**DATA GOVERNANCE SELF-ASSESSMENT**

**College: \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This tool is designed to help your organization assess the current status of its organizational data governance. It is suggested that you convene a local cross-functional team within your organization to discuss the extent to which each essential practice listed in the first column of the tool is currently implemented in your organization. It is recommended that team members include a mix of technical and functional staff at your college. Teams should identify the degree to which the essential practices have been adopted within their organization based on the rubric options identified in the second, third, fourth, and fifth columns. Below each essential practice, teams should provide comments and evidence that support the decided ranking.

*Don’t be concerned if your organization has made little progress implementing any given essential practice. This assessment will help your organization establish a baseline and develop a plan for implementing the essential practices at scale*.

Please identify who served on the team to complete the Data Governance Self-Assessment:

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| **Staff Name** | **Staff Position Title** | **Role within Data Governance** |
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***Domain 1: Documentation to Support Data Understanding***

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|  **Essential Practice** | **Nonexistent** | **Basic** | **Emerging** | **Strong** |
| **a. Standardized Name for Data Elements** - *Data elements are assigned a standardized name by which the data element is called everywhere in the organization, and data element names are documented.* | [ ] Standardized names for data elements are not documented or known within the organization. | [ ] Standardized names for data elements are inconsistently assigned and inconsistently documented. Names for data elements are inconsistently known among staff. | [ ] Most data elements are assigned a standardized name. Most data element names are documented. Names for most data elements are consistently known among staff. | [ ] All data elements are assigned a standardized name. All data element names are documented via a central resource e.g. data dictionary, data system manual, etc. Names for all data elements are consistently known among staff or staff know where data element names are documented.  |
| Comments and evidence to support ranking: |
| **b. Standardized Definition for Data Elements** - *Data elements are assigned a standardized definition, the definition is documented in a central resource, and staff understand the definition.* | [ ] Standardized definitions for data elements are not documented or known within the organization. | [ ] Standardized definitions for data elements are inconsistently assigned and inconsistently documented. Definitions for data elements are inconsistently known among staff. | [ ] Most data element definitions are assigned. Most data element definitions are documented. Definitions for most data elements are consistently known among staff. | [ ] All data elements are assigned a standardized definition. All data element definitions are documented via a central resource e.g. data dictionary, data system manual, etc. Definitions for all data elements are consistently known among staff or staff know where data element definitions are documented. |
| Comments and evidence to support ranking: |

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|   **Essential Practice** | **Nonexistent** | **Basic** | **Emerging** | **Strong** |
| **c. Rules for Derived/Calculated Data Elements** - *Rules for derived/calculated data elements are documented in a central resource, and staff understand the rules for derived/calculated data elements.* | [ ] Standardized rules for derived/calculated data elements are not documented or known within the organization. | [ ] Standardized rules for derived/calculated data elements are inconsistently documented. Standardized rules for derived/calculated data elements are inconsistently known among staff. | [ ] The standardized rules for most derived/calculated data elements are documented. Standardized rules for most derived/calculated data elements are consistently known among staff. | [ ] Standardized rules for all derived/calculated data elements are documented via a central resource e.g. data dictionary, data system manual, etc. Standardized rules for all derived/calculated data elements are consistently known among staff or staff know where the rules are documented. |
| Comments and evidence to support ranking: |
| **d. Known Location of Data Elements in a Database i.e. Metadata with data lineage (process for collecting data, data origin, and where data is stored)** - *A sole metadata exists and is populated for the organizations data.* | [ ] Metadata is not collected for the organizations data. | [ ] Metadata is inconsistently collected for the organizations data. | [ ] A central metadata is the primary location for all metadata. Metadata is collected for most of the organizations data systems. | [ ] Metadata is collected for the organizations data systems in one central metadata solution. |
| Comments and evidence to support ranking: |

