DATA GOVERNANCE CHARTER

Last Updated: 9/1/24

MISSION

To ensure Water.org data is a useful asset, maintaining its quality, availability, and protection to help achieve business goals with a focus on adhering to applicable laws and regulations, and a pledge to constantly enhance data management methods.

VISION

To establish a robust data governance framework that empowers our organization to harness the full potential of our data assets. We aim to foster a culture of data excellence where data accuracy, compliance, and security are the cornerstones of our operational effectiveness and strategic decision-making.

DATA GOVERNANCE CONSIDERATIONS

As Water.org builds their Data Governance program, these are considerations. Data Governance is an ongoing journey that requires time and commitment to fully implement and realize its benefits.

1. **Start Small and Scale with Value**
   Standing up multiple domains at the same time is a common cause of failed Data Governance programs from burn-out. Staying business value focused helps build the case for change and investment.

2. **Be Opportunistic with Major Initiatives**
   All technology and business process transformation projects have implicit data governance components and are a natural point to jump-start broader change. Sharing data governance standards will help make their changes more sustainable.

3. **Incremental Maturation**
   Data Governance will evolve over time. Both the starting point and maturity rates will likely differ across parts of the organization. It's helpful to focus on progress over perfection.

4. **Business Accountability**
   Sponsors and Data Governance Council members need to be accountable for the success of the program. A Data Governance team is primarily is a coach, facilitator, and champion.

OBJECTIVES

- Increase the **business value** of data

- Enable enterprise-wide **standardization through clear accountability** while allowing for business flexibility

- Provide overall leadership for Data Governance initiatives and related activities

- Set **processes, policies, procedures, and standards** in place to ensure data is correct, consistent, and sustainable across the organization

- Advise on the organizations data elements and assets that **drive information efficiently** between systems, operations, and analytic capabilities.

- Accountability **roles specifying who ensures data accurac**y and "owns" the data as it progresses through the system or system(s).

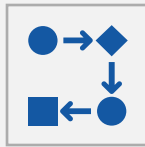- Act as the primary gatekeeper or **decision-making body** on data matters

DATA GOVERNANCE GUIDING PRINCIPLES

Governance should increase transparency, trust, understanding, and speed.

Start with the business problems and analytics questions you have today.

Iterate quickly to build better habits and get to value faster.

Keep people, data, docs, and analysis connected and accessible from the beginning.

Make documentation easy and iterative or it won't happen.

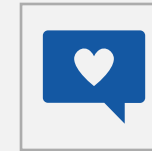Promote good statistical and scientific methods.

One person's work should help everyone else's.

Give all stakeholders ways to add knowledge and improve data assets.

Analytics is valuable while it's happening, not just when it's "done."

Make the user experience twice as good as the products and practices it competes with to earn adoption.

KEY QUESTIONS DATA GOVERNANCE SHOULD ADDRESS

Data quality management: how is incoming data being entered?

Data security and privacy: what steps are you taking to protect your data and combat against possible security breaches?

Data architecture and infrastructure: how do your systems connect, if they do at all?

Data ownership: who owns what data – and do they know they own it?

Data access and sharing: who has access to your data and how is it shared?

DATA GOVERNANCE VS DATA MANAGEMENT

Data Governance	Data Management
Strategic and policy aspects	Day-to-day operations
Processes, rules, and responsibilities	Collecting, storing and processing
Effective, secure, complaint	Technical and administrative tasks
Defines how we manage	Implements governance mandates

DATA GOVERNANCE ROLES

Strategic	Executive Sponsor(s)	•Provide guidance on strategic priorities and vision •Mediate cross-enterprise escalations from Data Governance Council •Accountable for funding, program, and monitoring progress
Strategic and Operational	Data Governance Council	•Establish, document, and enforce organization-wide data standards, policies, and processes. •Identify, prioritize, and support the resolution of critical data issues that affect the quality and use of data. •Hold data stewards accountable for participating in the data governance program and adhering to the Data Governance Policy.
Operational	Business Data Owners	•Ensure data collection and reporting are properly authorized. •Collaborate with the data stewards to resolve or inform Data Governance Council of the issues. •Work with data stewards to prioritize and inform them of critical data issues in their functional area to be brought to the Data Governance Council. •Assist in communication and education of staff in key areas (Data Governance, Data Quality, etc.)
	Business Data Stewards	•Data Documentation: maintaining metadata and data dictionaries •Attend and participate in scheduled Data Governance Council meetings, as required. •Issue Resolution: Report to the Data Governance Council regarding data issues, new data regulations, and new policies affecting data. •Communicate with their business domain or functional area teams regarding activities and decisions of the Data Governance Council. •Support and advocate data management and governance practices to staff. •Data Security and Access Control: managing data security and defining who can access and modify data and identify opportunities to share and re-use data. •Data Quality Management: ensuring data accuracy, completeness, and consistency.
	Working Groups	•Serve as subject matter experts within a specific data domain, consisting of business and technical resources •Support owners and stewards to execute projects and resolve issues within specific data domain

Data Governance Policies and Documentation

- **Click here to see all Data Governance Policies and Procedures**

- **Click here to review or see Data Governance definitions**

- **Click here to view the Data Governance SharePoint site**

  o **You can find Data Governance FAQs**

  o **The Data Governance Council members, agenda and meeting cadence**

  o **Find updated documentation and data dictionaries**