	Yes
ai_providers	Confidential	Admin, AI Ops	API keys encrypted	Yes

Compliance Standards Supported:

- GDPR, SOX, PCI DSS, ISO 27001, Basel III, HIPAA, etc.

7. Appendices

7.1 Data Dictionary Standards

- **Format:** All entries must include Name, Description, Data Type, Owner, Last Updated.
- **Process:** Updates via change request, with Data Governance approval.
- **Versioning:** Change log maintained in the repository.

7.2 Naming Conventions

- All table/entity names: `snake_case` , plural.
- Attribute names: `snake_case` , descriptive.
- No abbreviations except for standard acronyms (e.g., `id` , `api`).

7.3 Change History

Date	Change	Author	Reviewed By
2024-06-21	Initial data dictionary publication	Data Architect	DGC Chair
yyyy-mm-dd	[Describe change]	[Name]	[Reviewer]

7.4 Contact Information

- **Data Governance Council:** datagov@example.com
- **Lead Data Steward:** steward@example.com
- **System Owner:** sysowner@example.com

This Enterprise Data Dictionary is a living document. For the most current version, see the [ADPA documentation portal](#).