
Indicators of Digital Readiness

Indicator	Data Governance
Theme	Technology Support and Services
Priority Level	P1
Organizational Level	District

Description of Indicator

District launches Data Governance Initiative and creates a District Data (Governance) Team tasked with managing the information/data programs and assets of the District by determining valid data sources, stewardship, data quality policies and procedures, standards and acting as a liaison between stakeholders.

Why is this action important?

To ensure the success of any data-related initiative it is critical for a District to establish a strategic information management program that brings all stakeholders to the table and ensures the needs of all departments/areas are considered and addressed when planning and/or making decisions regarding data. Lack of a data governance program or strategy could lead to inefficient, duplicative systems/processes as well as poor or inadequate data collection, quality and analysis.

Indicator Rubric

<p>Insufficient Evidence of Implementation</p> <p>(0 Points)</p>	<ul style="list-style-type: none"> ● The district is in the process of launching the Data Governance Initiative and is in the process of creating a District Data Governance Team
<p>Foundational Stage of Implementation</p> <p>(3 Points)</p>	<p>The District reached the following milestones:</p> <ul style="list-style-type: none"> ● Established Governance Team ● Surveyed/Assessed current Data Management Systems, policies, procedures
<p>Achieving Success in Implementation</p> <p>(6 Points)</p>	<p>The District reached the following milestones:</p> <ul style="list-style-type: none"> ● Established Governance Team ● Surveyed/Assessed current Data Management Systems, policies, procedures ● Developed a Data Governance Charter ● Chose a Data Governance Framework or Model that aligns with District’s vision for data
<p>Exemplary Success in Implementation</p> <p>(9 Points)</p>	<p>The District reached the following milestones:</p> <ul style="list-style-type: none"> ● Established Governance Team ● Surveyed/Assessed current Data Management Systems, policies, procedures ● Developed a Data Governance Charter ● Adopted a Data Governance Framework or Model that aligns with District’s vision for data. ● Created a Plan/Roadmap ● Established Metrics ● Communicated Data Governance Charter and activity/progress to its constituents on a regular basis

Who in the school/district should lead and be involved with this action?

Superintendent or designee

Technology Director/Coordinator/CTO/CIO

Curriculum/Assessment Department

Building Administrators

How to execute the action

1. Formulate a District Data Governance Team along with School-based Data Teams.
Ideally District team will include representatives from each building, role and department to ensure needs from as many areas/viewpoints are considered when making any formal decisions concerning data systems, collection, analysis, etc. Team can start small and grow over time.
2. Survey current Data Management situation.
What types of data and data systems exist? How are they used and by whom? Who manages the data? Are any policies or rules in place to govern data collection and use?
3. Develop a Data Governance Charter that includes a mission/vision statement, goals and objectives for the Data Governance Initiative
Example Mission: "Our mission is to improve the overall efficiency of the District by ensuring that the highest quality data is delivered via a District-wide data governance strategy."

Basic structure: Our mission is to [purpose] by doing [high level initiatives] to achieve [educational/business benefits]

4. Choose a Data Governance Framework or Model that aligns with District's vision for data. (See resources for several examples)
There are many different models and frameworks regarding Data Governance and it is up to the District to decide which model makes more sense for their size, initiative(s) and operational structure.
5. Create a Plan/Roadmap
Create a long-range roadmap and more targeted action plans for specific items with milestones, potential obstacles, benefits and costs (if any). Will you need funding? Some models call for specific data quality/manager positions that your District may not currently have. Can you fill these roles with existing personnel or is this task too large or specialized for any current positions?
6. Establish Metrics
How will you monitor and measure success of Data governance efforts? Data usage increase? Data quality metrics?
7. Communicate data governance activity with stakeholders.
Create a communication plan regarding governance efforts. This could be used to inform stakeholders of issues and changes or to showcase how the Data Governance team addressed or plans to address data problems.

Evidence to submit for successful execution of this action

- Data Governance Charter

- Data Team Members
- Sign-in Sheets/Agendas/Minutes of Meetings

Resources schools can use to complete this action successfully

- [Developing a Data Governance Mission Statement and Goals](#)
- [Data Governance Institute \(DGI\)](#)
- [DGI Mission and Vision](#)
- [Jump Starting Data Governance: A Program Manager's Story](#)
- [Top 5 Artifacts Every Data Governance Program Must Have](#)
- [What is Data Governance?](#)
- [10 Step plan for Data Governance](#)
- [Example Data Governance Charter](#)
- [Sample School District Charter](#)

Certified Schools Exemplars

1. [Park Ridge High School, Park Ridge School District, 2018 Bronze Certified](#)

While this indicator has less evidence than our others, I think it's appropriate to share because of how we reacted to the Digital Ready Process. We formed a Data Governance team, which meant regularly to discuss and reflect on our practices. Through that team, we created a Data Governance charter, which has defined and driven our decisions from that point forward. The Digital Ready process prompted us to perform this review, which was overdue. It's a good example of how the review process can help to define and change our practices for the better.

2. [Stephen J. Gerace Elementary School, Pequannock Public Schools, 2018 Bronze Certified](#)

The Pequannock Township School District created a District Data Team tasked with managing the information/data programs and assets of the district. It works to determine valid data sources, stewardship, data quality policies and procedures, standards, and is working to act as a liaison between district stakeholders. The team met in conjunction with our Digital Schools team meetings, as well as in alignment with our district technology plan. Ongoing surveying and tracking of systems used in district allows the team to further refine how data is managed and shared throughout the district.

3. [Albio Sires Elementary School PS4, West New York, 2018 Bronze Certified](#)

West New York Schools Data Strong Model is part of the Superintendent's vision to unify district data collection, usage, and dissemination. Prior data sets were used as tools of compliance rather than meaningful agents of change. Data collection was a process that was run by various departments, independently, and often stored in wide-ranging formats/media and more often than not, never used in any relevant ways.