Data Stewards Quarterly Meeting

Office of Data Governance and Data Governance Support Services

June 7, 2021
• Introduction Oksana
• AIDA Updates Adrian (Chrissy)
• Collibra DGC Updates Chrissy / Tammana
• ODG Project Updates Oksana / Tammana / Sara
• Announcements & Events Chrissy / Sara
• Q&A
AIDA Updates
## AIDA Roadmap FY21

**Updated 2021-06-02**

### AIDA Core

<table>
<thead>
<tr>
<th>Q1 FY21</th>
<th>Q2 FY21</th>
<th>Q3 FY21</th>
<th>Q4 FY21</th>
<th>Q1 FY22</th>
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<td>NYUAD Constituent Contact Mgmt</td>
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<td>Events; Athletics (Student)</td>
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<td>Housing (Student)</td>
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<td>Building Attributes from SMS</td>
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<td>Link Buildings: SMS &amp; Lenel (Space)</td>
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<td>Career Outcome (Student)</td>
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<td>AIDA Core</td>
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<td>Wherescape Conversion</td>
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<td>AIDA Core Enhancement</td>
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<td>Interfolio (Faculty)</td>
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<td>Badging (Identity)</td>
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<td>Client Backlog (Operations)</td>
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<td>Emma - Phase 1</td>
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<td>Badging (Identity)</td>
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<td>Campus Services (OneCard)</td>
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<td>DQ Support for SailPoint</td>
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<td>Violet Network (Student)</td>
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### Enhance User Experience

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<td>Steward Training</td>
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<td>DQ using DataGaps</td>
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<td>Shop for Data</td>
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### Key

- **AIDA Core**
- **External, IT Funded**
- **Client Request Backlog**
- **Done**
- **Start To Be Determined**

**Updated 2021-06-02**
Collibra DGC Update
Objective: Provide hands-on Collibra training to data stewards in alignment with core responsibilities

Overview:
- Several data stewards and their designees attended vendor-provided training earlier this year.
- Based on your valued input, we have decided to roll out a custom, in-house training.

Progress Updates
- Collibra DGC Training piloted as of June 4, 2021
- Continue to streamline training agenda as needed for data steward roles and approvals
- Current topics for Collibra DGC Training include Business Glossary & Approvals

<table>
<thead>
<tr>
<th>Project Phase Updates</th>
<th>Completed Items</th>
<th>Outstanding Items</th>
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<tr>
<td>Discovery – Completed</td>
<td>First pilot training completed with members who are logged into the system and have active glossaries in Collibra.</td>
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**Objectives:** Make governance of metadata more consistent across departments and reduce manual effort

**Updates:**
- Restricted the types of users who could start the workflow (Data Stewards, Trustees, and Community Managers/Data Governance Offices)
- Updated workflow notification emails
- Removed automatic timeout

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**Collibra Workflow Notifications**

**Assigned Tasks**
A Review task has been assigned to you. Please vote for the approval of the definition. If you want to reject, please provide a reason for doing so.

What am I supposed to do?
Objective: Improve data literacy with the addition of reference data to Collibra; streamline business glossary

We’ve added Term Codes and Descriptions (as candidates) to:
- Provide data consumers with useful information
- Provide you with a sample use case for reference data

What other reference data would be useful?
Objective: Ensure proper usage of names, improve data quality, and mitigate risk

Problems
- Data analysts and consumers do not always know which names to use when
- Preferred name is often blank
- No two systems are alike

Resolution
Upon consultation with the Identity stewards, we’ve updated Collibra with content to:
- Help users navigate the current state
- Build better data solutions
ODG Project Updates
1. Reporting Department Crosswalk
2. DG Model for Undergraduate Admissions Reporting
3. DG Model for Institutional Research Reporting
4. Census ETL Process Improvement
5. Office of Data Governance Website
6. Data Governance Participants List
7. Data Governance Participants Onboarding Sessions
Objective: To standardize academic and administrative names & codes across NYU enterprises affecting reports that determine data access and engage with senior leadership.

Project Objective:
Short Term: Restore historical logic to update Reporting Department Crosswalk (RDC) - Complete
Long Term: Fully automate the manual processes of the RDC – On hold

Project Outcomes

- Process is ran biweekly and tracked by ModTrack (Last Update: 06,04, 2021)
- Crosswalk codes related to NYU Shanghai was changed to more granular level to meet requirements for AIDA project related to the Faculty 180 initiative.
- Streamlined validation process to ensure data accuracy in downstream reports

Next Steps

- Continue to further streamline & clean up the Crosswalk and Hierarchy reports
Phase 1 of the project will be focused on reconciling data between SIS Albert and SLATE.

The inconsistent data between the two sources create errors and confusion in downstream reporting, including the Census for Undergraduate Admissions Reporting.

The Census for Undergraduate Admissions Reporting is an amalgamation of data from both SIS Albert and SLATE. Phase 2 of the project will focus on reconciling the data in Census for Undergraduate Admissions Reporting with upstream source.
Objective:
• Ensure the values of the Data Governance Model are aligned to the Gartner recommended goals.
• Partner with DGSS to ensure regular improvements in Collibra on topics of Business Glossary, business metadata, and provide support to the Data Governance Participants list.
• Strengthen network across NYU by communicating and support training for roles and responsibilities as needed.

Overview:
• The DG Model for Undergraduate Admission Reporting Project intends to implement a process to ensure that the data that is being sourced from “Common App” is aligned in systems using the data for reporting purposes. The systems in scope are SIS Albert & SLATE.

