CONCEPT

Data Quality Management and Data Stewardship Training: Classification, Access and Trusted Data



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Introduction:

Data Quality Management and Data Stewardship Training: Classification, Access and Trusted Data is a 3-day course for data stewards, data quality analysts, reporting specialists and information officers, ending with a Domain Data Quality and Stewardship Plan for one data domain. Many organisations publish governance policies yet still report conflicting figures, because no one checks quality rules, fixes recurring errors or decides who may use which data. Nominees already maintain or report unit data and practise on case studies using real data extracts. CoreConcept Training Center delivers this data quality management and data stewardship course.

Course Objectives:

- Define stewardship roles, decision rights and escalation routes for one business data domain
- Write domain data standards and business glossary definitions for critical data elements
- Assess data against the six common quality dimensions and the ISO/IEC 25012:2008 characteristics
- Build data quality rules, profiling checks and a scorecard with thresholds and owners
- Classify domain data by sensitivity and handle access and data sharing requests consistently
- Produce a Domain Data Quality and Stewardship Plan ready for approval by the data owner

Target Audience:

- Data stewards responsible for definitions, quality and day-to-day decisions in a data domain
- Data quality analysts responsible for profiling, rule checks and issue follow-up
- Reporting and management information specialists responsible for figures used in decisions
- Records and information officers responsible for classification, retention and access to records
- Business system administrators responsible for master data entry and user access in their unit

Course Outline:

Day 1: Data Governance Principles and Domain Stewardship Roles

- Data Governance Principles Applied to One Business Domain
- Stewardship RACI for Data Owners, Stewards and Custodians
- Critical Data Element Selection for Domain Reports
- Business Glossary Definition Template With Valid Values
- Domain Data Standard for Formats, Codes and Reference Lists

Day 2: Data Quality Rules, Classification and Access Handling

- Six Data Quality Dimensions From Completeness to Uniqueness
- ISO/IEC 25012:2008 Inherent and System-Dependent Characteristics
- Data Profiling Checks and Quality Rule Specification Sheet
- Data Sensitivity Classification Matrix With Handling Rules
- Access and Data Sharing Request Form With Approval Criteria

Day 3: Case Study Practice and the Stewardship Plan

- Case Study Duplicate Customer Records in a Service Directorate
- Case Study Inconsistent Staff Data Across Payroll Reports
- Data Quality Issue Log With Root Cause Analysis
- Data Quality Scorecard With Thresholds and Owners
- Domain Data Quality and Stewardship Plan Completion and Review

Skills You Will Gain:

- Data Stewardship Practice
- Business Glossary Writing
- Critical Data Element Identification
- Data Profiling
- Data Quality Rule Design
- Data Sensitivity Classification
- Data Access Request Handling
- Data Issue Root Cause Analysis

Why Attend This Course:

- Deliver a Domain Data Quality and Stewardship Plan to the data owner, with roles, standards, quality rules and access criteria
- Approve or reject data access and sharing requests using agreed classification and approval criteria
- Prevent conflicting reports, duplicate records and rework caused by undefined fields and unchecked data entry
- Share the glossary template, quality rule sheet and request form with colleagues who enter or use domain data

Conclusion:

Back at work, the participant presents the Domain Data Quality and Stewardship Plan to the data owner and the central data or governance office. The data owner uses it to confirm stewards, approve glossary definitions and quality thresholds, and decide how access and sharing requests are handled. After the first reporting cycle, the domain team should review the scorecard results, close or escalate open issues in the log, and adjust rules or thresholds that produced false alerts.

Frequently Asked Questions FAQ:

What should participants know before a data quality management and data stewardship course?

Participants should know the main data their unit creates or reports, such as customer, staff or asset records. Bringing a sample report, a short data extract and a list of known data problems lets them apply the case work to their own domain.

How does a data quality management and data stewardship course differ from an enterprise data governance operating model course?

An operating model course helps managers design councils, maturity assessments and an organisation-wide roadmap. This course works inside one data domain, where stewards define data, run quality checks, fix issues and handle classification and access requests every day.

Which dimensions are used in data quality management and data stewardship?

Practitioners commonly measure completeness, validity, accuracy, consistency, timeliness and uniqueness. ISO/IEC 25012:2008 adds a model of 15 characteristics grouped as inherent and system dependent, which helps stewards choose the right checks for each critical data element.

What do participants take back from a data quality management and data stewardship course?

Participants take back a Domain Data Quality and Stewardship Plan with a stewardship RACI, glossary definitions, a domain data standard, quality rules, a scorecard, a classification matrix, an access request form and an issue log template.