

## OVERVIEW OF THE DATA STEWARDS GROUP

The Virginia Data Stewards Group (the Group) is established as an information sharing Group in the executive branch of state government to promote data sharing and data quality. The Group shall (i) adhere to data sharing performance goals set by the Executive Data Board, (ii) review policies, standards, and best practices, and (iii) recommend solutions that will establish the Commonwealth as a national leader in data-driven policy, evidence-based decision making, and outcome-based performance management.

The Data Stewards Group shall consist of employees from executive branch agencies with technical experience in data management or data analytics. Executive branch agencies shall be encouraged to designate at least one agency data steward to serve in the Group and may designate multiple data stewards as appropriate based upon organizational or data system responsibilities.

[Related Legislation](#)

## POWERS AND DUTIES

The Group shall have the following powers and duties:

1. Provide the Board and Council with technical subject matter expertise in support of data policies, standards, and best practices.
2. Implement data sharing and analytics projects promoting data accessibility, sharing, and reuse, thereby reducing redundancy across the Commonwealth.
3. Coordinate and resolve technical stewardship issues for standardized data.
4. Ensure data quality processes and standards are implemented consistently by agencies in the Commonwealth.
5. Provide communication and education to data users on the appropriate use, sharing, and protection of the Commonwealth's data assets.
6. Promote the collection and sharing of metadata by registering data assets in the Virginia Data Catalog
7. Liaise with agency project managers and information technology investment staff to ensure adherence to Commonwealth data standards and data sharing requirements.
8. Support informed, data-driven decision making through compliance with Commonwealth data policies, standards, and best practices.

## MEMBERSHIP AND TERMS

The Group will have at least eight (8) voting members from Executive Agencies. The Director of Data Protection and Governance will chair the board for the first year and elections will be held in subsequent years for a chairperson and vice-chairperson which will be selected from its membership.

## MEETING FREQUENCY

The Group shall meet at least biannually or at the call of the Chair or the Chief Data Officer.

## QUORUM

A majority of the voting members shall constitute a quorum. Voting and decisions can occur only when a quorum is present. The meeting will be informational only (no votes) in the event a quorum is not achieved during a given meeting. Any votes scheduled for the meeting without a quorum will be postponed to the next meeting a quorum is achieved.

## COMPENSATION AND EXPENSES

All members shall be reimbursed for all reasonable and necessary expenses incurred in the performance of their duties as provided in §§ 2.2- 2813 and 2.2-2825. Funding for the costs of compensation and expenses of the members shall be provided by the Office of Data Governance and Analytics.

## STAFF SUPPORT

The Office of Data Governance and Analytics shall provide staff support to the Council. All agencies of the Commonwealth shall aid the Group, upon request.

## GOALS AND KPI's

1. Develop Data Governance Standards to present to Data Governance Council
  - # policies or standards developed
2. Increase percentage of Agencies with complete Asset Inventory
  - Percentage from baseline
3. Promote Data Governance and Data Literacy training.
  - # of employees participating in Data Governance or Data Literacy Training
  - # of employees receiving their DM-BOK or CDMP certification.
4. Data stewards will classify the data elements and tag them appropriately for proper contextual usage.
  - % of datasets with classifications per Agency
5. Data stewards identify the lineage of the data.
  - Datasets with lineage defined.
6. Data stewards will create data quality standards for their data sets
  - # Agencies with active data quality programs.

## DELIVERABLES AND DEADLINES

- The benchmark for the yearly goals and objectives will be established by the Data Governance Council.
- The Council will receive periodic updates regarding the above metrics.