## General

The Model Review Checklist verifies that the data and process models are valid and complete. Recommendations for modifications to the models, in order to facilitate execution and/or coding, may be incorporated into this review.

## Checklist

The following checklist identifies points that may help in the preparation for a model review session:

1. All project documentation must be checked for obvious inconsistencies and omissions. The checks must provide clean reports prior to distributing review materials.
2. The descriptions and properties must be complete for the entity, attribute, relationship, and process objects. This includes mandatory and optional objects.
3. All entities and attributes shall conform to the Florida DOT standards and conventions as identified in the following documents. Any exceptions to the standards and conventions must be explained in the object description as appropriate.
   1. Data Administration Model Review Checklist
   2. Logical and [Physical](PhysicalNaming.docx) naming Conventions and [Element Naming Guidelines](ElementNaming.docx).
4. A CRUD Matrix must be created to document the expected effects, verify that a process exists to address each entity, and document how the data for an entity is Created, Read, Updated, and Deleted. (This is sometimes referred to as an Elementary Process/Entity Type Matrix.)
5. Some form of automated consistency check should be done to insure accuracy and completeness of the model prior to distribution for review. It should include but not be limited to:
   1. Verification that no properties are missing for any entity, attribute, or relationship.
   2. Verification that no descriptions are missing for any entity, attribute, or relationship.
   3. Verification that all references to the same attribute match.
   4. Verification that proposed physical names meet standard length restrictions for all table, column, or object name.
   5. Verification that proposed physical names for columns are consistent with the attribute domain.

## Note On Consistency Check Reports.

Clean runs of the consistency check report and other verification reports only indicates that there is sufficient documentation to warrant a Model Review; it in no way indicates the completeness or quality of the documentation. It is not required that the output from these or other confirmation reports be provided to the Reviewers.

Similar reports are available for ERwin (Entity Relationship for Windows) models and must be run and provide clean reports prior to distributing ERwin based Model Review materials.