**Metadata fields**

Activity: Title

Created by: Name

Affiliation: Organization

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| --- | --- | --- | --- |
| **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? | |