Data Governance Plan
Riverwood Health Clinic

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Data Governance Plan: Riverwood Health Clinic

1. First 30 Days – Understanding and Assessment

- **Objective**: Understand the current state of data management and governance needs.
- **Actions**:
  - Meet with department heads (clinical, billing, IT) to identify data challenges.
  - Create a high-level **data flow map** from data intake (patient onboarding, lab results) to reporting (billing, administrative reports).
  - Conduct a **data audit** to assess the quality of three key datasets (e.g., clinical records, billing data).
  - Identify existing **pain points** related to data quality, security, and compliance.
- **Deliverables**: Data flow map, high-level data audit report, identified data governance pain points.

2. First 60 Days – Framework Implementation

- **Objective**: Establish the data governance structure and key policies.
- **Actions**:
  - Finalize and implement the **Data Governance Framework** approved by the council.
  - **Form the Data Governance Council**: Appoint council members, establish meeting schedules.
  - Begin creating the **data dictionary**, documenting field names and definitions for key datasets.
  - Define **data quality policies** for critical data sources (e.g., clinical, billing).
- **Deliverables**: Finalized framework, data governance council established, initial version of the data dictionary.
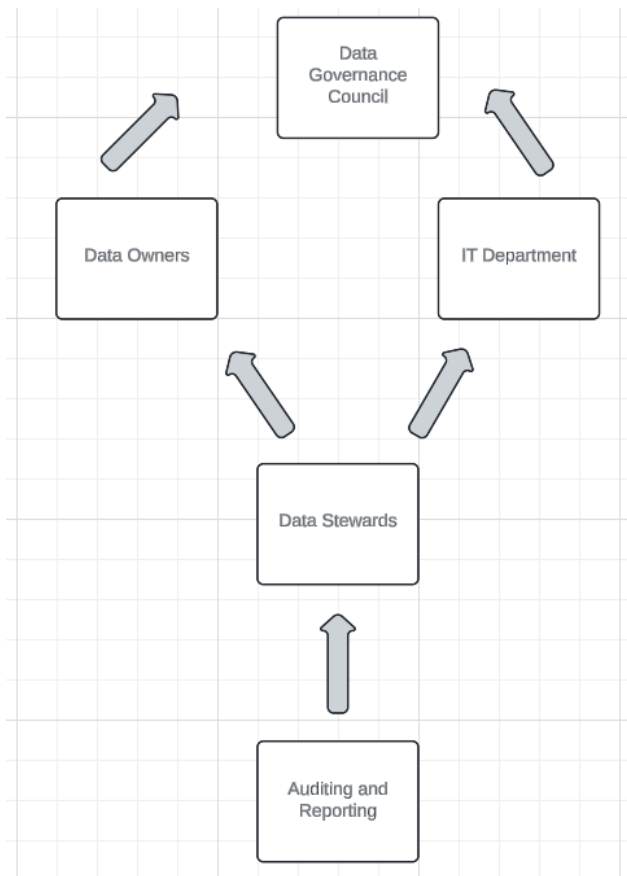
3. First 90 Days – Operationalization

- **Objective**: Begin implementing data governance policies and addressing key data issues.
- **Actions**:
  - Clean up **key datasets** by addressing data quality issues (duplicates, missing data).
  - Implement **role-based access controls** to protect sensitive data and ensure compliance.
  - Provide **training** to data stewards and staff on data governance policies and procedures.
- **Deliverables**: Cleaned data, access controls in place, training completed.

4. Ongoing Monitoring and Review

- **Objective**: Maintain and improve data governance practices through regular audits and feedback.
- **Actions**:
  - Conduct **regular audits** to ensure data quality and security policies are being followed.

- ○ Gather feedback from department heads and data stewards to continuously improve the governance framework.
- ○ Adjust policies and governance structures as necessary based on audit results and feedback.
- **Deliverables**: Regular audit reports, feedback assessments, updated policies.

5. Deliverables Summary

- **30 Days**: Data flow map, initial audit report, identified pain points.
- **60 Days**: Final framework, data governance council established, initial data dictionary.
- **90 Days**: Cleaned datasets, access controls implemented, staff training completed.
- **Ongoing**: Continuous audit reports, updates to governance policies and procedures.

Data Governance 30-60-90 Day Plan Gantt Chart

Tasks (top to bottom): Update Policies and Procedures, Conduct Regular Audits, Provide Training, Implement Role-based Access Control, Clean Key Datasets, Implement Data Quality Policies, Create Data Dictionary, Establish Data Governance Council, Audit Key Datasets, Meet Stakeholders, Understand Environment

X-axis: Days (0 to 100+)