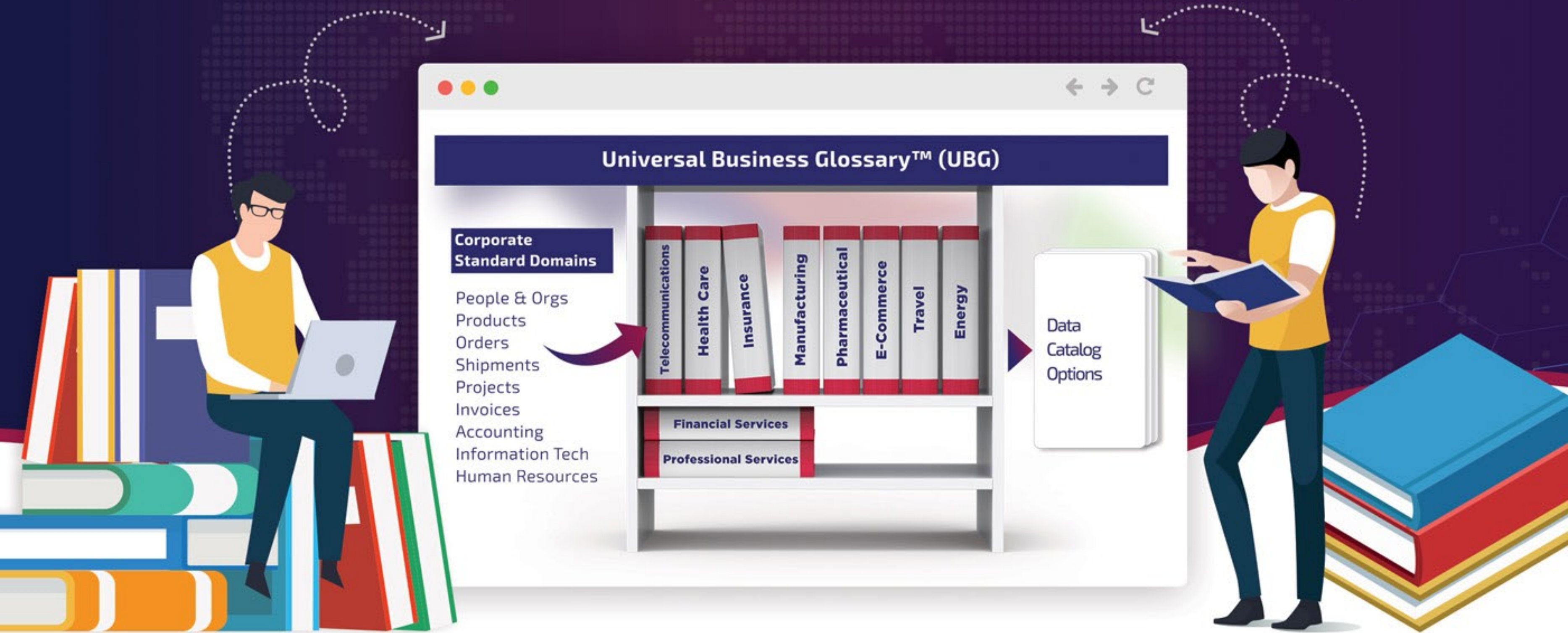


# Universal Business Glossary™

## Workshop: Building Business Glossaries



This 2-day workshop provides a comprehensive, proven, and effective approach to developing a shared, accepted, and useful business glossary within the enterprise, including

Methodology

Approaches

Tools

Techniques

Case Studies

### BENEFIT

Having a clear, consistent, and enterprise wide accepted business glossary can have a huge effect on an organization.

- ✓ Jump start your glossary development
- ✓ Improve productivity and systems cost
- ✓ Synchronize with your data governance initiative
- ✓ Enhance systems integration

### WHO CAN BENEFIT

Data Stewards, SMEs, Data Governance program office professionals, Data Analysts, Glossary Architects, and other data governance professionals

### WHY US

Data Industry experts Sandhill Consultants and Len Silverston have joined forces to offer a rapid and proven solution for developing and managing common business glossaries.

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**Sandhill**  
CONSULTANTS



# OUTCOME

Come away with new and enhanced skills PLUS

- ✓ Reusable domain models, definitions, and examples
- ✓ Template based process for glossary development
- ✓ Guidelines for developing definitions
- ✓ Techniques, exercises, and practice in mastering common development scenarios *and much more*

The workshop content falls into seven topical areas. The content of each area addresses factors that are critical to developing an effective business glossary.

Topic Areas	Activities
BUSINESS NEEDS	Identifying critical data elements in your organization
STANDARDS	Developing business glossary terms using standardized conventions and guidelines
CATEGORIZATION	Developing a domain and subdomain model
CONSTRUCTION	Applying universal constructs (Jump Start)
PROCESSES FOR CONSTRUCTION AND VALIDATION	Template process diagram Working through data governance and business glossary issues Resolving issues
FITTING INTO THE REAL WORLD	Internalizing in the organization
HUMAN FACTORS	Coming to agreement -Strategies for collaboration

The workshop content of each of the topic areas has a strong relationship with standards-based data governance principles and management functions (i.e. Data Maturity Model – DMM). During the workshop, learn how the business glossary development methods, approaches, tools and techniques provide support to and are supported by an organization’s data governance initiatives.

UBG Workshop Topics	Data Governance Management Functions
BUSINESS NEEDS	Business Terms Policy, Business Term Classification
STANDARDS	Business Term Management Criteria
CATEGORIZATION	Business Term Management Criteria
CONSTRUCTION	Business Term Management Criteria, Business Term Lifecycle, Responsibility and Accountability
PROCESSES FOR CONSTRUCTION AND VALIDATION	Business Term Management Criteria, Business Term Lifecycle, Business Term Points of Integration, Stewardship, Conflict and Issue Resolution
FITTING INTO THE REAL WORLD	Responsibilities and Accountabilities
HUMAN FACTORS	Responsibilities and Accountabilities, Communication

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