

Anatomy of a Good Definition

Consider the following definition:

Position -

The work, consisting of duties and responsibilities, assigned to be performed by an employee. Each UNF position has an associated status, [Position Number](#), [Position Title](#), and type with designated begin and end dates.

UNF positions are classified with the following statuses: Active (A), Inactive (I), Frozen (F), and Closed (C). Position end dates default to 2099-12-31 for active positions for which an end date is not known.

UNF positions have two types: Single (S) and Pooled (P). Single positions can only be occupied by one individual, while pooled positions have multiple individuals in the same position.

Please note, the position status referenced above is different than the [Position Status Flag](#).

1. *The work, consisting of duties and responsibilities, assigned to be performed by an employee.*

The base of the definition consists of a readable explanation of the term in context. Often, the object in question has a widely accepted interpretation from a dictionary, an international/national standard, or an industry-related group.

2. *Each UNF position has an associated status, [Position Number](#), [Position Title](#), and type with designated begin and end dates.*

Each conceptual object being defined has attributes. List the attributes that belong to that object. In the example above, each position has the position status, position number, position title, and position type attributes. Listing the attributes permits linking between the related definitions and clarifies ambiguity between the terms by creating a defined taxonomy.

3. *UNF positions are classified with the following statuses: Active (A), Inactive (I), Frozen (F), and Closed (C). Position end dates default to 2099-12-31 for active positions for which an end date is not known.*

UNF positions have two types: Single (S) and Pooled (P). Single positions can only be occupied by one individual, while pooled positions have multiple individuals in the same position.

Explain the associated business attributes, the attribute values, and attribute defaults. The above example explains the position begin and end date as business-defined attributes of

position and the default value for position end dates. Also, the frequently used “codes” for position status and position types are given.

NOTE: Position Number and Position Title are examples of linked attributes with separate definitions. It is at the discretion of the definition author to determine if the attributes belong solely in the current definition or need to have specific definitions added separately and then linked.

4. *Please note, the position status referenced above is different than the Position Status Flag.*

Disambiguate potentially confusing terms. In the above definition it is possible to confuse the position status flag with position status. Make sure to put statements such as, “do not confuse status with status flag.

5. Make a thorough lists of synonyms.

Synonyms serve two purposes:

1. Searching for a synonym returns the official term. That enables Data Cookbook users to find the term they are looking for more easily.
2. Synonyms stop duplicate definitions as they can not be defined again in Data Cookbook.