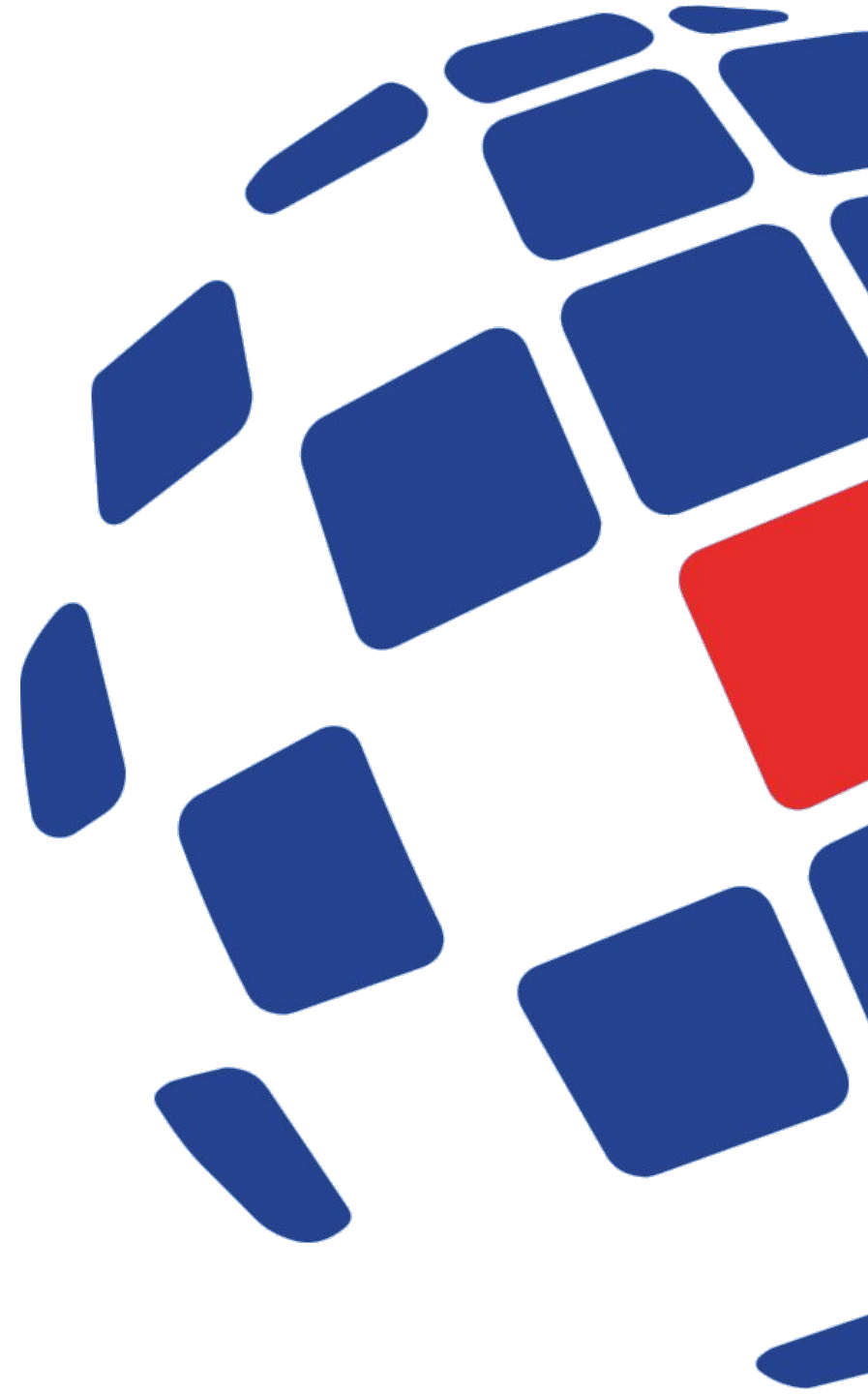




# October 2023 - Saint Kitts and Nevis Data Management

Originator	Levels and locations	Role	Number	Revision (Meta-data)
SC1-SFT-V1-01-M3-A-30_10_30-0001-S1-P02				
Project	Volume or system	Type	Classification (Optional)	Suitability (Meta-data)



