HIGH LEVEL
DATA GOVERNANCE
CHECKLIST

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This Data Governance Checklist gives you a high level outline of the activities you need to complete in order to successfully design and implement a Data Governance Framework.

Please note the full version of this checklist with detailed tasks is only available to those who complete my Data Governance training courses: https://www.nicolaaskham.com/data-governance-training/

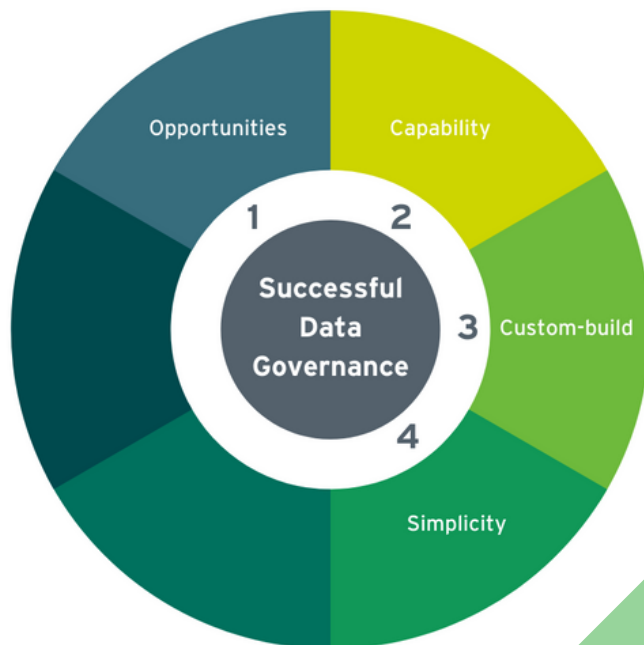| 1	2	3	4	5	6
Opportunities	**Capability**	**Custom-build**	**Simplicity**	**Launch**	**Evolve**
Identify the benefits of Data Governance for your organisation	Set yourself up for success by ensuring that you have the right resources and knowledge	Design a Data Governance Framework while is tailormade to your organisation	Avoid complexity and make it easy to embed Data Governance	Implement on an iterative basis and start to see the benefits of your work	Develop your framework as your organisation evolves to make further gains

Strategy

☐ Discover why your organisation needs Data Governance.

☐ Determine the end goal for your Data Governance initative/

☐ Get a high level understanding of the data used and produced across your organisation, which data is important, where the most data challenges are experienced.

☐ Create a data quality issues register logging the data quality horror stories gathered (you may want to separate those that are still live issues from those which have been resolved).

☐ Create a high level road map.

Framework

☐ Draft a data policy.

☐ Define the processes to be implemented in your Data Governance initiative.

☐ Define the Data Quality Issue Resolution Process (the first process to be put in place).

☐ Define roles and assign responsibilities.

☐ Set up Data Governance Committee to steer implementation of Data Governance Framework initially.

☐ Define which deliverables are required for your Data Governance programme and how they should be structured for your organisation.

Implementation

☐ Identify people to involve when implementing Data Governance i.e. those with knowledge of data and systems in your organisation.

☐ Review the high level road map and if necessary re-define the focus of your Data Governance efforts.

☐ Finalize your approach to implementing Data Governance and get approval.

☐ Engage and brief Data Owners and Data Stewards (at the appropriate times).

☐ Set up Data Governance/Data Quality Working Groups – only do this if it is appropriate to do so and when you have something for the groups to discuss.

☐ Create a communications and training plan to support the implementation activities.

IF YOU HAVE ANY QUESTIONS ABOUT THIS CHECKLIST PLEASE BOOK A CALL WITH ME TO DISCUSS THEM:

https://TheDataGovernanceCoachCallBooking.as.me/DGChecklist