

The requestor who is a guest and who does not have edit privileges in Collibra starts with requesting a new term. After the validation to check to make sure it's not a duplicate term and minimum required attributes like Definition (minimum 140 Char), Security classification (single value from pre-selected list of values), domain and community are entered, and the proposed owner is requested to accept ownership or reassign it to another owner or invalidate the request. After ownership approval the Owner fills the other optional attributes like description, example, related business process and impacted region and assigns a subject matter expert who starts by reviewing the definition by providing comments and asking relevant question. The owner will reply back to questions and process the comments after which the data governance council is asked to vote for final approval. In case of a split vote (50/50), the user with role 'Admin' in the community will be asked to make the final decision to Approve or reject term. Finally, all involved roles (requester, owner as well as stakeholders of the community) are notified of the rejection or approval. Status of the term is changed accordingly.