☑ Checklist

☑ Data governance and architecture

- ☐ Establish data governance principles to ensure data quality throughout the business processes lifecycle, focusing on the data's availability, usability, integrity, security, and compliance.

- ☐ Appoint a data steward to ensure data governance principles are applied.

- ☐ Define proper use cases and make data available to support the business processes.

- ☐ Define proper rules and select applications for master data management.

- ☐ Define a proper data architecture that depicts a holistic view of the data repositories, their relationships with each other, and ownership. Capture the data owners, systems, and conceptual flow between systems during your design and analysis phases.

☑ Data modeling

- ☐ Define, clearly document, and keep a data model up to date to serve as a blueprint.

- ☐ Conform the data model to the Common Data Model standard without deviations to ensure cross-application compatibility and future readiness.

☑ Data storage

- ☐ Estimate and forecast data storage needs across different environments and types of data stores used in the solution.

☑ Configuration data and data migration

- ☐ Create, maintain, update, and test a configuration plan throughout the project lifetime. It accounts for all the required configuration data you import to support go live.

- ☐ Ensure the data migration analyst, data migration architect, and data steward create a plan for data migration that includes identifying data sources, data mapping, environments, ETL, testing, and cutover planning.

- ☐ Focus on maximizing the data throughput during migration by following Customer Engagement apps best practices.

- ☐ Optimize for network latency by staging in the cloud and batching requests.

☑ Data integration

- ☐ Only store necessary data in the app for key processes that actively interact with it and choose the right type of data store based on the usage.

☑ Data quality

- ☐ Create a realistic view of your data quality and estimate the efforts required to perform the necessary cleanup.

- ☐ Ensure that the apps have the necessary validations and controls to enforce data quality and that you have processes to measure and report on it.

- ☐ Maintain high-quality data by following the principles in this chapter, and have leadership drive the habit of managing data on an ongoing basis.