Data Steward Meeting

April 3, 2019

Agenda

• Data Governance Consultant Report Updates
• Roles of Data Stewards and Data Custodians
• AIDA – Authoritative Institutional Data Assets
• Reporting and Information Redesign
• Feedback from Data Stewards
Project Overview

- Assess current state of data governance at NYU
- Proposed Charter for Data Governance
- Proposed Target State for NYU Data Governance
Institutional Research
And Data Integrity

Report and Recommendations

Target State Operating Model
Overview

Governance

Executive
Vision, Priorities, Escalation

IR

IT

Stewardship
Access decisions
Quality improvement and standards

Data Usage and Support

Data Management & Architecture

Identity and Access Management

Policy development & coordination
Stewardship
Monitoring
Communications
Definitions and Standards
Access policies
Rules, regulations
Quality standards and rules

Tools
Architecture
Objective quality
Lineage and lifecycle management
Metadata management
Access request and certification process
System integration and API requests
Role-based Access Control

NYU
Institutional Research And Data Integrity

Vision

“New York University’s data is treated as an enterprise-wide asset and is readily available to support evidence-based decision-making and informed action.”

Goals

1. Improve data quality to enhance trust in NYU data
2. Support easy and secure access to University data assets
3. Reduce risk through regulatory, policy and procedural compliance
4. Establish a data governance program to improve NYU’s ability to create, preserve, and disseminate knowledge

NYU
Institutional Research And Data Integrity
What Has Happened and Next Steps

- Executive Steering Committee has met, and is reviewing Charter document
- Institutional Research and NYU IT are coordinating more closely
- Beginning to reconstitute existing committees to form a Data User Task Force

Data User Task Force

- Expect to create three committees:
  - Student Data
  - HR and Finance Data
  - Faculty and Research Data
- Student Data User Task Force
  - Takes place of former UDW+ Student Operating Committee and IR Counterparts
Data User Task Force

• Task Forces will create a “Reporting Portfolio” which will include information on existing reports and methods of having questions answered.
  – Expect to structure it with the following attributes:
    • **Purpose** (How many degrees were awarded in AY2018?)
    • **Content** (UDW+ Departmental Metrics Dashboard/Degrees Conferred Report)
    • **Audience** (Internal: Deans and Department Chairs)

(continued)

Data User Task Force

• **Role of the Task Force**
  – Serve as prioritization review and escalation point for new requests
  – Communicate existence of, and then new content in, the Request Portfolio to respective schools and administrative units
  – Raise through the Data Governance structure disagreements about who should answer a question or decisions on new investments in reporting needs
THE ROLE OF DATA STEWARDS AND DATA CUSTODIANS
• **Data Stewardship** is the role that supports the development of the policies, practices, processes, and standards that an enterprise uses to organize its data and information. Also, data stewards guide the data custodians in the implementation of the policies.
Common Data Steward Activities

In the context of their defined subject area domains, data stewards will:

• Define / describe business data elements
• Define data domain values
• Establish and validate data quality rules
• Identify and help resolve data quality issues
• Help develop data domain business rules (algorithms, calculations, processing requirements, etc.)
• Define data security requirements
• Promote the use of accepted data definitions, common reference data and sound data usage practices
• Create and maintain business metadata definitions, domain values, business rules, etc.
• Represent subject area for the University, Schools or Functional Unit
• Provide accountability for subject area data, ensuring timely and consistent collection of data
• Guide and advise others on meaning and use of data
• Determine retention period of data
• Provide data understanding and usage expertise to projects (development and enhancement)

• Data Custodianship: The role in an organization that is responsible for entering and maintaining the correct data values in an application based on the requirements provided by the data stewards.

• Data Custodians also verify that the metadata for the data under their control is maintained accurately, according to standards.
## Data Governance vs Data Stewardship

<table>
<thead>
<tr>
<th>Data Governance</th>
<th>Data Stewardship</th>
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</thead>
<tbody>
<tr>
<td>• Policies</td>
<td>• Domain content knowledge</td>
</tr>
<tr>
<td>• Practices</td>
<td>• Domain development / implementation of data governance policies, standards, practices</td>
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<tr>
<td>• Standards</td>
<td>• Domain implementation of data governance procedures</td>
</tr>
<tr>
<td>• Enterprise focus</td>
<td>• Socialization of data governance in domain</td>
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<tr>
<td>• Enterprise communication and socialization</td>
<td>• Data and metadata quality standards development for domain</td>
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## Data Stewardship vs Data Custodianship

<table>
<thead>
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<th>Data Stewardship</th>
<th>Data Custodianship</th>
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<tbody>
<tr>
<td>• Domain content knowledge</td>
<td>• Application / system knowledge; technical skills</td>
</tr>
<tr>
<td>• Domain development / implementation of data governance policies, standards, practices</td>
<td>• Maintenance of data and metadata according to data governance policies, standards, practices</td>
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<tr>
<td>• Domain implementation of data governance procedures</td>
<td>• Adherence to data governance procedures provided by data stewards</td>
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<tr>
<td>• Socialization of data governance in domain</td>
<td>• Support for data governance program and data stewards in application activities</td>
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<tr>
<td>• Data and metadata quality standards development for domain</td>
<td>• Data and metadata quality control</td>
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Design standard documents and forms

Data Governance Program team creates standard documents/forms/processes that will support the data governance activities

