Data Stewards Quarterly

Office of Data Governance

Data Governance Support Services & MDM

January 30, 2020
- Data Governance Update
  - Office of Data Governance: New Personnel
  - data.governance.support@nyu.edu

- AIDA Update
  - Student Life
  - Space

- Collibra Update
  - Collibra Business Glossary
    - Key Concepts
    - Demo
    - Does your unit currently maintain a business glossary?

- Collibra Development
  - Additional content, next steps

- More Information

- Q&A
Data Governance Update
New Personnel
- Oksana Kinker, Director of Data Governance
- Sara Dicker, Data Governance Analyst

ODG Next Steps
- Work with DGS group on ongoing initiatives
- Better understand and define our scope and goals
- Additional details and updates to come in April
If you need support, email the Data Governance Support Office using data.governance.support@nyu.edu.

- Data Governance Support sits within NYU IT;
- is one of two data governance teams responsible for facilitating decision making toward NYU’s data governance goals;
- focuses on the technical side of data governance issues; and
- partners closely with the Office of Data Governance to take joint actions and make recommendations on wide-ranging data governance issues.

Reference: NYU Gartner Data Governance Target State, October 2018.
The Target State Operating Model provides the structure for running the NYU Data Governance program.

Reference: NYU Gartner Data Governance Target State, October 2018.
AIDA Update
AIDA (Authoritative Institutional Data Assets) will provide and maintain an authoritative, governed, trusted, shared, and reusable set of data, including master and reference data assets.

Major use cases:
- Reporting & Analytics
- Application Integration
- Advanced Analytics

Reference: AIDA Project General Overview
Organizational Readiness

- Identified data governance participants
- Train staff according to roles
- Reusable process; enable self-service

Foundational Technology Set-up

- Data integration, automation
- Cloud data warehouse
- Collibra (glossary, approval workflow, data lineage)

Student Hub

Student Life: OrgSync & Events

- Student Life: AIR, Wasserman, Housing

Student Records: Course, Degree / Major (with API Project)

- Metrics & use cases; Critical Data Elements; Data Lineage; Quality of Data (Rules)
- Data Profiling; Modeling; Design, Configure, Build; Data Integration Development; Testing

Space / Location Hub

Utilization

Reference Hub

- Schools; University Hierarchy
● **Student Life**
  ○ What’s been done?
    ■ Alignment to functional data architecture
    ■ Business process analyses (questions, entities, functional processes)
  ○ What’s in progress?
    ■ Business glossaries to be available in production (January 2020)
    ■ Student Life (OrgSync, Event CheckIn) data are moving to production (January 2020)
    ■ Athletics; Residential Life & Housing; Career Center data in development
  ○ What’s next?
    ■ Data in production by 3/31 (target) for Athletics; Housing & Residential Life
  ○ Partner highlights
    ■ Student Affairs business teams
    ■ Stern School of Business; Tandon School of Engineering
Notes:
1. Research may include faculty and student research
2. Life-cycle attributes (e.g., military, athlete, financially clear, etc.)
3. Highlighted items are currently in development
Space & Location

○ What’s been done?
  ■ Functional data architecture
  ■ Business process analyses (initial questions, entities, life cycle, functional processes)
  ■ Identification of systems supporting space life cycle

○ What’s in progress?
  ■ Focus on space utilization functions
  ■ Business process analysis (requirements)
  ■ Business glossary
    ● Space Data Maintenance

○ What’s next?
  ■ Business glossary development
  ■ Data development

○ Partner highlights
  ■ Capital Projects and Facilities
  ■ Steinhardt School of Education; Stern School of Business; College of Dentistry
Space Data Functional Architecture

- **Space Management**
  - Building Identification
  - Space detail management
  - Floor
  - Room
  - Location tracking
  - Addresses
  - Coordinates
  - Floor plan drawing maintenance
  - Technical drawings
  - Construction drawings
  - Square footage calculations
  - Accessibility

- **Information Technology**
  - Technology and Infrastructure Support
  - Telecom locations
  - Network infrastructure
  - Server rooms
  - AV

- **Facilities**
  - Work order processing
  - Building code compliance
  - Sustainability
  - Utilities operations
  - Facilities equipment maintenance
  - Facilities management
  - EHS planning, compliance, execution

- **Space Usage**
  - Space & Departmental Planning
    - Capacity
    - Functionality
    - Utilization
  - Teaching & learning
    - Course Scheduling
    - Room Assignment
  - Student services
  - Residential Life
  - Work Life
  - Ownership & stewardship
  - Outside tenant tracking
  - Event Management

- **Public Safety**
  - Emergency preparedness
  - Building operations
  - Building traffic
  - Room capacity

- **Finance & Budget**
  - Real estate revenues
  - Taxes
  - Insurance
  - Capital assets
  - Depreciation
  - Operating costs
  - DASNY Reporting
  - Lease acquisition & management
  - Building sales & purchases
  - Permitted use / zoning

- **General Counsel**
  - Academic and research assignment
  - Lab equipment management
  - Indirect cost recovery processing
  - Principal investigator tracking

- **Research**
  - Academic and research assignment
  - Lab equipment management
  - Indirect cost recovery processing
  - Principal investigator tracking

**University Data Repository**

- AIDA

**Analytics / Reporting**
- API, UDW+, Tableau

**Notes:** Highlighted items are under development
Space Life Cycle

1.1 Space Request
- Department Inquiry
- University Initiative (e.g. 2031)

1.2 Space Planning Study
- Review existing space portfolio
- Review potential space solutions
- Review fiscal impact

1.3 Space Decision (Acquisition or Existing)
- Finalize lease / purchase agreement
- Legal review
- Acquire space

1.4 Construction / Preparation for use
- Manage relocations
- Conduct capital projects
- Initiate project, design, build, final punch list, obtain certificate of occupancy, etc.

