

COMMONWEALTH OF PENNSYLVANIA

DEPARTMENT OF HUMAN SERVICES

INFORMATION TECHNOLOGY STANDARD

Name Of Standard: Data Source Naming Standard	Number:
Domain: Knowledge Management	Category: Data Warehouse/Business Intelligence
Date Issued: 02/18/2016	Issued By Direction Of: Kevin Gray, Dir of Enterprise Apps
Date Revised:	

Abstract:

The purpose of this Standard is to establish enterprise-wide standards and guidance for the naming of Cognos data sources on the production DHS Cognos BI web reporting site.

Cognos BI provides a variety of reporting, analysis, dashboard, and scorecard capabilities to provide the right amount of detail to the report consumer. Analytical, historical, and trend analysis reporting should be implemented using this toolset.

General:

This standard applies to all Department of Human Services Cognos developers, both Commonwealth and contractor. This standard enforces a naming convention for any and all data sources placed on the Cognos BI platform.

Standard:

Object	Naming Convention	Examples	Notes
Cube Data Source	<i>Program Area_(Subsystem)_Business Name</i>	PELICAN_ELN_Retention	<i>Subsystem</i> names are only required when applicable. <i>Business Name</i> refers to the name of the PowerPlay report which should also match the name of the cube package.
Non-Cube Package Data Source	<i>Business Name</i>	Certificate_Licensing_System	<i>Business Name</i> refers to one or more packages (e.g. reporting and ad hoc) in the same area using this data source.

Single-Connection Data Source to a conventional database	<i>Database_Signon</i>	EDWP_Impromptu UTLP_Meta	The <i>Signon</i> part of the data source name must match the user account saved in the signon of the data source.
Multi-Connection Data Source to EDW	EDW_Signon	EDW_Impromptu	The <i>Signon</i> part of the data source name must match the user account saved in the signons of the data source connections. The connections should be named similarly as the data source except that an actual database name should be substituted for the EDW string (e.g. EDWP, EDWT, etc.), so each connection in a multi-connection data source follows the single-connection data source naming pattern.
Multi-Connection Data Source to Utility database	UTL_Signon	UTL_Meta	The <i>Signon</i> part of the data source name must match the user account saved in the signons of the data source connections. The connections should be named similarly as the data source except that an actual database name should be substituted for the UTL string (e.g. UTLP, UTLT, etc.), so each connection in a multi-connection data source follows the single-connection data source naming pattern.
Miscellaneous Data Source	<i>DataSourceType_ConnectionInfo</i>	JDBC_Informix	<i>DataSourceType</i> refers to the type of connection specified in the New Data Source wizard. <i>ConnectionInfo</i> , which varies by data source type, distinguishes data sources of the same type from one another.
Data Sources that must follow COTS conventions	Follow software instructions	url_xml	Cognos may require some data sources be made to their specs (e.g. the url_xml data source for Cognos auditing).

Exemptions from this Standard:

All exemptions to this standard must be approved on a case-by-case basis by EKMS after appropriate justification for an exemption has been provided.

Refresh Schedule:

All standards and referenced documentation identified in this standard will be subject to review and possible revision annually or upon request by the DHS Information Technology Standards Team.

Standard Revision Log:

Change Date	Version	Change Description	Author and Organization
2/18/2016	1.0	Initial Creation	Joe Sweigard, EKMS