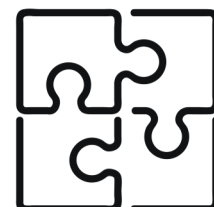
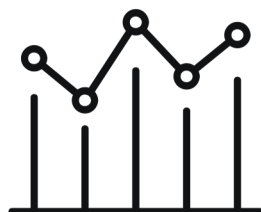


COURSEWARE

REFERENCE AND MASTER DATA MANAGEMENT BASED ON CDMP



**Reference and Master Data Management
Based on CDMP**

Colophon

Title: Reference and Master Data Management

Subtitle: Based on CDMP

Authors: Michel Dekker

Publisher: Van Haren Publishing, 's-Hertogenbosch

ISBN Hard Copy: 978 94 018 1396 9

Edition: First edition, first print, November, 2025

Design: Van Haren Publishing, 's-Hertogenbosch

Copyright: © Van Haren Publishing 2025

For further information about Van Haren Publishing please e-mail us at: info@vanharen.net or visit our website: www.vanharen.net

No part of this publication may be reproduced in any form by print, photo print, micro-film or any other means without written permission by the publisher. Although this publication has been composed with much care, neither author, nor editor, nor publisher can accept any liability for damage caused by possible errors and/or incompleteness in this publication.

Publisher about the Courseware

The Courseware was created by experts from the industry who served as the author(s) for this publication. The input for the material is based on existing publications and the experience and expertise of the author(s). The material has been revised by trainers who also have experience working with the material. Close attention was also paid to the key learning points to ensure what needs to be mastered.

The objective of the courseware is to provide maximum support to the trainer and to the student, during his or her training. The material has a modular structure and according to the author(s) has the highest success rate should the student opt for examination. The Courseware is also accredited for this reason, wherever applicable.

In order to satisfy the requirements for accreditation the material must meet certain quality standards. The structure, the use of certain terms, diagrams and references are all part of this accreditation. Additionally, the material must be made available to each student in order to obtain full accreditation. To optimally support the trainer and the participant of the training assignments, practice exams and results are provided with the material.

Direct reference to advised literature is also regularly covered in the sheets so that students can find additional information concerning a particular topic. The decision to leave out notes pages from the Courseware was to encourage students to take notes throughout the material. Although the courseware is complete, the possibility that the trainer deviates from the structure of the sheets or chooses to not refer to all the sheets or commands does exist. The student always has the possibility to cover these topics and go through them on their own time. It is recommended to follow the structure of the courseware and publications for maximum exam preparation.

The courseware and the recommended literature are the perfect combination to learn and understand the theory.

-- Van Haren Publishing

Other publications BY Van Haren Publishing

Van Haren Publishing (VHP) specializes in titles on Best Practices, methods, frameworks and standards within four domains:

- IT Management
- Architecture (Enterprise and IT)
- Business Management and
- Project Management

Van Haren Publishing is publishing on behalf of leading organizations and companies: Agile Consortium, World Commerce and Contracting, IAOP, IPMA World, KNVI, PMI-NL, NLAIC and The Open Group.

Van Haren Publishing is part of the Van Haren Group and additional to the book publishing also provides the following services: accredited training materials and e-learning through Van Haren Learning Solutions, as well as independent professional certification via examination through Van Haren Certify.

Topics are (per domain):

IT Management	IT Service Management	FitSM, ISM®, ISO/IEC20000, IT4IT®, ITIL®, VerISM®, SAF, TRIM, XLA®
	Data Management	Data literacy, Data visualization, DMBOK
	IT Asset Management	HAM, ITAM, SAM
	IT Security Management	BIO, ISO/IEC27001, NIS2
	Test Management	CTAP
	Application Management	ASL
	Other	eCF, IT-CMF, Scrum
Project Management	Project Management	Half Double, ICB, ISO/IEC21500, P3.express, PM2, PMBOK Guide, Praxis, PRINCE2
	Agile	Agile, Agile PM
	Other	PMO
Business Management	Operations Management	Lean, Lean Six Sigma, OBM, OMC, RASCI
	Contract Management	CATS CM, CATS RVM, IACCM World
	Business Information Management	BiSL, DID
	Artificial Intelligence	AI, Generative AI
	Outsourcing	OPBOK
Enterprise Architecture	Enterprise Architecture	BIAN, TOGAF
	Modeling	ArchiMate, BPMN
	Software Architecture	ISAQB
	Other	Open Agile Architecture

For the latest information on VHP publications, visit our website: www.vanharen.net.

Table of Content

	<i>-- Slide Number</i>	<i>-- Page Number</i>
Self-Reflection		6
Introduction	(7)	12
Essential Concepts	(27)	22
Activities	(52)	34
Tools & Techniques	(59)	38
Implementation guidelines	(61)	39
Exam Preparation	(66)	41

Self-Reflection of understanding Diagram

‘What you do not measure, you cannot control.’ – Tom Peters

Fill in this diagram to self-evaluate your understanding of the material. This is an evaluation of how well you know the material and how well you understand it. In order to pass the exam successfully you should be aiming to reach the higher end of Level 3. If you really want to become a pro, then you should be aiming for Level 4. Your overall level of understanding will naturally follow the learning curve. So, it’s important to keep track of where you are at each point of the training and address any areas of difficulty.

Based on where you are within the Self-Reflection of Understanding diagram you can evaluate the progress of your own training.

Level of Understanding	Before Training (Pre-knowledge)	Training Part 1 (1st Half)	Training Part 2 (2nd Half)	After studying / reading the book	After exercises and the Practice exam
Level 4 <i>I can explain the content and apply it .</i>					✓
Level 3 <i>I get it!</i> <i>I am right where I am supposed to be.</i>					Ready for the exam!
Level 2 <i>I almost have it but could use more practice.</i>					
Level 1 <i>I am learning but don't quite get it yet.</i>					

(Self-Reflection of Understanding Diagram)

Write down the problem areas that you are still having difficulty with so that you can consolidate them yourself, or with your trainer. After you have had a look at these, then you should evaluate to see if you now have a better understanding of where you actually are on the learning curve.

Troubleshooting

Problem areas:

Topic:

Part 1

Part 2

**You have gone
through the book
and studied.**

**You have answered
the questions and
done the practice
exam.**



Reference & Master Data Management

©2025 - All training materials are sole property of Van Haren Publishing BV and are not to be reproduced in any form or shape without written permission.

