



# COLLIBRA PRESCRIPTIVE PATH

Collibra University

**Lowell W Fryman, CBIP-CDMP**  
**Practice Principle and Capability Manager**

2019

# Collibra's Prescriptive Path

## 10 Key Steps to Successful Data Governance

---

### 1. GOVERNANCE FOUNDATION

Based on business strategy, establish your data priorities, your organizational structure, roles, guiding principles, charter, communication plan, steering committee, scope and roadmap.

### 2. PRIORITIZE

Establish Tier 1 critical KPIs or Use Case to prioritize data, resources, calculations and scope.

### 3. DEFINE

Implement a business term glossary of CDE's for prioritized key business domains including identification of stakeholders, definition/approval and issue management processes.

### 4. LINK

Document end-to-end lineage, associate business terms and system metadata to business intelligence analytics

### 5. QUALITY

Consumers establish requirements for data by defining fit-for-purpose quality requirement, implement quality checks and provide a helpdesk resolution process.

### 6. PUBLISH

Publish governed data catalog to consumers. Establish communications, and deliver education to consumers to find, utilize, and trust assets in the Data Catalog.

### 7. REPORT & CALCULATION STEWARDSHIP

Working groups define reports, computational models, calculations, frequency, processes, API's and assumptions for calculating the derived values used for key metrics and reporting.

### 8. DATA SHARING AGREEMENTS

Establish request and approval processes for internal and external data sharing and usage. Ensure usage meets the agreements and policies.

### 9. REPORTING VALUE

Measure/report progress & value. Re-plan and revise strategy/roadmap. Plan detail roadmap changes and re-iterate steps 2-8 for each iteration.

### 10. PRIORITIZE AND ALIGN TO VALUE

Govern data that matters: Prioritize information and data to be governed to maximize value and relevance to the organization to drive adoption and business engagement



# COLLIBRA'S PRESCRIPTIVE PATH

## 1. Governance Foundation

# Collibra's Prescriptive Path

## 1. Governance Foundation

### Objective

Establish data strategy, organizational structure, roles, basic policies, charter, communication plan, steering committee and roadmap.

### Key Roles

- Chief Data Officer
- Enterprise Data Steward
- Data Governance Steering Committee
- Data Governance Manager

### Prerequisites

Executive support for the formation of a governance organization and process

### Business Value Statement

Establish policies, organizational structure and roadmap for managing data as a corporate asset and improving data quality.  
Establish consistent communications and education across the enterprise.

### Collibra Applications

- Policy Manager

### Applicable Use Cases

Required for all use cases

# Collibra's Prescriptive Path

## 1. Governance Foundation

### Key Capabilities

1. Target Strategy & Operating Model

2. DG Roles & Responsibilities

3. Communications Plan

4. Controls & Change Measurement

5. Education Plan

6. Policy & Standards

### Activities

- Define DG leadership roles & responsibilities
- Define DG Operating model
- Approve DG Strategy
- Roll-out DG Strategy

- Asses existing DG roles and job descriptions
- Define formal DG roles & responsibilities
- Determine impacts and implement DG organization

- Identify communications objectives
- Determine types of and schedule for communications
- Implement Communications

- Define key controls, metrics and change processes
- Develop reporting and feedback processes
- Execute controls and data measurements

- Identify education objectives across the enterprise
- Assess education gaps
- Develop DG education plan and schedule

- Facilitate alignment with Business and Technology strategy
- Define initial DG Policies, Processes, and Standards
- Execute enterprise program launch



# COLLIBRA'S PRESCRIPTIVE PATH

## 2. Prioritize

# Collibra's Prescriptive Path

## 2. Prioritize

### Objective

Establish the scope and resources for the iteration and determine depth of assets to capture.  
Determine the KPIs' or Use Case and thus critical data elements that will be put under governance in this iteration.

### Key Roles

- Chief Data Officer
- Enterprise Data Steward
- Data Steward
- Data Owner
- Data Governance Manager

### Prerequisites

Executive support for the formation of a governance organization and process.  
Completed Data Strategy.

