



Service Catalogue

University Analytics, Planning & Performance
Office

STATUTORY REPORTING

• Our role	Outside our scope	What you need to do
<ul style="list-style-type: none">• Validation of the Student and Staff Government Reporting to the Department of Education, Skills and Employment (DESE)• Verification of the Student and Staff Government Reporting to the Department of Education, Skills and Employment (DESE)• Training and assistance on how to do validations for handover (including relation based errors and figuring out the lineage of errors)• Verification of Student and Staff Government Reporting• Assistance with the Process improvement	<ul style="list-style-type: none">• Fix the data quality issues. Our role is to determine what data quality issues are occurring and to send these issues to the appropriate directorates to fix in the source system. We will then re-extract the data to submit to DESE	<ul style="list-style-type: none">• Ensure any known data quality issues have been logged in the Data Quality Issue Register• Ensure all data is provided through Peoplesoft in the most timely, accurate, complete, consistent and valid way possible• Have someone from your area check the data before it needs to be submitted



AD-HOC REPORTING

• Our role	Outside our scope	Timing	What you need to do
<ul style="list-style-type: none"> • We provide a form for your requirements in plain English dot form • Read your well-defined requirements (form) and come back to you with a translation / confirmation to ensure we have the requirements correct • Advise on the best approach 	<ul style="list-style-type: none"> • Data entry into worksheets / spreadsheets / forms • Clarification of business processes that support data collection or entry (please contact data stewards) 	<ul style="list-style-type: none"> • Once a request has been submitted through our form, we can provide report in 10 days • Any change to requirements a restart of the 10 day development cycle 	<ul style="list-style-type: none"> • Approvals • Fill out form • Send request well in advance



INSTITUTIONAL RESEARCH/ANALYTICS

• Our role	Outside our scope	Timing	What you need to do
<ul style="list-style-type: none"> Utilise statistical analytics to produce further insight beyond aggregation to inform decision making Provide analytical assessment and narrative for reports Provision of fact based annotation where necessary Advise on the best approach 	<ul style="list-style-type: none"> Provision of value based commentary about the faculties or inner workings of the University Institutional Research reports and analysis must be in line with strategy and approved by the SMG 	<ul style="list-style-type: none"> Once requirements have been finalised and approval granted, the report will be provided in draft form in 4 weeks Once amendments from draft have been approved, the final report will be provided 2 weeks from approval Any change to requirements leads to a restart of the development cycle timing 	<ul style="list-style-type: none"> Get approval from SMG Scope what the report requires Provide background information on the report Read the draft, provide commentary Approve final report Provide information on the readership of the report



DATA INFORMATION AND GOVERNANCE

• Our role	Outside our scope	What you need to do
<ul style="list-style-type: none">• Creating and chairing the Data Quality Working group• Creating a Data Quality Issues Register with actions against directorates to ensure the definition, assessment, analysis, improvement, implementation and control of data quality• With assistance from the Data Governance Committee, develop the data principles, procedures and guidelines for the use, access, and destruction of data• Promote the Data Governance policies and management guidelines across the University	<ul style="list-style-type: none">• Defining the individual access groups for each report• Data quality within source systems	<ul style="list-style-type: none">• Provide input to the Data Quality Issues register• Provide user lists for access to BI / IR / Analytical reports





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