

MSF End of Assignment data and metadata description document

This document provides a structured description of the MSF End of Assignment (EoA) data set, its tables, and key columns. The data is sourced from Microsoft SharePoint Lists and is used to build Power BI dashboards aligned with the MSF Operations KPI framework.

The data set consists of multiple related tables, including EndOfAssignments, Feedbacks, Questions, Projects, ProjectCountries, Positions, PartnerSections, and Subscriptions. Together, these tables capture staff assignment information, survey responses, question metadata, and reference data for projects and positions.

Entity Relationship Overview

The following section provides a high-level overview of the data set structure. An Entity Relationship Diagram (ERD) illustrating these relationships is provided in the accompanying file 'EndOfAssignment.pdf'. It should be referenced alongside this document for a visual understanding of the schema.

For the purpose of this project, data from multiple Microsoft SharePoint lists (e.g. EndOfAssignments, Feedbacks, Questions, Projects, ProjectCountries, Positions, PartnerSections, and Subscriptions) was combined into a single, consolidated data set. This was done to simplify analysis and allow learners to work with one unified table rather than joining multiple sources.

To preserve the original structure and make it clear where each field originates, the column naming convention includes the source table name as a suffix, separated by an underscore. For example, the column NameSurname_EndofAssignment comes from the EndOfAssignments table, while Scale_Feedbacks originates from the Feedbacks table.

Overview of Separate Tables

Table Name	Description	Key Fields	Purpose
EndOfAssignments	Stores staff assignment records including start/end dates, position, project, and contact information. Acts as the central fact table.	ID, NameSurname, ProjectCode, StartedDate, CompletedDate	Central table linking assignments to feedback.
Feedbacks	Links EndOfAssignment records to individual survey question responses.	ID, EndOfAssignment FK, QuestionID, Answer, Scale	Used to compute KPI scores from staff feedback.
Questions	Stores survey questions, question types, and scoring system.	ID, Title, QuestionType, Scoring System	Stores survey question metadata, including the text of each question, its type, and scoring system.
Projects	Reference table of MSF projects.	ID, Title, ProjectCode, ProjectCountry	Reference table of MSF projects, including project titles, codes, and associated countries.
ProjectCountries	Reference table of countries where projects are implemented.	ID, Title, Code	Used to analyse trends by country.
Positions	Reference table of positions available in field assignments.	ID, Title, PositionCode, Email	Provides position metadata for assignments.
PartnerSections	Reference table of MSF partner sections.	ID, Title, Active	Used for filtering and contextual reporting.

Subscriptions	Reference table of subscription information linking positions, projects, and partners.	ID, Title, ProjectsFK, PositionsFK	Used for reporting on engagement and coverage.
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Overview of All Columns in the Combined Data

Column Name	Definition
CompletedDate_EndofAssignment	Date the End of Assignment (EoA) record was completed/closed for the staff member.
Coordinator_EndofAssignment	Name/identifier of the assignment coordinator responsible for the staff member's deployment or debrief.
DevelopmentAdvisor_EndofAssignment	Name/identifier of the development advisor associated with the staff member's assignment.
Email_EndofAssignment	Primary email address of the staff member linked to the EoA record.
HR_Coordinator_EndofAssignment	Name/identifier of the HR coordinator for the assignment.
ID_EndofAssignment	Unique identifier (primary key) for the EoA record.
LineManager_EndofAssignment	Name/identifier of the staff member's line manager during the assignment.
NameSurname_EndofAssignment	Staff member's full name recorded for the EoA.
OtherUsers_EndofAssignment	Additional users/contacts linked to the EoA record (e.g. people to notify/share with).
PoolManager_EndofAssignment	Talent pool/roster manager associated with the staff member.
Position_EndofAssignment	Role/position title held by the staff member during the assignment.
PositionCode(Hidden)_EndofAssignment	Internal position code for the assignment (hidden/system field).
Project_EndofAssignment	Project name/title for the assignment.
ProjectCode_EndofAssignment	Code for the project the staff member was assigned to.
ProjectCountry_EndofAssignment	Country in which the project/assignment took place.
ProjectCountryCode_EndofAssignment	Country code for the project's location.
RequestDebriefingWith_EndofAssignment	Requested person/role for post-assignment debriefing.

StartedDate_EndofAssignment	Date the assignment started.
Status_EndofAssignment	Status of the EoA record (e.g. In Progress/Completed).
Title_EndofAssignment	Title of staff member.
Answer_Feedbacks	Response provided to a survey question for the assignment.
EndOfAssignmentFK_Feedbacks	Foreign key linking a feedback record to its EoA record.
ID_Feedbacks	Unique identifier (primary key) for a feedback entry.
Quantitative_Feedbacks	If feedback is a Measure.
QuestionID_Feedbacks	Foreign key linking feedback to the referenced question in Questions.
Scale_Feedbacks	Likert-type rating (typically 1–5) submitted for the question.
Active_PartnerSections	Flag indicating whether a partner section record is active.
ID_PartnerSections	Unique identifier (primary key) for a partner section.
Title_PartnerSections	Name/title of the partner section (e.g. MSF office/section).
Active_Positions	Flag indicating whether a position record is active.
Email_Positions	Contact email associated with a position.
ID_Positions	Unique identifier (primary key) for a position record.
Partners FK_Positions	Foreign key linking a position to a partner section.
Position Code_Positions	Internal code for the position.
Project Countries FK_Positions	Foreign key linking a position to a project country.
Projects FK_Positions	Foreign key linking a position to a project.
Title_Positions	Name/title of the position.
Active_ProjectCountries	Flag indicating whether a project country record is active.
Code_ProjectCountries	Country code for the project country record.
ID_ProjectCountries	Unique identifier (primary key) for a project country.
Title_ProjectCountries	Country name/title used for project country reference.
Active_Projects	Flag indicating whether a project record is active.
ID_Projects	Unique identifier (primary key) for a project record.
Project Country FK_Projects	Foreign key linking a project to its country.
ProjectCode_Projects	Code used to identify the project.
Title_Projects	Name/title of the project.

Quality Criteria_Questions	Question's category (e.g. Relevance, Effectiveness, Safeguarding) used for KPI grouping.
Question_Questions	The full text of the survey question.
Question ID_Questions	Unique identifier (primary key) for a question.
Scoring System_Questions	Scoring approach for the question (e.g. 1–5 scale).
Type_Questions	Question type (e.g. scale, open text).
Email_Subscriptions	Email associated with a subscription (notifications/engagement linkage).
ID _Subscriptions	Unique identifier (primary key) for a subscription record.
PartnersFK_Subscriptions	Foreign key linking a subscription to a partner section.
Positions FK	Foreign key linking a subscription to a position.
ProjectCountriesFK_Subscriptions	Foreign key linking a subscription to a project country.
ProjectsFK_Subscriptions	Foreign key linking a subscription to a project.
Title_Subscriptions	Title/label for the subscription entry.