Expectations for the Team and Service Office when adding a Data Subset to the UM Data Warehouse

Team Expectations:
The following outlines the expectations for each party involved in adding a data subset to the UM DW.

Office of Data Administration:
1. The Office of Data Administration (ODA) is a member of the team and facilitates the discussions which will result in the draft design of the Oracle database tables for each data subset which will be added to the UM DW. The team will produce and provide a draft of the proposed Oracle database structure based on the team discussions to the Application Analyst which supports the data subset.
2. ODA works with the Data Manager of the data subsets to write and capture data subset's metadata (includes data definitions, keywords, data subset links, transfer data, and code table interfaces).
3. ODA works to support, monitor, and plan for the continued construction and growth of the DW infrastructure. This includes the databases, servers, query tools, upgrades, web server, etc.
4. ODA administers the security, roles, and accounts for the UM DW. ODA also administers the Hyperion webserver (WOW) and related user accounts and access levels.
5. ODA reviews the data which is loaded into the Oracle tables for each data subset to confirm that the logic and data are error free and understandable. ODA works with the Application Analyst to resolve any problems in the data subset Extract program and the loading of the data to the Oracle tables.
6. ODA works with the Data Manager of the data subsets to produce the data training classes which are required before each data subset can be released to the campus community.
7. ODA consults with the Application Analyst during the development of the Extract program for the data subset and the associated UM DW Oracle database table construction to resolve any questions, problems, or suggestions.

TSS Database Administrators
1. The AEA DBAs administer the UM DW servers, Oracle databases, and associated infrastructure.
2. The AEA DBAs provide input for the Application Analyst about the infrastructure and associated methodologies and procedures. The will offer consultation about the best, fastest and easiest way in which to proceed with the development of the Extract and the building of the UM DW Oracle database. For example they can often offer suggestions about Oracle load methodology or Oracle/Unix JCL and Job Scheduling procedures.
3. The AEA DBAs build the UM DW Oracle tables from the database layout which the Application Analyst has provided to the DBA staff. This includes the field names as they should appear in the UM DW Oracle tables, field lengths, and field attributes (varchar, numeric, date etc.).
4. The AEA DBAs will consult with the Application Analyst if there are problems with the creation of the Oracle tables.
5. The AEA DBAs are available for consultation if the Application Analyst has problems loading the data subset data into the Oracle tables.
6. The AEA DBAs take care of supporting, monitoring, and maintenance of the SCAT transfer from the operational/transactional system to the UM DW Oracle tables which supports the Show Values feature in Hyperion.

Application Analysts
1. Preferable if the analyst is a member of the team that designs the draft of the UM DW Oracle database table layout for the data subset.
2. Writes the transactional/operational system Extract program based on the drafted design of the Oracle database table layout for the data subset, builds necessary SCATs or code tables for translations, no hard coding except for improvement to runtime and then always default to SCAT.
3. Gives the AEA DBA the design of the Oracle database table layout for the data subset. This will include the field names as they should be named in the UM DW, the field lengths, and the field attributes (varchar, date, numeric etc.).

4. Includes in the Extract program the following:
   a. The production of an email error report based on a model of an email error report that can be found already existing UM DW Extract programs.
   b. Provides the AEA DBAs with any code files which need to be loaded into Oracle tables in the UM DW to support the Show Values feature of Hyperion. Code files are needed for those data elements which do not have associated SCATs. SCATs and Code files are not needed for numeric, date, or Yes/No indicator fields.
   c. Takes the following steps to run the Extract program, load the data into the UM DW Oracle tables, and test the results of these actions:
      i. Write the transactional/operational system JCL to run the Extract program. Run the job several times to test the operation of the JCL.
      ii. Review the Extracted data as it exists in the data files prior to loading the data from the files to the UM DW Oracle tables for the data subset.
   d. Reviews the data files for:
      i. Data errors
      ii. Logic errors
      iii. Assure that the control card works properly
   e. Once assured that items "a" and "b" work properly establish a Job Schedule, working with the AEA Production Control group, to automate the running of the Extract program. OR If the Extract is written from something other than the IBM or HP environments, it is the Application Analyst's responsibility to automate the running of the Extract.
   f. Write the Oracle JCL which will load the data files to the UM DW Oracle tables.
   g. Test the load of the data to the UM DW data subset's Oracle tables and review the loads for:
      i. Data errors
      ii. Logic errors
      iii. Load errors
   h. Once assured that the items "d" and "e" work properly establish a Job Schedule, working with the AEA Production Control group, to automate the running of the Oracle load.
   i. Notify ODA to review the data once the test Oracle loads are completed. The data subset is considered in pilot/test mode and errors are sent to the Application Analyst for correction by ODA.
   j. Once the data subset has been released to production, the Application Analyst will continue to provide on-going maintenance for the data subset. The Application Analyst will be notified if any of the following occurs:
      i. Job runtime problems
      ii. Errors in logic
      iii. Need to add or delete fields
   k. Application Analyst is available to work with ODA if logic needs to be clarified for the metadata.

**Service Office Representative(s)** – Note: Steps 1 through 5 must be provided before the data subset is released to anyone beyond the development team.

1. Participate in the DW team meetings which define the data subset.
2. Write and provide a document with the metadata definitions for each of the elements in the newly defined data subset.
3. Test the data which is loaded into the new Oracle table, using Hyperion. Test for numeric, ‘*’, nulls, and valid translations. Test derived data elements for correctness.
4. Develop a data training manual for this data subset, provide a Teacher for the data training class and train approved ad hoc query users on tables and fields in the data subset.
5. Provide subset help desk support when the subset is released to campus community.