# **Data Governance Policy Implementation Guidelines**

# **May, 2017**

The following three new Data Governance policies were placed in force today. They are available on the ADOA-ASET web site at <https://aset.az.gov/resources/policies-standards-and-procedures>. You can filter for the Data Governance category to find the new documents.

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| **Policy** | **Effective Date** |
| P4400 - Data Governance Organization Policy | July 1, 2018 |
| P4430 – Data Governance Technology Policy | July 1, 2019 |
| P4470 – Data Governance Documentation Policy | July 1, 2019 |

The delayed effective dates were adopted based on feedback from the Data Management Steering Committee and participants in the Data Management Conference held on April 26-27. The State CIO, Morgan Reed, has approved these effective dates.

## Policy Templates

The Auditor General requires agencies to have their own policies. Agency policies are based on the statewide policies, and adapted for your business needs. Each policy has an associated template. Modify the template by editing out the tokens in square brackets, such as [Budget Unit]. Read the document over to make sure it remains grammatically correct.

## Exceptions

If you make any additional changes that reduce the requirements of the policy, you must request an exception. To request an exception, outline the exact terms you wish to replace and email the request to [psp@azdoa.gov](mailto:psp@azdoa.gov) with a copy to [cio@azdoa.gov](mailto:cio@azdoa.gov). You do not need an exception to increase the requirements of the policy or add new obligations.

## Implementation

Some terms of these policies may require you to alter processes, implement tools and software, and require an investment of resources.

It is important to create a project plan in which you outline the implementation phases using basic milestones:

* Define current state
* Define future state (policies implemented)
* Define gaps
* Define work (projects) to close the gaps
* Define resources needed for the work
* Include these details in the annual Information Technology Plan you submit to ADOA-ASET on September 1, each year.
* If you require funding to complete the work, specify this in your annual submission to OSPB on September 1.

Keep your ADOA-ASET Engagement Manager apprised of your progress with your project plan and status of securing the resources needed to execute.