

## Data Model Samples

The document is separated into two sections – Data Dictionary and Data Models. When submitting a data model, you only need to submit one of the types of models, not all three. Please review the part of this document for the type of submission you will be making for project approval. The samples used are based upon a data repository for human resources.

### Table of Contents

<b>SECTION A - SAMPLE DATA DICTIONARY .....</b>	<b>2</b>
<b>SECTION B - SAMPLE CONCEPTUAL DATA MODEL .....</b>	<b>7</b>
<b>SECTION C- SAMPLE LOGICAL MODEL .....</b>	<b>10</b>
<b>SECTION D - SAMPLE PHYSICAL MODEL.....</b>	<b>13</b>

## Section A - Sample Data Dictionary

Each worksheet within the workbook pertains to an object in the data repository. There are three worksheets required. The names of the worksheets and the column headings in each worksheet must match the examples.

1. Entity – This is a list of the tables in the data repository. Each table will be a separate row in the worksheet. The required information in the worksheet is the:
  - a. Name – The name of the table.
  - b. Comment – The description of the purpose of the table.
2. Attribute – This is a list of the columns that are contained within each table. Each column will be a separate row in the worksheet. All columns for all tables will be in one worksheet. The required information in the worksheet is the:
  - a. Name – The name of the attribute.
  - b. Entity – The name of the table containing the attribute.
  - c. Comment – The description of the purpose of the table.
  - d. Data Type – The format of the data (i.e. – numeric, integer, date, etc.)
  - e. Length – The size of the attribute.
  - f. Mandatory – If the attribute is a required element to the table then enter “TRUE”. Otherwise, leave this value blank.
  - g. Primary Identifier – If the attribute is key to the identification of the information in the table then enter “TRUE”. Otherwise, leave this value blank.
3. Relationship – This is a list of the links between the tables. Each relationship will be a separate row in the worksheet. All relationships between all tables will be in one worksheet. The required information in the worksheet is the:
  - a. Name – The name of the relationship.
  - b. Comment – The description of the relationship between the two tables.
  - c. First Entity – The name one of the tables linked in the relationship. This is typically the parent or dominant table in the relationship.
  - d. Second Entity – The name one of the tables linked in the relationship. This is typically the name of the child table in the relationship.
  - e. Entity 1 -> Entity 2 Role Mandatory – If the “First Entity” is required in the relationship then enter “TRUE”. Otherwise, leave this value blank.
  - f. Entity 2 -> Entity 1 Role Mandatory – If the “Second Entity” is required in the relationship then enter “TRUE”. Otherwise, leave this value blank.
  - g. Relationship Type – Identifies the cardinality between the two tables. The acceptable values are:
    - i. One – One
    - ii. Many – One
    - iii. One – Many
    - iv. Many - Many

All of this information is pertinent to understanding the data. Additional information that is helpful but not necessary is the data classification, the data steward name (this could be an individual or group), and rules that govern the sharing of the data.

Below are examples of the worksheets that will make up the data dictionary for a data repository containing information on human resources. The three worksheets are combined into one workbook.

This is a sample for the worksheet “Entity”.

Name	Comment
Staff	This table consists of the information on current and previous staff members.

Position	These are all of the positions within the agency as defined in the budget.
Assignments	These are the assignments or projects that staff are currently or have worked on in the past.
Department	These are the departments within the state agency.
Projects	This table contains a list of the projects or work activities.
Purchase Order	These are the purchase orders issued to buy products or services from vendors.
Vendor	These are the approved vendors from which goods or services can be purchased.
Contract	These are the contracts that are used to purchase products and servers from vendors.
Product	These are the products or services that vendors can sell to the state. In order to identify a product we need to know the vendor.
Budget	This entity contains the final approved budget plan for the agency. A budget record is defined by the department id, the appropriation code, the fiscal year, and the funding source.

This is an example of the worksheet for "Attribute"

Name	Entity	Comment	Data Type	Length	Mandatory	Primary Identifier
StaffID	Staff	The unique indicator issued to the staff member from the payroll system	Integer		TRUE	TRUE
StaffNameFirst	Staff	The first name of the staff member.	Variable characters (25)	25	TRUE	
StaffNameLast	Staff	The staff member's last name.	Variable characters (25)	25	TRUE	
StaffNameMI	Staff	The staff member's middle initial. If they do not have one this will be blank.	Variable characters (1)	1		
StaffAddr1	Staff	The staff member's work address, street number and name.	Variable characters (30)	30	TRUE	
StaffAddr2	Staff	The staff member's work address, additional information such as apartment number.	Variable characters (30)	30		
StaffAddrCity	Staff	The staff member's city in their work address.	Variable characters (25)	25	TRUE	
StaffAddrST	Staff	The staff member's state in their work address. Only postal abbreviations acceptable.	Variable characters (2)	2	TRUE	
StaffAddrZip	Staff	The staff member's zip code for their work address.	Variable characters (9)	9	TRUE	
StaffUpdUsr	Staff	The user who last updated the record.	Variable characters (8)	8		
StaffUpdDT	Staff	The date the record was last updated.	Date & Time			
PositionNum	Position	The unique number assigned to the position.	Integer		TRUE	TRUE
PositionTitle	Position	The title of the position.	Variable characters (25)	25	TRUE	
PositionPayGrade	Position	The pay grade for the position.	Variable characters (2)	2		
PositionUpdUsr	Position	The user who last updated the record.	Variable characters (8)	8		
PositionUpdDT	Position	The date the record was last updated.	Date & Time			
AssignID	Assignments	This is the unique id system generated to identify a person's assignment to a project or work activity.	Integer		TRUE	TRUE
AssignBeginDate	Assignments	The date the assignment initiated.	Date		TRUE	
AssignEndDate	Assignments	The date that the assignment completed.	Date			

