**Academic Data – Report Request Decision Tree**

# **Start:** Report Requested

**Q1**: Is this report in an existing resource, e.g., SIG, IR’s Explore Data, SIS Reporting Center, Cognos, etc.?

* **If YES, report is in an existing resource:** Use the Existing Report. End of Process.
* **If NO, report is not in an existing**: Proceed to [Q2](#Q2).

**Q2**: Is all data in SIS?

* **If YES, all data is in in SIS**: Find out if it requires real time Data – proceed to [Q3](#Q3).
* **If NO, not all data is in SIS**: Report must be done in the *MSUEDW (enterprise data warehouse)*. Proceed to [Q4](#Q4) at bottom.

**Q3:** Does it requires real time data?

* **If YES, real time data is required**: The core office will develop the report, or a request will be sent to SIS Reporting Team
  + Report will move through the development life cycle to then be created in SIS. End of Process.
* **If NO, real time data is not required**: confirm if process is tied to business processes in core office.
  + **If YES, process is tied to business processes in core office:** The core office will develop the report, or a request will be sent to the SIS Reporting Team.
    - Report will move through the development life cycle to then be created in SIS. End of Process.
  + **If NO, it is not tied to the business core office**: Proceed to [Q4](#Q4).

**Q4**: Does the unit have staff with analytical capabilities and permissions needed to build report?

* **If YES, the unit has staff with analytical capabilities and permissions needed to build report**: the unit creates the report. End of Process.
* **If NO, the unit does not have staff with analytical capabilities and permissions needed to build report:** submit a data request to reporting resource and a report will be created from the data warehouse. End of process.

## **DEFINITIONS**

* **Academic Data**: This includes, but is not limited to, admission application, student records, student financials (tuition/fees/billing), financial aid, bio-demographic and applicant/student contact information, academic structure, and all configuration in SIS.
* **Existing Resources**: Student Information Generator (SIG); Explore Data by Institutional Research; SIS Reporting Center; Cognos (EBS BI Analytics).
* **Real-time data**: In-the-moment data pulled from the system of record that has not yet been stored in the data warehouse and is subject to immediate change. Business processes requiring immediate action in the system of record benefit most from real-time data. At MSU, real-time data is not appropriate for reporting, longitudinal analysis, or unit planning/decision making purposes.
* **Reporting Resources**: [Registrar’s Office](https://reg.msu.edu/Forms/DataRequest/DataRequest.aspx); [Institutional Research](mailto:irdata@msu.edu); [Admissions/Financial Aid](https://esp.msu.edu/datarequest.asp); [Graduate School Dean](mailto:gradsis@grd.msu.edu); [Data Analytics & Management](https://tech.msu.edu/technology/analytics-data-services/); [Academic Administrative Health Applications (AAHA) Team](mailto:ITS.DL.SISHealthApps@msu.edu)
* **Core Office**: MSU Offices of the Registrar, Admissions, Financial Aid, Controller; MSU Institutional Research.
* **Development Life Cycle**: Develop, test, quality assurance, production.