Business Glossary

Introduction

February 22, 2022

What is Business Glossary

- A business glossary is a means of sharing internal vocabulary within an organization. Most business glossaries share certain characteristics such as standard Data Definitions and documentation of them; Clear definitions with explanation of exceptions, synonyms, or variants, as well as:

- Representative from core user groups required to give approval on terms.

- Draft definitions and type breakouts from subject area models able to be supplied.

- Dama.org

Business Glossary Use:

- Enable understanding of the core business concepts and terminology.
- Highlight how vocabulary may differ across business functions.
- Increase trust in a company's data.
- Ensure agreement between the business-facing content and technical-facing physical data.
- Reduce the risk that data will be misused due to inconsistent understanding of the business concepts.
- Improve alignment between technological assets and the business organization.
- Maximize search capability and enable access to documented institutional knowledge.

Business Glossary Content

Business Term:	Endowment Management Fee
Broader Term:	Amount charged to endowment market values to provide funding for the Foundation to operate administratively
Distinguishing Characteristics:	
Related Term:	Reinvestment Fee, which is 5% on non-endowed gifts
Synonyms:	Administrative Management Fee
Examples and Usage:	1.25% charged on the 12 quarter moving average of an endowment's market value
Source:	CUF Policy and Procedure 2.14
Replaced By:	
Data Steward Responsible:	Mrs. Jenna K. Smith
Business Rule:	Is 1.25% unless there is an SLA stipulating it to be something else (IPTAY is 1%). This is the largest funding of the Foundation budget.
Report/URL:	forever.clemson.edu/file/policies-and-procedures/cuf/2.14-AMF-policy-8.13.21.pdf
Data Classification:	Public
Status:	Approved
Date Created:	10/6/2021
Date Last Changed:	11/17/2021

Data Stewards Role

- Define Business Terms, review requested changes, approve changes.

- Identify business critical terms and review the with current processes and policies for appropriate business glossary content.

- Communicate the new defined business terms and report any reported issues with investigation and proposed solution.

Business Glossary Procedure

New Business Term

1. During the Project Define Phase new business terms will be defined and entered on the business glossary by the Data Steward with an **Active status**.

2. Before Apply phase, when documented process is created or updated, the business term status will be set to **Review**. Review with all the stakeholders, DS work group and IT will be held before the issue resolution or CADENCE change is implemented and passed the UAT.

3. Data Stewards work group, IT and stakeholders agreed and approved the business term and to close the project the status will be set to **Approve**. Required action of closing the Data Steward project.

4. When a change is needed Data Steward will submit a ticket to request for a project to update the business glossary terms. Then Admin will update the status to **Active**.
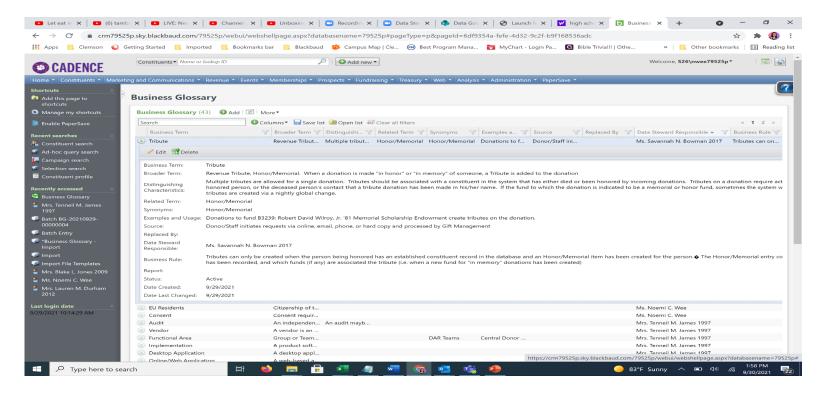
Change on existing business term will start new DS project and will follow steps 1-3 as mentioned above as update on the business term (not to create a new one but update the existing).

Business Glossary in Cadence

- Business glossary is now available in CADENCE in the following area:
  - Analysis Functional Area > Information Library > Business Glossary Page (List all business terms)

Business Glossary in Cadence

- Constituent Functional Area > Data Steward Tab (Business Terms owned by Data Steward)