COURSEWARE

Effective Data Foundation

Not-for-profit collective,
which enables **professionals**
to **leverage data** to make
sustainable business
decisions



© Van Haren Publishing

2

Effective Data Foundation

DATA

Analysis / Literacy / Management / Visualization

© Van Haren Publishing
3

DAMA Wheel

Reference and Master Data

Definition: Managing reconciled and integrated data through stewardship and semantic consistency in support of enterprise-wide needs to share its data assets.

Goals:

1. Ensuring the organization has complete, consistent, current, authoritative Master and Reference Data across organizational processes.
2. Enabling Master and Reference Data to be shared across enterprise functions and applications.
3. Lowering the cost and reducing the complexity of data usage and integration through standards, common data models, and integration patterns.

Business Drivers

<p>Inputs:</p> <ul style="list-style-type: none"> • Candidate Data Stores and Values • Cross Functional Requirements • Industry Standards • Metadata • Purchased Data and/or Open Data and Code Sets • Business Rules <p>Suppliers:</p> <ul style="list-style-type: none"> • Subject Matter Experts • Data Stewards • Application Developers • Data Providers • Business Analysts • Infrastructure Systems Analysts 	<p>Activities:</p> <ol style="list-style-type: none"> 1. Define Drivers and Requirements (P) 2. Evaluate and Assess Data Sources (P) 3. Define Architectural Approach (D) 4. Model Data (D) 5. Define Stewardship and Maintenance Processes (C) 6. Establish Governance Policies (C) 7. Implement Data Sharing / Integration Services (D,O) <ol style="list-style-type: none"> 1. Acquire Data Sources for Sharing 2. Publish Reference and Master Data <p>Participants:</p> <ul style="list-style-type: none"> • Data Analysts • Data Modelers • Data Stewards • Data Integrators • Data Architects • Data Quality Analysts 	<p>Deliverables:</p> <ul style="list-style-type: none"> • Master and Reference Data Requirements • Data Models and Integration Patterns • Reliable Reference and Master Data • Reusable Data Services • Data Exception Reports <p>Consumers:</p> <ul style="list-style-type: none"> • Subject Matter Experts • Data Integrators • Application Users • Application Developers • Solution Architects
---	--	--

Technical Drivers

<p>Techniques:</p> <ul style="list-style-type: none"> • Conditions-of-use agreements • Business key cross references • Processing Log analysis 	<p>Tools:</p> <ul style="list-style-type: none"> • Data Integration Tools • Data Remediation Tools • Operational Data Stores • Data Sharing Hubs • Data Modeling Tools • Metadata Repositories • MDM Application Platforms 	<p>Metrics:</p> <ul style="list-style-type: none"> • Data Quality and Compliance • Data Change Activity • Data Ingestion and Consumption • Data Sharing Availability • Data Steward Coverage • Data Sharing Volume and Usage
--	--	---

(P) Planning, (C) Control, (D) Development, (O) Operations

Source: Dama.org
© Van Haren Publishing
4

Introduction

You can't manage what you don't define, and you can't trust what you don't master.

Anonymous (Data Governance proverb)



What is Data?



Data & Reality



© Van Haren Publishing

9

What is Data?

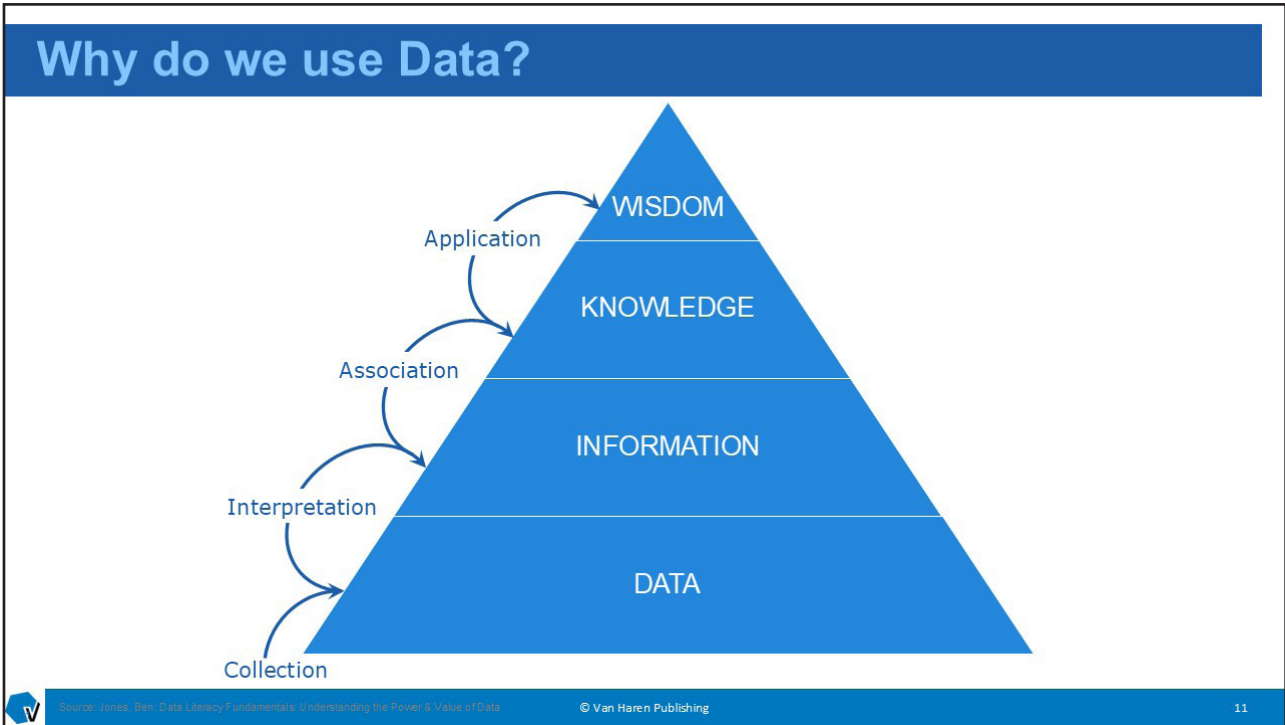
Describes a **quality** or **quantity**
of some **object** or **event**.

