## Data Governance Review:

## Project Name

## Date of Review: Date

## Overview:

Provide a brief overview of the purpose and scope of the data governance review.

## Data Quality: Evaluate the quality of the data used in the project, ensuring it meets predefined standards and requirements.

* 1. Data Accuracy:
     1. Assessment : Both data from the 2 sources seems to be accurate, as they are from recognized sources like NASA and the Jet Propulsion Laboratory
     2. Action Items : Verify the accuracy of the data in the databases by cross-referencing using updated info from other reliable sources

## Completeness:

* + 1. Assessment : Databases would be considered complete, as they fulfill the requirements for the information needed for the project
    2. Action Items : Monitor the databases to make sure there is no missing data or any incomplete data, and fill in if needed

## Consistency:

* + 1. Assessment : both databases are consistent with the information contained in them
    2. Action Items : check occasionally to ensure both databases retain their consistency.

## Timeliness:

* + 1. Assessment : the data from NASA is regularly updated, while the other database from the university contains past information, but is filled out
    2. Action Items : cross check and regularly check the databases to make sure all information is filled out and up to date

## Data Security: Assess the security measures in place to protect sensitive and confidential data.

* 1. Access Controls:
     1. Assessment : none of the information gathered here is restricted to anyone, as this is all public information released by a very trusted organization in NASA
     2. Action Items : if any security measures need to be implemented, make sure to do so, and also check their respective websites as well to make sure everything is the same.

## Encryption:

* + 1. Assessment : Since this is public information, there isn’t any encryption methods that I’ve come across when navigating these websites
    2. Action Items : If there is any, make sure to take note, and ensure that both databases meet the necessary requirements.

## Data Masking/Anonymization:

* + 1. Assessment : From what I’ve seen, there isn’t any data being masked or anonymized
    2. Action Items : Review the data to make sure that if there were any changes here, they comply with the privacy regulations, and make note of them.

## Data Compliance: Review compliance with relevant data protection regulations and internal policies.

* 1. Regulatory Compliance (e.g., GDPR, HIPAA):
     1. Assessment : Both databases comply with the GDPR guidelines
     2. Action Items : review and periodically check on the data to make sure that any new data being added to the databases complies with the guidelines

## Internal Policies:

* + 1. Assessment : Data management aligns with internal policies regarding security, protection, and privacy
    2. Action Items : Check in occasionally to confirm that each database fulfills the policies

## Data Documentation: Evaluate the completeness and accuracy of data documentation.

* 1. Metadata:
     + 1. Assessment : Metadata regarding the description of the content, structure, and context of the data is provided in both databases
       2. Action Items : ensure that the metadata is up to date, making note of any changes and additions to this section
     1. Data Catalog:
        1. Assessment : the catalog of data seems to be updated whenever there is a new addition
        2. Action Items : confirm to make sure that if any new additions are added, they are being updated in the data catalog, for insurance
     2. Data Lineage:
        1. Assessment : everything regarding the origin and the transformation of the data is being documented
        2. Action Items : validate that the documentation is correct and up to date

1. Data Lifecycle Management: Assess how data is handled throughout its lifecycle, from creation to archival.
   * 1. Data Creation and Collection:
        1. Assessment : the processes used follow standard procedure and are documented
        2. Action Items : ensure and validate the accuracy and to make sure that this is documented somewhere as well
     2. Data Storage and Retention:
        1. Assessment : I personally haven’t seen a backup in both databases
        2. Action Items : confirm that there is a backup for both databases, and if there isn’t, make sure there is a way
     3. Data Archiving and Deletion:
        1. Assessment : Not too sure if there is a data archive or deletion for both databases
        2. Action Items : validate and note down if there is an archiving and deletion for both databases
2. Recommendations and Action Plan: Summarize key findings and provide recommendations for improvements in data governance.
   * 1. Immediate Actions:
        + 1. Action 1 : Make sure that there is some sort of Data archiving and Deletion happening somewhere
          2. Action 2 : validate the existence of the data storage and retention
     2. Long-term Improvements:
        + 1. Recommendation 1 : for both databases, an implementation of an automated system for alerts whenever there is a new change to the database, for example would be very helpful
          2. Recommendation 2 : like for recommendation 1, an automated alert for when there is any anomaly or differences in the database could be useful as well
3. Follow-up Plan: Outline the plan for implementing the recommended actions and schedule follow-up reviews.
   1. Timeline:
      1. Timeline for Immediate Actions --- complete within the next 2 weeks or so
      2. Timeline for Long-term Improvements --- develop over the course of maybe the whole semester and beyond, as this is a project that I want to use maybe in my resume to apply for jobs