

Assignment

Create your own data governance plan using this worksheet. Fill up the worksheet with the necessary information needed to improve your data governance. Start with Data for mission, Data Inventory, and Organizational Policy Inventory.

Data for Mission

Step 1: Mission	Step 2: Data Needs
What is your mission statement?	Do you have the data you need? (review Data Inventory)
What is the single most important thing your organisation is trying to do?	What other data do you need?
How well are you achieving your mission?	How will you get the data you need?

Step 3: Looking forward (in the next 3 years)	Step 4: Getting there
How will you collect, store, protect, destroy, and preserve data?	What are the next three things you will do? Who will do them and when?
What skills/policies/practices does your board need?	1.
What staff skill will you need?	2.
What partnerships will you need?	3.
What policy/regulatory changes are on horizon?	

What impact will these data resources have on your financial resources? (What's your plan for that?)	
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Data Inventory

STEP ONE

What data does your organization manage?

Thinking about your org chart, who is responsible for this data? (roles)

Where is it? (e.g. cloud, servers, individual laptops, staff phones, board laptops, etc.)

What software is used to manage it? (e.g. email program, database, grants mgmt., cloud, financial)

STEP TWO

What regulation governs this data? (If you don't know, write "?")

What internal policy governs this data? (If you don't have one, write "N/A")

Organizational Policy Inventory

	Status (in place, in progress, or TBD)	Who's in charge? (think about your org chart)	Who else needs to be involved? (vendors, dept heads, etc. - internal or external.)	What's needed? (e.g. training, new software, new contracts, etc.)	Dates for next steps review, updates
Privacy					
Intellectual Property					
Terms of Service					
Vendor Contracts					
Data Philosophies					
Database Licenses					
Consent for Data Use					
Other					
Other					
Other					