DATA ENGINEERING · GOVERNANCE BRIEF

DATA FLOW CHANGE REVIEW WORKSHEET

A completed fictional example, then a blank grid to print or copy for one specific flow. This worksheet shows what must be checked, by whom, and where to find the evidence; it does not replace test results.

2-page worksheet: page 1, completed fictional example; page 2, 13 fields to fill in directly in the PDF. Typed text is kept when you save.

Online article:
https://datanalysis.re/ressources/data-engineering/data-changes-meaning-across-applications

Completed example (fictional)

Item	Fictional example: invoice_total
01 Flow concerned	invoice_total: invoicing application to the financial monitoring dashboard and the collections export.
02 Change lead	One person leads the transition and knows which points remain open.
03 Definition and grain	Total invoice amount including VAT, one invoice per record.
04 Unit, currency, version: before	Euros, currency EUR: 48.50 for an invoice of €48.50; current version.
05 Unit, currency, version: after	Euro cents, currency EUR: 4850 (4850 = €48.50); explicit version received and effective date.
06 Consumers and owners	Financial monitoring dashboard; collections export. One owner per consumer; integration team for the transformation; the owner of the invoicing application confirms the new representation.
07 Checks and evidence	Invoice €48.50, credit note -€12.00, zero amount, missing unit or unknown version, batch total with documented rounding, replay without duplicates. Evidence: input, version, expected and observed result in each consumer.
08 Transition, history, removal	Coordinated cutover or coexistence with an explicit-unit field or version and a migration schedule; handling of historical invoices; removal when no consumer depends on the old version any more.
09 Response and recovery	Batch concerned, outputs to suspend, action that stops propagation and who triggers it, correction without duplicates, post-deployment check.
10 Decision	Go-ahead only if every consumer has an owner, an expected unit and identified evidence.
11 Approvers and roles	Owner of the source application; integration team; owner of each use; transition lead.
12 Date	Review date, effective date of the new version, post-deployment checkpoint (fictional example: no real date).
13 Reservations	A file that is exported and then reworked by hand can escape the technical map: check it before the cutover.

Fictional teaching example; no client results.

YOUR REVIEW: 13 FIELDS TO FILL IN

01 Flow concerned	
02 Change lead	
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→ Discuss my data flow with DATANALYSIS: https://datanalysis.re/contact?lang=en