# Virgin Islands P-20 Data Governance Initiative

## *VIRGIN ISLANDS VIRTUAL INFORMATION SYSTEM*
## *DATA GOVERNANCE CHARTER*

**August 21, 2012**

## USVI Data Governance Charter

*Purpose/Approach*

The Virgin Islands Department of Education (VIDE) in collaboration with other key Government agencies established the Virgin Islands Virtual Information System P-20 State Longitudinal Data Governance (VIVIS DG) program to support the business objectives and efforts to integrate processes and systems at a Territory level. The VIVIS DG team is challenged with supporting the business units to standardize, harmonize, and normalize data across the Territory.

As a function of VIVIS DG, data governance and metadata management play a key role in the success of VIVIS's integration and data standardization efforts by providing a collaborative, centralized, authoritative decision-making body with representation and expertise from all business capability areas. Data Governance and Metadata Management activities include establishing and implementing processes, policies, and procedures to facilitate the integration of data activities and products across business capability areas; and maintaining standardized data definitions and associated metadata.

*Scope*

The scope of the data governance and metadata management function involves the following:
- Formalize the VIVIS DG data governance structure, which includes forming the Data Governance Steering Committee (Steering Committee) and the Tactical Data Governance Working Group (Tactical Group).
- Adopt and implement Data Standardization, Data Architecture, Data Warehousing, and Metadata Management processes and procedures.
- Create and maintain Master Data Management (MDM) standards.
- Enforce Data Quality standards and methodology.
- Implement and ensure consistent and transparent data architecture.

*Objectives*

The objectives of the data governance and metadata management function include:
- Adopt a formalized process for creating and promoting data consistency, data standardization, data reuse, and data exchange.
- Establish and facilitate a formal decision-making body for data standardization efforts across the Territory.
- Provide a centralized vehicle for effective communication of data-related initiatives throughout business capability areas.
- Support internal business partners with data management for new development and integration projects.
- Function as the liaison between the technical and business groups within the internal and external education community.
- Follow project management, data standardization, and data quality best practices.

*Deliverables*
- Data Governance Steering Committee (Steering Committee) and Tactical Data Governance Working Group (Tactical Group)

- Data Governance Activity Matrix
- Data Quality Issue Log
- SLDS Conceptual Data Model
- Data Change Control Log

## *Quality Objectives*
- Monthly interim status reports will be provided to the VIVIS
- Bi-Weekly interim status reports will be provided by the Tactical Group to the Steering Committee.

## *Organization and Responsibilities*
There will be a hierarchical governance structure consisting of 3 governance bodies, which will include the Executive Governance Council (Executive Council), the Steering Data Governance Steering Committee (Steering Committee), and the Tactical Data Governance Working Group (Tactical Group). Members of these committees have not been formalized at this time, however the following is expected:

### Executive Data Governance Council (Executive Council)
- The Executive Council will consist of agency heads (or their designee).
- The Executive Council will provide guidance on the direction of data governance to the Steering Committee.
- The Executive Council will serve as the highest escalation point and final decision making body in the governance structure should agreement not be reached within the other governing committees.

### Steering Data Governance Steering Committee (Steering Committee)
- The Steering Committee will consist of members from across the Territory.
- The Steering Committee will provide updates and status to the Executive Council, where appropriate.
- The Steering Committee plans, prioritizes, and communicates data governance efforts between the Executive Council, Tactical Group, stakeholders, and communities of interest.
- The Steering Committee will be facilitated and/or chaired by SLDS DGPM.

### Tactical Data Governance Working Group (Tactical Group)
- The Tactical Group will consist of the Data Stewards who are the Data Subject Matter Experts of in scope business processes.
- The Tactical Group will report to the Steering Committee.
- The Tactical Group will be chaired and facilitated by VIVIS DG Data Governance Program Manager.
- The Tactical Group will implement the plans and policies defined by the Steering Committee.

## *Plans for Support Activities*
### Documentation Support
Data governance will require the following documentation support:

- Agendas will be distributed 24 hours in advance of meetings.
- Meeting minutes will be taken and distributed to group members and interested others within 24 hours of the meeting.
- Action items listing responsible parties will be documented in the meeting minutes.
- All documents slated for review will be delivered electronically to group members 24 hours in advance of the meeting.
- Data standards/decisions will be available in a standard format electronically.
- Data quality issue log will be available in a standard format electronically.

**Facilities and Resources**

The governance committees will require a large meeting room. There will be a primary representative from each business area; however, more than one representative from each area may be necessary. All meetings will be open, the primary representative from each area will gather at a large table, while other representatives and guests will sit in additional seating. Open communication will be encouraged and extended to all participants. However, the facilitator and/or chair reserve the right to limit dialogue to primary representatives if open communication prevents the group from staying within the scope of the task or discussion.

## Risk Management

Primary business representatives may be working on other special projects.

- The facilitator and/or chair will identify alternate representatives for these areas.
- Business representatives are managing multiple competing priorities; however it is extremely important that we have continuity of membership.
- The facilitator and/or chair will request from business owners that this project be given priority and members be allowed to attend every meeting.
- The facilitator and/or chair will lay out a master calendar (which is sensitive to alternative work schedules), and be efficient with people's time.

## Schedule

Data governance will be managed as an on-going program with tasks related to the overall strategic goals of VIVIS. The governance committees will work in parallel with the integration efforts and development projects. The Steering Committee and Tactical Group are to begin May 9, 2012.

## Governance Effort Estimate

The total GVI staff work hours are estimated to be a total of 3824 hours per year.

- VIVIS DG Data Governance Lead - 1 person x 20 hours/week x 50 weeks = 1000 hours
- Tactical Group - 11 people x 4 hours/week x 50 weeks = 2200 hours
- Steering Committee - 8 people x 4 hour/month x 12 months = 384 hours
- Executive Council- 10 people x 2 hours/month x 12 months = 240 hours

| | DATA GOVERNANCE CHARTER | |
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IN WITNESS WHEREOF, the Parties have hereunto set their hands on the dates as indicated below.

WITNESSES:                        AGENCIES:

US Virgin Islands Department of Education

_____       _____   _____

La Verne Terry, Ed.D.
Commissioner                     Date

University of the Virgin Islands

_____       _____   _____

President                        Date

US Virgin Islands Department of Labor

_____       _____   _____

Commissioner                  Date

US Virgin Islands Department of Health

_____       _____   _____

Commissioner                  Date

US Virgin Islands Department of Human Services

_____       _____   _____

Commissioner                  Date

US Virgin Islands Division of Personnel

_____        _____        _____

                                                          Commissioner                                    Date

US Virgin Islands Department of Finance

_____        _____        _____

    Commissioner                         Date

US Virgin Islands Department of Justice

_____        _____        _____

    Attorney General                      Date

US Virgin Islands Board of Education

_____        _____        _____

    Executive Director                    Date

Bureau of Information Technology

_____        _____        _____

    Executive Director                    Date

Legislative Chair of Education

_____        _____        _____

    Senator                                 Date