

MAST Data Documentation Maturity Assessment

Thank you for taking the time to participate in Aristotle Metadata's survey of data asset knowledge and management.

Your input will help us gain an understanding of how your organisation manages its data assets. A **data asset** is a collection of data that is developed for a broad purpose. This information will help your organisation recognise how data assets can be used to support strategic plans and goals.

This survey should take less than ten minutes to complete. We've designed it to be as straightforward as possible, and your responses will be kept strictly confidential.

For this questionnaire:

- Your **team** is the unit you are assigned to, or the project team you spend the most time working with
- A **data asset** is any data file or system, and can include databases or Excel spreadsheets, but also systems that collect data such as HR systems or analytics tools
- **Data documentation**, also known as **metadata**, is information you record about a data asset so that others can understand what it contains and how they should interpret it
- A **data term** is an entry in a glossary that has a consistent meaning across the organisation, such as Staff Member, Patient, or Identifier
- A **data glossary** is a collection of business terms and their meanings related to data. It helps people understand and use data in the same way.
- A **data dictionary** is a data glossary for a single data asset; it provides a technical description of a data asset. For example, the 2021 Census dictionary contains detailed information about Census variables and concepts. The dictionary helps data users better understand and interpret Census data.

The first four questions in this survey are about your beliefs regarding data documentation in your organisation.

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know
My organisation understands how data documentation supports the delivery of core functions and outcomes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My organisation documents why data is collected, along with what is stored.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My organisation has a consistent approach to data documentation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teams in my organisation are encouraged to create, review and share documentation for their data assets.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<hr/>						
It is easy for me to find data I need for my role.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
It is easy for me to find documentation that describes what data means.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
It is easy for me to find, link and compare related data using common terms.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
It is easy is it for me to talk about data with others across my organisation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The following questions are about the actions you perform as part of your regular tasks.

Developing a greater awareness of data assets is part of the **IDEAL** (Inventory-Document-Endorse-Audit-Leadership) Framework. The framework has processes that help an organisation make their data more accessible and easier to understand. These questions are designed to get an understanding of things you do in your role, so if a question doesn't relate to your job role or you aren't sure if you do that task select "I don't do this as part of my current role".

The following questions are about how you find data in your organisation and where you record information about data assets that you are responsible for.

The **I** in the IDEAL framework stands for 'Investigate and inventory data' which leads to an increased knowledge of data assets and their location. These questions are about how you record the existence of data that you manage, and how you find data for your regular activities.

How do you most commonly discover other data assets in the organisation?

If more than one is applicable, select the activity you most commonly perform.

- ☐ I don't do this as part of my current role
- ☐ I will speak directly to a person who I think knows about this data
- ☐ I have access to a list of data assets managed by my team, but I am not aware of data outside my team
- ☐ I have access to a list of data assets that is shared by members of my organisation
- ☐ I can search for data within a central data inventory that returns results based on my needs and permissions

How do you most commonly record the existence of data assets within your team?

If more than one is applicable, select the activity you most commonly perform.

- ☐ I don't do this as part of my current role
- ☐ I do not have a tool for recording documentation about data assets made within my team
- ☐ I use ad hoc systems like Excel or Word etc.
- ☐ I use generalised documentation systems such as SharePoint or Confluence
- ☐ I use specialised data cataloguing tools for documenting data assets

(Optional) Please include a list of processes, systems or tools you use to find data in your organisation. If this includes emailing people you know, you can just include 'email' as one of your processes.

The following questions are related to the types of information that are collected about data assets in your organisation.

The **D** in the IDEAL framework stands for 'Document data and metadata' which improves the understanding of how data is collected and processed. These questions are about the types of information you and your team collect in your data documentation.

What information do you usually record for data assets created within your team?

If more than one is applicable, select the activity you most commonly perform.

- ☐ I don't do this as part of my current role
- ☐ I do not document data assets at this point in time
- ☐ I document data based on my own needs or requirements
- ☐ I follow processes my team has developed for documenting data
- ☐ I follow organisational standards for recording information about data assets

What information do you or your team commonly record about fields within a data asset, such as describing columns in a spreadsheet or database table?

If more than one is applicable, select the activity you most commonly perform.

- ☐ I don't do this as part of my current role
- ☐ I do not record information at this level about our data
- ☐ I record the names and descriptions of columns
- ☐ I record the names, descriptions, and any codes or data types for each column
- ☐ I record the names, descriptions and codes for each column, and include links to common data glossary definitions

(Optional) Please include a list of systems or tools you use to document data in your organisation. If this includes tools like Word, Excel, Sharepoint or other similar knowledge management tools, include these as tools you use.

The following questions are about how data documentation is reviewed and published in your organisation.

The **E** in the IDEAL framework stands for 'Endorse and Publish' which captures activities related to peer review, governance and publication of documentation about data assets. These questions are about how you work with standards, perform peer reviews and publication of data documentation in your team.

Who is responsible for reviewing data documentation in your team or organisation?