Source: unknown



© Van Haren Publishing

10



Definition

Managing **reconciled** and **integrated** data through **stewardship** and **semantic consistency** in support of enterprise-wide needs to **share its data assets**.



Relations with other knowledge areas



Relation with Data Governance



WHY & WHO

VS.

WHAT & HOW



Relation with Data Architecture



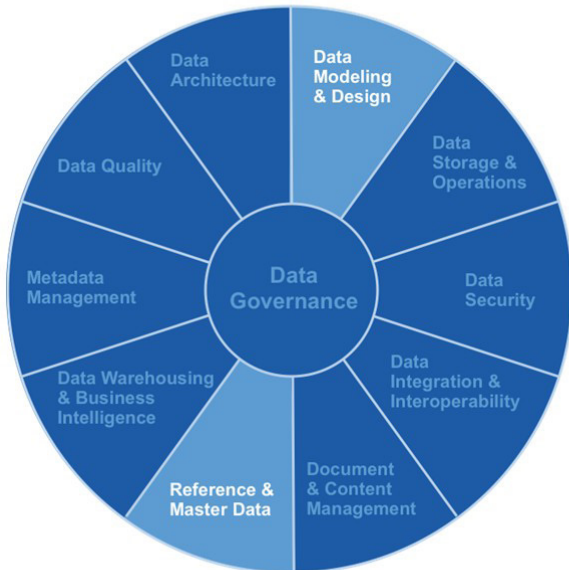
Architecture **designs** the house,

and

RMDM **defines** the shared objects that live inside it.



Relation with Data Modeling & Design

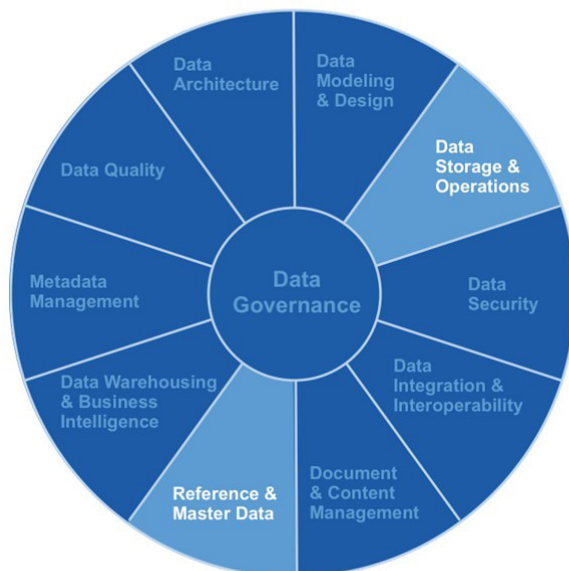


Data Modeling **defines structure**

RMDM **enforces consistency and control**



Relation with Data Storage & Operations

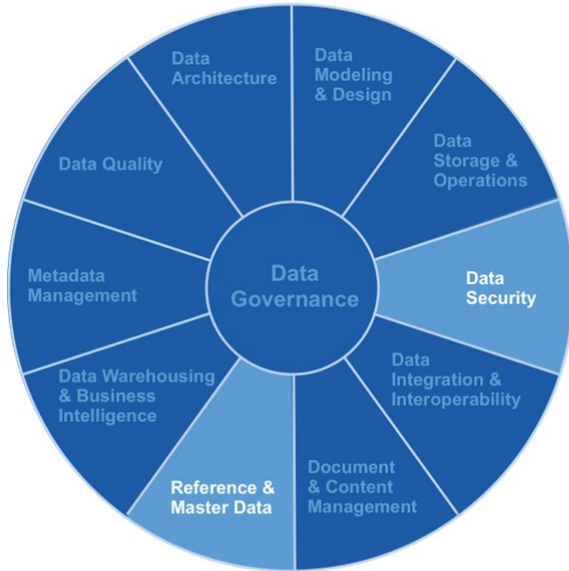


DS&O defines **WHERE & HOW** data lives

RMDM defines **WHAT** data must stay consistent and shared



Relation with Data Security



Data Security defines **protection and control**

RMDM defines **what** must be protected and by **whom**



Relation with Data Integration & Interoperability

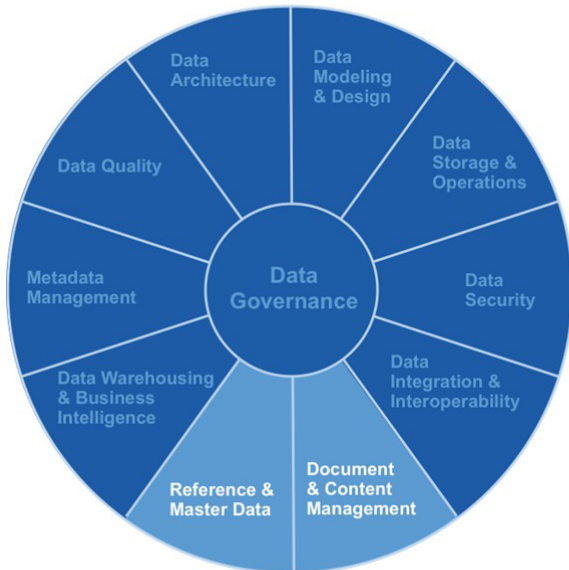


Data Integration & Interoperability defines **how data flows**

RMDM defines **what flows.**



Relation with Document & Content Management

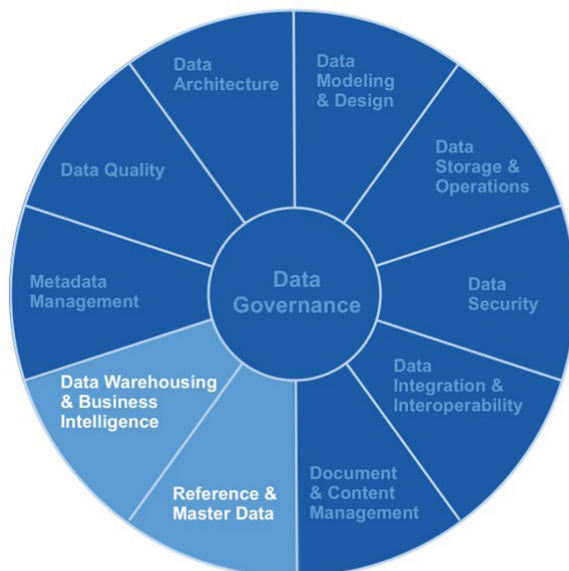


Document & Content Management organizes **unstructured** information.

