Action Plan Worksheet: DATA STEWARDSHIP

Capability Levels	Reactive	Responsive	Proactive	Predictive
Data Stewardship: The role of the "data steward" may be formally defined or informally recognized and is typically the "go to" person within a department or site for all the queries/issues and usability of the data. Data stewards ensure the data is complete, accurate, and timely and that it is useful to the department or site in measuring performance and making improvement.				
1B. To what extent are departmental staff identified as being responsible for defining data requirements and ensuring departmental or project based data quality and effective use?	No formal ownership within departments; staff use their own initiative and rely on "gut feel" or self-defined standards of accuracy and quality.	Departmental data users or experts have an informally acknowledged role in assuring that data are captured consistently and accurately.	Clearly defined, formal roles are called out for data stewardship in some high-priority areas or departments.	Data stewards are present and acknowledged throughout all departments the organization, and held accountable for accurate, reliable, integrated data to achieve organizational goals.

SCORE	0	1	2	3	4	5	6	7	8	9	10	11

IDEAS FOR ACTION: Immediate Next Steps	Success Criteria (Approval, Buy In, Resources, etc.)

IDEAS FOR ACTION: 3-6 Months	Success Criteria (Approval, Buy In, Resources, etc.)