Name	Entity	Comment	Data Type	Length	Mandatory	Primary Identifier
AssignStatus	Assignments	A code indicating if person's assignment is active, completed, on hold, or pending.	Variable characters (1)	1		
AssignUpdUsr	Assignments	The user that last updated the record.	Variable characters (8)	8		
AssignUpdDT	Assignments	The date the record was last updated.	Date & Time			
DeptID	Department	The DDSS issued to the business unit. Example - Application Delivery Team Enterprise = 1104044000	Variable characters (10)	10	TRUE	TRUE
DeptName	Department	The name of the department - example Dept of Tech & Info/CTO/Applications Delivery.	Variable characters (25)	25	TRUE	
DeptBusUnit	Department	The name of the business unit. Example - Data Management Group.	Variable characters (25)	25		
DeptUpdUsr	Department	The user that last updated the record.	Variable characters (8)	8		
DeptUpdDT	Department	The date the record was last updated.	Date & Time			
ProjID	Projects	A unique number to identify a project.	Integer		TRUE	TRUE
ProjName	Projects	The name of the project or work activity.	Variable characters (50)	50		
ProjStatus	Projects	A code indicating the status of the project - active, completed, on hold, or pending.	Variable characters (1)	1		
ProjDesc	Projects	A brief description of the project.	Variable characters (250)	250		
ProjUpdUsr	Projects	The user who last updated the record.	Variable characters (8)	8		
ProjUpdDT	Projects	The date the record was last updated.	Date & Time			
PONum	Purchase Order	The purchase order number.	Variable characters (11)	11	TRUE	TRUE
PODT	Purchase Order	The date the purchase order was requested.	Date			
POQty	Purchase Order	The number of units being purchased.	Number (9)	9		
POCost	Purchase Order	The cost per unit of the item.	Number (9,2)	9		
POAmt	Purchase Order	The total amount of the purchase order. This is equal to the cost x quantity.	Number (12,2)	12		
POStatus	Purchase Order	A code indicating if the purchase order was approved (A), denied (D), on hold (H), or being reviewed (R).	Variable characters (1)	1		
PODesc	Purchase Order	A description of the items being purchased.	Variable characters (4000)	4,000		
POUpdUsr	Purchase Order	The user id of the person who last updated the record.	Variable characters (8)	8		
POUpdDT	Purchase Order	The date the record was last updated.	Date & Time			
VendorAddr2	Vendor	The secondary street address for the mailing location of the vendor.	Variable characters (30)	30		
VendorAddrCity	Vendor	The city name for the mailing location of the vendor.	Variable characters (25)	25		
VendorAddrST	Vendor	The state abbreviation for the mailing location of the vendor.	Variable characters (2)	2		
VendorAddrZip	Vendor	The zip code for the mailing location of the vendor.	Variable characters (9)	9		
VendorContactNameF	Vendor	The first name of the main contact for the vendor.	Variable characters (25)	25		

