To start the project, I would find individuals from marketing, product, finance, business development, UFB, and other teams to organize the “Metadata Curation Committee”.  Each committee member would be the stakeholder for each team’s involvement in the project. In addition to the aforementioned teams, I would also want to work with someone from Management to solicit advice and help me outline the project and its strategic goal. Once these individuals have been contacted and are excited to join the committee, I would schedule an initial meeting as a group to discuss the committee's goals and scope of the project.

Prior to the meeting I would create an outline in a Confluence Wiki of the following items:

* Data Items
* Data Tables
* KPIs/metrics
* Who owns the data?
* Who uses the data?
* Mapping the data from tables to original source of data
* What data items are similar but have different names?
* Metadata items

At the first meeting, I would emphasize that the goal of this project is to provide consistency in data reporting and reduce frustration by documenting data well. I would then want representatives from each team on the committee to provide definitions and the issues they are currently facing so we can work toward finding a solution and everyone’s voice is heard. At the end of the meeting, I would assign each data owner the task of providing definitions and working on the outline in the Confluence wiki by the next meeting. In the interim, I would make myself available to help with the process.

At the second meeting, I would review each data item one by one and the relevant metadata to make sure everyone in the group has time to give their input for approval. After a few meetings, once we have developed a culture and the method and means of our committee is clear, we could transition to online meetings or conference calls. To ease the transition, I would propose we use JIRA to facilitate project management. With JIRA, we would be able to identify each pain point as previously mentioned and start an agile workflow. JIRA would allow us to prioritize what tasks need to be completed, what tasks are in progress, what needs to be reviewed, and check off what has been completed.

In addition to JIRA, I would promote the use of the wiki data dictionary to those who are not represented on the committee as well. Finally, I would create a document that outlines the committee, its work, the process for introducing a new data item, and its reviewal process.