

Introduction to Data Management, Governance and Stewardship

Course Summary

Description

This is a basic introduction to the concepts of data management, governance and stewardship for individuals who work with or interact with data in their work environment. As organizations move towards developing their enterprise level data governance policies, data management plans and data stewardship practices, it has become essential for the people who work with data on a day to day basis to understand the concepts related to these data disciplines so that they can apply them effectively and correctly in their individual work responsibilities.

Objectives

After taking this course, students will be able to:

- Explain how data is a strategic and operational asset in modern organizations, and can identify at a high level their organization's data assets and the strategic business role played by the data.
- Explain the fundamental concepts of data management including the basics of data quality, meta-data, data architecture, data security, data integration and how they interact with these in their area of work responsibility.
- Describe the basic types of data, how data is classified and the tools used to manage data in organizations, as well as being able to identify the tools they use when they work with data.
- Explain the basic principles of data governance, how they are generally implemented in their organization and how they impact their own areas of responsibility.
- Explain the basic principles of data stewardship and how they are implemented in their organization's procedures and how their work practices apply stewardship in their own areas of responsibility.
- Explain what is meant by data lifecycles, and how data is processed through collection, classification, management, retention to archiving and disposal in their organization.
- Explain how to apply the concepts presented in class in their day to day work environment.

Topics

- Data Management: how an organization manages its data assets, which covers data architecture, types of data in an organization, meta-data, data repositories, master reference data, data security and other related concepts.
- Data Governance: the organization's policies and standards that govern the use of data throughout the enterprise.
- Data Lifecycle: how data flows through an organization from its initial acquisition or creation until it is archived or eliminated, and how the data is used in an operational environment during its lifecycle, whether it is current data in operational systems, historical data in analytic system or some other use.
- Data Stewardship: the specific policies and practices used in the day to day operations of an organization to manage

Introduction to Data Management, Governance and Stewardship

Course Summary (cont.)

- data assets in compliance with the organization's data governance policies.
- Data Systems and Tools: an overview of the types of systems and tools that are typically used for these data functions.

Audience

This course is appropriate for anyone who works with data

Duration

One Day