**Open Data Governance Plan (Template)**

\*Please note that some of these items may be included in the policy that you are working on, e.g. committee membership and meeting frequency. Filling in some specifics here may help you in drafting that policy, but you should consider this a living document that may change as you go through the process of drafting and vetting the policy.

**Decision point: Data governance team composition**

*List who will be on the initial “open data leadership team” and then who you expect to invite to be on a more permanent “open data governance committee.”*

1. Pre-launch (internal):
   1. Committee Chair
   2. Mayor/City Manager/other executive
   3. Project Lead
   4. Departments, which may include: fire, police, code enforcement, public safety, health & human services, 311, planning & zoning, public works, parks, etc.
   5. Others

II. Post-launch/ongoing (may include external)/additional stakeholders:

1. Those listed above
2. IT
3. Local universities
4. Communications department(s)
5. Others

**Decision point: Meeting frequency**

*Note how often the governance committee will meet to discuss the open data program. This may change - you could discuss this as the first meeting and get feedback.*

**Decision point: Data governance team responsibilities**

*Add to or expand on items below.*

1. Short-term:
2. Review and edit draft policy
3. Gain policy buy-in
4. Develop strategy to prioritize internal datasets to release
5. Review accessibility of data
6. Review quality of data
7. Develop workflow to review datasets as they are released
8. Develop strategy to identify demand for datasets from external stakeholders
9. Review technology options

II. Long-term

1. Establish policies for data quality, user requirements, [privacy concerns](http://www.seattle.gov/tech/initiatives/privacy)
2. Automate datasets
3. Other

**Decision point: Public engagement**

*Document plans for engaging the public in open data program development.*

* 1. Pre-launch
  2. Post-launch

**Decision point: Tracking progress and demonstrating value**

*Brainstorm items that you will track to demonstrate progress on or value of the program. Examples are below:*

* # of departments that have completed the dataset inventory (%)
* # of departments that have completed publishing plans (%)
* Percent of inventoried datasets that are published
* Percent of datasets updated on time
* Percent of datasets with required metadata
* Percent of respondents indicating that they use the data portal to access data internally and from other departments
* Number of products made with open data
* Percent of users that are return users
* Number of dataset downloads
* Number of data portal accounts
* Number of API hits
* Number of city responses to open data suggestions
* Open data presence on social media
* Number of participants at a open data community event (hackathon, strategic plan visioning, data release party, etc.)
* Number of ad hoc data requests
* Number of FOIA requests
* Number of internal or intra-departmental data requests
* Number of staff hours responding to data requests