# Geodata and Data Management

- What is geodata?
- Folder Structure
- Data Naming Convention
- Metadata



- ▼ Data
  - > 0\_Resources
  - ▼ 1\_Data
    - > 11\_Incoming
    - ▼ 12\_Active
      - > 120\_Physical
      - > 121\_Admin
      - > 122\_Settlements
      - 123\_Population
      - 124\_Health
      - 125\_Education
      - > 126\_Risk
    - 2\_Projects
    - 3\_Products

# What is Geodata?



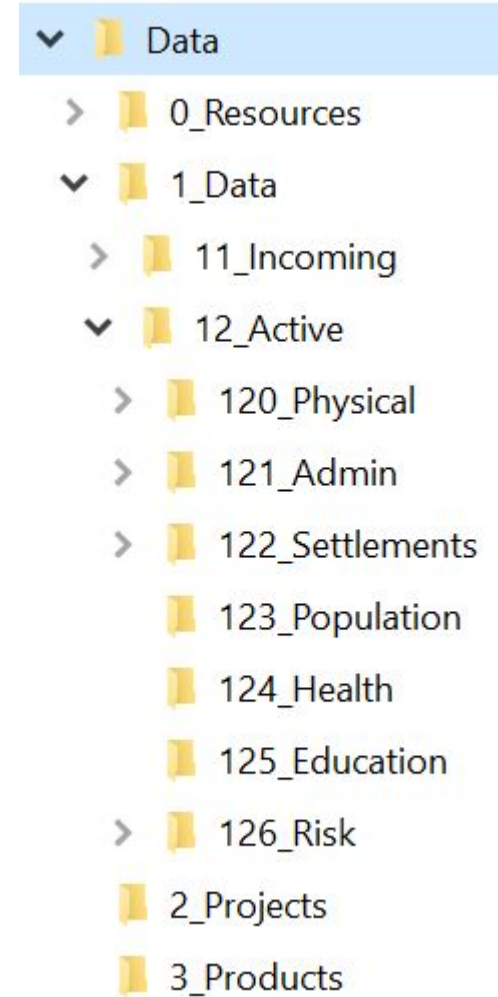
# A simplified version of the world

- Maps are made up of multiple layers of geodata



# Data Management

- The data used for this course are organised into:
  - A folder structure which groups similar resources together
  - File names which describe the data inside them

