

#DataCleanUp

Data  
projects  
from  
home...

# Project 2: Data governance



comma

# What is it?

Data governance defines the processes by which information flows through a business.

It has as much to do with people as it does data.

This may make it seem like a difficult project to carry out remotely, but now is actually an ideal time to take the first step.

## Here's what you need to get started...



1.

Identify the team that needs to work on this project: these are your key stakeholders, and they are likely to be spread across several departments.

2.

**Get buy-in from leadership:**

ensure they understand the impact of the project, and the implications of not doing it.

3.

Make sure  
you – and  
everyone that  
needs to be  
involved –  
**has access  
to the data.**



4.

Look at how **data is shared, inputted and utilised** across the board (see the tip below for a starting point).

5.

Ask key  
questions.

Explore  
discrepancies  
in data  
definitions,  
information  
priority,  
stakeholder  
concerns.

6.

**Create a clear framework:**  
once you have collating the information you need, define what best practices should now look like.



7.

## Collaborate.

Communicate changes throughout the business, listen to feedback, and maintain vigilance as the project gets under way.



Identify an 'owner' for every current spreadsheet or information silo. This will:

- ✓ empower owners of spreadsheets and make them accountable
- ✓ minimise issues that can stem from remote working bad practice
- ✓ get your organisation to start thinking at a high level about governance

# Why will it help?

## Increased demand

If you're experiencing a surge in demand for digital services or online orders in the current climate, a data governance project can make sure your data is up to the task.

By highlighting errors, or data weak spots, you can lessen the likelihood of costly data mistakes at a crucial time for your business.



# Why will it help? Cancelled and delayed projects

If you're facing a lull thanks to cancelled projects, store closures or other interruptions, **this is a positive step to make your data work harder for your business as it enters in recovery.**



Start your data governance today.

Book a remote one-to-one with  
one of our Data Consultants

Call **+44 1926 911820**,  
email [info@comma-group.com](mailto:info@comma-group.com)  
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