**Data Dictionary template**

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| --- |
| **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: |  |