Metric dictionary



We document formulas, sources and owners for 15 business measures.

Who it helps

SME managers and reporting teams

The problem to solve

Sales and operations reports can disagree when teams use different formulas for the same named metric.

Working through the brief

1. **Select fifteen measures**

   Gather the agreed inputs. Your business questions, reporting examples and measure owners.

2. **Document formulas and data sources**

   Track “Metric name” and “Source and formula” together so the reviewer can connect the source information to the result.

3. **Confirm ownership**

   Use the dictionary to identify the source and owner before a metric is used in a decision.

4. **Check the scope at handover**

   Licences, hosting and extra data sources require separate agreement.

Worked example

Document whether “order date” means checkout, payment or dispatch, then link the definition to the reporting source.

Read the service scope / DAT-002

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