**Metadata fields**

Activity: Title

Created by: Name

Affiliation: Organization

|  |
| --- |
| **Mission**How does this objective support the organization’s mission? |
| **Objective**What work does this activity support, and how? | **Customer**What does this person want from the deliverable?Adapt to the audience or expect them to learn? |
| **Data/Sources**What data/information is required?What sources will provide it?What are the limitations and drawbacks to the chosen source? | **Analysis**What analytical method(s) will be applied to the data?What tools are required?What are the limitations and drawbacks to the chosen method(s)? | **Presentation/Delivery**How will the analysis be presented?What user features are needed to support the objective(s) and the role of the user?How does the presentation/application support the next step in the process? |
| **Questions**What questions will this activity answer? | **Alternatives**What other approaches could address the same needs as this activity?Does this activity duplicate other work? |