**Action Plan**

Executive Summary

This action plan outlines the steps to be taken by the Master Data Management (MDM) department over the next month. The plan focuses on four key objectives:

* Overview of Data Quality and data governance
* Defining data quality issues
* Understanding the business.
* Kick-start Data cleaning process

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| Tasks | Assigned to | Due date | Name of Coach |
| **1. Overview of Data Quality and data governance**   * Understanding relation between data quality and Data governance * Data governance roles in data quality * Understanding Data quality metrics in defining data quality issues * Data cleaning methodologies | Bulte Belay  Dinkensh Getachew  Temare Asefa  Dawit Shibabaw | 24/02/2024 | Freweyni G and Yonatan S |
| **2. Defining data quality issues:**   * Define data quality issues using standard data quality metrics and pre-defined business policies and rules. * Defining Root cause analysis mereologies. | Bulte Belay  Dinkensh Getachew  Temare Asefa  Dawit Shibabaw | 02/03/2024 | Mikias T and Adissu K |
| **3.** **Understanding the business**   * Understanding key business concepts * Understanding database tables and queries. * Aligning the business concept with database tables * Aligning and understanding business logics with database stored procedures and logics   . | Bulte Belay  Dinkensh Getachew  Temare Asefa  Dawit Shibabaw | 23/03/2024 | Betelhem B and Mikias T |
| **4. Kick-start Data cleaning process (we can proceed based on the above defined data cleaning methodologies)**   * Defining data quality issues * Defining root cause * Defining stakeholders * Communicate stakeholders * Kick start the data cleaning * Follow-up and report the data cleaning status (continues …) * Recommend control measures. | Bulte Belay  Dinkensh Getachew  Temare Asefa  Dawit Shibabaw | 30/03/2024 | All staffs based on the domain |