

Business Glossary - Relevant Documents

Welcome to the Business Glossary Relevant Documents section!

Here, you will find key resources to support the creation, management, and governance of business terms. This includes the **Business Glossary Process Guide**, the **Business Glossary Template**, the **Training Deck**, and **Email Templates** for communication and approval workflows.

These documents serve as essential references to ensure consistency, accuracy, and effective collaboration across teams.

[Access them here to streamline your glossary management process.](#)

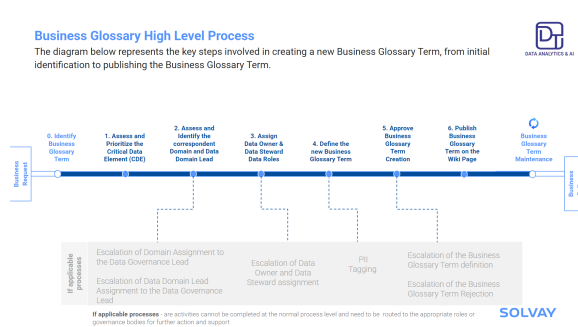
	A		B		C		D		E		
	Data Forward		Data Forward		Data Forward		Data Forward		Data Forward		
	Master data		Master data		Master data		Master data		Master data		
	Business Dictionary Term Name		Business Dictionary Term Definition		Source System		Data Type				
Example	Activity Type		Activity type is a unit in a controlling area that classifies the activities performed in a Cost Center. To plan and allocate the activities, the system records quantities that are measured in activity units. Activity quantities are valued using a price (allocation price).				Master Data				

[illegible]

Business Glossary Template

This document provides a structured template to add or update Business Glossary Terms within the Solvay. To update or create a new Business Glossary Term, you need to download this document, fill in the necessary documentation and send it for the Data Governance Lead approval.

If you want to see the training video click here: [Business Glossary Template Training Video](#)



Business Glossary Training Deck

A presentation designed to introduce and explain the purpose, structure, and process of the Business Glossary. It includes visual aids for communicating its importance to different roles.

If you want to see the training video click here: [Business Glossary Process](#)

Business Glossary Process

This document outlines the step-by-step process for creating, updating, and maintaining the business glossary. It includes detailed process, roles and activities for ensuring the Business Glossary remains accurate and up to date.

1. Initiation	Subject: Business Glossary Term Confirmation Dear [Data Domain Lead's Name], As part of our ongoing project "[Project Name]", I am writing to formally request your confirmation regarding the a new Business Glossary Term, to be associated with [Data Domain Name]. Key Details: Business Glossary Term Name: [Name of the Business Glossary Term] We kindly request your formal confirmation and proceed with the creation of this Business Glossary Term. Best Regards, [Data Analyst's Name]
2. Business Glossary Term-Data and Data Confirmation	Subject: 2. Business Glossary Terms DO & DA Assignment Dear [Data Owner and Data Steward Name], You have been selected to serve as the Data Owner and Data Steward for a new Business Glossary term that will be added to the Business Glossary Wiki Pages. I am writing to formally request your confirmation of this role and your agreement to lead the creation of the associated content for the term. Please rest assured that you have any questions or require further details about this responsibility. Your expertise and guidance will be invaluable in ensuring the accuracy and effectiveness of this addition. Looking forward to your response
3. Business Glossary Term-DO & DA Assigned	Key Details: Business Glossary Term Name: [Name of the Business Glossary Term]

Email Templates

A collection of pre-crafted email templates designed to streamline communication related to the Business Glossary. These templates cover different scenarios, including Business Glossary updates, team notifications or formal approvals.