

# Business Glossary - FAQ

Welcome to the Business Glossary FAQ section!

Here, you'll find answers to the most common questions about the **Business Glossary**, including what is the Business Glossary, where can you find the Business Glossary Process and the Contact information when you have doubts.

This resource is designed to help you quickly resolve doubts and gain a deeper understanding of how to use the glossary effectively.

Explore the FAQs to enhance your knowledge and ensure consistency in business terminology across Solvay.

A Business Glossary is a centralized repository that stores Business Glossary Terms and their definitions described in clear language that everyone in the organization can understand.

A Business Glossary Term is an entity that represents a real-world concept relevant to a particular business domain.

Best Practices for Creating Business Glossary Terms

**Understand the Business Domain:** Have a deep understanding of the business domain to accurately identify and define the necessary Business Glossary Terms.

**Clear Name:** Use clear and consistent, to ensure Business Glossary Terms are easily identifiable and understood across the organization.

**Reusability:** Design Business Glossary Terms to be reusable across different domains, promoting efficiency and reducing redundancy.

**Avoid Technical Details:** Define Business Glossary Terms in a way that is easily understandable by non-technical stakeholders, avoiding overly technical language.

**Examples or Synonyms:** Sometimes includes an example, synonym, or abbreviation to aid comprehension, especially if the term could be ambiguous.

Solvay's Business Glossary is available in: [Business Glossary](#)

The Business Glossary Process is available in:

**Business Glossary Training Video:** This training provides an overview of the Business Glossary, its purpose, and how it ensures data consistency across Solvay.

**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.

**Business Glossary Google Sheet (step-by-step):** 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.

If you have any questions regarding the Business Glossary process and training materials, please contact:

The content of this macro can only be viewed by users who have logged in.

If you need to add, update, or delete any of the Business Glossary terms listed below, please complete this document : [Business Glossary Template](#)

The Business Glossary Template should be sent to:

The content of this macro can only be viewed by users who have logged in.



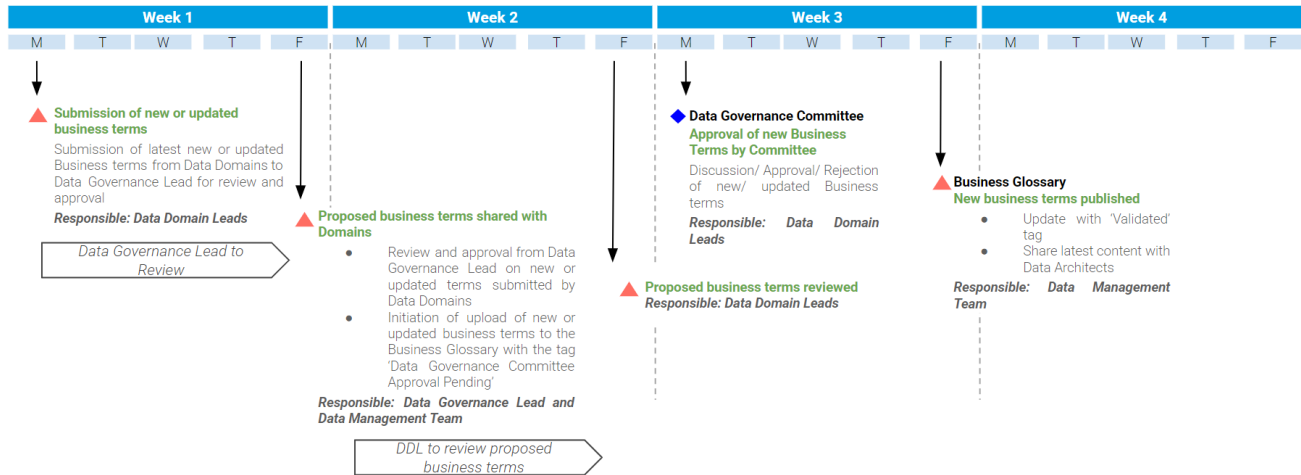
## Business Glossary Template

The Business Glossary Template should be sent by the Data Domain Lead, once a month. Only one document per domain should be sent once a month.

The Business Glossary Template should be sent at the beginning of each month.

See below the Business Glossary Process Deadlines.

# Business Glossary Process Refinement - Deadlines



If you want to view the Email Templates, they are available in [Email Templates](#).  
 The Business Glossary Term can have three statuses:

**Under review:** When it is in the process of being validated to ensure compliance with the requirements of the new template.

**Data Governance Committee Approval Pending:** Approved by the Data Governance Lead and awaiting approval from the Data Governance Committee.

**Validated:** Once approved by the Data Governance Committee.

