

Module 2 Summary and Guide

DATA GOVERNANCE - AWARENESS



Summary

This module focuses on the Awareness stage of the Data Governance domain. The Data Governance domain combines aspects of data governance with project management. In this module, your district will develop awareness of its responsibility for data accuracy, integrity, and management through a set of sequenced activities. First, your district will be responsible for assembling a diverse and representative project team to lead data governance efforts throughout the duration of the cohort. The project team will be composed of district team members, data governance members, and other valuable stakeholders. The project team will be responsible for leading discussions about your district's current data uses and priorities. Based on those discussions, the team will document your district's complete data landscape and workflows to build greater awareness. This information will be important to capture because it will be used to inform later decisions about your district team's use case.

Module Indicators and Details

1. Identification and onboarding of relevant members for a data governance body (including data stewards who are responsible for a given area of data, from collection through use)
2. Initiation of cross-departmental discussions on data priorities, processes, and workflows
3. Awareness and documentation of district data landscape and workflows



Committee Model, Roles, and Responsibilities

- This activity will support your district with launching its project governance committee.
- Successful project governance committees are cross-functional, include district leadership, and build collaboration between stakeholders and the technology department.
- The ideal project governance committee will be a combination of members from the district's cohort team, the district's existing data governance body, and other internal stakeholders, such as teachers and instructional coaches.
- Initial work for the committee includes:
 - Implementing cross-departmental discussions on data priorities, processes, and workflows
 - Documenting the district's data landscape and workflows
 - Supporting the identification of major use case data elements and expectations around their usage
 - Assigning data stewards to draft and manage use case data processes and workflows
 - Ensuring the adoption of data processes and workflows that support the implementation of the use case

Data Landscape and Data Flow Mapping Guide

- This activity will support your district with understanding its data ecosystem, infrastructure, and workflows.
- **Data Landscape:** the sources of data identified in stakeholder discussions in your district, whether they be data sources you own/steward or data sources you use from another area; the personnel who steward the data and systems, manage access, and/or procure data
- **Data Flow:** describes each data source's role as a supplier or consumer of data