**Defining Your Taxonomies (Worksheet)**

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| **Taxonomy Name** | The label used to identify the taxonomy. |
| **Domain** | Describes what the taxonomy contains and what it excludes. |
| **Usage Notes** | Describes how the taxonomy is intended to be applied. Note: once developed, taxonomies may be used for multiple purposes. These notes reflect the primary usage. |
| **Types of Terms** | Describes the different classes of terms. This may include synonyms, preferred terms, leaf nodes, etc. |
| **Types of Relationships** | Describes the different ways that terms will be explicitly related and the business rules driving those rules. |
| **Term Attributes Required** | Metadata associated with each term. At a minimum each term requires a label, but there are generally scope notes, IDs, usage notes, and administrative metadata. |
| **Governance & Maintenance Needs** | High level description of the different processes, roles, and approvals required to make changes to the terms or the taxonomy structure. |
| **Frequency of update** | Related to Governance above, this describes how often the taxonomy will be modified.  |
| **Roles** | Describes the different user profiles interacting with the taxonomy |
| **Assessment Implications** | Describes the high level findings from the assessments that will directly impact the taxonomy design |

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