

FACT SHEET

Data Governance Accelerator

The Data Governance Accelerator is a specialised package of documentation, process architecture, operational specifications and supporting services. Collectively, it rapidly and rigorously provides your business with a highly effective data governance framework, allowing you to focus sooner on the essential operational, behavioural and cultural changes which are the true drivers of greater quality, integrity and performance of your data.

Don't reinvent the wheel. Use this Data Governance Accelerator package to launch your data governance initiative with greater speed, higher value, lower cost and zero fuss.

Benefits of the Data Governance Accelerator

| Achievable Benefits | Enablers of the Benefits |
|--|--|
| Reduced time, effort and cost in establishing your data governance framework. | The Data Governance Accelerator enables you to bypass months of bespoke research, development and documentation effort. |
| Increased speed in the deployment and growth of your data governance capabilities. | By installing your data governance framework in a matter of weeks, you can accelerate plans to roll it out to the business. |
| Increased assurance in the adoption and effectiveness of data governance behaviours. | You will be able to shift emphasis away from building policy and designing processes to focus instead on valuable business change. |
| Greater confidence in the effectiveness of your data governance framework. | The effectiveness of the Data Governance Accelerator has been honed during multiple previous installations at other organisations. |
| Reduced cost of launching or evolving your data governance capabilities. | The cost of this accelerated approach is far lower than the cost of other approaches of developing a data governance framework. |

Deliverables of the Data Governance Accelerator

All of these deliverables are included in the accelerator package.

| | Deliverable | Description | What's the Value? | Formats |
|---|---|---|--|-----------------------------------|
| 1 | Data governance terms of reference. | A 3 or 4 page document providing a broad definition of the purpose, structure and approach of data governance. (See next section for contents) | Drives strategic input and alignment. This document specifies how the work to implement data governance is defined, performed, and verified. The information in this document provides the basis of a common understanding among stakeholders. | Microsoft Word, Google Doc, PDF. |
| 2 | Data governance policy and procedures. | A 26-page document template. (See next section for contents) | Your overarching data governance 'master record'. This comprehensive document sets out the core policies and procedures that comprise your data governance and specifies what your business will do to optimise data quality and integrity and how. | Microsoft Word, Google Doc, PDF. |
| 3 | Data governance charter. | A 10-page document template. (See next section for contents) | Promotes and enables business engagement, by providing people with a 'lighter' version of the full policy and procedures document. Your data governance charter provides straightforward information about your business's data governance, so that everyone knows how to be 'a good data citizen' and understands why that is essential to your business. | Microsoft Word, Google Doc, PDF. |
| 4 | Data governance organisation structure. | A straightforward organisational model plus a more specific diagram showing the arrangement of Data Owners, Data Stewards and other roles. | Defines and communicates the essential roles and reporting lines that will enable and deliver your data governance. | Lucidchart, Visio, image and PDF. |
| 5 | Data governance role descriptions. | Documents specifying and describing the roles of Data Owner and Data Steward. | Enables realisation of the data governance organisation structure, by providing people appointed as Data Owner or Steward, with clarity on what each role means to them. | Microsoft Word, Google Doc, PDF. |

| | Deliverable | Description | What's the Value? | Formats |
|----|---------------------------------------|---|---|--|
| 6 | Data governance process architecture. | 4 x Level 1 and 2 BPMN process architecture diagrams, fully specifying both proactive and reactive data governance processes. | Specifies in detail, the proactive and reactive processes which define how your data governance procedures work and what roles in the data governance organisation structure are responsible for the completion of each procedure. | Lucidchart, Visio and PDF. |
| 7 | Data governance procedure library. | Full specification of the inputs, methods and outputs of each of the 42 procedures contained within the data governance processes. | Assures the adoption and effectiveness of data governance processes, by specifying in detail how to follow each step in the processes. In essence, this is the document your people pick up when they need to know precisely how to follow a data governance process. | Microsoft Excel or Google Sheets. |
| 8 | Data governance onboarding materials. | Documents describing the regular practices of Data Owners and Data Stewards, written in 'business language' designed to educate, inform and enthuse people operating in these roles. | Engages Data Owners and Data Stewards in good data governance practices, to kick-start and maintain positive, proactive and long-term data behavioural change. | Microsoft Word or Google Doc, plus Microsoft PowerPoint, Google Slides or Apple Keynote. |
| 9 | Data citizenship promotion materials. | A 2 or 3 page document – 'How to be a good Data Citizen'. | Engages the wider business in good data governance practices, to kick-start positive and long-term data culture change. | Microsoft Word, Google Doc, PDF. |
| 10 | Professional services. | <p>Every organisation is in some way unique. These professional services ensure that your data governance framework is tailored to align with your specific data governance situation and needs. The kinds of activities typically performed by these services, are:</p> <ul style="list-style-type: none"> • Tailoring content and presentation format to align with your specific requirements, situation and company 'house style'. • Supporting in-house data leadership to fully understand and use the data governance framework. • Installing the content on your organisation's content management system, such as SharePoint or Confluence. | | 3 x 7-hour professional days. |

Contents of Key Documents

The contents of the documents tabled as items 1, 2 and 3 in the list of deliverables, are as follows:

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