RMDM provides the structure that gives that content **meaning**.



Relation with Data Warehousing & Business Intelligence

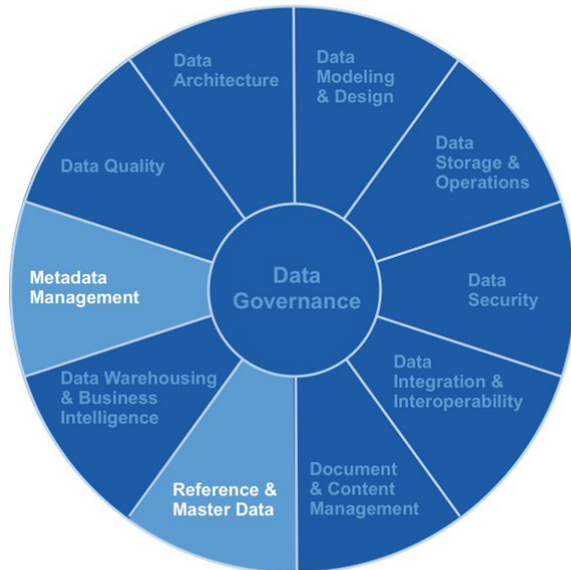


Data Warehousing & BI delivers **visibility**

RMDM ensures **credibility**



Relation with Metadata Management

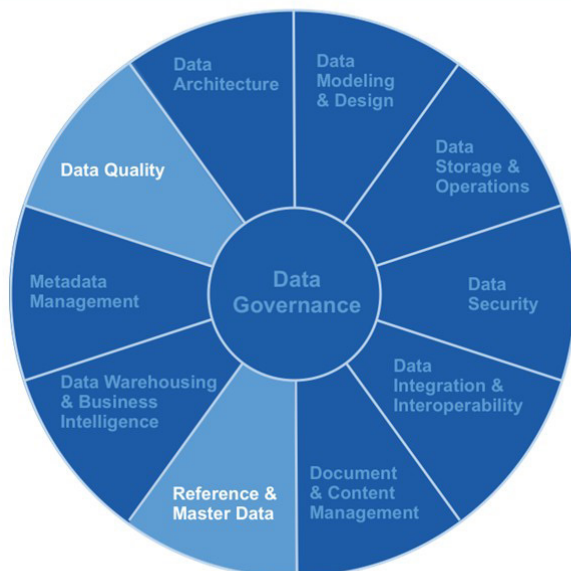


Metadata Management defines **context** and **meaning**

RMDM provides the **authoritative data** those definitions describe



Relation with Data Quality



Data Quality ensures data is correct and **fit for purpose**

RMDM ensures that correct data is **shared** and **sustained**



Business Drivers



Meeting organizational data requirements



Managing the costs of data integration



Managing Data Quality



Reducing risk



Goals & Principles



Ensure **complete, consistent, current, and authoritative** data



Shared data



Enable data **sharing** across enterprise functions and applications



Ownership



Lower the cost and complexity of data usage and integration



Quality



Stewardship




Controlled change



Authority




Essential Concepts



© Van Haren Publishing 27

Malcolm Chisholm's Taxonomy of Data



```
graph TD; DATA((DATA)) --- Metadata((Metadata)); DATA --- ReferenceData((Reference Data)); DATA --- EnterpriseStructureData((Enterprise Structure Data)); DATA --- TransactionStructureData((Transaction Structure Data)); DATA --- TransactionActivityData((Transaction Activity Data)); DATA --- TransactionAuditData((Transaction Audit Data));
```

Source: Malcolm Chisholm © Van Haren Publishing 28

Differences between Master and Reference Data

Master Data

Represents core business entities
(Customer, Product, Supplier, Employee, Asset, Location)

Nouns — things the business acts upon

Changes slowly, evolves over time

Managed through MDM
(Golden Records, deduplication, stewardship)

Example: Customer "Jane Smith" with ID 12345

Answers "Who / What"

Reference Data

Represents valid values and classifications
(Country codes, Product categories, Status types)

Adjectives / codes — how we describe or qualify data

Changes rarely, often externally defined

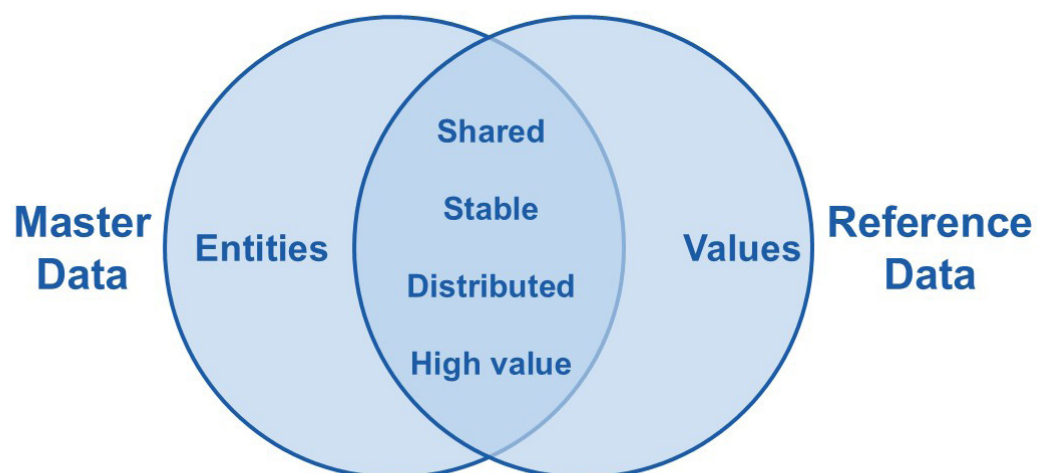
Managed through RDM
(lists, hierarchies, version control)

Example: Country Code "DE" = Germany

Answers "How / Which"



Differences between Master and Reference Data



Reference Data

Reference Data is any data used to **characterize** or **classify** other data, or to **relate** data to information external to an organization



