

Data Governance Charter Draft Workspace

This document provides space for you to brainstorm key components of what will eventually become the framework for your Data Governance Committee (DGC). We will collect these documents at the end of day one and scan them so you will leave with a hard copy and electronic copies of your work. This document provides space for you to think through the following key components:

- Vision
 - Mission
 - Goals
 - Membership
 - Voting structure
 - Roles and responsibilities
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Vision and Mission

- Both statements should be:
 - Clear (no jargon)
 - Concise (one sentence each)
 - Memorable and tailored to the organization

Vision

Your statement should answer this question: What does the world (or future) look like if we are successful with our mission?

EXAMPLE

Data are accurate, secure, accessible, and replicable so all appropriate stakeholders can effectively trust and use data for impact.

Mission

Your statement should answer this question: For what reason do we exist?

EXAMPLE

Establish a data ecosystem with processes that allow our organization to strategically collect, manage, and use data to make decisions

Goal Statements

Goal statements should be **SMART**

S	<u>Specific</u> <ul style="list-style-type: none"> ● Who, what, where, how? ● Are there ways to parse out this goal into subgroupings to gain deeper insights?
M	<u>Measurable</u> <ul style="list-style-type: none"> ● Can you track progress and achievement? ● What is the initial target for this goal? ● Are there any one-time goals on this list (need to do only once during the plan’s implementation?) If so, consider removing.
A	<u>Attainable</u> <ul style="list-style-type: none"> ● Do you have the resources and authority to achieve this goal? ● Are the data available for this goal or can the subcommittee obtain the data (or proxy)? If the latter, is the output worth the effort?
R	<u>Relevant</u> <ul style="list-style-type: none"> ● How does it help the organization better understand the goal? ● Will the parties responsible for managing the performance of this plan actually track these goals?
T	<u>Timebound</u> <ul style="list-style-type: none"> ● By when will you accomplish this goal?

EXAMPLE

By **October 31, 2019** the Data Governance Committee will establish a process to submit and respond to data requests from internal stakeholders.

Membership

DGC members should be:

- Trusted leaders with decision-making authority
- Effective communicators who can elaborate on program and technology needs
- Representatives from all departments across your organization that use or communicate on data

POTENTIAL DCG MEMBERS INCLUDE:

- Chief Information Officer
- Chief Academic Officer
- Chief Operations Officer
- Director of Policy
- Director of Assessments
- Chief Financial Officer
- Chief Research Officer
- Chief of Staff
- Director of Infrastructure
- Director of Data

Name	Role at Organization

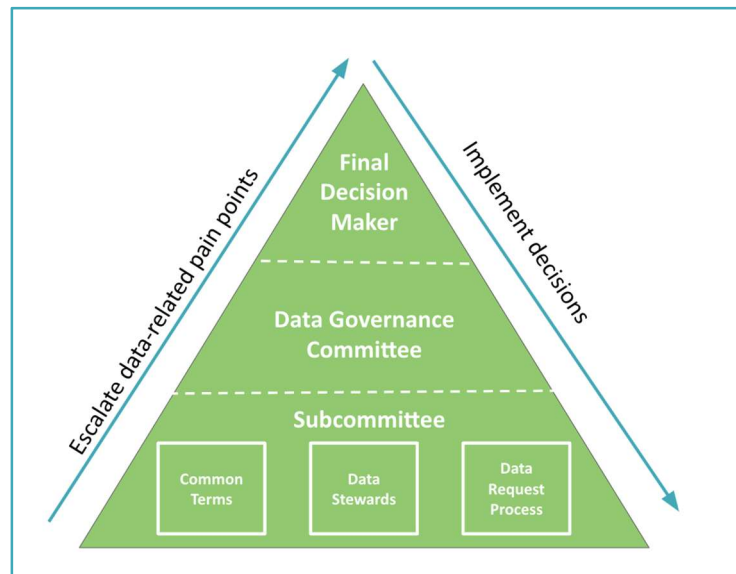
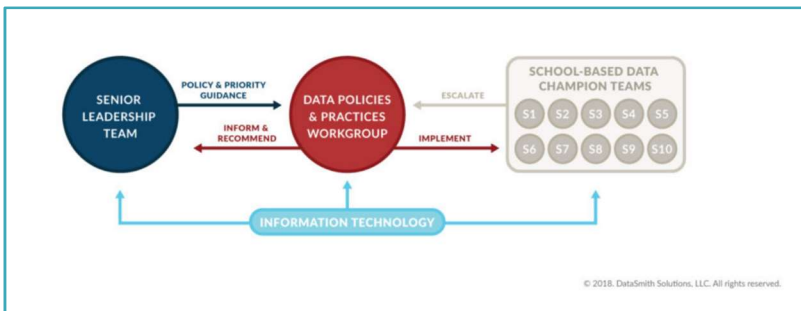
Voting Structure

When establishing a voting structure consider these questions:

- What is the decision-making culture at my organization?
- Generally who makes the final decision?
 - Does it roll up to one person (e.g. Superintendent)?
 - How does the decision maker obtain necessary information to make an informed decision?
- Is there a decision-making framework used by other executive-level committees? (e.g. RACI, RAPID)

EXAMPLES

Below are two examples of potential voting structures.



Roles and Responsibilities

Based on the membership you have established and the voting structure you are considering, identify each role and related responsibilities.

EXAMPLE

The table below is an example of the roles and associated responsibilities:

Role	Responsibilities
Data Governance Committee Champion	<ul style="list-style-type: none"> ● Obtain and maintain leadership commitment to DGC ● Communicate with leadership team DGC progress, recommendations, and risks ● Follow and enforce decisions made by the DGC
Data Governance Committee Members	<ul style="list-style-type: none"> ● Attend and actively participate in all meetings ● Identify and communicate to the DGC Manager issues requiring DG input ● Review and recommend data-related policies and decisions to DGC ● Follow and enforce decisions made by the DGC ● Communicate decisions made by the committee to relevant internal and external stakeholders
Data Governance Manager	<ul style="list-style-type: none"> ● Facilitate all DG meetings, subcommittee meetings, and WGs ● Coordinate with each subcommittee/WG lead to identify agenda items for his/her respective meetings ● Communicate updates, upcoming agenda items, and decisions to the Deputies during Senior Team meetings ● Follow and enforce decisions made by the DGC
Data Stewards	<ul style="list-style-type: none"> ● Escalate pain points with respective data system(s) ● Represent data element needs when proposed changes are discussed ● Inform stakeholders of relevant changes ● Implement and enforce decisions and plans made by the DGC
Subcommittee Lead	<ul style="list-style-type: none"> ● Develop an implementation plan with each recommendation presented to the Committee ● Set the meeting agenda ● Guide the discussion so the meeting stays on topic ● Take notes and distribute to subcommittee members after each meeting ● Report out the following information at each monthly DGC meeting: <ul style="list-style-type: none"> ○ What have you been working on? ○ What are you working on next? ○ What blockers are you facing?
Subcommittee Members	<ul style="list-style-type: none"> ● Research the data-related pain point in-scope ● Develop recommendations to resolve the pain point
School-Based Data Champion	<ul style="list-style-type: none"> ● Represent data needs at pain points at DGC meetings ● Implement and enforce decisions and plans made by the DGC

Role	Responsibilities