Queensland Government Enterprise Architecture

Information asset identification and classification form

This section provides a single checklist for identifying information assets. Agencies are encouraged to apply this checklist when executing the ICT planning methodology. It can be used during analysis or as a quality assurance mechanism before finalising ICT baseline submissions. Agencies may supplement this checklist with their own specific criteria, if required.

## Step 1: Discover information assets

Answer all the questions below to determine whether the information you have identified is an information asset or merely an information reference.

|  |  |  |
| --- | --- | --- |
| **Question** | **No** | **Yes** |
| 1a | 1. Is the information used as input or output of a business process?
 | 1. [ ]
 | 1. [ ]
 |
| 1b | 1. Is the information used in a decision making process?
 | 1. [ ]
 | 1. [ ]
 |
| 1c | 1. Is the information used to evaluate a rule or condition?
 | 1. [ ]
 | 1. [ ]
 |
| 1d | 1. Is the information subject to a typical information lifecycle (plan, create, store, access, use and maintain)?
 | 1. [ ]
 | 1. [ ]
 |
| 1e | 1. Is the information received from an external agency or source and exchanged on a regular basis?
 | 1. [ ]
 | 1. [ ]
 |

If the answer to **any** one of the questions in step 1 is **yes**, a potential information asset has been identified. Go to step 2.

If the answer is **no** to all questions 1a to 1e, you have probably identified an information reference that does not need to be reported[[1]](#footnote-1).

## Step 2: Confirm the granularity of the information asset

Answer the questions below to determine whether the information asset is defined at a consistent level of granularity.

|  |  |
| --- | --- |
| **Question** | **Instructions** |
| 2a | 1. Does the information asset represent a collection of valid business information?
 | 1. No [ ]
 | 1. Go to question 2b
 |
| 1. Yes [ ]
 | 1. Go to question 2c
 |
| 2b | 1. Is the information part of an existing information asset?
 | 1. No [ ]
 | 1. Identify other information that comprises the asset and record this in the asset description. Then go to question 2c.
 |
| 1. Yes [ ]
 | 1. Merge the information assets and adjust the description. Then return to step 1
 |
| 2c | 1. Does the information asset manifest as a single content type (i.e. transactional, analytical, authored, published)?
 | 1. No [ ]
 | 1. Separate information asset by content type, then return to step 1.
 |
| 1. Yes [ ]
 | 1. Go to step 3.
 |

## Step 3: Check the name of the information asset

Answer the questions below to determine whether the information asset is named correctly.

|  |  |
| --- | --- |
| **Question** | **Instructions** |
| 3a | 1. Is the information asset named correctly using subject noun/s and format noun?
 | 1. No [ ]
 | 1. Revise the name of the information asset to reflect the subject content of the asset and its primary form. Then continue.
 |
| 1. Yes [ ]
 | 1. Go to question 3b.
 |
| 3b | 1. Is the information asset named using common agency business terminology?
 | 1. No [ ]
 | 1. Revise the name in consultation with the agency business representatives. Then go to step 4.
 |
| 1. Yes [ ]
 | 1. Go to step 4.
 |

## Step 4: Verify classification of the information asset

Answer all the questions below to determine whether the information asset classification changes the definition of your information asset.

|  |  |  |
| --- | --- | --- |
| **Question** | **No** | **Yes** |
| 4a | 1. Is the information asset mapped to more than one primary domain?
 | 1. [ ]
 | 1. [ ]
 |
| 4b | 1. Was the information asset’s primary domain difficult to isolate from one or more of its secondary domains?
 | 1. [ ]
 | 1. [ ]
 |
| 4c | 1. Were more than three potential secondary domains identified for the information asset?
 | 1. [ ]
 | 1. [ ]
 |
| 4d | 1. Is the information asset classified using domains in different information archetypes within the Information classification framework?
 | 1. [ ]
 | 1. [ ]
 |
| 4e | 1. Is the information asset classified by its form rather than its content?
 | 1. [ ]
 | 1. [ ]
 |

If the answer to **any** one of the questions in step 4 is **yes**, the granularity of the information asset may be an issue. Confirm that the information asset defined is not too broad or narrow in terms of its scope. If changes are made to the information asset, return to step 1.

Otherwise, you have identified and classified your information asset.



1. Agencies may choose to keep their own register of reference information. However this is not required to be reported to as part of the ICT Baseline process. [↑](#footnote-ref-1)