# Data Management Automations – Service Plan

## 1. Overview

The Data Management Automations Team supports enterprise business lines by delivering automated, scalable, and compliant solutions that enhance data governance, data quality, and operational efficiency. Our team provides a comprehensive suite of automation services designed to reduce manual effort, minimize risk, and enable faster, data-driven decision-making across the organization.

## 2. Current Service Offerings

• Data Profiling – Automated data quality and statistical profiling using Alteryx and Python.

• Data Lineage – Metadata-driven mapping and visualization of data flow across systems (using SQL, Collibra, and custom lineage automation tools).

• Data Quality Rules Implementation – Design, testing, and deployment of DQ and business rules in Collibra DQ, with integration into production pipelines.

• Audit Support and Documentation – Providing audit-ready documentation, lineage proofs, and data quality evidence for SOX and regulatory reviews.

• Alteryx Workflows Management – Monthly maintenance, optimization, and governance of over 200+ Alteryx workflows across business domains.

• Data Quality Metadata Reporting – Generation of standardized metadata-driven DQ dashboards and metrics in Power BI and Azure Databricks.

• Monthly Reports and Monitoring – Regular publishing of Data Quality performance reports and exception tracking metrics to business stakeholders.

• Automation Enablement – Continuous process improvement initiatives and workflow automation to eliminate redundancies and improve efficiency.

## 3. Key Tasks and Responsibilities

• Implementing automated data profiling jobs and quality scans across systems.

• Configuring, validating, and deploying Collibra Data Quality rules and dashboards.

• Creating, scheduling, and optimizing Alteryx workflows for monthly and ad-hoc reporting needs.

• Maintaining data lineage and mapping through automated scripts and metadata ingestion processes.

• Supporting internal and external audit requests through data traceability and documentation delivery.

• Developing Python-based automation scripts to streamline metadata processing, lineage, and quality monitoring.

• Managing metadata reporting pipelines in Power BI and Azure Databricks.

• Driving continuous improvement projects focused on automation and efficiency gains across the enterprise data landscape.

## 4. Service Level Agreements (SLAs)

The following Service Level Agreements define standard completion timelines and quality expectations for services delivered by the Data Management Automations Team.

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| Service | Description | Target SLA / Completion Time |
| Data Profiling | Run profiling jobs and share summary reports | 2–3 business days |
| Data Lineage Updates | Update or create new lineage maps | 5–7 business days |
| DQ Rules Implementation | Develop, test, and deploy DQ rules in Collibra | 7–10 business days |
| Audit Support | Provide audit evidence and traceability documentation | Within 5 business days of request |
| Alteryx Workflow Updates | Enhancements, fixes, or optimizations | 3–5 business days |
| DQ Metadata Reports | Generate monthly DQ metrics and reports | By the 3rd business day of each month |
| Automation Requests | Custom automation script development | 10–15 business days (depending on complexity) |