Source: Malcolm Chisholm

© Van Haren Publishing

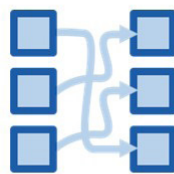
31

Reference Data Structure

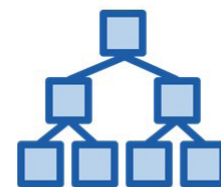
List



Cross-Reference



Taxonomy



© Van Haren Publishing

32

Reference Data Structure - List

alpha3-b	alpha3-t	alpha2	English name
---	---	aa	Afar
aar	---	ab	Abkhazian
abk	---	---	Achinese
ace	---	---	Acoli
ach	---	---	Adangme
ada	---	---	Adyge; Adygei
ady	---	---	Afro-Asiatic languages
afa	---	---	Afrihili
afh	---	af	Afrikaans
afr	---	---	Ainu
ain	---	ak	Akan
aka	---	---	Akkadian
akk	---	sq	Albanian
alb	sqi	---	Aleut
ale	---	---	Algonquian languages
alg	---	am	Southern Altai
alt	---	---	Amharic
amh	---	---	English, Old (ca.450-1100)
ang	---	---	Angka
anp	---	---	Apache languages
apa	---	ar	Arabic
ara	---	---	Official Aramaic (700-300 BCE); Imperial Aramaic (700-300 BCE)
arc	---	an	Aragonese
arg	---	hy	Armenian
arm	hye	---	Mapudungun; Mapuche
arn	---	---	Arapaho
arp	---	---	Artificial languages
art	---	---	Arawak
arw	---	as	Assamese
asm	---	---	Asturian; Bable; Leonese; Asturleonese
ast	---	---	Athapascan languages
ath	---	---	Australian languages
aus	---	---	---
---	---	---	---

Source: <https://datahub.io/language-codes>

© Van Haren Publishing

33

Reference Data Structure - Cross-Reference

Country	FIFA	IOC
Anguilla	AIA	
Antigua & Barbuda	ATG	ANT
Aruba	ARU	ARU
Bahamas	BAH	BAH
Barbados	BRB	BAR
Belize	BLZ	BIZ
Bermuda	BER	BER
British Virgin Islands	VGB	IVB
Canada	CAN	CAN
Cayman Islands	CAY	CAY
Costa Rica	CRC	CRC
Cuba	CUB	CUB
Curaçao	CUW	
Dominica	DMA	DMA
Dominican Republic	DOM	DOM
El Salvador	SLV	ESA
Grenada	GRN	GRN
Guatemala	GUA	GUA
Guyana	GUY	GUY
Haiti	HAI	HAI
Honduras	HON	HON

Source: <https://www.nsa.gov/micellaneous/fifa-codes.html>

© Van Haren Publishing

34

Types of Reference Data

Proprietary

HEX_product code	Product Name
00000001	XnR Control Chart
00000002	HTML Viewer
00000004	Cycle Plot
00000008	Strip Plot
00000010	Lipstick Column Chart
00000020	Lipstick Bar Chart
00000040	Lollypop Column Chart
00000080	Lollypop Bar Chart
00000100	Dumbbell Column Chart
00000200	Dumbbell Bar Chart
00000400	Merged Bar Chart
00000800	SMART KPI List
00001000	PowerGant Chart
00002000	Milestone Trend Analysis

Industry

Chapter number	Chapter title
1	Certain infectious and/or parasitic diseases
2	Neoplasms
3	Diseases of the blood and blood-forming organs and certain disorders involving the immune mechanism
4	Endocrine, nutritional and metabolic diseases
5	Mental and behavioural disorders
6	Diseases of the nervous system
7	Diseases of the eye and adnexa
8	Diseases of the ear and mastoid process
9	Diseases of the circulatory system
10	Diseases of the respiratory system
11	Diseases of the digestive system
12	Diseases of the skin and subcutaneous tissue

Geographic

PostCode	PostcodeNum	PostcodeChar	Street	City	Municipality	Province
6651EH	6651	EH	Genechtstraat	Drunten	Drunten	Gelderland
1189HK	1189	HK	De Wijde Bink	Amstelveen	Amstelveen	Noord-Holland
1065VL	1065	VL	Jacob Geelstraat	Amsterdam	Amsterdam	Noord-Holland
8471RK	8471	RK	Beatrixstraat	Wolvega	Weststellingwerf	Friesland
7231JH	7231	JH	Breegraven	Warmsveld	Zutphen	Gelderland
6628AA	6628	AA	Apeldoornsestraat	Arnhem	Arnhem	Gelderland
1951HL	1951	HL	Witte Hekweg	Velsen-Noord	Velsen	Noord-Holland
1561AT	1561	AT	Noorderhoofdstraat	Krommenie	Zaanstad	Noord-Holland
9202LB	9202	LB	Donia	Drachten	Smallingerland	Friesland
4701LV	4701	LV	Burgemeester Schoonheijstraat	Roosendaal	Roosendaal	Noord-Brabant
1741JV	1741	JV	George Brethnerstraat	Schagen	Schagen	Noord-Holland
1433BL	1433	BL	Voltastraat	Kudelstaart	Aalsmeer	Noord-Holland

Computational

Code	Currency	Spot rate €
USD	US dollar	1.1514
JPY	Japanese yen	177.57
BGN	Bulgarian lev	1.9558
CZK	Czech koruna	24.339
DKK	Danish krone	7.4676
GBP	Pound sterling	0.8765
HUF	Hungarian forint	387.35
PLN	Polish zloty	4.254
RON	Romanian leu	5.0856
SEK	Swedish krona	10.935
CHF	Swiss franc	0.9298
ISK	Icelandic krona	145.8



Reference Data Metadata

Attribute	Description
Formal name	Official, especially if external name of the Reference Data set (e.g., ISO3166-1991 Country Code List)
Internal name	Name associated with the data set within the organization (e.g., Country Codes – ISO)
Data provider	The party that provides and maintains the Reference Data set. This can be external (ISO), internal (a specific department), or external – extended (obtained from an external party but then extended and modified internally).
Data provider data set source	Description of where data provider's data sets can be obtained. This is likely a Universal Resource Identifier (URI) within or outside of the enterprise network.
Data provider latest version number	If available and maintained, this describes the latest version of the external data provider's data set where information may be added or deprecated from the version in the organization
Data provider latests version date	If available and maintained, this describes when the standard list was last updated
Internal version number	Version number of the current Reference Data set or version number of the last update that was applied against the data set
Internal version reconciliation date	Date when data set was last updated based on the external source
Internal version last update date	Date data set was last changed. This does not mean reconciliation with an external version.



