

Data Governance Program Success Checklist

Follow these 16 steps to develop a World Class Data Governance Process!

Before you begin, read steps 11 & 15. Make sure operations is part of your plan from the beginning.

- Step 1: Create Draft Charter Document – include all your assumptions and expectations as a place to start getting input from stakeholders
- Step 2: Meet with each sponsor or executive leader and get their input to the Charter
- Step 3: Use feedback from sponsors to get to a Working Charter
- Step 4: Identify the broader group of stakeholders
- Step 5: Review the Working Charter document with Stakeholders and include their feedback
- Step 6: Identify any competing or conflicting interests and resolve

Steps 7 – 11 are planning the implementation items

- Step 7: Sketch out the organization structure
- Step 8: Define milestones
- Step 9: Break milestones into specific deliverables
- Step 10: Begin a document to capture and “parking lot” and long-term Roadmap items.
- Step 11: Begin the Turn-over-to-operations plan

Step 12 is a Pre-Implementation step

- Step 12: Hold a joint review session with sponsors and stakeholders of the Working Charter for Approval by Sponsors and Informing Stakeholders.

Implementation Steps

- Step 13: Complete the activities Planned in steps 7 – 11
 - Step 13A: Implement Organization Structure
 - Step 13B: Achieve each deliverable according to schedule
 - Step 13C: Mark off each milestone through a Phase Gate review

- Step 13D: Keep the Parking Lot current and begin to put dates for planning
- Step 13E: Develop the long-term Roadmap to implement items outside of the initial scope
- Step 13F: Develop the artifacts and staffing model needed for the Operational Model

Wrap-up and Continuity

- Step 14: Communicate successes, risks, issues, and status along the way
- Step 15: Turn over to Operations (This process varies at every organization. Make sure you know what it means for you before you even begin.)
- Step 16: Document your success and get your sponsor to “approve” demonstrating that you met expectations.

Now Celebrate!