





















Corporate Data Quality Strategy: Action Plan









Authors: David Goodchild and Ciara Shimidzu
March 2008






Status symbols explanation	
	Action exceedingly well achieved
	Action achieved
	Action not (yet) achieved







Our Plan Objectives	Output	Action	Tasks	Lead Officer	Partners	Deadline	Status	Notes
Governance and leadership	Corporate Data Quality Strategy	Draft and approve Data Quality Strategy and governance structure	Consult: Internal Audit, Adult and Children's Social Care, ICT and Risk Management, Finance Practitioner Group, Information Uses Group	David Goodchild, Ciara Shimidzu	Brian James, Dawn Barron, Anne Lovegreen, Julie Bee, Bob Parker, Jane Robinson, Brian Darby, David Reese, Jeff Stephenson, Mel Douglas, Neil Bowerbank, Andy Robinson, Lorraine O'Donnell	18.03.2008		To include recent changes to information governance structures; Lorraine O'Donnell as responsible officer at CMT; communication and reporting to CMT




			Gain PMFCG approval	David Goodchild	PMFCG, Ciara Shimidzu	28.03.2008		
			Gain CIGG approval	Ciara Shimidzu	CIGG, David Goodchild	28.03.2008		
			Gain CMT approval	Andy Robinson, Lorraine O'Donnell	CMT	08.05.2008		
			To Scrutiny	Andy Robinson, Lorraine O'Donnell	Resources Scrutiny	12.05,2008		
			Gain Member approval	Andy Robinson, Lorraine O'Donnell	Cabinet	03.06.2008		
	Review and revise Performance Management Framework			David Goodchild, Ciara Shimidzu	PMFCG, CIGG	31.03.2009		To include revision of roles, responsibilities as necessary (2009/10 PMF)
	Data quality management governance structure			David Goodchild, Ciara Shimidzu	PMFCG, CIGG	30.05.2008		

	Data quality assurance checklist	Draft, approve and implement data quality checklist	Consult with Internal Audit	Ciara Shimidzu	Brian James, Brian McGuire, Dawn Barron	27.06.2008		
			Gain approval from CIGG	Ciara Shimidzu	CIGG	04.07.2008		
			Add to Internal Audit's procedures	Dawn Barron	Internal Audit	25.07.2008		
Improve policies and procedures	Corporate Data Quality Policy	Draft and approve		David Goodchild, Ciara Shimidzu	PMFCG, CIGG, FPG, INFUG	26.09.2008		Must include reference to ISO 15836:2003 Dublin Core Metadata Element Set; include and supercede the existing Data Integrity Policy; all departmental policies to be approved at CIGG
		Review		David Goodchild, Ciara Shimidzu	PMFCG, CIGG, FPG, INFUG	25.09.2009		
	Contact point DQS			Ann Lovegreen	CIGG	09.05.2008		
	Data matching code of practice and guidance	Draft, approve and implement data matching code of practice and guidance	Consult with Internal Audit	Ciara Shimidzu	Brian James, Brian McGuire, Dawn Barron	31.10.2008		Use National Fraud Initiative (NFI) data matching processes as a benchmark

			Gain approval from CIGG	Ciara Shimidzu	CIGG	14.11.2008		
			Add to internal Audit's procedures	Dawn Barron	Internal Audit	31.12.2008		
	Data quality control operating procedures	Create one formal document	Review and bring together all existing data quality procedures	Dawn Barron, Ciara Shimidzu, David Goodchild	CIGG, PMFCG, E-Learning Strategy Team	31.10.2008		To include data checks against source documents; validation processes of 3rd party data
			Embed into staff procedures and training programme (see below)	Dawn Barron, Ciara Shimidzu, David Goodchild	CIGG, PMFCG	27.02.2009		
Systems and processes	Data quality standards	Draft and approve information architecture standards	Metadata, address and search taxonomy standards	Ciara Shimidzu	David Reese, CIGG	25.07.2008		
		Performance measurement standards		David Goodchild		25.07.2008		
		Embed into ICT development and procurement procedures		Ciara Shimidzu	David Reese, Brian Darby, CIGG	31.10.2008		
	Data management rules	Draft and approve rules for data management		Dawn Barron, David Goodchild, Ciara Shimidzu	E-Learning Strategy Team	31.10.2008		

		Create intranet manual for staff	Set up infrastructure for the intranet manual	Ciara Shimidzu		26.12.2008		
			Populate the manual with all data quality outputs upon completion	Ciara Shimidzu		16.01.2009		
	Performance indicator system (Performance Plus) improvement	Review existing mapping and testing controls of PI system		David Goodchild, Dawn Barron	Ciara Shimidzu, PMFCG	29.08.2008		
		Propose and implement improvements		David Goodchild, Dawn Barron	Ciara Shimidzu, PMFCG	26.09.2008		
Develop people and skills	Data quality awareness sessions	Introduction to data quality using the Corporate Information Governance roadshow and incorporate into departmental inductions		David Goodchild, Dawn Barron, Ciara Shimidzu	Elaine Richardson, Peter Carrick	01.08.2008		Includes an introductory slide and discussion on data quality.

	Data quality roadshow	Introduction to Data Quality in Corporate Information Governance employee and member awareness sessions		Ciara Shimidzu	Elaine Richardson, David Goodchild, Dawn Barron	30.01.2009		
	Data quality training programme	Skills assessment of staff involved with data management		David Goodchild, Ciara Shimidzu	CIGG, Dawn Barron, PMFCG, FPG, INFUG	29.08.2008		
		Creation of formal training sessions to accommodate skills gap		David Goodchild, Ciara Shimidzu	Dawn Barron	27.02.2009 (and ongoing)		
		Apply training components to CETIS		Ciara Shimidzu	Amanda Hugill	27.02.2009		
Data use and reporting	Data quality reports	Review existing PI and formal DQ reports		David Goodchild, Ciara Shimidzu	PMFCG, FPG, INFUG, Dawn Barron	30.04.2009		To including lessons learnt reports, error correction reports, etc. as appropriate
		Add reporting listed in DQS Success Criteria		David Goodchild	PMFCG, Dawn Barron	30.04.2009		

	External data report checks	Create and implement formal checking process for data received from 3rd parties including agreed protocol with partners		Dawn Barron, David Goodchild, Ciara Shimidzu	PMFCG, FPG	30.04.2009		
Engaging with partners	Sharing DBC best practice with partners	Develop Partnership Toolkit	Create officer guidance re: data quality and information management	David Goodchild, Ciara Shimidzu	Elaine Richardson, Jeff Stephenson	26.12.2008		Data protection and records management advice already included.
			Upload onto the toolkit	Jeff Stephenson		09.01.2009		1-2 days system development using Waterstons