Name	Entity	Comment	Data Type	Length	Mandatory	Primary Identifier
VendorContactNameL	Vendor	The last name of the main contact for the vendor.	Variable characters (25)	25		
VendorContactPhone	Vendor	The telephone number for the main contact for the vendor.	Variable characters (10)	10		
VendorStatus	Vendor	A code indicating if the vendor is active (A) or terminated (T).	Variable characters (1)	1		
VendorUpdUsr	Vendor	The user id of the person who last updated the record.	Variable characters (8)	8		
VendorUpdDT	Vendor	The date the record was last updated.	Date & Time			
VendorNum	Vendor	A number issued to uniquely identify the vendor.	Number (9)	9	TRUE	TRUE
VendorName	Vendor	The vendor's company name as it appears on their Delaware business license.	Variable characters (75)	75		
VendorLicNum	Vendor	The vendor's Delaware business license number.	Variable characters (15)	15		
VendorAddr1	Vendor	The street address for the mailing location of the vendor.	Variable characters (30)	30		
ContractNum	Contract	This is the contract number issued by the state to uniquely identify a contract.	Variable characters (11)	11	TRUE	TRUE
ContractStartDT	Contract	This is the date the contract begins.	Date			
ContractEndDT	Contract	This is the date the contract ends.	Date			
ContractTerms	Contract	These are the terms of the contract. They must comply with the state's requirements.	Variable characters (4000)	4,000		
ContractConditions	Contract	These are the conditions of the contract. They must comply with the state's requirements.	Variable characters (4000)	4,000		
ContractType	Contract	This is the type of contract. Acceptable values are: Professional Services Material Goods Technical Support Software Furniture	Variable characters (25)	25		
ContractUpdUsr	Contract	The id of the user who last updated the record.	Variable characters (8)	8		
ContractUpdDT	Contract	The date the record was last updated.	Date & Time			
ProdNum	Product	A number issued by the vendor to identify the product.	Variable characters (25)	25	TRUE	TRUE
ProdName	Product	The name of the product.	Variable characters (75)	75		
ProdDesc	Product	A description of the product.	Variable characters (4000)	4,000		
ProdType	Product	The product type.	Variable characters (25)	25		
ProdCost	Product	The cost per unit of the product.	Number (12,2)	12		
ProdUpdUsr	Product	The user who last updated the record.	Variable characters (8)	8		
ProdUpdDT	Product	The date the record was last updated.	Date & Time			
BudgetAppCode	Budget	The appropriation code as listed in the budget.	Number (4)	4	TRUE	TRUE
BudgetFiscal	Budget	The budget fiscal year.	Number (4)	4	TRUE	TRUE
BudgetFunding	Budget	A code indicating if it is general funds (GF), appropriated special funds (ASF), or non-appropriated special funds (NSF).	Variable characters (3)	3	TRUE	TRUE
BudgetAmount	Budget	The amount of money allocated in the budget.	Number (12,2)	12		

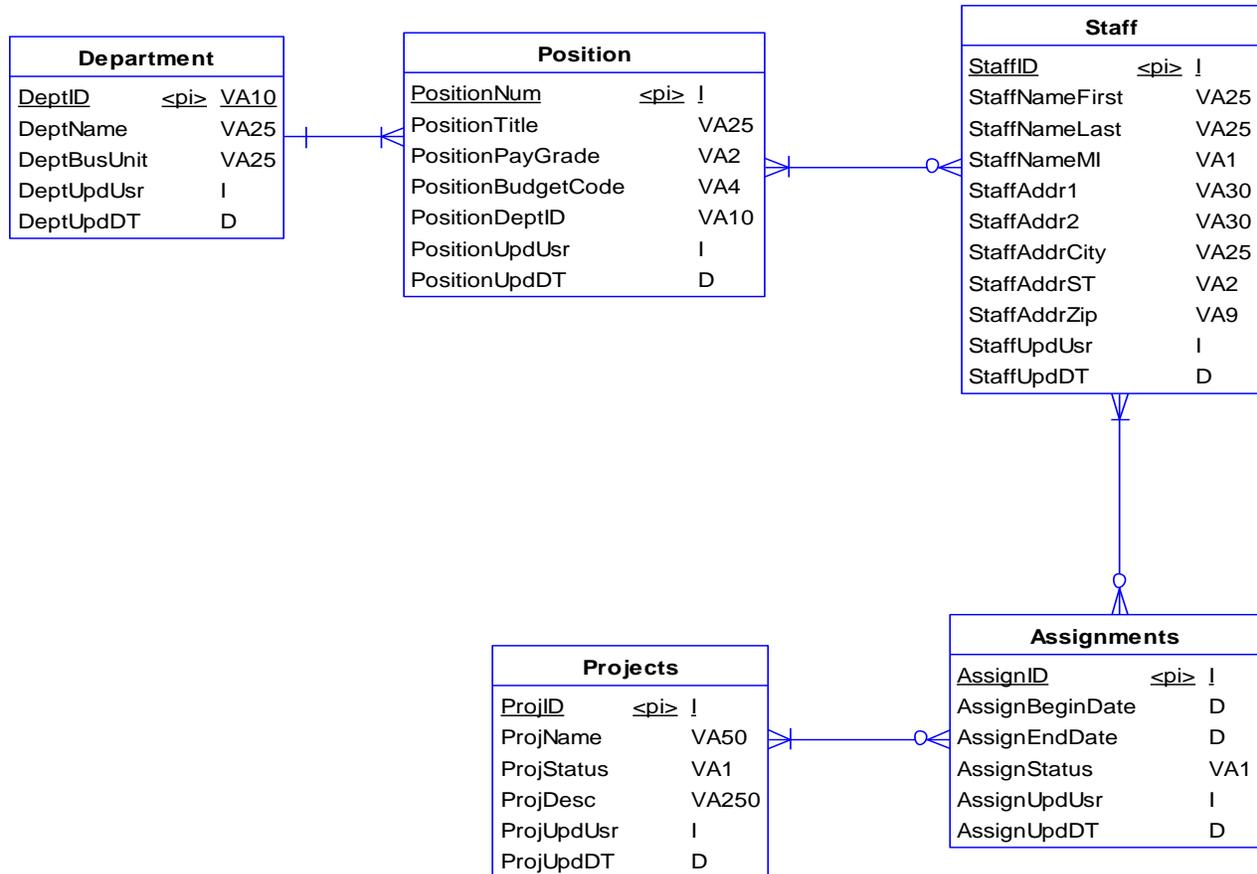
Name	Entity	Comment	Data Type	Length	Mandatory	Primary Identifier
BudgetUpdUsr	Budget	The user id that last updated the record.	Variable characters (8)	8		
BudgetUpdDT	Budget	The date the record was last updated.	Date & Time			