1.5 Maintenance & Operation
- Facilities maintenance
- Requests, preventive & ongoing maintenance
- Secure building
- Occupy / use space
- Cost allocation, indirect cost recovery

1.6 Space Planning Study
- Same as 1.2

1.6 Sunset
- Manage relocations
- Manage service contracts & utilities
- Remove from space portfolio

WORK IN PROGRESS
Space Life Business Function-to-Application Mapping

1.1 Space Request  
1.2 Space Planning Study  
1.3 Space Decision (Acquisition or Existing)  
1.4 Construction / Preparation for use  
1.5 Maintenance & Operation  
1.6 Space Planning Study  
1.6 Sunset

FAME
i-Buy
BIA
SMS
CPACSweb  
(with BIA, i-Buy, UDW integrations)

WMSy
WorkLink
ServiceLink
BMS (HVAC)
StarRez (ORLHS)
Workday
Registrar Software - ?
DPS Security Software - Lenel?
Faculty Housing Software - ?

WORK IN PROGRESS
Collibra: Key Concepts
● Business Glossary developing in Collibra Data Governance Center
  ○ “The Collibra Platform empowers enterprises to find meaning in their data and improve the quality of business decisions.”
  ○ Collibra Data Governance Center (DGC) Business Glossary is one of several modules

● DGC is a tool, facilitating data governance program goals
  ○ Improve data quality to enhance trust
  ○ Support easy and secure access to University data assets
  ○ Reduce risk through regulatory, policy and procedural compliance
  ○ Establish a data governance program to improve NYU’s ability to create, preserve, and disseminate knowledge

References:
1. Products Powered by the Collibra Platform
2. NYU Data Governance Target State Design
Collibra DGC’s *Communities, Domains, and Assets*

- **Terms**
  - A **community** is a grouping of zero or more communities and domains. A community has a globally unique name. It usually defines a delineated part of stewardship.
  - A **domain** is a logical grouping of assets (according to their function, project or knowledge area). A domain is owned by exactly one community, and its name is unique within that community.
  - An **asset** is the fundamental building block for which to capture information (e.g., KPI, business term, code, data element, etc.)

- **Community** and **domain** are both organizational concepts within Collibra.
### NYU Data Governance Community

<table>
<thead>
<tr>
<th>Collibra DGC</th>
<th>NYU Data Governance Framework</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Community</td>
<td>● Data Domain (Data Domain Trustee)</td>
<td>● Student Affairs</td>
</tr>
<tr>
<td>○ Sub-community</td>
<td>○ Business Area (Data Steward)</td>
<td>○ Center for Student Life</td>
</tr>
<tr>
<td>■ Domain</td>
<td>■ (N/A)</td>
<td>■ Center for Student Life Glossary</td>
</tr>
<tr>
<td>● Asset</td>
<td>● (N/A, Business Term)</td>
<td>● <em>Club Description</em></td>
</tr>
</tbody>
</table>

**Left:** Image indicating community structure in Collibra

<table>
<thead>
<tr>
<th>Data Governance Role Assignments</th>
</tr>
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<tbody>
<tr>
<td><strong>Business Area</strong></td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td>Student Affairs</td>
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<tr>
<td>Center for Student Life</td>
</tr>
<tr>
<td>Athletics</td>
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<tr>
<td>Office of Residential Life</td>
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**Above:** Data governance role assignments are published to [NYU's web site](https://www.nyu.edu).
Collibra Update
Participant Poll

1. Are you familiar with the NYU Business Glossary?
   a. Yes, very
   b. Yes, somewhat
   c. No

2. Does your department maintain its own glossary?
   a. Yes
   b. No
Business glossary available @ nyu.collibra.com
Why is this important?

● Business Glossary serves as the foundation for:
  a. Lineage
  b. Data Quality
  c. KPI’s / Reporting Metrics

● Centralized Repository
  a. Data consumers have one place for information
  b. Reduces burden on Data Stewards

Next steps

● NYU business glossary transition
  a. Review
  b. Approvals
Collibra Development
Send your (existing) business glossaries for loading to Collibra Data Governance Center: data.governance.support@nyu.edu

Why is this important?
- Units across the University have invested to articulate business terms and definitions, over time
- Bring cross-functional visibility to your domain using a central, University-based resource
- It is a best practice to consolidate existing resources into a glossary managed by stewards

Impacts to strategy?
- Business Glossary increases organizational effectiveness through a shared understanding of key business terms, key performance indicators and metrics

Real use cases?
- NYU Business Glossary (hosted through ServiceLink) [in progress]
- SPA Post-Award Handbook glossary
Events
● **Collibra Overview for Data Governance Stakeholders**
  ○ On-site overview with representatives from Collibra
  ○ Currently *in planning*
  ○ Tentatively scheduled for February 27, 2020
  ○ Additional information to follow

● **Additional Collibra Training**
  ○ Planning on-site Data Governance Center Boot Camp
    ■ Additional information to follow

● **Stay Informed**
  ○ Data Steward Quarterly meeting, newsletters, emails, etc.

● **Questions?**
  ○ Email [data.governance.support@nyu.edu](mailto:data.governance.support@nyu.edu)
Questions?
Thank you!