- Document/form examples: **change control**, **data catalog**, **business glossary** etc.
- Forms/documents will be examined regularly and updated as necessary with version control
- Central storage of forms/documents will be established and information will be shared with the data stewardship community during the next quarterly meeting

Sample Data Catalog Format (work in progress)

- Provide a central store to organize both business and technical metadata
- A searchable interface is planned for end of FY19, as part of the AIDA project
AIDA - AUTHORITATIVE INSTITUTIONAL DATA ASSETS

AIDA (Authoritative Integrated Data Assets)
People, Space, Academic Program Hubs - Update
04/03/2019

Presenter Name: Adrian Kulpa
Project Manager: Huey-Chih Lee
*The project formerly known as Master Data Management (MDM) has been renamed to **Authoritative Institutional Data Assets (AIDA)**.*

**AIDA** will provide and maintain an authoritative, trusted, shared, governed and reusable set of common data assets.

**Data governance** is the specification of decision rights and an accountability framework to ensure appropriate behavior in the valuation, creation, storage, access, use, archiving and deletion of authoritative data assets.

### Planned Timeline

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<th>Oct 18</th>
<th>Nov 18</th>
<th>Dec 18</th>
<th>Jan 19</th>
<th>Feb 19</th>
<th>Mar 19</th>
<th>Apr 19</th>
<th>May 19</th>
<th>Jun 19</th>
<th>Jul 19</th>
<th>Aug 19</th>
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<tr>
<td><strong>Establish AIDA Foundation</strong></td>
<td><strong>Prepare for POC</strong></td>
<td><strong>Conduct POC</strong></td>
<td><strong>Select Vendor</strong></td>
<td><strong>On-board Vendor</strong></td>
<td><strong>On-board Team</strong></td>
<td><strong>Stakeholder Analysis</strong></td>
<td><strong>Develop RACI</strong></td>
<td><strong>Target Operating Model</strong></td>
<td><strong>Vendor Assessment Criteria</strong></td>
<td><strong>Define AIDA POC Data Sources</strong></td>
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WORK IN PROGRESS

Undergraduate life cycle only
*Students may not complete every milestone (e.g. graduation, housing, student activities)

Goals
- Understand product offerings in the marketplace
- Assess product capabilities and alignments to NYU

Status
- Engaged vendors in the MDM space via RFP
- Developed use cases and supporting data
- Execute vendor POCs and summarize findings

Next
- Exhibit select vendor demonstrations to broader community
Appendix: AIDA - Under The Hood

INPUT FOR AIDA

Internal Sources
- SIS
- ADVANCE
- WORKDAY
- SAILPOINT
- STUDENT CLUBS

External/Other Sources
- 3rd Party Data (USPS & Others)
- CMS
- Social Media
- Other External

INPUT

AIDA

Data Management Interface
- Cleansing - Apply Data Quality Rules
- Deduplicating - Match Merge Survivorship
- Enrich
- Create Authoritative Source

PROCESS

Authorization/Cleansed Data Storage
- Student
- Employee
- Faculty

Supporting Data Sets
- Validations and Rules
- Supporting Data Sets

OUTPUT FROM AIDA

Provides Data Steward Control Over Dataset

Data Steward User Interface

OUTPUT

INTERNAL SOURCES

REPORTING AND INFORMATION DELIVERY REDESIGN

REPORTING AND INFORMATION DELIVERY REDESIGN

INTERNAL SOURCES

REPORTING AND INFORMATION DELIVERY REDESIGN

WASHINGTON UNIVERSITY

REPORTING AND INFORMATION DELIVERY REDESIGN

REPORTING AND INFORMATION DELIVERY REDESIGN
NYU Reporting and Information Delivery Redesign

Peter Sheehan, Decision Support Group
University Data Stewards  April 3, 2019

Objectives

- Simplify, clarify and consolidate reporting
- Promote analytics and data oriented analysis
- Provide user friendly, intuitive content
- Enable the application of new tools, including in-application reporting and self-service
Scope

- Finance and HR reporting
- UDW+
- FAME
- Workday
- i-Buy

Timeline

Three work streams:

FY2019 – Analysis and Planning

FY2020 – Improve, streamline, retire or consolidate Workday and UDW+ reports / FAME / i-Buy

FY2021 – Self-service reporting and curated data sets
Roles and Responsibilities (in progress):

- Customers – Fiscal Officers, Finance and Budget Analysts, any user of NYU financial reporting
- Executive Sponsor – Stephanie Pianka
- Steering Committee – Beth Davidovich, Angela Chen, Peter Christensen
- Project Management - Huey-Chih Lee
- Governing Body – Fiscal Officers
- Project Team – Designees as appointed by fiscal officers, UDW+ team, NYU IT EDM, DSG, ESM, FSM

Who?

Why?

- Focused attention for issue resolution
- Smaller catalog of UDW+ standard reports
- Increased flexibility of information delivery
- Take full advantage of in-system reporting capabilities
Next steps

• Finalize project governance
• Coordinate “Reporting Design Team”
• Retire UDW+ reports with very light use
• Seek opportunities to retire / consolidate
• Develop detailed work plan
• Evaluate systems for reporting strengths

Questions?
Thanks for your time!

FEEDBACK FROM DATA STEWARDS
Your Feedback

• What are the main challenges you face when you perform data stewardship activities?
• What information would be helpful for the Data Governance Offices to share with you?
• What are the best communication methods to use between quarterly Data Steward meetings?

WRAP-UP
Next Meeting

- Tuesday, July 16, 2019: 10:00 – 11:30am

Thank You!