Master Data

“The data that provides the **context** for business activity data in the form of **common** and **abstract concepts** that relate to the activity. It includes the details (definitions and identifiers) of **internal** and **external objects** involved in business transactions, such as customers, products, employees, vendors, and controlled domains (code values)”



Source: DAMA 2009

© Van Haren Publishing

39

Master Data – Common examples

Involved Party



Product/Service



Account/Financial



Asset



Location

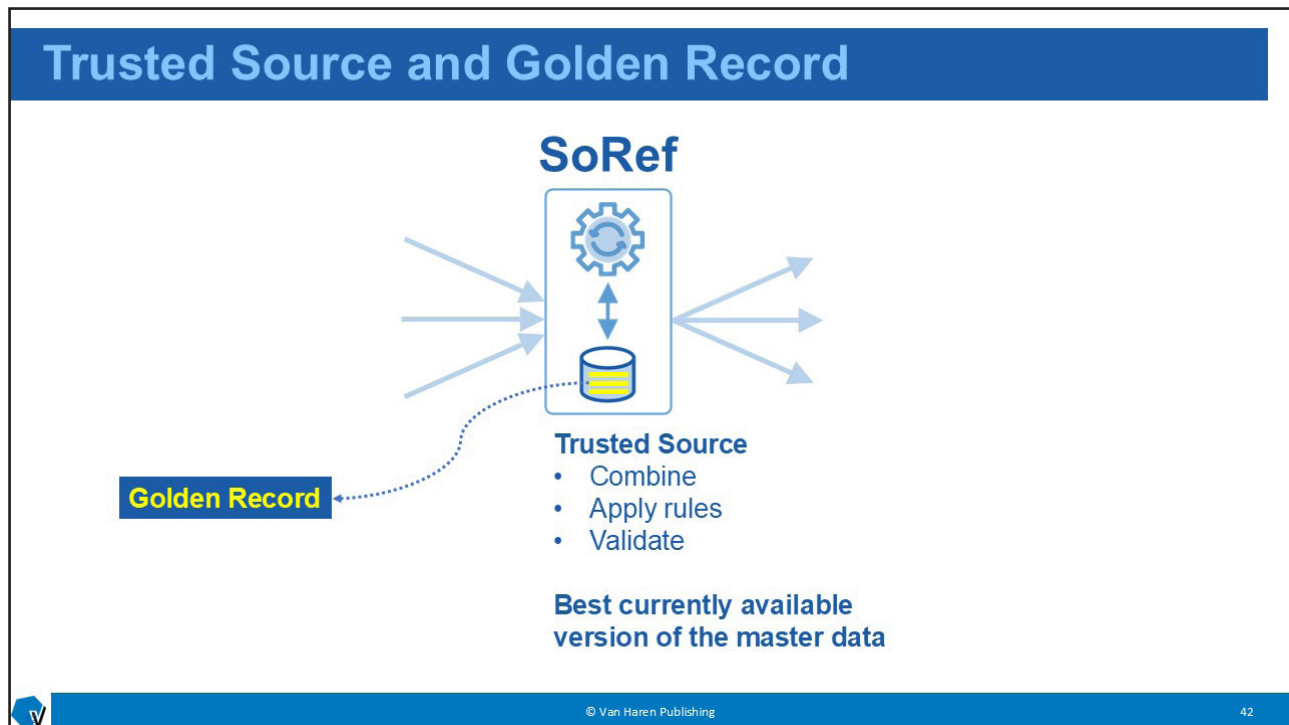
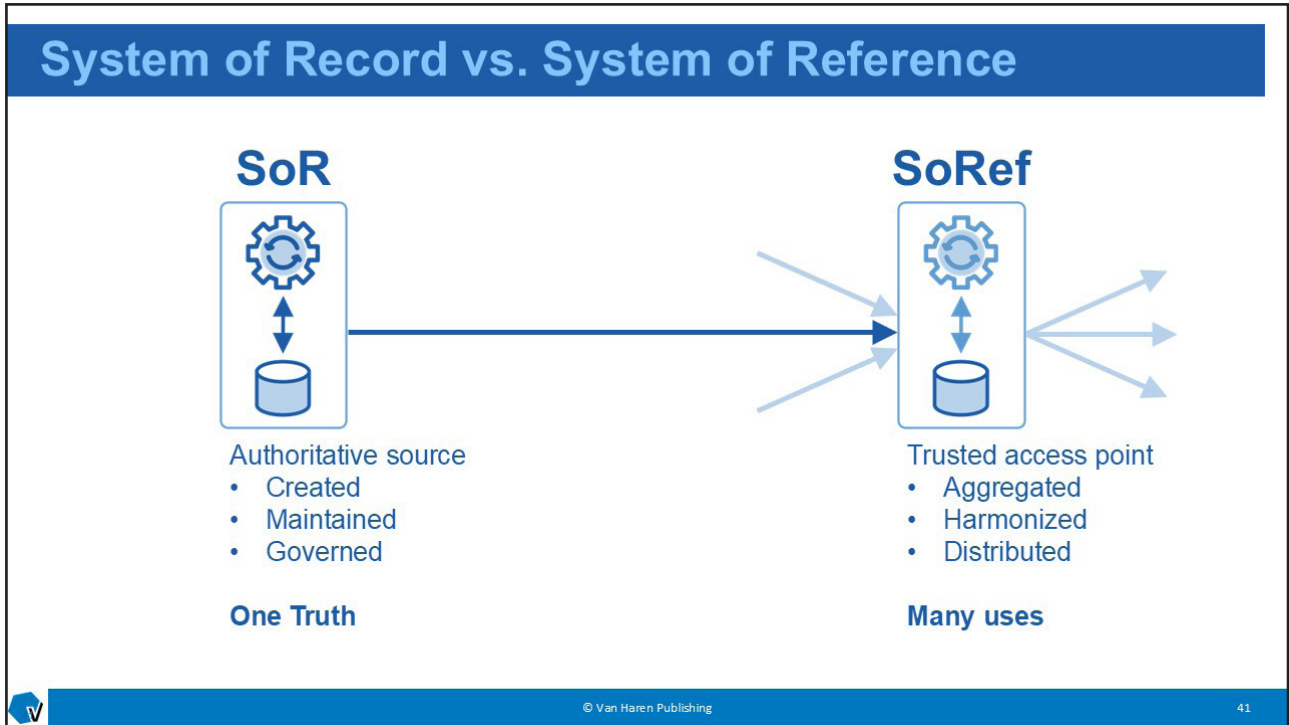


Organization



© Van Haren Publishing

40



Master Data Management

a technology-enabled discipline in which **business** and **IT** work **together** to ensure the **uniformity, accuracy, stewardship, semantic consistency, and accountability** of the enterprise's official shared Master Data assets.

