Introduction to Data Governance & Data Stewardship

Overview

This 3-session course is run over 3 mornings or afternoons and is the ideal training to assist you in establishing your data governance and stewardship programs, and to align with international best practice and practical guidelines.
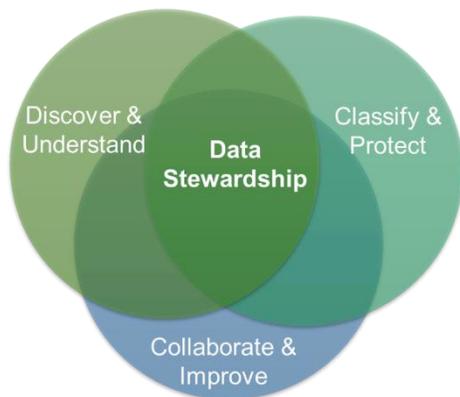
After laying the foundational principles for data governance, exploring reasons, methods, frameworks, and benefits, this course considers the fundamental concepts of metadata, data quality, master & reference data, and security & privacy.

The second and third sessions are dedicated to stewardship.

We explore in-depth the critical role of the steward and their place in a data governance program, the different types of stewards and styles of implementation.

The responsibilities of the steward relating to metadata management, data quality management, master and reference data management and privacy and security are considered.

In these sessions we also focus on processes, measures, reporting and other key disciplines.

Session 1: Introduction to Data Governance, Metadata, Data Quality and Master Data

Module 1: Introduction to Data Governance

- Fundamentals of data and data management
- What is Data Governance and why is it important?
- Data Governance in relation to Corporate and IT Governance
- The relationship between data governance and other areas of data management
- What Data Governance is NOT and what it should be.

Module 2: The Data Governance Organisation and Operating Model

- Data Strategy
- What a Data Governance Framework looks like and why it is important
- The role of Policies, Procedures and Processes
- The data governance Organisation - Roles & Responsibilities
- The data governance Operating Model
- Where to start with a Data Governance Program
- Bring it all together in a data governance program

Review Quiz & Break

Module 3: Introduction to Metadata Management

- What is Metadata?
- Data Classification
- What is a Metadata Catalogue?
- The Business Glossary
- The role of metadata in data governance.

Module 4: Introduction to Data Quality

- What is Data Quality and why is it important?
- How does data quality relate to data governance and metadata management?
- Data Quality Dimensions and Rules – An overview
- Data quality processes and best practices

Module 5: Introduction to Master & Reference Data Management (MDM and RDM)

- What is Master Data?
- Identifying your Master Data
- What does MDM entail?
- Planning for MDM
- Different styles of MDM implementation
- Benefits of MDM and typical MDM challenges
- What is Reference Data?
- Types of Reference Data and examples
- How to practically implement master and reference data management

Review Quiz & Session End

Session 2: Introduction to Data Stewardship

Module 1: Data Governance and Data Stewardship

- Recap of the Data Governance Organisation and Data Governance Program
- Stewardship's place in the data governance organisation
- Data Stewards and Data Owners - the importance of data ownership and data governance
- What is Data Stewardship?
- Data Stewardship roles and responsibilities
- Data Stewards – different types and implementation models
  - Types of stewards, stewardship models & approaches
  - What is practical to your organisation?
- What type of person you need in the stewardship role?

Module 2: Data Stewards & Metadata Management

- Recap of Metadata
- Principles of data design, standards, and architecture
- Choosing which data to focus on – principles of key business terms and critical data elements
- Creating a Metadata Catalogue or Data Dictionary
- The importance of lineage
- Creating a Business Glossary
- Metadata management process flows
- Bringing it all together with Stewardship

Module 3: Data Stewards & Data Quality Management

- Recap of Data Quality
- The meaning and importance of Data Standards
- Reasons for poor data quality and impact on the organisation
- Data Discovery and Data Profiling – why and how
- Data Quality Rules – best practices
  - Collecting and defining Business Rules
  - Creating & building Technical Rules for Data Quality
- Monitoring Data Quality, automation, and reporting
- Data Quality Remediation
- Defining proper Data Quality Management Processes
- Bringing it all together with Stewardship

Module 4: The Steward's role in Master and Reference Data Management

- Recap of Master Data and Reference Data
- Different styles of MDM implementation – a deeper look and how it applies in your organisation
- Stewards and Identity Resolution, Standardisation, Matching and Survivorship
- Defining the process flow for MDM
- The dependence on Metadata Management and Data Quality Management in MDM
- Important principles in implementing Reference Data Management
- The Data Steward's role in RDM

Review Quiz & Session End

Module 1: The Steward's role in Data Protection (including Privacy and Security)

- Data Stewards and Information Security
- The Data/Information Security organisation
  - Where does the steward fit in?
- Security mechanisms and Classification for Data Security
- Data Stewards and Data Privacy
- Why privacy compliance is important
- Primary principles of privacy regulation and key requirements of POPIA
- How Stewardship benefits Privacy Management
- Additional metadata needed for Privacy
- Summing up the role of the Steward in Privacy Management

Module 2: The Data Steward and implementing Change

- The two primary types of Change Management
- Principles of organisational change
- The Data Steward's role in organisational change
- Information & Technology Change Management
- Data Stewards and I&T Change Management
- How Metadata and Data Quality management should align with I&T Change Management
- Data Stewards and Testing
- Bringing it all together practically

Module 3: Data Stewards and Communication

- How to create a Communication Plan for your Data Governance Program
  - Strategic communication
  - Operational communication
- Communication Process Flows
- Campaigning for Data Governance
- Data Stewards' responsibilities for communication
  - Between Stewards
  - With Data Owners and senior Stakeholders
  - With IT
  - In Projects
- The importance of Accuracy

Module 4: Reporting and Measurement of Data Governance and Stewardship

- Stewards and reporting
- The types of reporting needed for Stewardship and Governance
- Examples of Data Quality and Metadata Reporting (and the value of proper technology)
- Measuring the impact of Data Governance and Stewardship
  - Organisational Value
  - Operational Value
- Performing a Maturity Assessment – methods and examples

Module 5: Final Thoughts and Wrap-Up

- Skills needed by Stewards – the need to build skills
- Recruiting for Stewards
- Summarising the Stewards role in Metadata, Data Quality, Master Data, Security and Privacy, Development and Projects, Warehousing and BI
- Concluding comments and course review

LOGISTICS

Duration: 3 consecutive half days

Prerequisites Access to a computer with microphone and video capability. Good uninterrupted internet access. *A minimum of 4 attendees per course is required to run the training and courses may be rescheduled accordingly*

Audience: Any person involved in data governance, including Data Stewards, Data Analysts, Data Architects, Data Governance Leads, Data Owners.

Course Cost: R9,000 per delegate

To Book: Please email us with your preferred date attendance dates at: **info@velisaafrica.co.za**

Please advise if you wish to make a corporate booking for 4 or more from the same Company

About the Instructor

Alan Raubenheimer
CIPP/E, CIPM, CIPT (IAPP)
CDMP (DAMA)

Alan is a former CIO and has over 35 years' experience in Data Management, Analytics, and IT Leadership. He specializes in Data Governance and Data Privacy and has acted as lead consultant in helping many organisations implement programs for governance and privacy, including some of the largest insurers and banks in Africa and worldwide.

He is passionate about imparting knowledge to others and is the founder and managing director of Data Horizons, which focuses on solutions and services to manage Data Governance, Privacy and Customer Analytics.