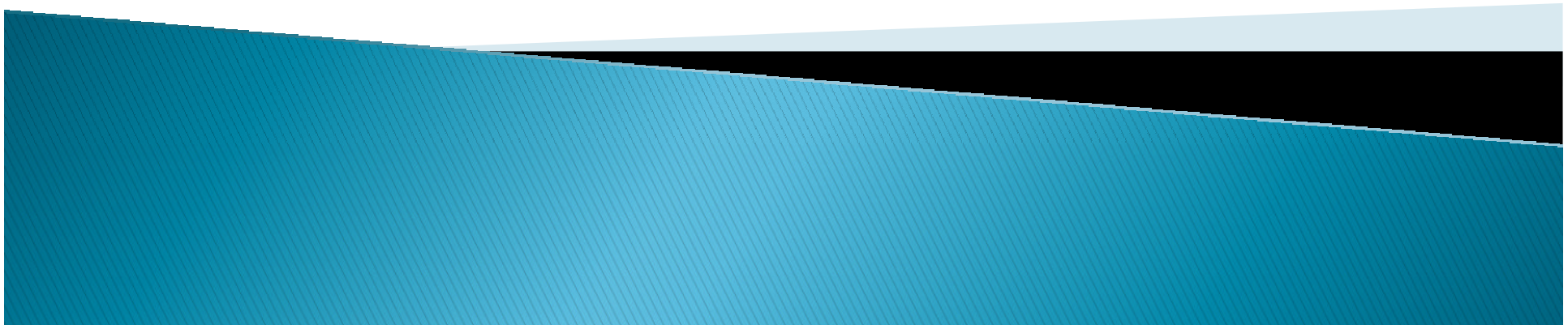


Glossary –status and issues

Heather Grain

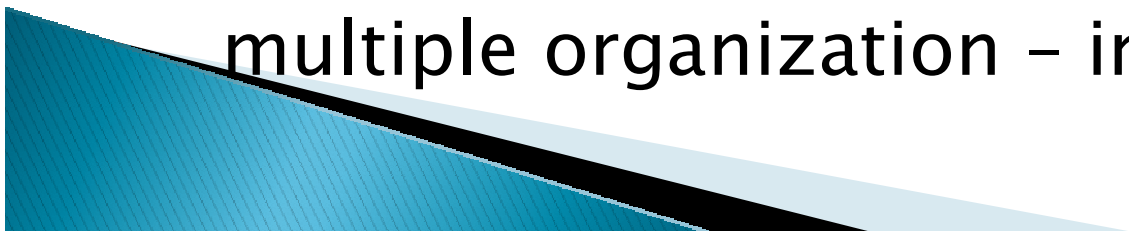
heather@lginformatics.com

Australia



Status

- ▶ Initial terms entered but not administered
 - MANY TERMS STILL NOT INCLUDED
- ▶ Organisational engagement levels to be defined
 - A) record details of all documents/projects
 - B) record an organisational glossary only to which terms and definitions are linked.
 - this presents a maintenance problem as the tool will not be able to identify stakeholders within the organizations.
- ▶ Harmonisation process for terms used by multiple organization – in trial



Principles

- ▶ Do not go back and change the past
- ▶ Organisations control their own entries and requirements
- ▶ Documents and definitions within them do not change, even though the glossary may – as they are voted formal existing components
- ▶ Glossary may indicate that a term in a current document is now ‘retired’ – not for future use.
- ▶ Reports of terms in documents can be provided indicating retired and ‘standard’ terms to assist in updates.



▶ Glossary Harmonisation Template

- ▶ Term:
- ▶ Synonyms:
- ▶ Acronyms:
- ▶ Abbreviations:

Where there were multiple definitions from which to choose – indicate the rationale for the suggested 'standard' definition.

Context: General

- ▶ Standard Definition:
- ▶ Examples and Comments:
- ▶ Source:

Where other definitions exist provide the rationale for the choice of the standard definition, or indicate context for that definition.

- ▶ *Other Definitions:*
 - ▶ Definition:
 - ▶ Examples and Comments:
 - ▶ Source:
 - ▶ Context:
 - ▶ Rationale:
- 