***Domain 2: Supporting Data Quality***

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|   **Essential Practice** | **Nonexistent** | **Basic** | **Emerging** | **Strong** |
| **a. Rules for Creating New Data Elements** - *The organization has developed rules for creating new data elements, the rules are documented and followed, and staff are aware of the rules.* | [ ] There are no rules for creating new data elements. | [ ] Rules for creating new data elements exist, but they are not documented and are inconsistently followed. Few staff are aware that rules for creating new data elements exist. | [ ] Rules for creating new data elements exist and are documented, and they are followed most of the time. Most staff are aware that rules for creating new data elements exist. | [ ] Rules for creating new data elements exist, the rules are documented, and the rules must be followed in order for a new data element to be created. Staff are aware of the rules for creating new data elements or staff know where the rules are documented. |
| Comments and evidence to support ranking: |
| **b. Data Quality Rules** - *The organization has developed data quality rules and has documented the rules for all of the organizations data. The organization also has data quality reports auto-generated on a schedule so staff can correct data in error.* | [ ] Data quality rules do not exist. Data quality auditing to correct data in error is not conducted. | [ ] Data quality auditing is done manually on an ad hoc basis. Data quality rules exist, but are inconsistently documented. | [ ] Data quality reports to support data cleansing are routinely generated for most of the organizations data. Data quality rules to correct errored data are documented for most of the organizations data. | [ ] Data quality reports to support data cleansing are auto-generated for allof the organizations data. Data quality rules to correct errored data are documented for all of the organizations data. |
| Comments and evidence to support ranking: |

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|   **Essential Practice** | **Nonexistent** | **Basic** | **Emerging** | **Strong** |
| **c. Data Elements and/or Data Systems have an Assigned Data Steward/Owner** - *The organization has assigned a data steward/owner for all data and has defined the responsibilities and decision-making power of each data steward/owner. The organization has also enacted a cross-functional data stewardship board to ensure input in decision making is solicited from all relevant business functions.* | [ ] Data does not have an assigned data steward/owner. | [ ] Data has an assigned data steward/owner with defined responsibilities and decision making power, but the data steward/owner operates in silo without business function input. | [ ] Data has an assigned data steward/owner with defined responsibilities and decision making power. Data steward/owner solicits input from representatives of multiple business functions in the decision-making processes as they deem appropriate. | [ ] Data has an assigned data steward/owner with defined responsibilities and decision making power. A data stewardship board exists as a mechanism to ensure input is solicited in the decision-making process from all relevant business functions. |
| Comments and evidence to support ranking: |
| **d. Data Inventories Are Regularly Conducted** - *The organization has a process of routinely inventorying its data to assess what data elements are collected and stored. This practice supports other practices of data governance e.g. assigning standardized names and definitions of data elements, metadata updates, etc.* | [ ] The organization does not have a process of inventorying its data. | [ ] The organization has a process of inventorying its data, but it is not routinely conducted. | [ ] The organization has a process of inventorying its data, and it is routinely conducted. However, this process is not connected to other data governance practices e.g. if an inventory reveals a new data element, the uncovered element is not documented. | [ ] The organization has a process of inventorying its data, and it is routinely conducted. The process of inventorying data supports other essential practices such as *assigning standardized names and definitions of data elements, metadata updates, etc.* |
| Comments and evidence to support ranking: |

***Domain 3: Data Security***

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|   **Essential Practice** | **Nonexistent** | **Basic** | **Emerging** | **Strong** |
| **a. Data Access Rules** - *The organization has established rules for assigning staff access to data. Data access rules are documented and followed to promote data security.* | [ ] Data access is randomly assigned. | [ ] Rules for assigning staff access to data exist, but they are not documented and are inconsistently followed.  | N/A | [ ] Rules for assigning staff access to data exist, and they are documented. In order for staff to be given access to data, the data access rules must be followed. |
| Comments and evidence to support ranking: |
| **b. Data Usage Rules (Internal)** - *The organization has established rules for data usage such as data usage ethics/data privacy that align with local policy and state and federal laws. These rules are documented, and staff are trained on data usage rules when data access is granted.* | [ ] Data usage rules do not exist. | [ ] Data usage rules exist, but they are not documented and are inconsistently followed.  | [ ] Data usage rules exist, and they are documented. Most staff are aware that data usage rules exist. | [ ] Data usage rules exist, and they are documented. All staff are trained on data usage rules at the time data access is granted. |
| Comments and evidence to support ranking: |