Master Data is the consistent and uniform set of identifiers and extended attributes that describes the core entities of the enterprise including customers, prospects, citizens, suppliers, sites, hierarchies, and chart of accounts.



Source: <https://www.gartner.com/>

© Van Haren Publishing

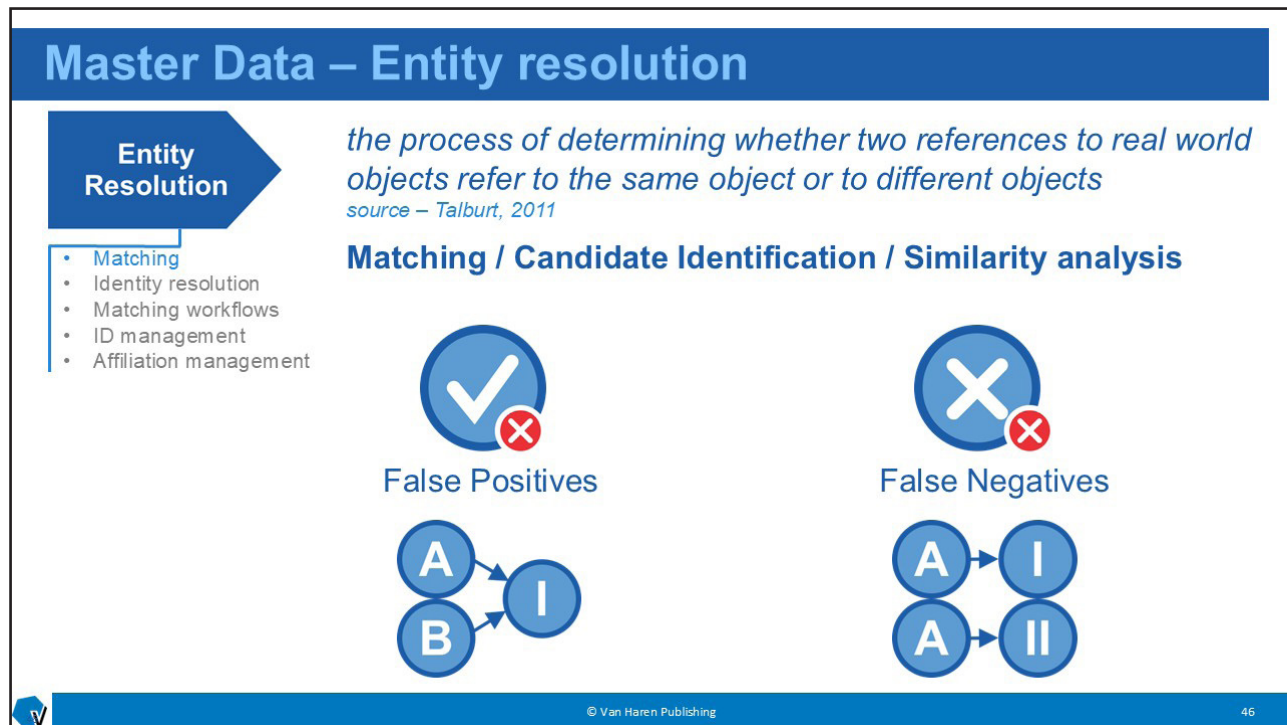
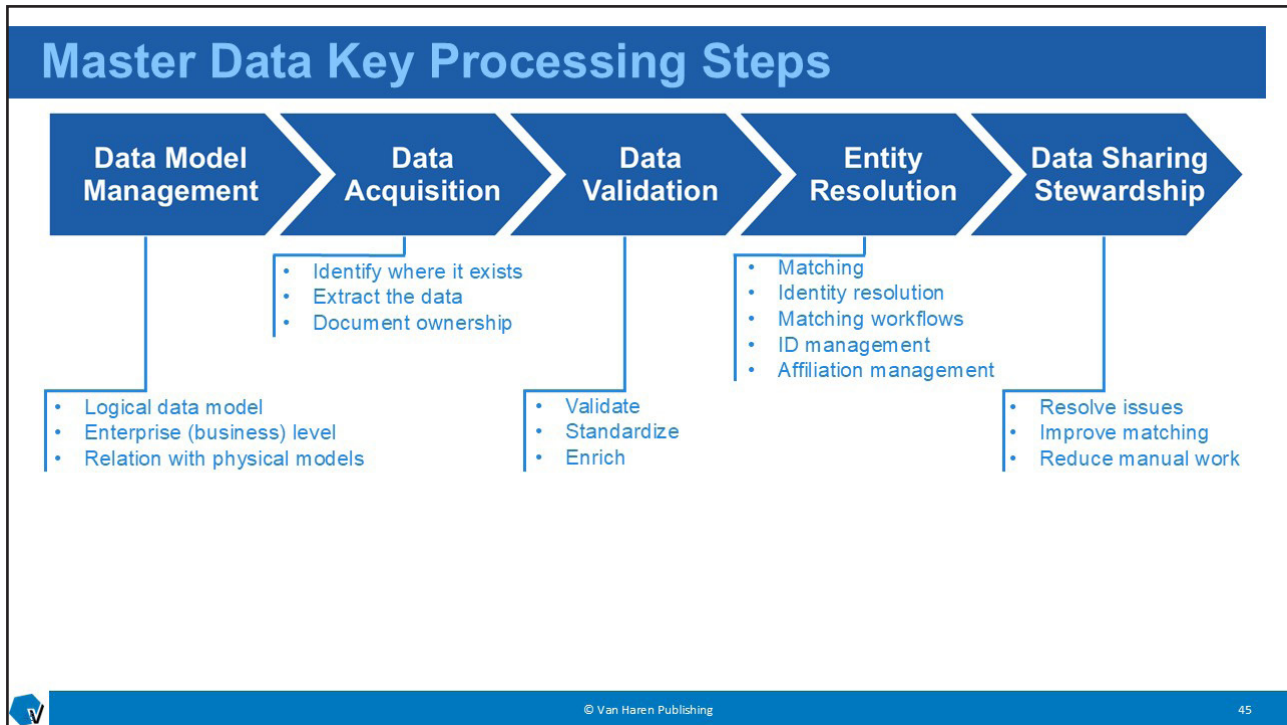
43

