

Document the following for each Argos report

1. Report/Folder
2. Reviewer
3. Review date
4. Users with access
  1. Are any of these users no longer employed?
  2. Are any in another department?
  3. Any other access issues to address?

Last time report was run

If this is a review for data governance purposes:

1. Do all fields, drop-downs, labels, etc. conform to established data definitions?
2. If not, document what changes need to be made
3. Meet with users to discuss changes before any work continues (i.e. do we change the query, or do we change the terminology)
4. Make any changes needed
5. Verify that all queries in the report have been reviewed
6. Finish with a general review – are there any other changes needed?
  - a. Address any inconsistencies, coding problems, etc. if they exist
  - b. Any issues regarding running the report (is it clear to the users)
  - c. Do we want to do something to standardize the reports?
7. When fields match established definitions, document data definitions as part of the Argos report
8. Document the report's review date on the Argos report
9. Test and review the new version with the users
10. Move to production
11. Document changes, the testing process, etc. and store it where? We need to determine as a team.

If this is a requested change to the report:

1. Ensure that the other users of the report are aware of the requested changes
2. Do the requested changes conform to established data definitions?
3. Conduct an overall report review (above) as part of making the change. Document and make changes as needed.