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|   **Essential Practice** | **Nonexistent** | **Basic** | **Emerging** | **Strong** |
| **c. Data Sharing Rules (External)** - *The organization has established rules for data sharing such as public records request processes or data sharing agreements that align with local policy and state and federal laws. These rules are documented, and staff are trained on data sharing rules when data access is granted.* | [ ] Data sharing rules do not exist. | [ ] Data sharing rules exist, but they are not documented and are inconsistently followed.  | [ ] Data sharing rules exist, and they are documented. Most staff are aware that data sharing rules exist. | [ ] Data sharing rules exist, and they are documented. All staff are trained on data sharing rules at the time data access is granted. |
| Comments and evidence to support ranking: |
| **d. Data Destruction** - *The organization has documented rules and routinely assesses for the destruction of data i.e. data retention policy, methods of data destruction, and staff responsible for conducting data destruction.* | [ ] The organization does not have rules for data destruction. | [ ] The organization has rules for the destruction of data, but the rules are not documented. Data destruction occurs at random; there is no standardized routine of engaging in the data destruction process. | [ ] The organization has rules for the destruction of data and routinely engages in the data destruction process. Data destruction rules are documented. | [ ] The organization has rules for the destruction of data and routinely engages in the data destruction process. Data destruction rules are documented. Designated staff coordinate the destruction process to ensure compliance with data destruction rules. |
| Comments and evidence to support ranking: |

***Domain 4: Strategic Data Use***

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|   **Essential Practice** | **Nonexistent** | **Basic** | **Emerging** | **Strong** |
| **a. Goal-Setting** - *The organization identifies measurable goals derived from analysis and staff are aware of goals.* | [ ] The organization does not have measurable goals. | [ ] The organization has established goals, but these goals are not informed by analysis. Awareness of goals is limited to only a few staff. | [ ] The organization has established goals, and these goals are informed by analysis. Awareness of goals is limited to only a few staff. | [ ] The organization has established goals, and these goals are informed by analysis. The organization shares its goals with staff to build organizational awareness. |
| Comments and evidence to support ranking: |
| **b. Program Evaluation** - *The organization evaluates the outcomes of its programs.* | [ ] Program evaluation plans are non-existent. | [ ] Program evaluation plans exist but are vague and without specific details related to the evaluation process/design. Evaluation results rarely influence decisions to improve the program. | [ ] Program evaluation plans exist and details related to the evaluation process/design are explicit. Evaluation results sometimes influence program coordination and decision-making. | [ ] Program evaluation plans exist and details related to the evaluation process/design are explicit. The organization actively uses evaluation results to inform program coordination and decision-making. |
| Comments and evidence to support ranking: |

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|   **Essential Practice** | **Nonexistent** | **Basic** | **Emerging** | **Strong** |
| **c. Supports for Data Literacy** - *The organization provides professional development and resources (e.g. performance scorecards, data user guides, etc.) to support building data literacy. The organization has designated staff who coordinate supports for data literacy.* | [ ] The organization does not offer professional development/resources to support building data literacy. | [ ] The organization rarely offers professional development opportunities and has limited standardized resources to support building data literacy. | [ ] The organization regularly offers professional development opportunities and has a standardized set of resources to support building data literacy. | [ ] The organization regularly offers professional development opportunities and has a standardized set of resources to support building data literacy. The organization has designated staff who coordinate supports for data literacy. |
| Comments and evidence to support ranking: |