

Hydra-in-a-Box Data Modeling Team Charge

Purpose and Scope

The purpose of the Data Modeling Team is to determine, articulate, and record the data models for Hydra-in-a-Box. The scope includes developing data and metadata models for digital objects, including but not limited to recommendations for administrative, structural, descriptive, rights, and technical metadata; high-level domain models for the content types supported by the application, as identified and prioritized by the Design Requirements and Specification team; articulating the relationship and making recommendations for alignment or mappings across models or APIs like the Linked Data Platform, the Portland Common Data Model, the Europeana Data Model, the DPLA Metadata Application Profile, and the International Image Interoperability Framework Presentation API; clarifying implementation considerations for requirements such as versioning; and addressing specific modeling needs in support of metadata aggregation.

The scope also includes collaborating with and reporting progress to:

- the Design Requirements and Specification team on items of mutual concern, such as clarifying modeling needs for specific use cases or functionality;
- the Hydra-in-a-Box Technical Team to provide ongoing application/implementation evaluation feedback for the developed models, and support for developing interaction patterns with the data using those models;
- the HydraDirect Technical Team on issues related to scalability and multi-tenancy concerns
- the Hydra Metadata Interest Group, as the project's point of contact; and
- external communities, i.e. PCDM and IIF, participating and communicating as needed.

Out of scope are functional requirements, the identification of core "content types" intended to be supported by the application, and analysis of user needs from the surveys, interviews, and focus groups, which are the domain of the Design Requirements and Specifications Team.

Practices

The team carries out its work by:

- Participating in Hydra-in-a-Box Technical Team conference calls (using Google Hangouts or BlueJeans)
- Holding Data Modeling Team-specific conference calls when necessary
 - with pre-defined and distributed agendas if needed
 - or following the Agile stand-up model
- Discussing work between calls on the #modeling and #technical-team Slack channels
- Documenting discussion and decisions in meeting notes that are recorded and filed in designated location in Project Documents on Google Drive, or modeling documentation maintained on Github
- Reporting out to other charged teams (per above) as needed and the Technical Manager monthly

Deliverables and Milestones

The Data Modeling Team’s work will begin in the Design Phase (August 2015 - March 2016) of the project. As needed, members of the Team will work during the Development Phase (April 2016 - May 2017) and Service Provisioning Phase (June 2017 - November 2017) on a consultative basis.

Deliverables include:

1. A modeling document guiding best practices for implementers and adopters
2. High-level domain models, including for each content type (as appropriate), model diagrams, vocabulary documentation, and technical documentation for serialization formats and protocols
3. Regular maintenance and additions to the models in support new requirements
4. Ongoing application/implementation evaluation feedback

The following table outlines key milestones relevant to the Data Modeling Team, associated deliverables, and a team RACI matrix.

Milestone	Deliverable (see above list for numbers)	Team Chair	Data Architects	Metadata domain expert(s)	Product manager	Technical manager	Project Manager
Tech. exploration/ Information architecture	#1	A/R	R	R	I	R	I
	#2	A/R	R	C	C	C	I
Development; Service provisioning	#3	A/R	R	C	C	C	C
Development; Service provisioning	#4	A/R	R	C	I	C	I

Meeting Schedule

The chair of the Data Modeling Team will work with the team to define a meeting schedule that is appropriate for the work the team is doing at the time. Meeting periodicity may change over time depending on the phase of the project.

Current Membership

The members of the Data Modeling Team will be:

- Hannah Frost, Product Manager, *ex officio*
- Mike Giarlo, Technical Manager, *ex officio*
- Gretchen Gueguen, metadata domain expert
- Tom Johnson, Data Architect (until September 2016)
- Mark Matienzo, Project Manager, *ex officio* (until 2016); Data Architect (from September 2016)
- Rob Sanderson, Data Architect, *chair* (until April 2016)
- Andrew Woods, Data Architect