



DATA GOVERNANCE COUNCIL GUIDEBOOK

The first meeting of a data governance council is crucial for setting the foundation and direction of the data governance program within the agency. The agenda for this meeting should focus on establishing the council's purpose, defining its scope of responsibilities, and outlining the initial steps for implementing the data governance framework. Here's a typical agenda for the first meeting of a data governance council:

1. WELCOME AND INTRODUCTIONS

- Welcome all council members and introduce the purpose and objectives of the data governance council.
- Provide an overview of the importance of data governance and its role in supporting the agency's goals and objectives.
- Allow each member to introduce themselves, their role within the agency, and their expectations for the data governance council.

2. ESTABLISH COUNCIL CHARTER

- Discuss and finalize the charter or terms of reference for the data governance council¹.
- Define the council's mission, objectives, scope of responsibilities, authority, and decision-making processes.
- Clarify the roles and responsibilities of council members, including the chairperson, vice-chairperson, secretary, and other roles as needed.

3. REVIEW CURRENT STATE OF DATA GOVERNANCE

- Present an overview of the current state of data governance within the agency, including existing policies, processes, and practices related to data management.
- Share findings from any assessments or audits conducted to evaluate data quality, data security, compliance with regulations, and other relevant aspects of data governance.

4. DEFINE STRATEGIC OBJECTIVES AND GOALS

- Discuss and define the strategic objectives and goals of the data governance program.
- Align the objectives with the agency's overall strategic priorities and business goals.
- Prioritize key initiatives and focus areas for the data governance program based on the agency's needs and priorities.

5. IDENTIFY KEY CHALLENGES AND OPPORTUNITIES

- Facilitate a discussion to identify key challenges, gaps, and opportunities related to data governance within the agency.

¹ Refer to ODGA's website for the Commonwealth of Virginia's Data Governance Council Charter which can be used as a template for your agency's council.



- Encourage council members to share their insights, concerns, and recommendations for addressing data governance issues and improving data management practices.

6. ESTABLISH INITIAL ACTION PLAN

- Develop an initial action plan outlining the steps and milestones for implementing the data governance framework.
- Manage the scope to what can be delivered each quarter for the next twelve months.
- Define specific tasks, responsibilities, timelines, and deliverables for each action item.
- Identify any resource requirements, budget allocations, and dependencies necessary to execute the action plan successfully.

7. DETERMINE MEETING SCHEDULE AND COMMUNICATION PLAN

- Agree on a regular meeting schedule for the data governance council, considering the frequency and duration of meetings.
- Define the preferred communication channels and protocols for sharing updates, progress reports, and other relevant information among council members and stakeholders.

8. SET NEXT STEPS AND ADJOURN

- Summarize key decisions, action items, and next steps arising from the meeting.
- Confirm the date, time, and agenda for the next council meeting.
- Thank all participants for their contributions and adjourn the meeting.

The initial meeting of the data governance council should lay the groundwork for a successful data governance program and establish a shared understanding of roles, responsibilities, objectives, and priorities among council members and stakeholders. Future agendas will be determined by the action plan and next steps identified in the first meeting.