



Data Governance Checklist

11 Jan 2024 / Chanelle Daniel

Complete

Score	24 / 25 (96%)	Flagged items	1	Actions	0
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Prepared by

Chanelle Daniel

Conducted on

11.01.2024 10:00 PST

Flagged items

1 flagged

Establishment of Data Governance Framework / Data Governance Tools and Technologies

Have you selected appropriate data governance software platforms?

No

Software platform selections are still on-going

Establishment of Data Governance Framework	1 flagged, 24 / 25 (96%)
Have you defined the purpose and scope of your data governance efforts?	Yes
Have you developed and documented policies and procedures for data governance?	Yes
How many data breaches have occurred in the past year?	16
Are employees required to undergo data privacy training annually?	Yes
Do you have documented data management policies and procedures?	Yes
Attached Policies and Procedures Data Management Policies.pdf Data Management Procedures (2024).pdf	
When was the last time the data governance policy was reviewed and updated?	09.01.2024 14:30 PST
Have you designed a clear data architecture and infrastructure plan?	Yes
Attached Data Architecture and Infrastructure plan fitted for 2023. Data Architecture and Infrastructure Plan.pdf	
Data Governance Implementation	1 / 1 (100%)
Have you created a roadmap outlining the implementation of data governance initiatives?	Yes
How long is the timeline for full implementation of your initiatives?	6 to 9 months
Have you allocated necessary resources and budget for these initiatives?	Yes
How much budget were allocated for this initiative?	15000
USD. Including all software platform annual subscriptions/licenses	
Data Governance Processes:	5 / 5 (100%)
Do you have a process for classifying and categorizing data?	Yes
Have you defined data ownership and accountability mechanisms?	Yes

Is there a structured approach to managing data access and permissions?	Yes
Do you regularly assess and improve data quality?	Yes
How often do you conduct assessment on data quality?	Monthly (2nd week of the month)
Are there measures in place to monitor data security and compliance?	Yes
Data Governance Tools and Technologies	1 flagged, 1 / 2 (50%)
Have you selected appropriate data governance software platforms?	No
Software platform selections are still on-going	
Do you use collaboration and workflow management tools?	Yes
Data Governance Maturity Model	1 / 1 (100%)
Have you assessed your organization's current state of data governance maturity?	Yes
In what level do you think is your organization in place of a data governance maturity?	Level 2 - Awareness. The organization is aware of an upcoming imitative about a better data governance system
What is your target state and goals for improving data governance maturity?	Strengthen data security to reduce/avoid data breaches and also comply with data security regulations
What initiatives have you implemented to progress through different levels of maturity?	None yet.
How do you continuously evaluate and evolve the data governance maturity model?	Ensure proper implementations are in place with enough manpower to focus on this initiative. Ensure that we also assess the impact and gather feedback
Data Governance Communication and Awareness	1 / 1 (100%)
Have you communicated the importance of data governance to stakeholders?	Yes
What resources or training programs are provided to enhance data governance awareness?	None yet. Selection for training programs are on-going for research
Which Departments are your Data Governance initiatives	Human Resources, Finance, and

will be first implemented?

Data Management

Data Governance Integration with Business Processes and Continuous Improvement

5 / 5 (100%)

Have you aligned data governance objectives with business goals and objectives?

Yes

Does data governance support and enhance decision-making and operations across the organization?

Yes

Are there existing strategies/action plan to foster a culture of continuous improvement within the organization?

Yes

Are there mechanisms in place to solicit feedback from stakeholders?

Yes

Are there regular review meetings or reports to assess progress and identify areas for improvement?

Yes

Summary

4 / 4 (100%)

Does your team have sufficient budget and resources to proceed through your initiative?

Fair

Have you established clear timelines and milestones for your data governance initiative?

Pass

Have you engaged all relevant stakeholders throughout the data governance process to ensure buy-in and support?

Pass

Have you identified and addressed any potential risks or challenges that could impact the success of your data governance initiative?

Yes

Assessment Concluded by

Chanelle Daniel

Chanelle Daniel
16.04.2024 14:31 PST

Media summary

File summary

[Data Management Policies.pdf](#)

[Data Management Procedures \(2024\).pdf](#)

[Data Architecture and Infrastructure Plan.pdf](#)