

Dataset Readiness Review

The Virginia Office of Data Governance and Analytics' mission is simple: To maximize the value of Commonwealth data through strategic governance, secure and appropriate data sharing, and enterprise analytics services informing actionable intelligence that helps Virginians live better lives. One way the office accomplishes this is through the Commonwealth Data Trust. The Commonwealth Data Trust is a safe, secure, and legally compliant information sharing environment that establishes consistent requirements for trust members through a standardized data sharing agreement process. The data trust provides a scalable alternative to multiple "point-to-point" sharing, promotes trust among its members through common rules for data security, privacy, and confidentiality and reduces technical costs by onboarding to a single environment using standard NIEM protocols. The Data Trust will ensure and support data discovery and analytics for agencies and organizations across the Commonwealth of Virginia.

Becoming a member of the Commonwealth Data Trust is the first step to engaging with the Office of Data Governance and Analytics. This allows your agency to share data in a way that was not able to be accomplished before. Sensitive data will be protected and shared only with your permission, and open data that you provide will be shared to the Virginia Open Data Portal. Metadata for all datasets will be documented and shared where appropriate and applicable.

Thank you for working with the Office of Data Governance and Analytics. The following sheets will need to be completed and returned to Valerie Gresham (valerie.gresham@governor.virginia.gov) as soon as possible. Information will need to be provided, such as information about the datasets, agency owners, data owners, and things of the like.

Besides important information such as the "Dataset Title" and "Data Providing Agency/Organization", The Virginia Office of Data Governance and Analytics (ODGA) will need agencies to identify the Agency Owner, Data Owner, and Data Steward.

The **agency owner** is the member of the agency who makes decisions regarding engagement with other agencies and the overall sharing of data. This can be an agency director or agency head.

The **data owner** in an organization is anyone who originally created or acquired the raw data, and/or anyone who retains the rights to approve sharing or other actions, can make access control decisions (or restrictions), and can approve memorandums of agreement on data use.

Data stewards carry out data owner requirements, translate them into meaningful requirements, and act as subject matter experts on the data and its utility for business use. Where data owners have decision rights, stewards protect those rights and convey them across the enterprise. Data stewards bridge the gap between different data stakeholders.

Both of these roles will work closely with the ODGA team in the onboarding of the data into [DataSAGE](#), contextualization of metadata to be on boarded into the [Enterprise Data Catalog](#), and overall sharing applicable datasets into the [Open Data Portal](#).

Additional Information

- [Meet the ODGA Team](#)
- For more information or questions, please email Valerie Gresham (valerie.gresham@governor.virginia.gov) for general questions. Email Shwetha Tadimalla (shwetha.tadimalla@governor.virginia.gov) for questions about data.
- Follow ODGA on [Twitter](#), [YouTube](#) and [LinkedIn](#)

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Commonwealth of Virginia Office of Data Governance & Analytics Onboarding Readiness Review

Evaluate the following sections with respect to the presentation of data.

Onboarding Information	
Dataset Title	
Data Providing Agency/Organization	
Agency Owner	
Data Steward	
Data Owner	

Agency Onboarding		
Task	Owner(s)	Notes
· Identify Agency Owner	Office of Data Governance and Analytics (ODGA)	
· Get signed Data Trust Agreement	Chief Data Officer, Agency Owner	

Program Onboarding		
Task	Owner(s)	Notes
· Identify Data Owner	Agency Owner	

· Identify Data to be shared	Agency Owner	
· Identify any security concerns (Agency ISO) and work through any issues	Deputy CDO, Data Steward, Data Owner	
· Identify users roles and permissions	Data Steward	
· Train users on VLDS	Office of Data Governance and Analytics (ODGA)	

Data Onboarding		
Task	Owner(s)	Notes
· Identify Data Steward	Agency Owner	
· Identify IT Team members and responsibilities	Deputy CDO	
· Architect Schema: Map out connections between tables	Data Steward, Data Owner	
· Create proposed schema (tables and columns)	Data Steward, Data Owner	
· Extract and load data	Office of Data Governance and Analytics (ODGA)	
· Create metadata files(.csv) : table, column, and valid values	Office of Data Governance and Analytics (ODGA)	
· Perform quality analysis on data to be shared	Office of Data Governance and Analytics (ODGA), Data Steward	

Data Onboarding Decisions			
Category	Acceptance Criteria	Options	Notes
Data Onboarding Types	Please indicate the type(s) of data being shared	<input type="checkbox"/> Open Data <input type="checkbox"/> Restricted-Use Data <input type="checkbox"/> De-Identified Data <input type="checkbox"/> Metadata	
Data Onboarding Location	Please indicate the location(s) where the data being shared will primarily reside	<input type="checkbox"/> Agency Server <input type="checkbox"/> ODGA Server <input type="checkbox"/> Open Data Portal <input type="checkbox"/> Secure Data Enclave	

Reviewed By

Data Steward Name		Data Steward Agency	
Data Steward Signature		Date	