### Business Value Statement

Establish the Use Case and KPIs' that will be put under governance during this implementation.  
Define and approve the calculations and metrics associated with those KPIs.  
Identify business policies, processes and resources impacted.

### Collibra Applications

- Policy Manager
- Business Glossary

### Applicable Use Cases

Required for all use cases

# Collibra's Prescriptive Path

## 2. Prioritize

### Key Capabilities

1. Determine Decision Making Processes & KPIs/Use Case
2. Determine Roles & Responsibilities involved
3. Determine Critical metrics & KPIs
4. Approve Processes & Resources
5. Define KPI calculations and approve
6. Define Policy & Standards

### Activities

- Identify key roles & responsibilities
  - Define processes to determine KPIs/Use Case
  - Approve KPIs/Use Case
  - Roll-out iteration scope & communications
- 
- Asses existing DG roles and job descriptions
  - Define formal DG roles & responsibilities for implementation
  - Populate DGC with resources assigned
- 
- Document descriptions and calculations for KPIs
  - Define existing metrics and models
  - Determine business processes, authority and owners
- 
- Educate and Communicate approval processes and governance steps
  - Gain agreement on the governance processes
  - and commitment from resources
- 
- Approve KPI and metric calculations/models
  - Determine controls and measurements for consistency
  - Update resources and organization structure
  - Update Business Processes with approved KPIs
- 
- Assess existing policies, principles and standards
  - Facilitate alignment with Business and Technology strategy





# COLLIBRA'S PRESCRIPTIVE PATH

## 3. Define

# Collibra's Prescriptive Path

## 3. Define

### Objective

Implement a business term glossary for key business domains within the scope previously defined.  
To include approval workflows and helpdesk management processes.  
Establish operating model and data ownership

### Business Value Statement

Increase organizational effectiveness by sharing an understanding of key business terms, KPIs and metrics.

Common shared business language

### Key Roles

- Enterprise Data Steward
- Data Governance Manager
- Business Data Stewards
- Data Governance Steering Committee
- Use Case Representative(s)

### Collibra Applications

- Stewardship
- Business Glossary
- Data Helpdesk
- On-the-Go
- Policy Manager

### Prerequisites

Organizational governance foundation and executive support.

### Applicable Use Cases

- Operational Efficiency
- GDPR
- CCAR
- BCBS 239
- Anti Money Laundering (AML)
- Master Data/Reference Data Management
- Enterprise Digital Transformation
- BI Analytics and Report Certification
- Data Privacy Compliance
- Data Driven Cultural Transformation

# Collibra's Prescriptive Path

## 3. Define

### Key Capabilities

#### 1. Data Use Case and Scope

#### 2. Community and Domains

#### 3. Responsibilities Set-up

#### 4. Data Stewardship Processes

#### 5. Business Asset Management

#### 6. Metrics and Dashboards

### Activities

- Determine project objectives and scope
  - Determine Business areas in scope
  - Document Business Processes in scope for alignment
- 
- Determine Community taxonomy
  - Define data domains within Communities in Business Glossary
  - Assign prioritized domain owners in Business Glossary
- 
- Validate Business roles & responsibilities
  - Assign Business staff to roles and Collibra Personas
  - Create Collibra DGC sign-in and security functions
  - Publish responsibility assignments
- 
- Document Business Stewardship processes
  - Educate Business staff DGC processes
  - Educate Business staff on Collibra DGC
  - Establish DGC Workflows
  - Define Issue Management
- 
- Create Business Terms and approve in Business Glossary
  - Define business rules
  - Quantify CDE security & privacy impacts
  - Define search processes/On-the-Go
- 
- Define Business Stewardship Metrics
  - Establish Stewardship Metrics and Dashboard
  - Communicate effort completion
  - Plan next iteration or step



# COLLIBRA'S PRESCRIPTIVE PATH

## 4. Link

# Collibra's Prescriptive Path

## 4. Link

### Objective

Identify IT and data assets that map to business assets in scope.  
Document end-to-end lineage for the physical systems & controls.  
Create a Report Catalog and certify the assets to increase trust for usage.

### Business Value Statement

Increase understanding and trust of data usage having an end-to-end lineage and traceability for critical data and reporting.

