



## Business Glossaries

### **DEFINITION:**

A repository of approved, governed and maintained compendium of business term names, their definitions and, optionally, their relationships to other business terms. It is the vocabulary of an organisation. A business term represents a business concept or an item of terminology of the organisation.

A Business Glossary is used to identify, approve and promote a consistent vocabulary and understanding of that vocabulary within an organisation. It provides an authoritative source for all business operations.

The Business Glossary captures attributes of a business term such as:

- Name
- Definition
- Acronyms or abbreviations
- Synonyms
- Name of the person, or their role, identifying the term, and date updated
- Name of the person, or their role, who is the term steward
- Taxonomy association for the term
- Common misunderstandings
- Lineage

### **ACRONYMS/ABBREVIATIONS:**

N/A

### **SYNONYMS:**

N/A

### **INITIAL TERM DEFINER (PERSON OR ROLE):**

Mark Matten

### **LAST UPDATED DATE:**

09/04/2020

### **TERM STEWARD (PARTY OR ROLE):**

GDAC

### **TAXONOMY ASSOCIATION FOR THE TERM:**

Data Management

### **COMMON MISUNDERSTANDINGS:**

- Confusion over definition and with related concepts:
  - Taxonomy
  - Data Dictionary
  - Ontology
  - Data Catalogue

### **LINEAGE:**

Derived from the following information sources: -

- [DAMA DMBok version 2.](#)
- [Data Maven Blog](#)
- [DATAVERSITY \(Michelle Knight article\)](#)
- [DATAVERSITY \(Michelle Knight article\)](#)

**NAME:**

Data Dictionary

**DEFINITION:**

A centralised repository used to define and communicate the structure and content of data sets.

A data dictionary may describe data in business terms, however, the information held within a data dictionary extends to include the 'technology relevant' or 'machine readable' articulation of data.

A data dictionary will include information on data types, detail of structure and security relationships. It can be used to manage the names, descriptions, structure, characteristics, storage requirements, default values, relationships, uniqueness, and other attributes of every data element in a data model.

The data dictionary bridges the gap between the content as its defined and how that content is articulated in a physical implementation. A data user for example, may consult a data dictionary if they wanted to know if 'Customer ID' is a character field or numerical field.

The content of a data dictionary is usually extracted from the database or modelling tool and is sometimes seen as a data model in a narrative form.

**ACRONYMS/ABBREVIATIONS:**

N/A

**SYNONYMS:**

N/A

**INITIAL TERM DEFINER (PERSON OR ROLE):**

Janette Wrynn

**LAST UPDATED DATE:**

14/04/2020

**TERM STEWARD (PARTY OR ROLE):**

GDAC

**TAXONOMY ASSOCIATION FOR THE TERM:**

Metadata Management

**COMMON MISUNDERSTANDINGS:**

- Confusion over definition and with related concepts:
  - Business Glossary
  - Data Catalogue

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- [DATAVERSITY \(Michelle Knight Article\)](#)
- [Data Maven Blog](#)

**NAME:**

Data Catalogue

**DEFINITION:**

An inventory of available data assets supported by a collection of metadata, enabling data users to:

- search for and find data quickly
- see all the available datasets
- evaluate data and make informed choices on the suitability of data
- perform data preparation and analysis efficiently and with confidence.

A data catalogue may provide other capabilities including:

- support for data curation and collaborative data management
- data usage tracking
- intelligent dataset recommendations
- enforcing policy and data governance.

Data catalogues should not exist in isolation but should share metadata bidirectionally with other data management and analysis tools and data platforms.

Modern machine learning-augmented data catalogues may automate various tasks involved in data cataloguing, including metadata discovery, ingestion, translation, enrichment and the creation of semantic relations between metadata.

**ACRONYMS/ABBREVIATIONS:**

N/A

**SYNONYMS:**

N/A

**INITIAL TERM DEFINER (PERSON OR ROLE):**

Janette Wrynn

**LAST UPDATED DATE:**

21/04/2020

**TERM STEWARD (PARTY OR ROLE):**

GDAC

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- [DATAVERSITY \(Michelle Knight Article\)](#)

- [Gartner, 2019](#)
- [Alation article, 2019](#)

**NAME:**

Taxonomy

**DEFINITION:**

A defined classification of classes, types or concepts represented as a controlled vocabulary of terms, within a domain. It also includes the principles or rules that underlie such classification.

A Taxonomy helps to reduce ambiguity and control synonyms. It is a system for naming and organising things into groups, that share similar characteristics, to make them easier to index and then to find.

Objects are placed into one and only one classification category (i.e. related to a term) in any one Taxonomy and hence the classification rules must be complete, consistent, and unambiguous.

For example, it can be used to organise knowledge (content, documents, records, etc) by using the controlled vocabulary (the terms within the taxonomy) to make it easier to find related information.

There are several recognised types of Taxonomy.

**ACRONYMS/ABBREVIATIONS:**

N/A

**SYNONYMS:**

N/A

**INITIAL TERM DEFINER (PERSON OR ROLE):**

Mark Matten

**LAST UPDATED DATE:**

09/04/2020

**TERM STEWARD (PARTY OR ROLE):**

GDAC

**TAXONOMY ASSOCIATION FOR THE TERM:**

Content Management

**COMMON MISUNDERSTANDINGS:**

- Confusion over definition and with related concepts:
  - Business Glossary
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  - Ontology
  - Data Catalogue
- A Taxonomy is always a hierarchical structure.

**LINEAGE:**

Derived from the following information sources: -

- [DAMA DMBok version 2.](#)
- [Data Maven Blog](#)
- [Wikipedia](#)
- [DATAVERSITY \(Michelle Knight article\)](#)
- [Marketingland \(Shari Thurow article\)](#)

**NAME:**

Flat Taxonomy

**DEFINITION:**

A type of Taxonomy that is simply a list of categories. A Flat Taxonomy has only top-level categories.

**ACRONYMS/ABBREVIATIONS:**

N/A

**SYNONYMS:**

- Unlayered Taxonomy

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**NAME:**

Hierarchical Taxonomy

**DEFINITION:**

A type of Taxonomy that is a hierarchical arrangement of categories. Categories are organised hierarchically into any number of levels of category and sub-category as required. A sub-category inherits all the properties of the class above it but can also have additional properties.

Individual categories within the hierarchy are arranged in order of importance or status. Moving up the hierarchy means expanding, or *broadening*, the category. Moving down the hierarchy means refining, or *narrowing*, the category.

Not all hierarchies are simple, one-to-one-or-many parent-child relationships. Some hierarchies contain categories that can be in multiple parent categories. Taxonomies that allow this cross-listing are known as *polyhierarchical*.

**ACRONYMS/ABBREVIATIONS:**

N/A

**SYNONYMS:**

N/A

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**NAME:**

Network Taxonomy

**DEFINITION:**

A type of Taxonomy that organises content into both hierarchical and associative categories. Categories can be linked to any other categories. Relationships among *items* can have different meanings, including semantic ones. E.g. “people who buy this also bought that”, “most popular”, etc.

**ACRONYMS/ABBREVIATIONS:**

N/A

**SYNONYMS:**

N/A

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**NAME:**

Facet Taxonomy

**DEFINITION:**

A type of Taxonomy that allows an item to be assigned to multiple taxonomies (sets of attributes), enabling the classification to be ordered in multiple ways, rather than in a single, predetermined order (as in a strict hierarchy).

**ACRONYMS/ABBREVIATIONS:**

N/A

**SYNONYMS:**

N/A

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