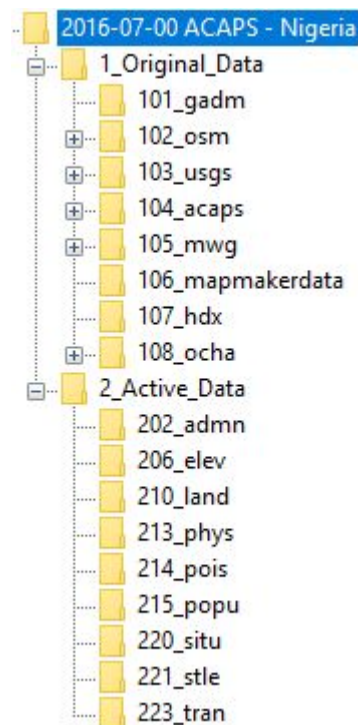


# Folder structures - Examples

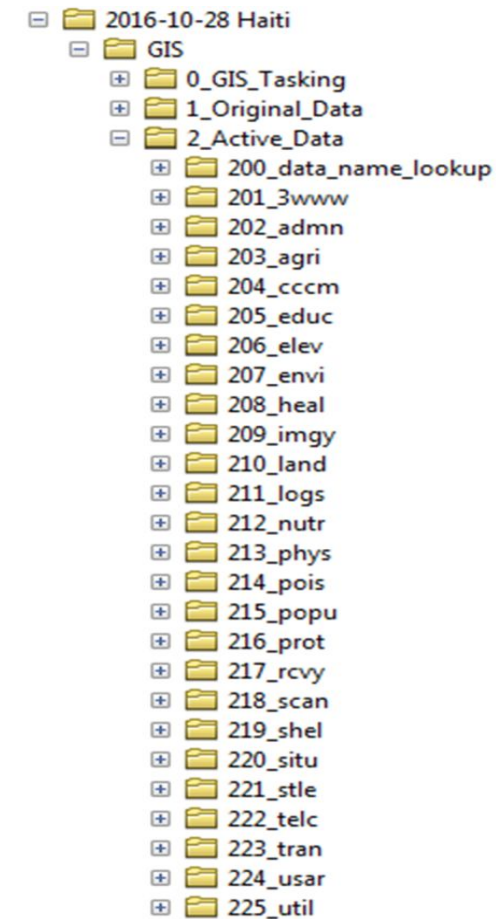
- Example 1



- Example 2



- Example 3



# File Naming

- File names have a series of elements, separated by underscore characters

`[extent]_[theme]_[source]_[free text].[ext]`

- For example:



# MapAction Data Naming

`geoextent_datacategory_datatheme_datatype_scale_source_permission_FreeText`

Geoextent	Where is it - world, continent, country
_datacategory	A general what is it
_datatheme	More specific what is it
_datatype	The geometric type of the spatial component of the layer
_scale	Represents the order of magnitude of the scale at which it is appropriate to display the dataset
_source	Where has it come from
_permission	Who can receive the data or maps derived from the data
_FreeText	Anything extra you want to add



# Metadata

Data about data



# What is Metadata?

- Which can of drink would you prefer?



- Knowing what is available, having choices and informed decisions

# What is GIS Metadata?

## Metadata

- *Is this enough Information?*



- *Needs more detailed level information of each (Metadata)*

<b>Nutrition Facts</b>	
Serving Size 1 fruit (74g)	
Amount Per Serving	
Calories 35	Calories from Fat 1
% Daily Value*	
Total Fat 0g	0%
Saturated Fat	0%
Trans Fat	
Cholesterol	0%
Sodium 1mg	0%
Total Carbohydrate 9g	3%
Dietary Fiber 1g	5%
Sugars 7g	
Protein 1g	
Vitamin A 0%	Vitamin C 60%
Calcium 2%	Iron 1%

\*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs.

NutritionData.com

# Metadata



- Metadata - Information about Data
- Metadata is a description of the GIS data set that helps the user understand the context of the data.
  - Scale License restrictions
  - Date Error or limitations
  - Provenance Co-ordinate system
- Metadata tools;
  - Data file Specific (Naming conventions)
  - Text files!
  - GIS Specific (QGIS Meta-tools, ArcGIS Catalog)
  - International Standards (ISO 19115)

# QGIS Layer Properties - Metadata

Layer Properties - jam\_phys\_riv\_In\_s1\_osm\_pp SELECT | Metadata

Information Categories Keywords Access Extent Contact Links History Validation

This page describes the basic attribution of the dataset. Please use the tooltips for more information.

Parent identifier

Identifier

 Set from layer

Title

Type

Language

Abstract

Metadata OK Cancel Apply Help

# Conclusion



- Data management is vital when using GIS.
- Keep things as simple as you can.
- Have system in place you use consistently and document it.
- Have a file naming convention and stick to it.
- Have a folder structure that is suitable for you needs.
- Have a system of recording metadata however basic.
- Have a process in place for receiving data, renaming and folders.



*If you do all of this your GIS life will be a lot easier!*

This programme is gratefully supported by



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# MAP ACTION

[mapaction.org](http://mapaction.org)