Progress Updates
• Data quality rules are written for the identified critical data elements using SQL language coding
• Data quality rules are written using DataGaps to compare data between SIS and SLATE and results are available in dashboard
• Data Stewards and Subject Matter Experts trained to use Collibra to manage the Business Glossary in Collibra

Project Phase Updates
- Discovery – Completed
- Design – Completed
- Implementation – Started
- Post-Implementation – Not Started

Completed Items
- Project Charter and deliverables were signed off by the project team

Outstanding Items
- Data Quality business rules to compare Census report will be completed in Phase II
Objective:
• Ensure the values of the Data Governance Model are aligned to the Gartner recommended goals.
• Partner with DGSS to ensure regular improvements in Collibra on topics of Business Glossary, business metadata, and provide support to the Data Governance Participants list.
• Strengthen network across NYU by communicating and support training for roles and responsibilities as needed.

Key Deliverables:
- Report Catalog
- Business Glossary
- Physical Data Dictionary
- Data Set
- Data Quality Rules

... all linked together for a holistic view and understanding of the data

Current Areas of Focus within IR
- IR’s Enrollment Census Reports
- IR’s External Reports using HR data
- Shanghai IR’s Student Data Reports
Objective: (1) Identify differences between the census (snp) and daily load ETL processes and determine if they are necessary, and (2) eliminate unnecessary differences such that there is either a single ETL process or two aligned ETL processes, in order to make NYU data more consistent as well as reduce time and effort during census validation processes.

Overview:
• Explore differences in the ETL and resulting values; request buy-in from stakeholders to determine potential effects
• Develop single / aligned ETL process(es)
• Pilot aligned ETL; run old ETL in parallel for reliability testing
• Implement single / aligned ETL for all future terms

Progress Updates
• reviewed and pared down tables in snp database
• technical due diligence in progress
• aim to develop and implement for Summer 2021 enrollment census
**Data Governance Participants**
- Updated DG Participants List
- Ad-Hoc Change Request Form
- Annual Confirmation Form (when applicable)

**Data Stewards Quarterly Meeting**
- Upcoming meetings scheduled
- DSQ Participation Request Form
- Slides from past meetings

**Participants in Data Governance Program**

**Current Data Governance Participants List**
Data Governance Participants - Last Updated March 2021

**DG Participant List Ad-Hoc Change Request Form**
If you would like to request changes to the names or structures on the Data Governance Participant list, please fill out the following form and we will get in touch with you as soon as possible.

**Data Steward Meeting Presentations**

**Upcoming Data Stewards Quarterly Meetings**
- Monday, June 1, 2021 2:00 - 3:30 PM
- Monday, August 9, 2021 3:30 - 5:00 PM
- Monday, November 1, 2021 3:30 - 5:00 PM

**Data Stewards Quarterly Meetings Participation Request Form**
If you would like to represent at our upcoming DSQ meetings, please fill out the form below and we will follow up with you before the next meeting.

**Past Data Stewards Quarterly Meetings**

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Presentation</th>
<th>Topics Covered</th>
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<tbody>
<tr>
<td>October 9, 2018</td>
<td>DSQ 10/16/2018 Slides (PDF)</td>
<td>Data Steward Engagement, Data Quality Scorecard Updates, Data Dictionary, Data Mapping, IAM Program Updates</td>
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Objective: Explore, identify, and document areas within NYU to be added to the Data Governance Participants List to ensure we appropriately represent and have buy-in and active participation from areas of data around the university.

Progress Updates:

- Aligned list to organizational structure
- Mapped to Collibra communities and domains
- Added 7 new communities / sub-communities
- Added 15 new participants (Trustees and Stewards)

Next Steps:

- Data Governance Onboarding of new participants

The Data Governance Participants List is a living document!
Do you know this history of the Data Governance Program at NYU?
Do you know what it means to be a Data Steward?
Do you know what Collibra is?

Objective:
Provide foundational and contextual knowledge to new Data Governance Participants on the goals and strategies of the NYU Data Governance Program, as well as inform participants about their roles, responsibilities, and expectations.

Next Steps:
- DG Onboarding will be scheduled to align with DSQ meetings
- We will specifically invite new DG Participants, though anyone can attend
- Schedule will be posted to ODG website
Announcements & Events
Collibra is hosting its annual Data Citizens '21 event June 16-17. Registration is open and free.

Data Citizens '21 offers several opportunities:

- Collaborate and share ideas with other data professionals
- Get inspired through keynotes, real-life stories, and honest data conversations
- Gain practical insights, tips and tools to inform and execute your data strategy

Please see Collibra's Data Citizens '21 website for more information.
Upcoming DSQs scheduled through 2021

- Q3 DSQ: Monday, August 9 at 3:30 PM
- Q4 DSQ: Monday, November 1 at 3:30 PM
Questions?
Thank you!
Data Governance Model Framework

Policy
- Compliance (GDPR, HIPPA, etc.)
- ... (other policies)

Coordination
- Capability
- Community
- Roles & Responsibilities
- Domain
- Asset

Data Inventory
- Critical Data Elements

Metadata
- Glossary
- Catalog
- Access Control

Implementation
- Report / Dashboard
- Application
- Database

Data Quality (Data Integrity)
- Monitor
  - Focused on CDEs
- Score Card
  - KPIs, KRIs

Implementation
- Update Business Glossary in Collibra
- Integrate the technical metadata into Collibra
- Create Data Quality Rules
- Populate Data Quality in Collibra

Ensure roles identified in Collibra are able to review the data quality rules and populate additional rules as necessary.

Drive data security requirements from existing policies (Administrative Data Management Policy, Data and System Security Measures, Electronic Data and System Risk Classification Policy.) Collaborate with compliance, policies and data security offices.

Gather an inventory of databases to identify Critical Data Elements.

Link Business metadata (i.e. business definitions) with technical metadata (i.e. data catalog (table name, column name)) in Collibra.