This is an example of the worksheet for "Relationship"

Name	Comment	First Entity	Second Entity	Entity 1 -> Entity 2 Role Mandatory	Entity 2 -> Entity 1 Role Mandatory	Relationship Type
Staff_Assign	A staff member can have one or more assignments. An assignment can belong to one or more staff members	Staff	Assignments		TRUE	Many - Many
Dept_Position	A department as one or more positions. A position belongs to only one department.	Department	Position	TRUE	TRUE	One - Many
Project_Assign	A project has one or more assignments. An assignment can belong to one or more projects.	Projects	Assignments		TRUE	Many - Many
Position_Staff	A position can have one or more staff members. A staff member can belong to one or more positions.	Position	Staff		TRUE	Many - Many
Project_PO	A project can have one or more purchase orders. A purchase order belongs to one project.	Projects	Purchase Order			One - Many
Contract_PO	A contract can have one or more purchase orders. A purchase order belongs to one contract.	Contract	Purchase Order		TRUE	One - Many
Contract_Product	A contract can have one or more products. A product belongs to one contract.	Contract	Product		TRUE	One - Many
Product_PO	A product can be on one or more purchase orders. A purchase order can have one or more products.	Product	Purchase Order		TRUE	Many - Many
Dept_Budget	A department has one or more budgets. A budget belongs to one department.	Department	Budget	TRUE	TRUE	One - Many
Budget_PO	A budget has one or more purchase orders. A purchase order belongs to one budget.	Budget	Purchase Order		TRUE	One - Many
Budget_Position	A budget contains one or more positions. A position belongs to one budget.	Budget	Position	TRUE	TRUE	One - Many
Vendor_Product	A vendor sells one or more products. A product belongs to one vendor.	Vendor	Product	TRUE	TRUE	One - Many
Vendor_Contract	A vendor has one contract. A contract belongs to one vendor.	Vendor	Contract	TRUE	TRUE	One - One

## Section B - Sample Conceptual Data Model

This sample of a conceptual data model is what you might use to document the data an organization uses for managing human resources. Here we depict just a few of the main subject areas of data that can be captured in reference to the staff of an organization. We group the data into main subject areas (entities) based upon the type of information. We draw the links (relationships) between the subject areas. We also indicate the primary identifier(s) of each entity. The primary identifier indicates the uniqueness of a record. The primary identifier is useful for determining if additional entities are needed. For example, initially "Position" maybe included in "Staff". But since a person may have multiple positions over time, "Position" information becomes a separate subject area.



Data Classification	Public
Data Steward	Jane Smith – Human Resources
Sharing Rules	Information can be shared openly.

**List of Entities**

Name	Comment
Assignments	These are the assignments or projects that staff are currently or have worked on in the past.
Department	These are the departments within the state agency.
Position	These are all of the positions within the agency as defined in the budget.
Projects	This table contains a list of the projects or work activities.
Staff	This table consists of the information on current and previous staff members.

**Entity – Assignments** These are the assignments or projects that staff are currently or have worked on in the past.

List of Attributes of the Entity - Assignments

Name	Comment
AssignID	This is the unique id system generated to identify a person's assignment to a project or work activity.
AssignBeginDate	The date the assignment initiated.
AssignEndDate	The date that the assignment completed.
AssignStatus	A code indicating if person's assignment is active, completed, on hold, or pending.
AssignUpdUsr	The user that last updated the record.
AssignUpdDT	The date the record was last updated.

**Entity – Department** These are the departments within the state agency.

List of attributes of the entity Department

Name	Comment
DeptID	The DDSS issued to the business unit. Example - Application Delivery Team Enterprise = 1104044000
DeptName	The name of the department - example Dept of Tech & Info/CTO/Applications Delivery.
DeptBusUnit	The name of the business unit. Example - Data Management Group.
DeptUpdUsr	The user that last updated the record.
DeptUpdDT	The date the record was last updated.

**Entity – Position** These are all of the positions within the agency as defined in the budget.

List of attributes of the entity Position

Name	Comment
PositionNum	The unique number assigned to the position.
PositionTitle	The title of the position.
PositionPayGrade	The pay grade for the position.
PositionBudgetCode	The budget code assigned to the position. This links to the budget system.
PositionDeptID	The id of the department to which the position is assigned.
PositionUpdUsr	The user who last updated the record.
PositionUpdDT	The date the record was last updated.

