

How to Build & Implement an Effective Metadata Management Program

Course Summary

Description

Metadata programs are implemented to help an organization to manage and leverage its data as a valued strategic asset, reduce information technology costs and improve the management and the value organizations gain from their data and information systems. Metadata programs focus on formalizing accountability for metadata, improving business and technical understanding of data resources, and improving business and technical productivity while improving data quality, managing data redundancy and reducing data duplication.

An effective Metadata program clearly lays out an understanding of the data supporting the organizational efforts and rapidly improves the value organizations gain from package implementations, data warehousing and business intelligence efforts, application integration efforts, ERP, CRM, content and knowledge management, and EAI efforts.

Objectives

At the end of this course, students will be able to:

- How to plan successful Metadata program implementations
- How to build the foundation of successful Metadata programs
- How to establish the Metadata architecture required for a successful programs
- How to leverage existing infrastructure and address advanced Metadata architecture

Topics

- Metadata Management Approaches & Principles
- Gaining Senior Management Support, Sponsorship & Understanding of Need for Metadata Management
- How to Develop Best Practice Around Metadata Management
- Metadata Roles & Responsibilities
- Getting the Most Out of the Metadata in Your Environment
- Articulating Value of Metadata Management

Audience

Participants in the workshop should be in a Business or Technical position to define a Non-Invasive Data Governance™ & data stewardship program for the organization including:

- Senior and Business Managers
- Business Mid-Level and Senior Data Managers
- Data Owners, Data & Business Analysts
- Operational (Day-to-Day) Data Stewards (people that define, produce and use data as part of their everyday job)
- Risk Management Staff, Security, Privacy, Classification, Compliance directors and staff
- Information Technology Professionals
- Solution and Data Architects
- Metadata Managers, Data Modelers

Prerequisites

Knowledge of issues that can be addressed through Metadata is a plus but there are no prerequisites.

Duration

Two days

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Course Outline

I. Morning – Approximately 3 to 3.5 hours

- A. Framing and Selling Metadata Programs in a Corporate Context
- B. Defining Metadata Program Business Goals and Objectives
- C. Defining Metadata Program Technical Goals and Objectives
- D. Defining Measurements and Metrics of Metadata Program Success
- E. Leveraging, Building and Enforcing Data, Metadata Policy
- F. Exercise: Metadata Case Study

II. Afternoon – Approximately 3 to 3.5 hours

- A. Case Study Review
- B. Defining Metadata Program Critical Success Factors
- C. Contending with Organizational Tolerance for Change
- D. Defining Data Steward & Metadata Roles, Responsibilities, Accountabilities Per Role
- E. Defining Data Steward & Metadata Time Commitments and Tasks
- F. Identifying and Assigning Appropriate Data & Metadata Stewards, Steward Criteria and Traits

III. Morning – Approximately 3 to 3.5 hours

- A. Conducting a Metadata Inventory and Audit
- B. Enterprise Vs. Distributed Vs. Tool-Based Metadata Repositories
Advantages & Disadvantages: Selecting the "Right" Approach
- C. Integrating Metadata Work Flow and Tasks With Existing Methodology
- D. Recording Metadata and Developing Interfaces to Move/Share Metadata
- E. Developing Metadata Change Management Procedures and Notification

IV. Afternoon – Approximately 3 to 3.5 hours

- A. Understanding Metadata Management Beyond Structured Data
- B. Identifying the "Best" Place to Start a Metadata Program
- C. Developing a Plan to Market and Distribute Metadata to the People Who Need It
- D. Independent/Group Exercise: Metadata Case-Study
- E. Case-Study Review