

# erwin DI Suite Prepaid Data Governance Accelerator Package

## Description

Quickly and efficiently deploy the erwin Data Governance Best Practices within your organization and enable your teams with foundational Data Governance knowledge with the erwin DI Suite Data Governance Accelerator Package. Offered through erwin Professional Services Organization, you receive expert guidance and assistance to get you started on your Data Governance Journey.

- Accelerate Customer implementation of Data Governance principles and best practices
- Ensure that Customer data stakeholders are comfortable with the use of the erwin Data Intelligence Suite as relates to those Data Governance principles and best practice

## Outcomes

The erwin Data Intelligence Suite - Data Governance Accelerator Package uses our proven implementation methodology to help customers deploy a repeatable, scalable, sustainable, and maturing Data Governance Program, which leverages the functionality of the Data Intelligence Suite, within their organization.

## Approach and Activities

To best facilitate knowledge transfer and ensure that the Customer becomes self-reliant with respect to Operational Data Governance, an erwin Data Governance Subject Matter Expert will take a “train-the-trainer” approach. Using this approach, erwin resources will:

- Deliver Data Governance education to Customer “Core Team” participants
- Shadow the Customer Core Team as they use that education to complete associated tasks
- Review task completion outcomes
- Support ongoing repetition of tasks until the Customer Core Team participants are comfortable with performing them on their own

Additionally, the project approach will be to co-author Data Governance Program deliverable documents. This co-authoring approach will mean that:

- Erwin provides a template for the deliverable
- Customer Core Team and erwin work together to customize the template to fit the Customer organization

Co-authoring of deliverables will apply to:

- Templates
- Models
- Policies and Processes
- Educational workshop materials to be delivered to Customer Data Governance participants not part of the Customer’s Core Team.

Using this approach, it is our expectation that erwin will spend 1-2 hours of workshop time per week with the Customer Core Team. During these working sessions, erwin resources will deliver education around:

- Data Governance best practices
- DI Suite procedures for utilization of best practices

After each working session, the Customer Core Team will have “homework” to complete before the next working session.

## Project Deliverables

The service offering will focus on creation and delivery of the following people, process, and technology Project Deliverables:

### People

- **Document Customer Data Governance Use Cases** - To better understand the drivers for Data Governance, and to establish baseline expectations for the implementation of Data Governance, erwin recommends that the Customer Business and IT subject matter experts work to document the key use cases for Data Governance.
- **Complete Data Governance Program Charter document** - A vital part of any Data Governance program is the Data Governance Program charter. This document spells out, for the program the:
  - Vision, Mission, Goals of the program
  - The scope of data to be included in the program
  - Metrics which will be used to measure success
  - The organizational structure of the program
  - The roles and responsibilities of participants in Data Governance
  - The authority to act (and make decisions) for individuals
- **Deliver Data Governance Primer workshops with all Business and IT data creators and consumers** - To ensure that all participants in the Data Governance Program have a common vocabulary and a common understanding of the meaning and best practices of Data Governance, one or more Data Governance Primer workshops should be delivered to individuals who are stakeholders in the program and may play an active role in it.
- **Assign ownership / stewardship for critical data elements** - Data elements that have been classified as critical must have assigned owners and stewards to champion those data elements, to contribute subject matter expertise for those elements, and to monitor the quality and completeness of those data elements.
- **Initiate organizational components of the Data Governance Program** - Once designed, the various elements of the Data Governance Program should be initiated. This includes:
  - a) Initiate Data Governance Steering Committee
  - b) Initiate Data Governance Working Group
  - c) Initiate Data Governance Stewardship Council

## Process

- **Complete review of SDLC with Data Governance focus** - Integration with the SDLC is the single best way to ensure that Data Governance best practices become part of the normal course of data management operations. With this in mind, the Data Governance Program Office should undertake a review and analysis of the organizations SDLC. This analysis should attempt to identify process control points or places in the SDLC where Data Governance is, or should be, inserted. This comprehensive review should include:
  - Requirements template review / enhancement
  - Design template review / enhancement
  - Build template review / enhancement
  - Test template review / enhancement
- **Document and publish Standards** - Documenting and publishing a set of standards for the Data Governance Program ensures that there is consistency across the entire program. There are a number of foundational standards which should be developed first. These include:
  - a) Policy / Process template
  - b) Catalogue Organization standard
  - c) Data Classification model
- **Document and publish “Big 4” Data Governance policies (with workflows)** - To ensure that Data Governance practices are consistently executed, it is important that the policies, processes, and procedures are documented and published to all participants in the program. For organizations at the start of their Data Governance journey, there are 4 policies and processes that are foundational and should be documented first. These are:
  - a) On-boarding
  - b) Issue Management
  - c) Data Quality
  - d) Change Management (including a Communications Plan)
- **Document and publish a data rationalization / harmonization / System Of Record process** - As data is combined across multiple systems and data repositories, it is important that there be a documented process for the rationalization and harmonization of the data.
- **Create a complete Data Governance process RACI** - To ensure that all participants in the Data Governance Program understand their roles and accountabilities, a RACI should be completed which identifies each Data Governance role and defines their participation in each process and best practice of Data Governance. This RACI will grow over time as more processes are added to the Data Governance body of knowledge within the organization.

## Technology

- **Publish governed data to the erwin Business User Portal** - To ensure transparency of all governed data, the Data Governance Program Office should maintain and update the metadata for all governed data to the erwin Data Intelligence Suite Business User Portal.

- **On-board critical data elements** - Not all data is of equal value. To get the maximum value from the data, the organization should move to identify and on-board to DI Suite those data elements that are Business-critical.

## Prerequisites and Assumptions

erwin will provide a prerequisites document two weeks before the engagement. This details various customer dependencies such as firewall ports, certificates, and accounts. This must be reviewed, completed, and communicated back with erwin. Failure to complete these prerequisites will result in delays which may mean that the above deliverables cannot be met. erwin is not responsible for any delay in schedule or milestone delivery that may result from the below assumptions not being met.

- The Customer Core Team will be available for 1-2 hours of workshop sessions per week
- The Customer Core Team will have time allocated for additional Data Governance work outside of working sessions with erwin resources.
- The DI Suite will be installed and operational on the Customer servers on-prem
- Customer systems and databases will be available during working session hours
- Where necessary, the Customer Core Team will be credentialed to access databases considered in-scope for this project
- Services do not include Travel & Expenses. Travel & Expenses will have an additional cost if incurred solely due to a request by the Customer and will be invoiced at cost. All travel must be preplanned through project management.
- The Customer will ensure relevant business and technical resources are identified and available to participate in defined phases, answer questions, and complete install verification as scheduled or needed.
- The Customer is responsible for the scheduling and attendance of workshop participants.
- Authorization model is approved, including email protocol, collaboration tools, file exchange, NDA/CA and similar.

## SKU

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