### Prerequisites

At least one domain of business terms being activity governed.

### Key Roles

- Technical Data Steward
- Steward
- Enterprise Data Steward
- Business Data Steward
- Implementation Partner
- Data Owner
- Data Governance Manager

### Collibra Applications

- Policy Manager
- Business Glossary
- Stewardship Management
- On-the-Go
- Reference Data
- Data HelpDesk

### Applicable Use Cases

- BI Analytics and Report Certification
- Enterprise Digital Transformation
- Master Data/Reference Data Management
- Anti Money Laundering (AML)
- Data Privacy Compliance
- BCBS 239
- GDPR
- CCAR

# Collibra's Prescriptive Path

## 4. Link

### Key Capabilities

#### 1. Validate Objectives and Scope

#### 2. Responsibilities Set-up

#### 3. Authoritative Data Sources

#### 4. Data Stewardship Processes

#### 5. Technical Asset Management

#### 6. Metrics and Dashboards

### Activities

- Validate project objectives and scope of effort
- Determine Business assets in scope
- Determine technical systems in scope for alignment

- Validate Technical roles & responsibilities
- Assign Technical staff to roles
- Create sign-in and security functions

- Identify target ADS for key data/terms from Business Glossary
- Assess target ADS & data assets already
- Profile & Data Quality checks on targets

- Document Technical Stewardship processes
- Document data integration processes
- Educate Technical staff on processes
- Educate Technical staff on Collibra DGC
- Establish DGC Workflows
- Define Issue Management

- Catalog Systems assets and approve
- Catalog Data Assets and approve
- Determine Security and Privacy constraints
- Establish Data Integration processes
- Implement lineage & Traceability
- Validate search capabilities

- Define Technical Stewardship Metrics
- Enhance Collibra DGC Metrics and Dashboard
- Communicate effort completion



# COLLIBRA'S PRESCRIPTIVE PATH

## 5. Quality

# Collibra's Prescriptive Path

## 5. Quality

### Objective

Establish data quality requirements, thresholds, quality metrics, quality control processes, and quality integration.

Implement helpdesk and ensure issues resolution processes are active.

### Business Value Statement

Increase understanding with data quality metrics/controls and awareness by automating the identification and remediation of issues. Increase usage and trust via quality improvements

### Prerequisites

Roles and responsibilities established; data consumers are engaged.

At least one domain of business and data assets being actively stewarded.

### Key Roles

- Data consumer
- Business Data Steward
- Enterprise Data Steward
- Data Consumer
- Quality Integration Developer
- Implementation Partner
- Data Owner
- Data Governance Manager

### Collibra Applications

- Connect
- Policy Manager
- Business Glossary
- Stewardship Management
- On-the-Go
- Data HelpDesk

### Applicable Use Cases

- BI Analytics and Report Certification
- Business Glossary
- Data Dictionary Consolidation
- CCAR
- BCBS 239
- Anti Money Laundering (AML)
- Master Data/Reference Data Management
- Enterprise Digital Transformation
- Data Quality Improvement



# Collibra's Prescriptive Path

## 5. Quality

### Key Capabilities

#### 1. Validate Objectives and Scope

#### 2. Responsibilities Set-up

#### 3. Authoritative Data Sources

#### 4. Define Quality Processes & Controls

#### 5. Technical Quality Management

#### 6. Metrics and Dashboards

### Activities

- Validate project objectives and scope of effort
  - Determine Business/Technical assets in scope
  - Determine technical systems in scope for alignment and requirements
- 
- Validate Business & Technical roles & responsibilities
  - Determine responsibilities gaps and align
  - Verify Operating Model for quality
  - Create DGC sign-in and security functions
- 
- Identify target ADS for key data/terms
  - Define Data Quality rules on targets
  - Determine best ADS for data quality processing
  - Determine Controls for each source
  - Update Lineage for Controls processes
- 
- Document Data Quality processes
  - Define Quality dimensions and thresholds
  - Document data quality integration processes
  - Educate staff on Quality processes
  - Establish DGC Workflows
  - Revise roles & responsibilities as necessary
  - Define Issue Management
- 
- Define Quality rules and approve processes
  - Determine Data Quality Metrics on ADS
  - Establish Data Integration and Quality
  - Validate search capabilities
- 
- Enhance Collibra DGC Metrics and Dashboard
  - Revise education & communications
  - Communicate all Metrics
  - Communicate effort completion
  - Plan next step



# COLLIBRA'S PRESCRIPTIVE PATH

## 6. Publish

# Collibra's Prescriptive Path

## 6. Publish

### Objective

Complete the Data Catalog and get it on the hands of data consumers.

