



Data Stewardship Fundamentals

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Module 0. About the Course (7 min)

Module 1. Data Stewardship Basics (69 min)

- *What is a Data Steward?*
- *What Does “Stewardship” Mean?*
- *Why a Data Steward?*
- *Creating Data Stewards*
- *Types of Data Stewards*
 - Type 1 : Data Object Data Steward
 - Type 2 : Business Unit Data Steward
 - Type 3 : Process Data Steward
 - Type 4 : Project / System Data Steward
- *Reporting Considerations*
 - Key Reporting Considerations
 - When NOT to Create Data Stewards
 - Common Reporting Structure Examples
- *Attributes of a Data Steward*
 - Profile of a Successful Steward
 - Personal Attributes
 - Knowledge Level
 - Experience Level
- *Other Important Data Roles*
- *Data Terminology a Steward Should Know*
 - Meta Data
 - Critical / Shared / Strategic Data
 - Data Quality
 - Data Models
 - Data Governance
 - Data Stores
- *Roles and Responsibilities of a Data Steward*

Module 2. Implementation Fundamentals (87 min)

- *Data Stewardship and Data Strategy*
 - Planning
 - Data Roadmap
 - Data Principles and Policies
 - Adjusting to Business Priorities
- *Data Stewardship and Data Classification*
 - Data Definition
 - Metadata Management
- *Data Quality Management Overview*
- *Contributors to Data Quality*
 - Process
 - Data Quality Checks
 - Data Handoffs
 - Number of Systems
 - Training
 - Manual Operations
 - Source Data
 - Data Decay



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- *Data Quality Metrics*
 - Completeness
 - Validity
 - Timeliness
 - Accuracy
 - Consistency
 - Prioritizing Data Quality Metrics
- *Data Stewardship and Data Quality*
 - Profiling
 - Standardization
 - Matching
 - Enrichment
 - Archiving
 - Ongoing Monitoring
 - Root Cause Analysis
- *Data Stewardship and Business Processes*
- *Data Stewardship and Data Acquisition*
- *Data Stewardship and Data Modeling*
- *Data Stewardship and IT Management*
 - New Data Projects
 - Consolidating the IT infrastructure
 - Master Data
 - New Tool Selection
- *Data Stewardship and Data Operations*
- *Data Stewardship and Change Management*
- *Data Stewardship and Data Governance*

Module 3. Tips & Techniques (59 min)

- *Getting Started*
 - Pick the Project
 - Pick the Team
 - Design Standard Forms and Documents
 - Pick the Governance Forums
 - Choose the Metrics
 - Pick the Tools
- *Create a Data Culture*
- *10 Keys to Being a Successful Steward*
- *De-railers to Data Stewardship*
- *Case Studies*
- *What does Great Data Management Look Like?*