



WDE Data Governance Committee Charter

Version	Date	Reason	Author(s)
1.0	5/22/13	Initial draft	LZ
1.1	6/3/13	Updates from team feedback	LZ
2.0	5/29/14	2014 Renewal Updates	LZ

Team name:	WDE Data Governance Committee
Date Submitted to Division Director:	5/30/2014
Type of Charter: (Mark one choice with an X)	New Project Team (PT) _____ New Project Sponsor Team Sponsor (PST) _____ Project Team Renewal <input checked="" type="checkbox"/> _____ Project Sponsor Team Renewal _____
Project Sponsor: (Mark one choice with an X)	N/A _____ Desired _____ Yes <input checked="" type="checkbox"/> _____ If Yes or Desired, Name <u>Leslie Zimmerschied</u>
Team Members <i>(if known)</i>	1. Leslie Zimmerschied, Finance and Data Division 2. Susan Williams, Finance and Data Division 3. Brian Wuerth, Finance and Data Division 4. Donal Mattimoe, Finance and Data Division 5. Vince Meyer, Finance and Data Division 6. Elizabeth Foster, Finance and Data Division 7. Ken Hert, Finance and Data Division 8. Shannon Cranmore, Finance and Data Division 9. Jed Cicarelli, Finance and Data Division 10. Kim Morrow, Finance and Data Division
Need/Rationale for Formation:	Data governance is the core of effective data management. It is defined as the exercise of authority and control over the management of data assets. Shared decision making is a tenet of effective data governance programs. Data governance is most effective as an ongoing program focused on continuous improvement.

Mission Statement:	The WDE will expand on the existing data governance program to benefit the agency by building standard and repeatable processes; training staff to adopt common approaches to data issues; and ensuring transparency of processes.
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Activity Overview (optional)	Goals of the data governance team include: <ul style="list-style-type: none"> a. Review data collections 6 months prior to opening date for accuracy, duplication of effort, statutory authority, and general fit with the overall Information Management strategy of the agency. b. Review and update external data request processes and data sharing agreements annually for organizational alignment, privacy protections, and general fit with the overall Information Management strategy of the agency. c. Act as the approving body for all data policies within the agency d. Create and approve materials to raise awareness of data security, data quality, and ethical data use. e. Maintain and improve the WDE Data Dictionary.
Projected Team Meetings:	Virtual meetings: none at this time Group meetings: 1 per week/minimum of 3 per month Minutes to be provided for each meeting __N__.
Project Team Time Frame:	Committee Creation Date: 6/1/2013 Estimated End Date: Never, charter to be renewed annually

Approval of Charter	Date Division Director Date Approved _____ Signature _____
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Project Team Deliverable	Description	Due Date	Dependencies & Assumptions	Status
Review SEA0066 Report to JEIC	Review and provide feedback on SEA0066 Report to JEIC	9/30/2014		
Review Legislative data request review process	Review and update the data request process for legislative requests prior to the start of the 2015 session	12/1/2014		
Data Dictionary	All student and staff elements entered into Data Specs, reports provided	2/1/2015		Started
Review external data request process	Review and update the data request process for external customers	4/15/2015		
Data Quality Video	Create and publish a video promoting data quality	5/1/2015		Started
Ongoing FERPA Compliance	Ensure all WDE Staff are familiar with FERPA guidelines	6/1/2015		Ongoing
Charter Renewal	Review and renew project charter	6/1/2015		

