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Standard Operating Procedure for Data Governance Plan

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PARTICULARS — Scope Responsibilities Procedure Flowchart



Purpose

This SOP outlines the process for developing a **comprehensive data governance plan** for an organization. The plan will establish frameworks, policies, and procedures to ensure the **quality**, **security**, **accessibility**, **and integrity** of data assets throughout their lifecycle.

Scope

This SOP applies to the creation of a data governance plan for all data owned or managed by the organization, regardless of source or format.

Responsibilities



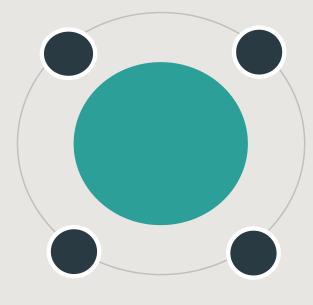
Data Governance

Officer

Leads the development and implementation of the data governance plan.

IT Departments

Provides technical expertise and infrastructure support for data governance initiatives.



Data Stewards

Appointed individuals responsible for specific data domains or assets.

Oversee data quality, security, and compliance within their assigned area.

Business Users

Utilize data for analysis and decision-making. Responsible for adhering to data governance policies.

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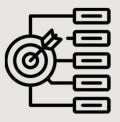
Requirements



Data inventory tools



Data classification framework template



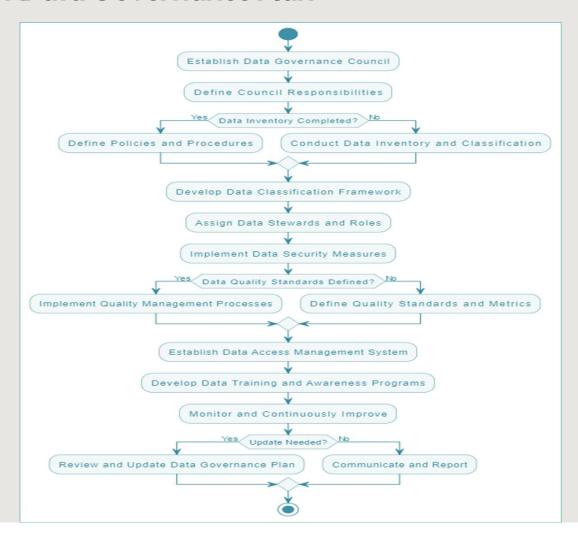
Data quality
management tools



Data security policy documentation

Flowchart of Data Governance Plan







Procedure for Data Governance Implementation

1. Establish Data Governance Council:

- Form a data governance council with representatives from key business units, IT, and legal departments.
- Define the council's responsibilities, including setting data governance goals and overseeing plan implementation.

2. Data Inventory and Classification:

- Conduct a comprehensive data
 inventory to identify all data assets
 owned or managed by the organization.
- Develop a data classification framework to categorize data based on sensitivity, criticality, and regulatory requirements.

3. Define Data Governance Policies and Procedures:

- Develop data governance policies addressing areas like data
 ownership, access control, data
 quality management, data
 retention, and data security.
- Establish procedures for data usage, data breach notification, and data lifecycle management.



4. Assign Data Stewards and Roles:

5. Implement Data Security Measures:

6. Data QualityManagement:

- Identify and appoint data stewards for specific data domains or assets.
- Clearly define the roles and responsibilities of data stewards, including data quality monitoring, access control enforcement, and user training.
- Implement data security measures aligned with the data classification framework, including access controls, encryption, and intrusion detection systems.
- Ensure compliance with relevant data
 privacy regulations (e.g., GDPR, CCPA).

- Define data quality standards and metrics for different data sets.
- Implement data quality
 management processes to identify
 and remediate data inconsistencies
 and errors.



7. Data Access Management:

- Establish a data access control system that grants access to data based on the principle of least privilege.
- Define user access request procedures and approval workflows.

8. Data Training and Awareness:

- Develop data governance training programs for business users and data stewards.
- Raise awareness about the importance of data governance and best practices for data handling.

9.Monitoring and Continuous

Improvement:

- Regularly monitor the effectiveness of the data governance plan and identify areas for improvement.
- Review and update the data governance plan periodically to reflect changes in business needs and regulations.

10. Communication and Reporting:

- Establish clear communication channels regarding data governance policies and procedures.
- Develop reporting mechanisms to track data governance activities and performance metrics.

General Instructions



- **1. Thorough Understanding:** Ensure a comprehensive understanding of the organization's data landscape, including data sources, formats, usage, and regulatory requirements.
- **2. Collaborative Approach:** Collaborate closely with stakeholders from various departments, including IT, legal, and business units, to gather insights and ensure alignment with organizational goals.
- **3. Customization:** Tailor the data governance plan to suit the organization's specific needs, industry regulations, and data maturity level.
- **4. Documentation:** Maintain detailed documentation of all data governance policies, procedures, and decisions for transparency and accountability.
- **5. Training and Awareness:** Provide regular training sessions and awareness programs to educate staff about data governance principles, policies, and procedures.
- **6. Continuous Improvement:** Continuously monitor and evaluate the effectiveness of the data governance plan, making adjustments as needed to address evolving business requirements and data challenges.

General Challenges



- 1. **Resistance to Change:** Overcoming resistance from stakeholders who may be accustomed to existing data management practices or reluctant to adopt new policies and procedures.
- 2. **Data Silos:** Addressing data silos and disparate systems within the organization that may hinder data governance efforts and data quality.
- **3. Resource Constraints:** Managing data governance initiatives with limited resources, including budget, time, and skilled personnel.
- **4. Data Quality Issues:** Dealing with data quality issues such as inconsistencies, inaccuracies, and incomplete data sets that may undermine the integrity and reliability of decision-making.
- **5. Regulatory Compliance:** Ensuring compliance with evolving data privacy regulations and standards, which may require ongoing adjustments to data governance practices.



Process Implementation Checklist

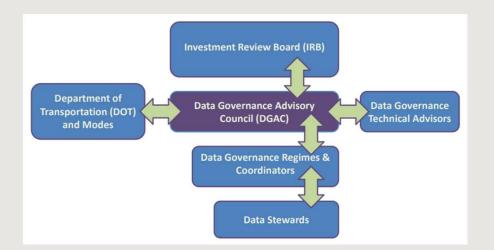
Do's	Don'ts	
Do Communicate Effectively	Don't Neglect Training	
Do Prioritize Data Security	Don't Ignore Feedback	
Do Foster Collaboration	Don't Overcomplicate	
Do Monitor Performance	Don't Assume Compliance	
Do Stay Updated	Don't Forget Governance Structure	

Inputs

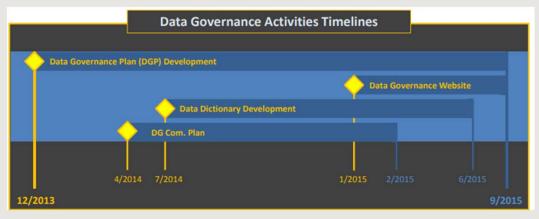


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Link to Sample







Revision History

Appendix

Archives



https://www.fhwa.dot.gov/data gov/dgpvolume%201.pdf



THANKYOU