**Executive Summary**

The following proposal will outline a plan to create a formalized Data Governance Committee, which will be responsible for the management, oversight, curation, and administration of AdherisHealth’s data assets, and the architecture that supports it.

**Background**

AdherisHealth’s core business objectives are driven through our ability to be trusted, competent stewards of sensitive, prescription-based pharmacy data. Historically, the stewardship of this data has been explicitly entrusted to the information technology group within the business, of which various data / database specific individuals are a part. Aligning the discrete aspects of data management with business goals and objectives has occasionally been a challenge, due in part to the broad scope that encompasses “IT”.

**Potential upside**

As our business objectives grow, and become more complex, a cross-functional committee that can be leveraged to make informed, insightful, comprehensive decisions as it relates to the use of the data under our control would serve to:

* + Analyze and reduce costs incurred through the use of decentralized data management techniques and processes
  + Raise confidence in data quality
  + Increase efficiency through the reuse of cross-functional standard processes and techniques
  + Improved compliance with ever-evolving regulatory requirements
  + Establishment of clear rules and expectations around the capability present within our data
  + Improved ability to scale technical solutions to serve business proposals

**Key Success Factors**

* + Solid commitment from all stakeholders
  + Explicit support from executive management
  + Clear, timely communication
  + Collaboration between business, technical, and analytical silos
  + Availability of required skills
  + Technology / tool support
  + Adoption of industry best practices

**Potential Risks**

* + Missing commitment
  + Lack of communication
  + Unclear roles & responsibilities
  + Resource shortfall
  + Lack of skilled employees

**Plan of action**

There are many suggestions, techniques, and solutions available to assist in establishing a solid Data Governance Framework. With consideration given to the size of our organization, and the amount of data under our purview, I propose an approach that focuses on clearly delineating the following data-related attributes:

**Data Management**

* + Data Quality
  + Architecture
  + Integration
  + Synchronization
  + Metadata
  + Transformation

**Business Process Management**

* + Business Rules
  + Design
  + Modeling
  + Execution
  + Monitoring
  + Optimization

**Compliance Management**

* + Policy
  + Standards
  + Privacy
  + Security

**People Management**

* + Roles and responsibilities
  + Accountability
  + Communication
  + Ownership
  + Collaboration

With your executive sponsorship, I further propose that I be allowed to form a **Data Governance Steering Committee** which will be responsible for setting the overall governance strategy, championing the work of data stewards, and holding the governance organization accountable to timelines and outcomes. I propose that I and Gia Belanger serve as co-chairs for the initial rollout of the initiative. After the formation of the steering committee, we would then identify **data owners**, who are individuals responsible for ensuring that information contained within a specific data domain is appropriately governed across technical systems and lines of business. The data owners would then be responsible for identifying **data stewards**, who are subject matter experts that will be accountable for the day-to-day management of our data.