THE UNIVERSITY OF ALABAMA®

Data Governance Program Charter

Document History

Version	Change Date	Changes
1.0	April 24, 2023	Document created
1.1	May 19, 2023	Updated Goal section to bring document in alignment to UA's Strategic Goals 2022-2027 and OIT Strategic Goals for 2022-2025
1.2	June 26, 2023	Updated Success Factors section to add a bullet point that states that data-management projects should adhere to the university's data governance practices
1.3	August 7, 2023	Per Rainey's August 3rd feedback, replaced the verbiage of the sixth paragraph in section IV Success factors from "Functional, Data, and Technical Trustees should be leaders in the area they represent" to "Business Process Owner and Business Specialists should be leaders in the area they represent."
2.0	August 25, 2023	Replaced all instances of "Data Trustee" with "Data Executor"

Contents:

I.   Introduction

1.   Background

- Why is the program necessary?

  o The University of Alabama Data Governance Program will support and advance a clear oversight and direction for the university's data assets to ensure availability, usability, integrity, privacy, and security throughout the institution.

- What problem is being solved?

  o The University of Alabama Data Governance Program will formalize and apply best practices to work already being done at the university. This will result in the work that University of Alabama users already do being standardized, shared, and leveraged across a wider audience, eliminating siloed data efforts, and improving data literacy.

  o The purpose of this charter is to summarize the mission, define the scope, establish objectives, and identify initial roles and responsibilities for the University of Alabama Data Governance Program.

II.   Scope

1.   Objectives

- Initiate an institution-wide Data Governance practice based upon a best practice Data Governance Framework, inclusive of methods and tools to monitor, enforce and remediate adherence to policies, practices, and standards.

- Develop standardized methods and tools to define and document common terms, definitions, data standards, proper use and data lineage.

- Develop an approach to identify and remediate data-centric risks and issues.

- Develop training that improves data awareness for policies, roles and responsibilities, processes, metadata availability, etc.

- Develop training for users of data management tools.

- Develop a consistent approach to ensure proper and timely access to data, while monitoring to ensure data security risks/issues are promptly remediated.

2.   Goals

- Improved Data-Informed Decision-Making empowered by trusted data.

- Increased data literacy including common understanding of available data, where the data resides and how and when to use it, leading to increased self-service.

- Reduction in duplicative data curation efforts and improved resource focus on analytics

- Enhanced transparency of data accountability and responsibility

- Improved collaboration in defining data including descriptions, standards, and appropriate use cases.

3. Business Benefits or Use Cases

- Clearly defined processes and procedures

- Improved engagement in the data-centric decision-making process

- High-quality data for operations and analytics

- Better controls over privacy and security (both internally and externally)

- Improved regulatory compliance and risk reduction.

4. Key Metrics

- The following are the key metrics areas that the Data Governance Program is authorized to track and audit:

  o Training and Awareness

  o Assigned Accountability and Responsibility

  o Metadata Management

  o Data Management Program Engagement

  o Data Quality

5. Assumptions

- Executive leadership actively and vocally supports the Data Governance Program

- Data Governance identified resources are allocated within sufficient time to execute their responsibilities.

- Data Governance Chair and Data Governance Council have the authority to enforce Data Governance

6. High-Level Risks

- Program is not resourced appropriately.

- Continuing to lose ground with respect to making data-informed decisions as we focus on low-level data cleansing and curation.

- Continuing to make decisions on sub-par data, leading to non-desired results.

III. Organization

- Reference the Data Governance Operational Playbook for the Data Governance program make-up (e.g., resources, committees, roles, and responsibilities).

IV. Success Factors

- Data Governance must be viewed as an on-going program, not a project, with regular reviews leading to appropriate updates or enhancements to stay relevant to business needs.

- Long-term Data Governance must have executive sponsorship from the highest levels of the organization. Executive sponsors must be involved, take significant ownership of the effort, and champion the initiative.

- Data Governance programs must have real authority which includes the ability to resolve data management issues, review project data issues, settle disputes, and hold leaders accountable for adherence to standards.

- All data-management projects/efforts (e.g., Cloud ERP) should adhere to the university's data governance practices.

- Data Governance guiding principles should be instituted throughout the organization and cannot be viewed as optional.

- Business Process Owner and Business Specialists should be leaders in the area they represent.

- Data Stewards must be Subject Matter Experts (SMEs) in their respective process, function, or domain.

- The responsibilities of Data Executors and Stewards should be fundamental attributes of their role; their responsibilities should be clearly communicated and maintained.

- There should be a clearly defined set of Data Governance, Data Stewardship, and Data Quality metrics which can be used to measure the overall program success.

- There must be a clear and timely communication method for Data Governance initiatives at all levels.

V. Document Approval and Control

APPROVERS:

Role	Name	Signature	Date