

## Template: Data Governance Plan for e-Commerce Company

Creating a data governance plan for any company involves defining policies, procedures, and standards to manage and protect data across its lifecycle. Below is a simple template you can use to create a comprehensive data governance plan:

**Name of the merged entity:** <\_\_\_\_>

### Section 1: Draft Purpose and Scope for Data Governance Plan

- Describe the primary objective of the plan, ensuring integrity, privacy, security, and effective utilization of data in the e-commerce business.
- Define the scope of the data governance plan, including all areas of the company that handle data, such as sales, marketing, customer service, inventory management, and financial data.

Write your responses in the below given table.

<b>Purpose</b> <Write your response here>
<b>Scope</b> <Write your response here>

### Section 2: Draft Data Governance Objectives

Define clear data governance objectives for FutureMart that align with the business goals and maintain data quality, accuracy, security, and accessibility. Write your responses in the below given table. Your data governance objectives should include:

<b>Data quality</b> <Write your response here>
<b>Data security</b> <Write your response here>

<b>Data compliance</b> <Write your response here>
<b>Data availability</b> <Write your response here>
<b>Data consistency</b> <Write your response here>
<b>Data usage</b> <Write your response here>

### Section 3: Draft Data Governance Framework (Optional)

Create a data governance framework for FutureMart. This framework should include key roles and responsibilities and policies that guide data collection, usage, retention, and security within FutureMart. Write your responses in the table below.

1. First, define the roles and responsibilities of the data governance framework.

#### Data governance roles and responsibilities

<b>Data governance steering committee</b> <Write your response here>
<b>Data steward</b> <Write your response here>
<b>Data owners</b> <Write your response here>
<b>Data users</b> <Write your response here>

2. Define the data governance policies for data collection, usage, retention, privacy, and security.

<b>Data collection</b> <Write your response here>
<b>Data usage</b> <Write your response here>
<b>Data retention</b> <Write your response here>
<b>Data privacy and security</b> <Write your response here>

#### Section 4: Create Data Management Practices

Establish robust data management practices that are essential for maintaining data integrity, security, and accessibility across FutureMart. Write your responses in the table below.

<b>Data classification</b> <Write your response here>
<b>Data quality management</b> <Write your response here>
<b>Data integration</b> <Write your response here>
<b>Data documentation</b> <Write your response here>

## Section 5: Create Data Security and Privacy Policies

Create data security and privacy policies to strengthen FutureMart's data security. Write your response in the table below.

<b>Data encryption and masking policy</b> <Write your response here>
<b>Data access control policy</b> <Write your response here>
<b>Data incident management policy</b> <Write your response here>

## Section 6: Draft Compliance and Legal Considerations Policies

Create compliance and legal considerations policies to ensure accountability and transparency in data for FutureMart. Provide your response in below given table.

<b>Data regulatory requirements policy</b> <Write your response here>
<b>Data auditing and reporting policy</b> <Write your response here>
<b>Data retention and disposal policy</b> <Write your response here>

## Section 7: Draft Additional Components of Data Governance Plan (Optional)

In this section, you'll draft additional components of data governance plans. This section is optional and given for practice purposes. Provide your response in below given table.

**Draft a section for data governance tools and technologies**

**<Write your response here>**

**Draft a section for data governance training and awareness**

**<Write your response here>**

**Draft a section for performance metrics and reporting**

**<Write your response here>**

**Draft a section for the implementation plan**

**<Write your response here>**