
Data Working Group (DWG) Terms of Reference (Level 4)

The DWG Terms of Reference (“ToR”) sets out the role, membership and mode of operation.

1.1 DWG Role

The DWG is established as a working group under the auspices of the MHHS Testing and Migration Advisory Group. The DWG’s role is to define requirements regarding test data to be used for the successful testing of the MHHS solution.

1.2 Purpose and Duties

The DWG’s purpose is to shape the Test Data Strategy, including:

- Determining the source of test data
- Determining the method for generating, managing, and maintaining test data
- Determining how test data will be distributed to participants

Duties shall include:

- Clarifying the scope of the DWG regarding test data for functional and non-functional testing, including liaising with any relevant MHHS governance groups
- Recommending options for the optimal management of data protection matters relating to test data to support demonstrable compliance with the General Data Protection Regulations
- Supporting the definition of test data to made available to participants
- Considering the requirements for test data for the phases and stages of testing, including but not limited to systems integration testing, user integration testing, component integration, data migration, qualification, and end to end testing; excluding pre-integration testing (PIT)

1.3 Decision Making

The DWG will report their output to the TMAG for approval. This will occur on an ongoing basis and may require engagement with other programme participants. Where the DWG is unable to reach a consensus on a decision delegated to them by TMAG the matter will be escalated to the TMAG.

1.4 Membership

MHHS Test Architect (Chair).

MHHS Client Test Manager.

MHHS Programme Management Office (PMO).

The DWG meeting is open to all and DWG attendees should be a test data or industry subject matter expert.

1.5 Objective

DWG will initially shape the Test Data Strategy, determining the source of the data, the method by which data is selected and distributed to Test Participants for all test phases except PIT. It will then advise on the maintenance of the Test Data Strategy and any issues relating to data for testing.

To ensure timely reporting of Test Data artefacts to the TMAG for approval where required. To identify and escalate any issues whereby a consensus cannot be reached to the TMAG.

1.6 Scope, Deliverables, Roles and Responsibilities

DWG's scope is to develop and maintain the Test Data Strategy.

The MHHS Test Architect will chair the meetings.

The MHHS PMO Secretariat will provide all meeting management services and deliver all regular and ad hoc meetings.

DWG attendees will review relevant papers and actions prior to meetings and will attend meetings with relevant updates or discussion point.

DWG members will be expected to actively contribute to the development and review of collateral required to achieve the deliverables, this is likely to include completing tasks and actions outside of the DWG.

Matters pertaining to data protection compliance as it relates to test data will be within scope of discussions at DWG.

Matters pertaining to the test data required for functional testing are within scope of discussions at DWG. The DWG will liaise with other relevant governance groups regarding test data for non-functional as may be required.

Matters pertaining to test data requirements for all MHHS Programme testing phases except PIT will be within scope of discussions at DWG.

Matters pertaining to the generation, management, maintenance, allocation, and coordination of test data required for the MHHS solution will be in scope of discussions at the DWG.