Master Data Lifecycle



© Van Haren Publishing

44



Master Data – Entity resolution

Entity Resolution

- Matching
- Identity resolution
- Matching workflows
- ID management
- Affiliation management

the process of determining whether two references to real world objects refer to the same object or to different objects

source – Talburt, 2011

Formalize the relationship

Source System	Source ID	Enterprise ID
CRM	CUST-00981	E12345
ERP	451-982	E12345
Marketing	00008754	E12345



Master Data – Entity resolution

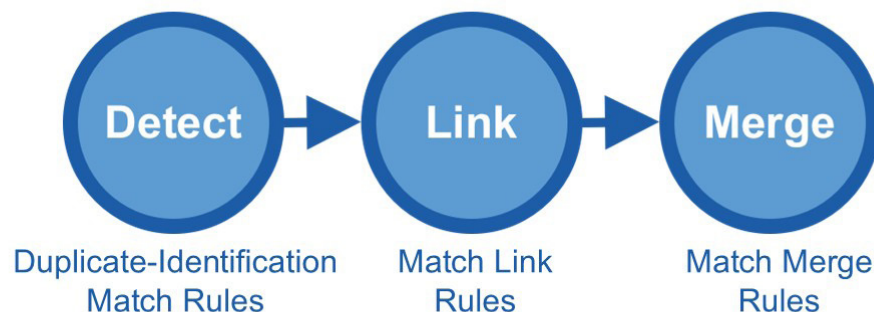
Entity Resolution

- Matching
- Identity resolution
- Matching workflows
- ID management
- Affiliation management

the process of determining whether two references to real world objects refer to the same object or to different objects

source – Talburt, 2011

Automate the process



Master Data – Entity resolution

Entity Resolution

- Matching
- Identity resolution
- Matching workflows
- ID management
- Affiliation management

the process of determining whether two references to real world objects refer to the same object or to different objects

source – Talburt, 2011

Universally known, findable, and traceable

Source System	Source ID	Enterprise ID	Status	Valid From	Valid To
CRM	CUST-00981	E12345	Active	2022-06-15	
ERP	451-982	E12345	Active	2022-07-01	
Marketing	00008754	E12345	Inactive	2021-12-31	2024-09-26



Master Data – Entity resolution

Entity Resolution

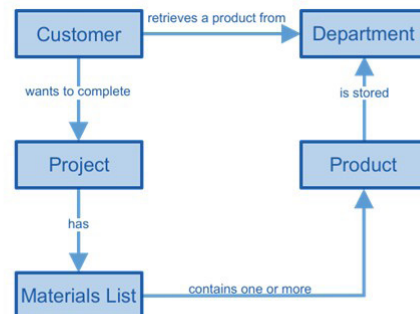
- Matching
- Identity resolution
- Matching workflows
- ID management
- Affiliation management

the process of determining whether two references to real world objects refer to the same object or to different objects

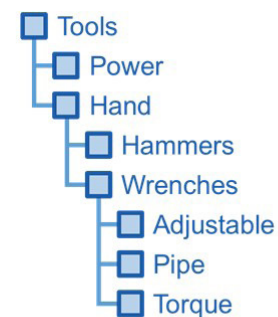
source – Talburt, 2011

Relationships between entities

Affiliation relationships

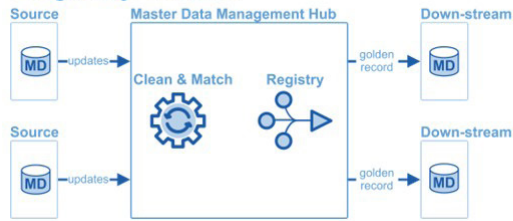


Parent-Child relationships

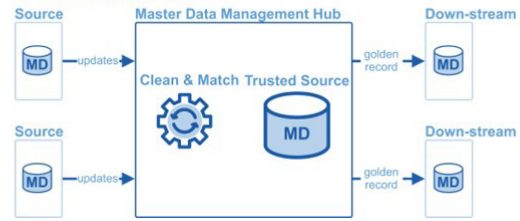


Master Data Architecture

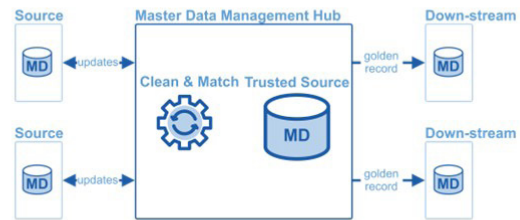
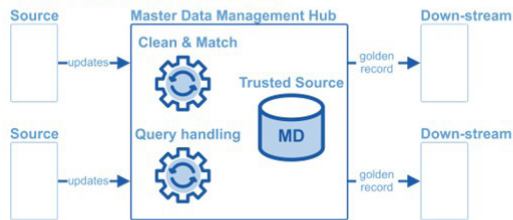
Registry Model



Consolidated



Transactional Hub



Reference & Master Data activities



Activity - Define Drivers and Requirements



Both

- Consistency and Standardization
- Integration and Interoperability
- Data Quality and Accuracy
- Regulatory Compliance
- Analytics and Insight
- Cost and Efficiency

Reference Data

- Standardization
- Regulatory Alignment
- Change Management
- Semantic Consistency
- Version Control
- Accessibility

Master Data

- Single View / "Golden Record"
- Operational Efficiency
- Customer / Supplier 360° View
- Data Quality & Matching
- Governance of Shared Entities
- Integration with Transactions



Activity – Assess Data Sources



Both

- Inventory of Sources
- Profiling & Quality Assessment
- Lineage & Ownership Analysis
- Redundancy & Overlap Detection
- Authority Evaluation
- Risk & Compliance Review

Reference Data

- Identify all internal and external lists
- Compare to industry or regulatory standards.
- Check for semantic drift
- Evaluate update mechanisms
- Determine ownership and stewardship

Master Data

- Locate all applications where key entities are created/ updated/ used.
- Evaluate data quality metrics
- Examine identifier structures
- Document integration touchpoints
- Identify data conflicts

