

Data Stewardship Roles Responsibilities

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Data Stewardship and Roles & Responsibilities

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Description: Framework defining data stewardship roles, responsibilities, and governance structure.

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# Data Stewardship and Roles & Responsibilities Framework
**For: ADPA - Advanced Document Processing & Automation Framework**
**Aligned to DAMA DMBOK 2.0**
**Version:** 1.0
**Status:** Approved
**Date:** 2025-07-17

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## 1. Executive Summary
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This framework defines the organizational structure, roles, responsibilities,

2. Data Stewardship Model

Principles:

- Accountability: Data ownership and stewardship are clearly assigned.
- Transparency: Policies, standards, and responsibilities are visible
- Quality: Data is fit for its intended business use.
- Security & Compliance: Data is protected and managed in accordance with
- Collaboration: Cross-functional engagement between business, IT, and

Federated Model:

- Centralized data governance sets standards, policies, and priorities
- Distributed execution: Data stewardship roles are embedded in business

3. Core Roles & Responsibilities

3.1 Data Governance Council (DGC)

- **Purpose:** Strategic oversight and policy setting for all data management
- **Key Responsibilities:**
 - Approve standards, policies, and frameworks.
 - Resolve cross-domain data issues.
 - Monitor compliance and risk.
- **Membership:** CDO, business executives, IT leadership, DPO, legal,

3.2 Data Owner

- **Definition:** Senior business leader accountable for a data domain
- **Key Responsibilities:**
 - Define quality, security, and usage requirements.
 - Approve access and data sharing.
 - Resolve domain-level escalations.
 - Sponsor improvement initiatives.
- **Reports To:** DGC

3.3 Data Steward

- **Definition:** Domain SME responsible for daily management and quality
- **Key Responsibilities:**
 - Ensure data quality, integrity, and compliance.
 - Maintain business metadata and definitions.

- Coordinate data change management.
- Provide user support and training.
- **Reports To:** Data Owner, participates in Stewardship Community

3.4 Data Custodian

- **Definition:** IT function responsible for the technical management
- **Key Responsibilities:**
 - Implement security, backup, and recovery.
 - Manage data infrastructure and performance.
 - Enforce technical standards.
- **Reports To:** IT/IS management

3.5 Data Architect

- **Definition:** Designs, governs, and maintains data models, integra
- **Key Responsibilities:**
 - Develop and maintain data models and blueprints.
 - Define technical standards and integration patterns.
 - Support data governance and stewardship.
- **Reports To:** Enterprise Architecture

3.6 Data Analyst

- **Definition:** Business or technical professional who analyzes, pro
- **Key Responsibilities:**
 - Conduct data analysis and profiling.
 - Identify and report quality or usability issues.
 - Collaborate on requirements with business partners.

3.7 Data User

- **Definition:** Any individual accessing and utilizing data for busi
- **Key Responsibilities:**
 - Adhere to policy and security guidelines.
 - Report issues or anomalies.
 - Participate in training and awareness.

3.8 Data Protection Officer (DPO)

- **Definition:** Ensures compliance with data privacy laws and regula
- **Key Responsibilities:**
 - Oversee data protection strategy and compliance.
 - Advise on privacy impact and risk.
 - Liaise with regulators.
- **Reports To:** Legal/Executive

4. RACI Matrices

4.1 Data Quality Management

Activity	Data Owner	Data Steward	Data Cus
Define Data Quality Criteria	A	R	C
Monitor Quality Metrics	C	R	C
Remediate Data Issues	C	R	C
Approve Data Changes	A	R	C
Report Data Issues	I	R	I

A=Accountable, R=Responsible, C=Consulted, I=Informed

4.2 Data Access & Security

Activity	Data Owner	Data Steward	Data Cus
Define Access Policy	A	C	C
Approve Access Requests	A	R	C
Provision Access	I	C	R
Review Access Logs	C	R	R
Revoke Access	A	R	R

5. Data Stewardship Governance Processes

5.1 Steward Assignment & Onboarding

- Data Owners nominate Stewards for their domain.
- HR and DGC approve assignments and ensure onboarding (training, acce

5.2 Issue Escalation & Resolution

- **Level 1:** Data User → Data Steward
- **Level 2:** Data Steward → Data Owner
- **Level 3:** Data Owner → DGC
- **Urgent:** Security/compliance issues → DPO/Legal

5.3 Policy & Standards Lifecycle

- Policy/standard proposals originate from DGC or Stewardship Communit
- Drafts reviewed by Data Owners, Stewards, Architects, DPO.
- DGC approves, publishes, and schedules reviews.

5.4 Data Quality Monitoring

- Stewards monitor dashboards, metrics, and reports.
- Issues are logged, assessed, and remediated per SLA.
- Trends are tracked and reported to DGC quarterly.

5.5 Training, Communication, and Awareness

- Annual mandatory data stewardship training for all roles.
- Quarterly communications on updates, incidents, and best practices.
- Knowledge base maintained in SharePoint/Confluence.

5.6 Audit & Compliance

- DPO leads scheduled and ad-hoc audits.
- Stewards and Custodians supply evidence and controls.
- Findings tracked to closure; DGC reviews systemic risks.

6. Organizational Alignment & Implementation

6.1 Alignment to Org Structure

- Stewardship responsibilities mapped to existing roles (e.g., business analysts, data engineers, etc.)
- Stewardship duties included in job descriptions and annual objectives

6.2 Staffing & Capacity

- DGC reviews stewardship coverage for all key data domains annually.
- Additional stewards assigned as data domains, volume, or complexity increases

6.3 Performance Management

- Stewardship effectiveness included in performance reviews.
- KPIs: Issue resolution time, data quality improvements, compliance rate

7. Continuous Improvement

- Monthly: Data Steward forums for sharing challenges and best practices
- Quarterly: DGC reviews metrics, incidents, and improvement proposals
- Annually: Full review of stewardship framework, roles, and RACI.

8. Appendices

8.1 Role Description Templates

Standardized templates for all data roles, including:

- Summary, core duties, required competencies, KPIs, reporting lines.

8.2 Communication Templates

- Role assignment notification.
- Policy update announcement.
- Data incident escalation.

8.3 Glossary

- DMBOK-aligned definitions: data governance, stewardship, owner, cust

****Document Control:****

- ****Owner:**** Data Governance Council
- ****Approver:**** Chief Data Officer
- ****Review Cycle:**** Annual
- ****Next Review:**** 2026-07-17

****This framework is designed to be actionable, scalable, and tailored**

This document can be directly incorporated into your project documentation or adapted as a markdown template for the `data-stewardship-roles-responsibilities` artifact in your ADPA system. It addresses both the strategic and operational needs for data stewardship, with explicit role definitions, RACI, and governance processes for practical, enterprise-scale implementation.