Communicate and educate all consumers on the usage (find, understand, trust) of the assets in the Data Catalog.

### Business Value Statement

- Increase reliability and trust in reports and analysis outcomes.
- Reduce time spent finding data and reconciling reports/analysis.
- Provide an audit trail and lineage for regulatory and compliance reporting.

### Prerequisites

Established operating model with data and report user input.

Completed steps 1-5

### Key Roles

- Data Consumer
- Business Data Steward
- Enterprise Data Steward
- Implementation Partner
- Data Owner
- Data Governance Manager
- Enterprise Data Architect
- Business Analyst

### Collibra Applications

- Policy Manager
- Business Glossary
- Stewardship Management
- Data Helpdesk
- On-the-Go
- Connect

### Applicable Use Cases

- Regulatory Reporting
- CCAR
- BCBS 239
- Anti Money Laundering (AML)
- Master Data/Reference Data Management
- Enterprise Digital Transformation
- BI Analytics and Report Certification
- Data Quality Improvement
- Data Lineage & Traceability
- Data Driven Cultural Transformation

# Collibra's Prescriptive Path

## 6. Publish

### Key Capabilities

#### 1. Analytics Use Case and Scope

- Determine project objectives and scope
- Determine Business/Technical areas in scope
- Document Business Policies and Processes in scope for alignment in Collibra DGC

#### 2. Community and Domains

- Determine enterprise Community taxonomy
- Define shared Communities and Domains
- Define Report Catalog communities
- Assign enterprise Domain owners

#### 3. Responsibilities Set-up

- Establish new roles & responsibilities
- Assign staff to roles
- Create sign-in and security functions in Collibra
- Publish responsibility assignments

#### 4. Data Stewardship Processes

- Document Stewardship/Reporting data processes
- Define Report Catalog processes
- Educate new staff on Collibra DGC
- Establish DGC Workflows
- Refine Issue Management

#### 5. Asset Management

- Create Report & Data Elements
- Refine calculated assets and models.
- Define Business Assets through Reporting Assets
- Establish Report Catalog/Certification Policies in Policy Manager
- Refine Data Quality rules & integration processes in Collibra DGC for Report Catalog

#### 6. Dashboards & Communications

- Define Enterprise Reporting Metrics
- Revise Program Metrics and Dashboard
- Communicate Metrics
- Communicate effort completion



# COLLIBRA'S PRESCRIPTIVE PATH

## 7. Report & Calculation Stewardship

# Collibra's Prescriptive Path

## 7. Report & Calculation Stewardship

### Objective

Associate business terms and system metadata to key metrics and metric calculation models to drive certification and consistent usage of metrics.

### Business Value Statement

- Increase reliability and trust in metrics and models across the enterprise.
- Reduce time spent reconciling metrics and models.
- Provide an audit trail and lineage for regulatory and compliance reporting metrics.

### Prerequisites

Prescriptive Path foundational steps 1-5 completed. This step is often completed with step 6.

### Key Roles

- Information consumer
- Business Data Steward
- Data Consumer
- Enterprise Data Steward
- Data Owner
- Data Governance Manager
- Enterprise Data Architect
- Business Analyst

### Collibra Applications

- Policy Manager
- Business Glossary
- Stewardship Management
- Reference Data Manager
- Data Helpdesk
- On-the-Go

### Applicable Use Cases

- Business Glossary
- Data Dictionary Consolidation
- Regulatory Reporting
- CCAR
- BCBS 239
- Anti Money Laundering (ALM)
- Master Data/Reference Data Management
- Enterprise Digital Transformation
- BI Analytics and Report Certification
- Data Quality Improvement
- Data Lineage & Traceability
- Data Driven Cultural Transformation

