

Data Governance Health Status Checks

+ Positive Feedback

- (O2) Data validation columns were helpful
- (O2) I think the first page of the newsletter will help with data sharing and staying up to date with the inventories. The featured department could be a good way to incentivize effort put towards data governance/management. And resources for data managers is always going to be helpful.
- (O2) I think the first two tables of the newsletter are fairly self-explanatory after going through the engagement sessions.
- (O2) From what I can as of now, the health status check procedures look doable. I can't really give a good answer until I have some time spent in the data coordinator position, but I think these procedures look reasonable.
- (O2) At the moment I can't really think of any addition that would improve my ability to carry out the procedures.
- (H1) Data validation always helps keep things uniform! Good call. My opinion is I'll try my best to put the data in a format that helps your team out the best.
- (H1) The First page of the newsletter template looks just fine. Tables look clear and easily readable.
- (B1) The prototype was impressive and was shared with supervisors
- (B1) Our group mastered our partners process with suggestions for defining compliance
- (B2) This prototype was very helpful in providing a cohesive model for what the procedures for health status checks should look like. It's a window into ideas that we haven't even fully fleshed out on our end.
- (C1) It seems like you have created an incredible plan that will help each department keep their trackings and summaries up to date!
- (B1) We like the newsletter we will use it to help promote consistent data inventorying.
- (C1) The Critical Records Report also seems like it will be a valuable tool to use to find missing data and data that needs updating.
- (O2) Health Status Check documents in newsletter is a good way to get new departments started in using open data
- (B2) The code is well documented.

? Questions

Constructive Criticism



- (I1) include borders on the "Fields" in the Key sheet – this would just help with legibility.
- (H1) The City Summary in the newsletter template is a bit jumbled, but that's my opinion. I was able to follow but it took an extra min. I'm not sure what qualifies the severity of the data inventory between the three values, "Mission Critical, Vital, and Important". If that's important for me to know.
- (O2) The last three tables in the newsletter may need some sort of documentation to explain what we mean by Mission Critical, Vital, and Important if they haven't read the instructions for the Critical Records Report macro.
- (B1) Discussed their concern that datasets may not appear in the important category before they appear in the vital or mission critical category because this program will be run no more than 4 times a year. Discussed possibly changing the date range for classifying datasets that are updated yearly so that all datasets will appear in the important category before appearing in the more critical categories. This is a valid concern. We are not quite sure why, but they decided to have us leave the level of criticality definitions as they are.
- (B1) Discussed offsetting the level of criticality date ranges to account for running the Critical Records Program quarterly. The date ranges are not based on calendar quarters - all records are classified based on their creation or update date relative to the date the program is run. We suggested that the Health Status Checks could be offset from calendar quarters by holding them two weeks or one month before each quarter end. This would alert them to what datasets are coming due while giving the departments time to update them before the end of the quarter.

- (I1) There should be a consolidated handbook that will be shared with data managers and data users.
- (I1) Add a section in both Health Status Check Procedures documents that briefly explain the Open Data Ordinance and what it means to be compliant.
- (I1) Replace bullets with numbers in Step 2 in Data Coordinator Procedures.
- (I1) The User Guide: Tracking and Summary Tables should be included as a section of the consolidated handbook.
- (O2) It would be helpful to have data validation on other fields in Data Inventory.
- (O2, H1) Add separate documentation for the tables in the newsletter and reference this documentation from the Data Coordinator Procedures.
- (B1) Add 'data coordinator identified' to calculation for determining whether a department is compliant.
- (B1) Add data validation for department in Tracking and Summary Tables.
- (B1) It might be helpful to have summary and tracking tables in the newsletter linked with the actual spreadsheets.
- (B1) In the consolidated document, put data services documentation first and then data coordinator documentation as artifacts that they will distribute.
- (B1) Add to Critical Records Program a check to catch future dates and label as invalid.
- (B1) Add to Critical Records Program a check to catch restricted or private datasets that are marked as open.
- (O2) Clarify step one of the Data Coordinator Procedures to address O2's question about what 'create a dataset' means.
- (DataTrackers) Add recommendation for when to run the Critical Records Program and a note about the date range used to classify 'Important' records.

Suggestions/Ideas