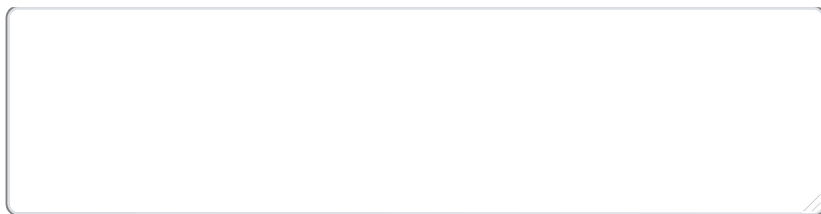
If more than one is applicable, select the answer that matches your usual routine.

- ☐ I don't do this as part of my current role
- ☐ Data documentation does not get reviewed at this point in time
- ☐ Data documentation is reviewed on an informal basis by my peers
- ☐ My team has a process for reviewing data documentation
- ☐ Data governance team(s) within the organisation review data documentation

How can you find out who has signed off on approval/review of data assets in the organisation?

- ☐ I don't do this as part of my current role
- ☐ I do not have access to documentation from other teams
- ☐ I can view information about data assets, but am unable to see approval documentation
- ☐ I can view approval processes for data documentation within my team
- ☐ Approval processes for all data I use is documented in a formal register in the organisation

(Optional) Please tell us about business areas you engage with to assist with publication of data documentation, and any internal or external stakeholders who you think would find your data documentation useful.



The following questions are about how your organisation links related data documentation and reuses common terms over time.

The **A** in the IDEAL framework stands for 'Audit and Harmonise' which focuses on how similar terms in data glossaries and related data assets are managed to reduce duplicates and improve consistency. These questions are about how you and your team manage your data glossaries and how these align with glossaries across your organisation.

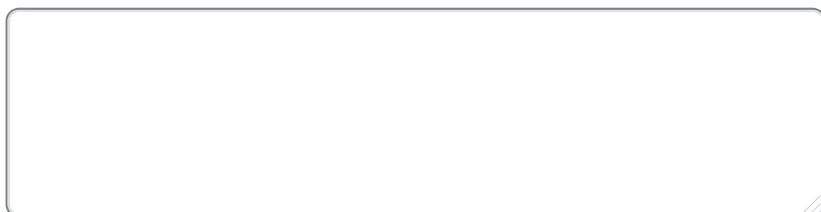
How do you manage commonly referenced data terms?

- ☐ I don't do this as part of my current role
- ☐ I do not manage common data terms at this point in time
- ☐ I use methods such as copying and pasting existing definitions from existing records for consistency when documenting new data assets
- ☐ I refer to a list of data terms that my team manages internally
- ☐ I use data terms from a governed central system that records and links these terms to data assets

How do you reuse common data terms from a data glossary?

- ☐ I don't do this as part of my current role
- ☐ I do not use a data glossary as part of my work
- ☐ I use methods such as copying and pasting definitions from a data glossary
- ☐ I copy and paste definitions and include a link to the source, such as a document or data glossary web page
- ☐ I reference glossary terms from a central source that provides links between data assets and data terms

(Optional) Please tell us about terms you use commonly in your work that may not be understood by users of your data, or may not be used the same way as another team. Examples could include terms like supplier, staff member or identifier.



The following questions are about steps you, your team and the leadership of your organisation take to promote data documentation.

The **L** in the IDEAL framework stands for 'Leadership and Long-term strategy' which focuses on how people and teams can continuously improve their data processes, and promote these activities across the organisation. These questions are about activities your team follows and organisation initiatives you are personally aware of for data documentation and metadata management in your organisation.

Are you aware of policies for managing data assets within your organisation?

- ☐ I do not manage data in my role, and am not impacted by data policies
- ☐ I am not aware of policies for managing data assets at the present time
- ☐ I am aware of internal policies my team has developed for managing data assets
- ☐ I am aware of policies for managing data assets, but am not aware of how they relate to my role
- ☐ I am aware of our organisation's data governance and data management policies, and my responsibility for data safety

How does your organisation's leadership promote metadata adoption?

- ☐ I do not use metadata in my role
- ☐ I am not aware of metadata promotion within the organisation at the present time
- ☐ Metadata is promoted within my team but not at an organisational level
- ☐ Metadata is promoted internally e.g. through the organisation's intranet
- ☐ Metadata is promoted both internally and externally, e.g. in the annual report or on our website

(Optional) Please tell us about policies around data use and access that impact you in your role.

Lastly, we are going to ask about your role and specific activities you perform in the organisation.

Email:

Team:

What activities do you perform with data as part of your role in the organisation:

- ☐ I analyse data for research purposes
- ☐ I create new data assets
- ☐ I approve the release of data assets
- ☐ I collect data from people
- ☐ I review data quality
- ☐ I make dashboards or reports
- ☐ I read data reports for decision making purposes
- ☐ I manage data in a technical system, such as a database or data catalogue
- ☐ I document data to assist other areas
- ☐ I don't use data in my role
- ☐ Other activities (please provide more details below)

What data do you use or create as part of your role in the organisation?

Submit responses