# Collibra's Prescriptive Path

## 7. Report & Calculation Stewardship

### Key Capabilities

### Activities

#### 1. Analytics Use Case and Scope

- Determine project objectives and scope
- Determine Business/Technical areas in scope
- Document Business Policies and Processes in scope for alignment in Collibra DGC

#### 2. Community and Domains

- Determine enterprise Community taxonomy
- Define shared Communities and Domains
- Define Metrics/Models communities
- Assign Metrics Domain owners

#### 3. Responsibilities Set-up

- Establish new roles & responsibilities
- Assign staff to roles
- Create sign-in and security functions in Collibra
- Publish responsibility assignments

#### 4. Data Stewardship Processes

- Document Metrics/models data processes
- Refine Report Catalog processes for models
- Educate new staff on Collibra DGC
- Establish DGC Workflows to support metric stewardship
- Refine Issue Management/Helpdesk

#### 5. Asset Management

- Create Metrics/models workflow
- Refine Business Assets through Reporting Assets based upon Metrics/models
- Refine impacted Report Catalog/Certification
- Refine impacted Data Quality rules & integration processes in Collibra DGC

#### 6. Dashboards & Communications

- Define Enterprise Reporting Metrics
- Revise Program Metrics and Dashboard
- Communicate Metrics
- Ensure Education to Consumers for Metrics
- Communicate effort completion



# COLLIBRA'S PRESCRIPTIVE PATH

## 8. Data Sharing Agreements



# Collibra's Prescriptive Path

## 8. Data Sharing Agreements

### Objective

Establish request and approval processes for cross-functional data sharing and data usage. Recognize all Consumers of data. Ensure quality fit-for-purpose.

### Business Value Statement

Reduce redundant effort, redundant data storage and non-compliant data use by streamlining how data must be used and shared cross-enterprise. Usage and quality should be well known.

### Prerequisites

Executive support formalized data sharing and mature business and technical stewardship processes cross-enterprise.

### Key Roles

- Chief Data Officer
- Enterprise Data Steward
- Data Governance Manager
- Business Data Steward
- Data Consumer/Analysts
- Data Owner
- Data Governance Steering Committee

### Collibra Applications

- Business Glossary
- Stewardship Management
- Data Helpdesk
- Policy Manager
- On-the-Go
- GDPR Accelerator

### Applicable Use Cases

- Business Glossary
- Data Dictionary Consolidation
- Regulatory Reporting
- Master Data/Reference Data Management
- Enterprise Digital Transformation
- Data Privacy Compliance
- Data Quality Improvement
- Data Lineage & Traceability
- Data Driven Cultural Transformation

# Collibra's Prescriptive Path

## 8. Data Sharing Agreements

### Key Capabilities

#### 1. Expand DG Operating Model

#### 2. Data Usage Policies and Views

#### 3. Responsibilities Set-up

#### 4. Data Usage & Sharing Processes

#### 5. Sharing Agreement Management

#### 6. Dashboards & Communications

### Activities

- Refine DG Strategy & Goals
  - Define enterprise DG value for data usage
  - Refine DG roles & responsibilities
  - Refine governance organizational structure
- 
- Validate/Harmonize enterprise Community taxonomy
  - Define Data Usage Search & filtering of Assets
  - Document Data Sharing Agreement Policies in Policy Manager
  - Assign enterprise Assets owners to gaps
- 
- Establish new roles & responsibilities
  - Assign staff to roles
  - Create sign-in and security functions
  - Publish responsibility assignments
- 
- Create Operating Procedures for Usage processes
  - Define ADS identification processes
  - Refine Lineage & Traceability process
  - Educate staff on Usage & data sharing processes in Collibra
- 
- Implement Usage Policies, Search & Views
  - Implement Data Sharing Agreements
  - Implement Asset Catalog for any gaps impacting Usage
  - Implement data controls and modify lineage to contain control processes
  - Ensure search capabilities for all data usages
- 
- Define Enterprise Usage Metrics
  - Revise DGC Program Metrics and Dashboard
  - Communicate Usage Metrics
  - Communicate effort progress