



California Department of Education Standards for EDEN File Steward Documentation July 2009

EDEN File Steward Checklist

Here is a checklist for EDEN File Stewards to use when creating or updating documentation (i.e., when documenting the submission processes for EDEN files). EDEN File Stewards should consider the “who, what, why, where, and how” elements that relate to their given EDEN file submission processes when they are writing their documentation. The basic elements are listed here below.

People

- **Who** is the EFS?
- **Who** is the EFS backup?
- **Who** is responsible for the data source?
- **Who** are the contacts for the given EFS file?

Process

- **How** are EDEN files created?
- **What** does an EFS need to know in order to compile the data?
- **What** is the file structure for the given EDEN file?
- **What** criteria/business rules are necessary...?
- **What** tools are used to query the data?
- **What** should the EFS backup be required to know?
- **How** is the data source produced?
- **How** is the data aggregated/collected?
- **Why** does an EFS need to ... (include this step, perform this task, etc...)?
- **When** does a given file need to be produced?
- **When** does a given file need to be submitted?
- **How** is the documentation updated when the EDEN file specifications change?

Tools etc.

- **What** kind of query is being performed?
- **What** tools should an EFS consider using?
- **What** are the different business rules that apply?
- **What** are the parameters for the criteria?
- **What** formulas are used in my compilation process?
- **What** fields (group ID, etc.) are being mapped to the data source?
- **Where** does the data come from (data source)?
- **How** is a given formula obtained?
- **How** is the data validated?