**Data Dictionary template**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Presentation of the performance measure** | | | | | | | | | | | |
| **Measure** |  | | | | | | | | | | |
| **Measure type** | Efficiency | | Effectiveness | | | | Performance Indicator | | | Oher | |
| **Measure source**  (select all applicable sources) | Service Delivery Statement  Strategic Plan | | | | | | | Operational Plan | | | |
| **Service area / Business area** | [previous year] | | | | | [current year]: | | | | [following year] | |
| **Related Objective/s (service area / strategic plan)** |  | | | | | | | | | | |
| **Notes** |  | | | | | | | | | | |
| **Description** | | | | | | | | | | | |
| **Definition** | (include definitions for all key terms used in the measure) | | | | | | | | | | |
| **Purpose** |  | | | | | | | | | | |
| **Related measures** |  | | | | | | | | | | |
| **Data management** | | | | | | | | | | | |
| **Measure target** | [previous year] | | | | | [current year]: | | | | [following year] | |
| **Target rationale** |  | | | | | | | | | | |
| **Limitations and risks** |  | | | | | | | | | | |
| **Calculation methodology** |  | | | | | | | | | | |
| **Data sources** |  | | | | | | | | | | |
| **Years reported**  (select all applicable years) | [insert year]  [insert year] | | | | | [insert year]  [insert year] | | | | [insert year]  [insert year] | |
| **Reporting** | | | | | | | | | | | |
| **Frequency** | Weekly | Monthly | | | | Quarterly | | | Annually | Other (specify) | |
| **Internal** | Operational Reporting | | | | | | DG report | | | | |
| **External** | Annual Report | | | | Service Delivery Statement | | | | | Other (specify) | |
| **Next review date** |  | | | | | | | | | | |
| **Accountability** | | | | | | | | | | | |
| **Responsible officer**  (Contact officer for queries relating to data and definitions) | Name: | | |  | | | Name: | | | |  |
| Position: | | |  | | | Position: | | | |  |
| Business Unit: | | |  | | | Business Unit: | | | |  |
| Email: | | |  | | | Email: | | | |  |
| Phone: | | |  | | | Phone: | | | |  |
| Date reviewed: |  | | | | | | | | | | |
| **Approved by:** | Name: | | |  | | | | | | | |
| Position: | | |  | | | | | | | |
| Signature: | | |  | | | Date approved: | | | |  |