

DATA STEWARDS

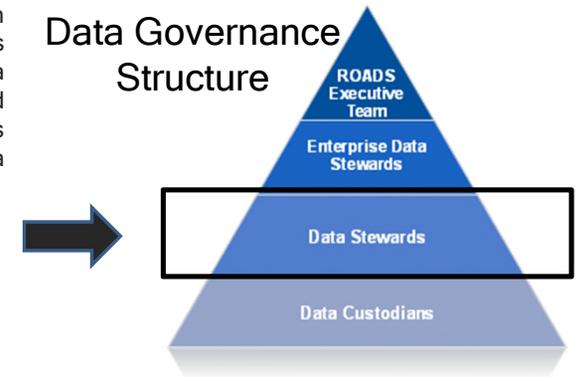


Business functional expert supporting the ROADS Initiative, ideally the Functional Application Coordinators or other delegate within the business functional area, responsible for business aspects of data management and governance which includes definition, control, and accountability for data elements within their data sources such as applications or purchased/collected data. A Data Steward works with business personnel to define data needs for their particular functional area. Individuals that are selected as Data Stewards are typically already doing many of the activities of a Data Steward, but just in an informal manner. High level responsibilities include:

- Understand strategic priorities of the business (Enterprise, Central, District, and/or Turnpike) related to functional area along with the processes and data that support the business
- Participate in defining rules, processes, and quality metrics
- Act as a strong communicator and champion of data quality within functional area
- Involved in gathering requirements for tools used in the transformation of data into meaningful and useful information for business analysis purposes, including reporting



Data Governance Structure



Key Data Steward Activities

The following provides an overview of most day-to-day activities that a Data Steward will be involved in as part of the overall Data Governance Structure.

- Provide business function expertise to the Department, Central Office, District, or Turnpike
- Actively collaborate across the department on current and future data governance activities
- Provide business expertise and assess business impact for proposed data initiatives
- Define and maintain clear and unambiguous business metadata including descriptions, definitions, validation rules, and lineage information
- Coordinate adequate documentation including enterprise data glossary, business rules, data quality metrics, and sources of origin and downstream systems from business perspective
- Drive the remediation of data quality defects; develop and implement processes to improve data quality; prepare and update data quality standards and business rules
- Understand the security protocols related to data. Classify the confidentiality and security requirements for the data elements.
- Attend knowledge sharing sessions to learn and use new concepts, tools, and processes

Ongoing Approach

The ROADS Initiative will continue to help close the Data / Information Gaps identified early in the project by:

People: Managing a formal Data Governance Structure to make key decisions related to Data / Information.

Process: Training FDOT on the Data Governance Component Model and Implementing Standard Processes & Routines to provide a formal approach to Data Governance.

Technology: Providing common standardized BI / DW Tools, Technologies and Frameworks that will be used across FDOT to make data/information more accessible.