**Entity – Projects** This table contains a list of the projects or work activities.

List of attributes of the entity Projects

Name	Comment
ProjID	A unique number to identify a project.
ProjName	The name of the project or work activity.
ProjStatus	A code indicating the status of the project - active, completed, on hold, or pending.
ProjDesc	A brief description of the project.
ProjUpdUsr	The user who last updated the record.
ProjUpdDT	The date the record was last updated.

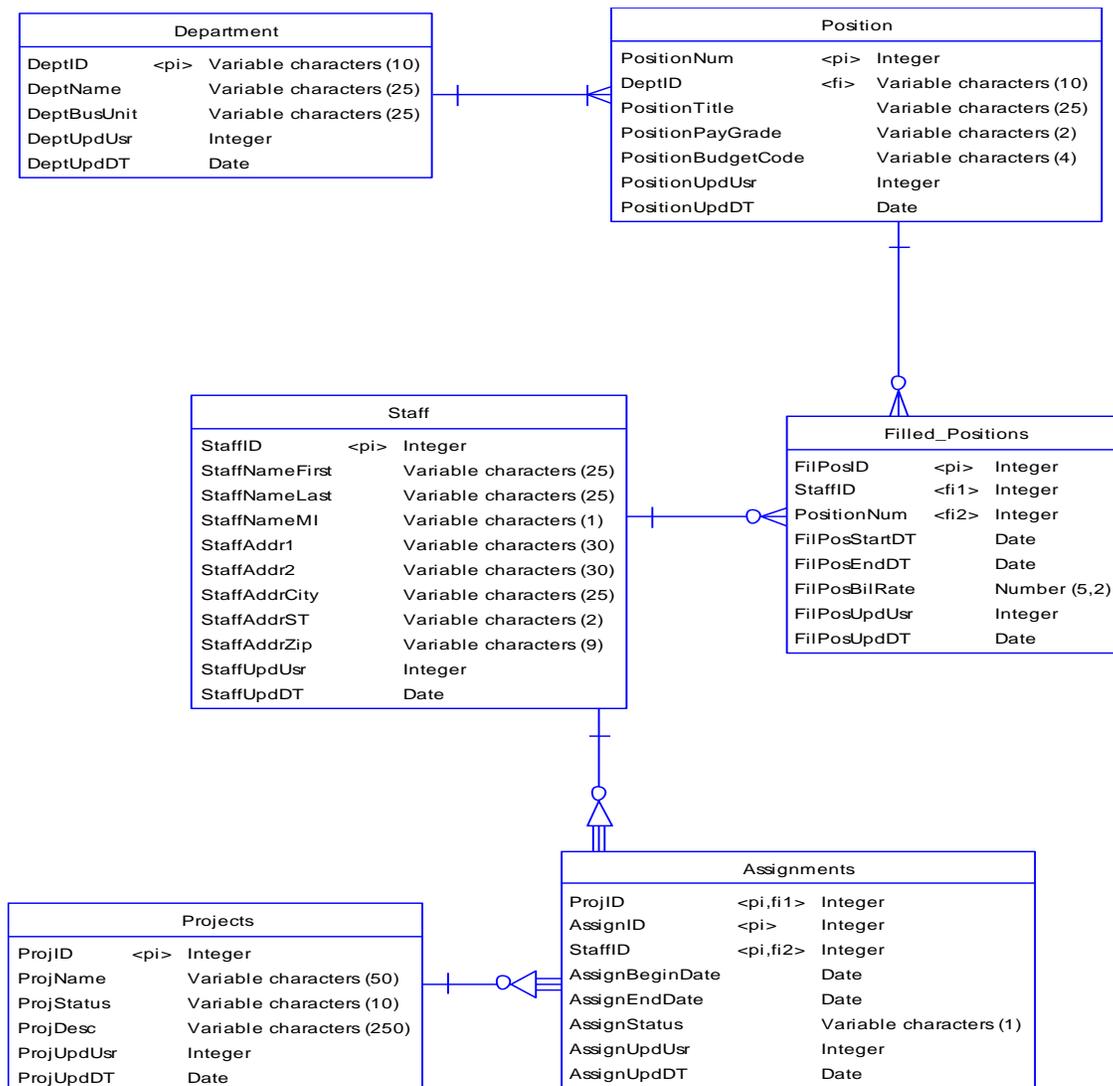
**Entity – Staff** This table consists of the information on current and previous staff members.

List of attributes of the entity Staff

Name	Comment
StaffID	The unique indicator issued to the staff member from the payroll system
StaffNameFirst	The first name of the staff member.
StaffNameLast	The staff member's last name.
StaffNameMI	The staff member's middle initial. If they do not have one this will be blank.
StaffAddr1	The staff member's work address, street number and name.
StaffAddr2	The staff member's work address, additional information such as apartment number.
StaffAddrCity	The staff member's city in their work address.
StaffAddrST	The staff member's state in their work address. Only postal abbreviations acceptable.
StaffAddrZip	The staff member's zip code for their work address.
StaffUpdUsr	The user who last updated the record.
StaffUpdDT	The date the record was last updated.

