Next Steps After Data Quality Vision Document

1. Establish Data Governance Structure

- Form Data Governance Council: Assemble a team of stakeholders, including representatives from IT, business units, and data management teams.

- Assign Roles and Responsibilities: Clearly define the roles and responsibilities of the data governance council, data stewards, data quality team, and other involved parties.

2. Develop Data Quality Policies and Standards

- Create Data Quality Policies: Develop policies that outline how data quality will be managed, monitored, and enforced across the organization.

- Define Data Standards: Establish standards for data entry, storage, and processing to ensure consistency and accuracy.

3. Conduct Initial Data Quality Assessment

- Baseline Assessment: Perform a comprehensive assessment of the current state of data quality across all critical data assets.

- Identify Data Quality Issues: Document data quality issues such as inaccuracies, inconsistencies, incompleteness, and timeliness problems.

4. Implement Data Quality Management Tools

- Select Tools: Choose appropriate data quality tools for data profiling, cleansing, validation, and monitoring (e.g., Great Expectations, Talend, Informatica).

- Integrate Tools: Integrate selected tools with existing data management systems.

5. Develop and Execute Data Quality Improvement Plans

- Prioritize Data Quality Issues: Rank identified issues based on their impact on business processes and decision-making.

- Define Remediation Plans: Create detailed plans for addressing each data quality issue, including

specific actions, responsible parties, and timelines.

- Implement Remediation Plans: Execute the remediation plans to improve data quality.

6. Establish Data Quality Monitoring and Reporting

- Define Metrics: Establish key data quality metrics (e.g., accuracy, completeness, consistency, timeliness) and set target levels.

- Implement Monitoring: Set up continuous monitoring of data quality using automated tools and periodic audits.

- Create Dashboards: Develop dashboards to visualize data quality metrics and track progress over time.

7. Promote Data Quality Awareness and Training

- Conduct Training Programs: Organize training sessions for employees to educate them on data quality best practices and their roles in maintaining data quality.

- Raise Awareness: Launch awareness campaigns to emphasize the importance of data quality and encourage a culture of data stewardship.

8. Review and Refine Data Quality Processes

- Regular Reviews: Conduct regular reviews of data quality processes to identify areas for improvement.

- Continuous Improvement: Adopt a continuous improvement approach to refine data quality policies, standards, and procedures based on feedback and changing business needs.

9. Ensure Compliance with Regulatory Requirements

- Identify Regulations: Determine relevant regulatory requirements related to data quality (e.g., GDPR, HIPAA).

- Implement Compliance Measures: Ensure that data quality practices comply with these regulations, and document compliance efforts.

10. Measure and Communicate Success

- Measure Impact: Evaluate the impact of data quality initiatives on business processes, decision-making, and overall organizational performance.

- Communicate Results: Share successes and lessons learned with stakeholders to demonstrate the value of data quality efforts and secure ongoing support.