Outstanding tasks

Deliverable	Owner	Status	Start Date	End Date	Comments	Complete %	
Schedule_jobs document	Fernando	In Review	25th May	16th June	Fernando and Matteo to discuss any further clarification needed Joao mentioned to see a match between job names and domain	100%	Matteo to review with other data engineers
SCD document	Fernando	Completed	1st May	16th June	Fernando to share his document with Joao Madrinha and add to the wiki Need to have a data modelling approach chapter and within this add the SCD details. The structure needs to be created so the document fits	100%	
Security System document	Fernando	In Progress	5th June	16th June	Fernando to speak to Paulo from Tableau and agree on logic It will be used via a service account but needs to ask if doing live/ via a cube Mentioned this will be improved in future phases	95%	Document to be validated
Data ingestion reference jobs	Matteo	In Progress	15th May	16th June	Completed for Gsheets, Staging, ODS 3 jobs to still document and check with Joao. Also to write guideline for frequently asked questions Sales Force jobs still to do	100%	To be discussed with architects, then for Matteo to write up agreed logic
Jobs testing	Matteo	In Progress	TBC	TBC	Matteo to test jobs and correction as we get more domains	100% (test)/ % (adoption)	All jobs in the framework are already tested by Matteo Being used by Live projects and testing framework and jobs via loading on staging and ODS Matteo to test any other datasets/ domains to ensure they work Dependant on domains being added
Documentation of jobs for handling reference data - low priority	Matteo	In Review	5th Jun	16th June	Matteo building jobs and needs to document how to use it	95%	
Build and test dataset tables on TerraForm	Matteo and Todd	In Progress	16th May	9th June	Document how to create views and defining permissions	90%	Need to test - Moving of columns Matteo/ Todd to show and discuss how it works on TerraForm How do data architect interact with the tool at data mart level

All completed documents to be added onto the wiki	Fernando	Complete	31st May	9th June	• Closed (exc Data quality KPI)
					  ◦ Data Architect - Data Quality KPI_V1.0.docx - to review with Joao and replace with Data curation engine
					  ◦ Data Architect - Error Log System_V1.0.docx
					  ◦ Data Architect - Mandatory Fields_V1.0.docx
					  ◦ Data Architect - Data Hub_V1.0.docx
					  ◦ Data Architect - Naming Convention_V1.0.docx
						100%	Just need to change the name to STG from staging

All projects to be added on GCP	Todd	In progress	5th June	14th June	Only 1 project given by GCP • prj-data-dm-common-{dev/test/preprod/prod} **All others to be added from 5th June**		
User groups to be defined and standardised	Todd	In progress	5th June	14th June	• User groups to be defined and standardised so they can be used for all the projects		
Performance	Matteo	TBC	TBC	TBC	On Talend as data is being added what is the level of performance?		
Documents					To ensure all documentation has the same language and terminology - such as STG for staging		Align - Naming convention