## Section C- Sample Logical Model

The logical data model builds upon the conceptual data model by adding the primary and foreign keys. These create the links between the tables for the relationship rules that will be enforced by the database. Since databases cannot process rules of a many-to-many relationship, join tables are created between the entities. The relationship can also be defined as being dependent upon the primary identifier from the parent table.



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Sharing Rules	Information can be shared openly.

### List of Entities

Name	Comment
Assignments	These are the assignments or projects that staff are currently or have worked on in the past.
Department	These are the departments within the state agency.
Filled_Positions	This is a join table linking the staff to the positions they currently or have held.
Position	These are all of the positions within the agency as defined in the budget.
Projects	This table contains a list of the projects or work activities.
Staff	This table consists of the information on current and previous staff members.

**Entity – Assignments** These are the assignments or projects that staff are currently or have worked on in the past.

#### List of attributes of the entity Assignments

Name	Comment
ProjID	A unique number to identify a project.
AssignID	This is the unique id system generated to identify a person's assignment to a project or work activity.
StaffID	The unique indicator issued to the staff member from the payroll system
AssignBeginDate	The date the assignment initiated.
AssignEndDate	The date that the assignment completed.
AssignStatus	A code indicating if person's assignment is active, completed, on hold, or pending.
AssignUpdUsr	The user that last updated the record.
AssignUpdDT	The date the record was last updated.

**Entity – Department** These are the departments within the state agency.

#### List of attributes of the entity Department

Name	Comment
DeptID	The DDSS issued to the business unit. Example - Application Delivery Team Enterprise = 1104044000
DeptName	The name of the department - example Dept of Tech & Info/CTO/Applications Delivery.
DeptBusUnit	The name of the business unit. Example - Data Management Group.
DeptUpdUsr	The user that last updated the record.
DeptUpdDT	The date the record was last updated.

**Entity - Filled\_Positions** This is a join table linking the staff to the positions they currently or have held.

#### List of attributes of the entity Filled\_Positions

Name	Comment
FilPosID	A system generated number to uniquely identify the record.
StaffID	The unique indicator issued to the staff member from the payroll system
PositionNum	The unique number assigned to the position.
FilPosStartDT	The date the person started in the position.
FilPosEndDT	The date the person was no longer in the position.
FilPosBilRate	The hourly rate that a customer is billed.
FilPosUpdUsr	The user id of the person who last updated the record.
FilPosUpdDT	The date the record was last updated.

**Entity – Position** These are all of the positions within the agency as defined in the budget.

List of attributes of the entity Position

Name	Comment
PositionNum	The unique number assigned to the position.
DeptID	The DDSS issued to the business unit. Example - Application Delivery Team Enterprise = 1104044000
PositionTitle	The title of the position.
PositionPayGrade	The pay grade for the position.
PositionBudgetCode	The budget code assigned to the position. This links to the budget system.
PositionUpdUsr	The user who last updated the record.
PositionUpdDT	The date the record was last updated.

**Entity – Projects** This table contains a list of the projects or work activities.

List of attributes of the entity Projects

Name	Comment
ProjID	A unique number to identify a project.
ProjName	The name of the project or work activity.
ProjStatus	A code indicating the status of the project - active, completed, on hold, or pending.
ProjDesc	A brief description of the project.
ProjUpdUsr	The user who last updated the record.
ProjUpdDT	The date the record was last updated.

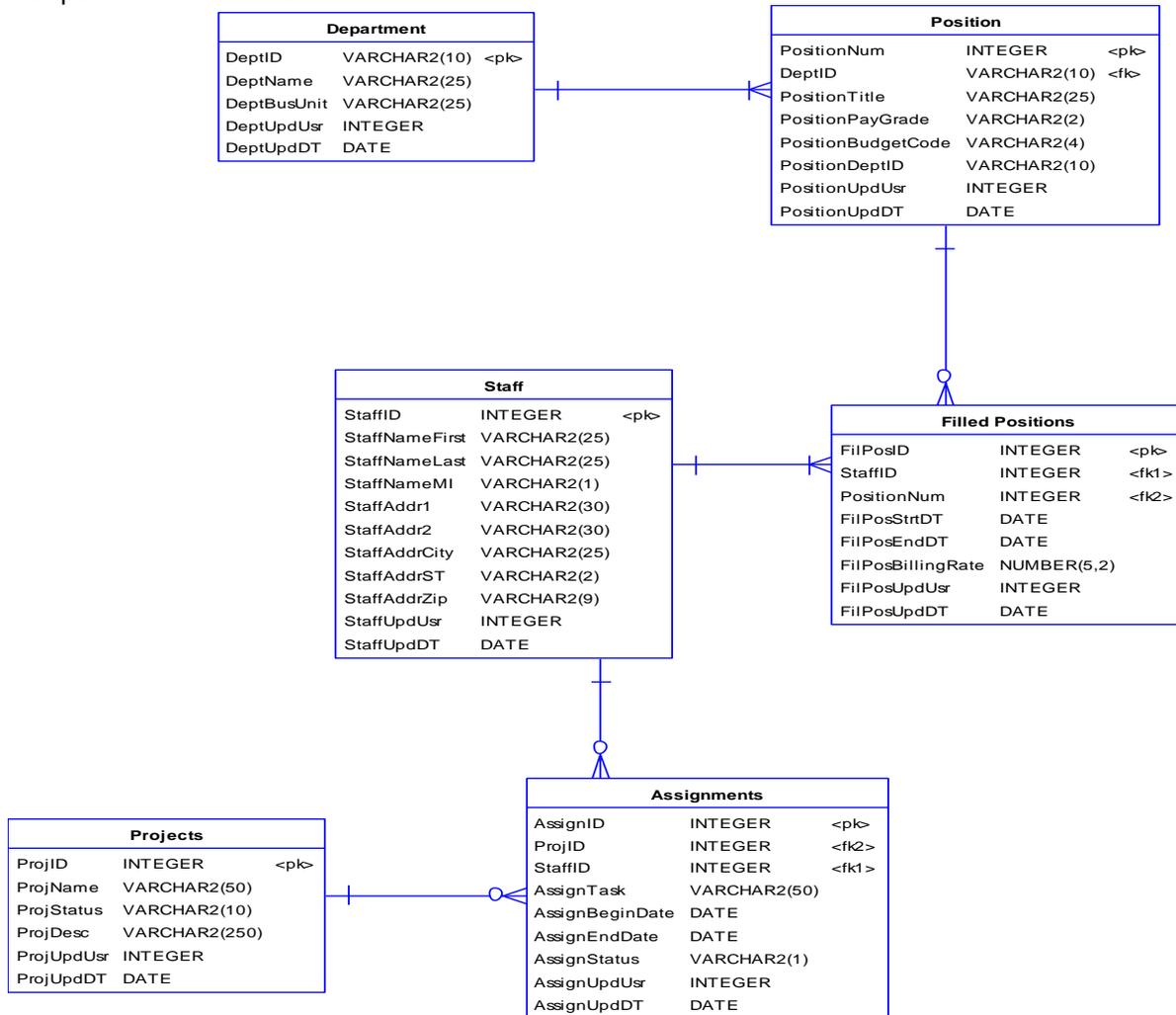
**Entity – Staff** This table consists of the information on current and previous staff members.

List of attributes of the entity Staff

Name	Comment
StaffID	The unique indicator issued to the staff member from the payroll system
StaffNameFirst	The first name of the staff member.
StaffNameLast	The staff member's last name.
StaffNameMI	The staff member's middle initial. If they do not have one this will be blank.
StaffAddr1	The staff member's work address, street number and name.
StaffAddr2	The staff member's work address, additional information such as apartment number.
StaffAddrCity	The staff member's city in their work address.
StaffAddrST	The staff member's state in their work address. Only postal abbreviations acceptable
StaffAddrZip	The staff member's zip code for their work address.
StaffUpdUsr	The user who last updated the record.
StaffUpdDT	The date the record was last updated.

## Section D - Sample Physical Model

The physical data model builds upon the logical data model by adding constraints and indexes based upon the primary and foreign keys. The constraints further define the rules for the relationships between the tables that will be enforced by the databases. The indexes aide in the performance of the database when searching on the key columns. The physical data model is technology dependent. A type of database (i.e. Oracle, SQL Server, Informix, etc.) is selected which codes the data types specific to the technology. You can also add business rules to improve data quality (such as the list of accepted values in a column). You can add data mapping to show relationships between databases.



Data Classification	Public
Data Steward	Jane Smith – Human Resources
Sharing Rules	Information can be shared openly.

### List of Tables

Name	Comment
Assignments	These are the assignments or projects that staff are currently or have worked on in the past.
Department	These are the departments within the state agency.
Filled Positions	These records relate staff members to positions, current and previous.
Position	These are all of the positions within the agency as defined in the budget.
Projects	This table contains a list of the projects or work activities.
Staff	This table consists of the information on current and previous staff members.

**Table – Assignments** These are the assignments or projects that staff are currently or have worked on in the past.

### List of columns of the table Assignments

Name	Comment
AssignID	This is the unique id system generated to identify a person's assignment to a project or work activity. A new number is generated via a database trigger for each new combination of person, project, and task.
ProjID	A unique number to identify a project.
StaffID	The unique indicator issued to the staff member from the payroll system
AssignTask	The task name for the project.
AssignBeginDate	The date the assignment initiated.
AssignEndDate	The date that the assignment completed.
AssignStatus	A code indicating if person's assignment is active, completed, on hold, or pending.
AssignUpdUsr	The user that last updated the record.
AssignUpdDT	The date the record was last updated.

### List of indexes of the table Assignments

Name	Unique	Cluster	Primary	Foreign Key	Alternate Key	Table
ASSIGNMENTS_PK	X		X			Assignments
RELATIONSHIP_2_FK				X		Assignments
RELATIONSHIP_7_FK				X		Assignments

### Data Matrix for the table Assignments

Source Table	Source Column	Source Format	Table	Column	Format	Comment
ProjectPortfolio.ProjectTask	ProjectTaskStartDate	Date	Assignments	ASSIGNBE GINDATE	Date	Convert the date format. The source is formatted yyyy-mm-dd. The target needs to be dd/mm/yyyy.
ProjectPortfolio.ProjectTask	ProjectTaskFinishDate	Date	Assignments	ASSIGNEN DDATE	Date	Convert the date format. The source is formatted yyyy-mm-dd. The target needs to be dd/mm/yyyy.
			Assignments	ASSIGNID		
			Assignments	ASSIGNST ATUS		
ProjectPortfolio.ProjectTask	ProjectTaskName	Vchar50	Assignments	ASSIGNTA SK	Vchar50	
			Assignments	ASSIGNUP DDT		

			Assignments	ASSIGNUP DUSR		
ProjectPortfolio.ProjectTask	ProjectTask ProjID	Int	Assignments	PROJID	Int	
			Assignments	STAFFID		

**Table – Department** These are the departments within the state agency.

List of columns of the table Department

Name	Comment
DeptID	The DDSS issued to the business unit by the application that generates the number for all state organizations. Example - Application Delivery Team Enterprise = 1104044000
DeptName	The name of the department - example Dept of Tech & Info/CTO/Applications Delivery.
DeptBusUnit	The name of the business unit. Example - Data Management Group.
DeptUpdUsr	The user that last updated the record.
DeptUpdDT	The date the record was last updated.

List of indexes of the table Department

Name	Unique	Cluster	Primary	Foreign Key	Alternate Key	Table
DEPARTMENT_PK	X		X			Department

**Table - Filled Positions** These records relate staff members to positions, current and previous.

List of columns of the table Filled Positions

Name	Comment
FilPosID	The system generated number via a database trigger to uniquely identify the record.
StaffID	The unique indicator issued to the staff member from the payroll system
PositionNum	The unique number assigned to th position.
FilPosStrtDT	The date the staff member started in the position.
FilPosEndDT	The date the staff member left the position.
FilPosBillingRate	The rate that customers are billed for the staff member's services.
FilPosUpdUsr	The user who last updated the record.
FilPosUpdDT	The date the record was last updated.

List of indexes of the table Filled Positions

Name	Unique	Cluster	Primary	Foreign Key	Alternate Key	Table
FILLED_POSITIONS_PK	X		X			Filled Positions
RELATIONSHIP_4_FK				X		Filled Positions
RELATIONSHIP_5_FK				X		Filled Positions

**Table – Position** These are all of the positions within the agency as defined in the budget.

List of columns of the table Position

Name	Comment
PositionNum	The unique number assigned to the position generated from the application that tracks all positions in all state organizations.
DeptID	The DDSS issued to the business unit. Example - Application Delivery Team Enterprise = 1104044000
PositionTitle	The title of the position.
PositionPayGrade	The pay grade for the position.
PositionBudgetCode	The budget code assigned to the position. This links to the budget system.
PositionDeptID	The id of the department to which the position os assigned.

PositionUpdUsr	The user who last updated the record.
PositionUpdDT	The date the record was last updated.

List of indexes of the table Position

Name	Unique	Cluster	Primary	Foreign Key	Alternate Key	Table
POSITION_PK	X		X			Position
RELATIONSHIP_6_FK				X		Position

**Table – Projects** This table contains a list of the projects or work activities.

List of columns of the table Projects

Name	Comment
ProjID	A unique number to identify a project as generated in the project management application.
ProjName	The name of the project or work activity.
ProjStatus	The status of the project: active completed on hold pending
ProjDesc	A brief description of the project.
ProjUpdUsr	The user who last updated the record.
ProjUpdDT	The date the record was last updated.

List of indexes of the table Projects

Name	Unique	Cluster	Primary	Foreign Key	Alternate Key	Table
PROJECTS_PK	X		X			Projects

**Table – Staff** This table consists of the information on current and previous staff members.

List of columns of the table Staff

Name	Comment
StaffID	The unique indicator issued to the staff member from the payroll system
StaffNameFirst	The first name of the staff member.
StaffNameLast	The staff member's last name.
StaffNameMI	The staff member's middle initial. If they do not have one this will be blank.
StaffAddr1	The staff member's work address, street number and name.
StaffAddr2	The staff member's work address, additional information such as apartment number.
StaffAddrCity	The staff member's city in their work address.
StaffAddrST	The staff member's state in their work address. Only postal abbreviations acceptable
StaffAddrZip	The staff member's zip code for their work address.
StaffUpdUsr	The user who last updated the record.
StaffUpdDT	The date the record was last updated.

List of indexes of the table Staff

Name	Unique	Cluster	Primary	Foreign Key	Alternate Key	Table
STAFF_PK	X		X			Staff