

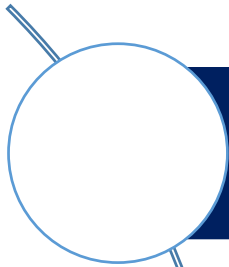


Data Governance

Data Stewards and Custodians Meeting

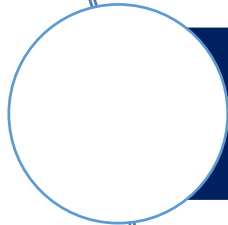
November 11, 2019

Agenda



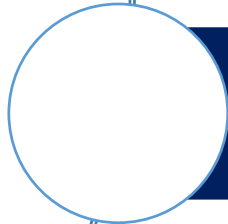
Previous Meeting Review – *Erik Lauffer*

- Next Steps for Data Stewards and Custodians



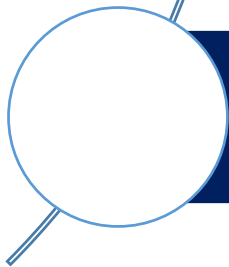
Information Systems Data Access Project – *Ron Reddish*

- Overview



Review of Data Governance Software selection – *Erik Lauffer*

- iData – Data Cookbook Demo



Next Steps / Question and Answers – *Erik Lauffer*



Next Steps for Data Stewards and Custodians*

1. Review the mission-critical definition and system list and provide any feedback
2. Review your data system procedures and update as necessary
 - a. Compliance with applicable law and regulations
(additional guidance forthcoming)
 - b. User roles and access and termination
3. Review Data Element Questionnaire in advance of interview
4. Compile information and documentation of contingency / business continuity plans
5. Review your training materials in anticipation of second phase of BPM implementation
6. Data definitions meeting will be convened in early November



**As taken from Oct 21st, Intro meeting with Data Stewards*

System Access and Terminations/Changes

Current State

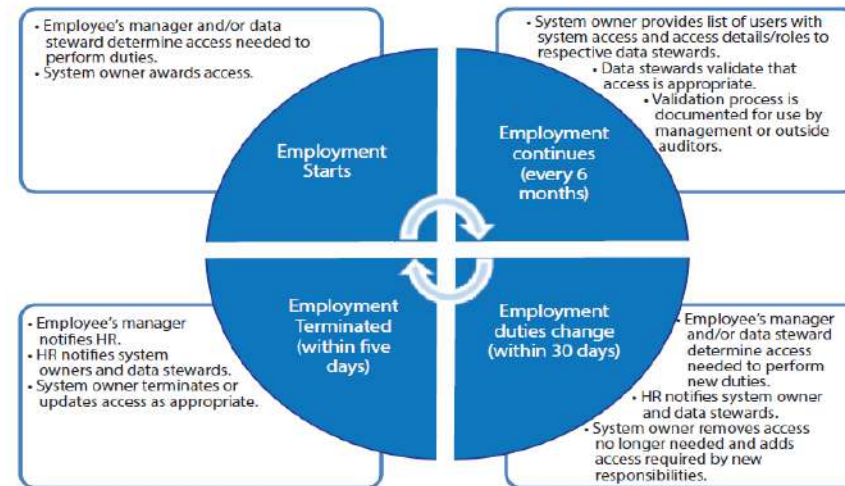
- Termination information received 4x per day from OneUSG – goes to Mick in Identity Management
- Campus ID remains “active” for 180 days.
- Building access for that CampusID is removed in **5 business days**.
- Any other specific system access is terminated if the data system owner is notified (ie Banner, Spectrum)

New USG Guidelines

- “System owners will update information system access no more than five business days after terminations and no more than 30 days after other personnel status changes.”
 - As of January 2019, as stated in IT Handbook, version 2.8, section 3.1

USG Process Flow Chart

Recommended Process Flow Chart



System Access and Terminations/Changes

What needs terminating?

- Door Access (already in place)
- Employee System Access
 - Campus ID
- Email Account Access

Employee System Access

- Data System Owners are accountable to remove/terminate access for Campus ID as reported
- Notification will come from Identity Management / HR List Serv (confirm timing to ensure notifications are sent within 5 business day termination guideline)

Email Account Access

- Per recommended USG process flow: “System owner terminates or updates access as appropriate”.
- Email Options for terminations:
 - Employee has no access to email account; Disabled
 - Email account will not exist 30 days after requested; Deleted

Campus ID

- Per recommended USG process flow: “System owner terminates or updates access as appropriate”.
- Campus ID options for terminations:
 - Employee has no access to any systems ; Campus ID is Disabled
 - System access will not exist 30 days after requested; Campus ID is Deleted



Actions by Organization

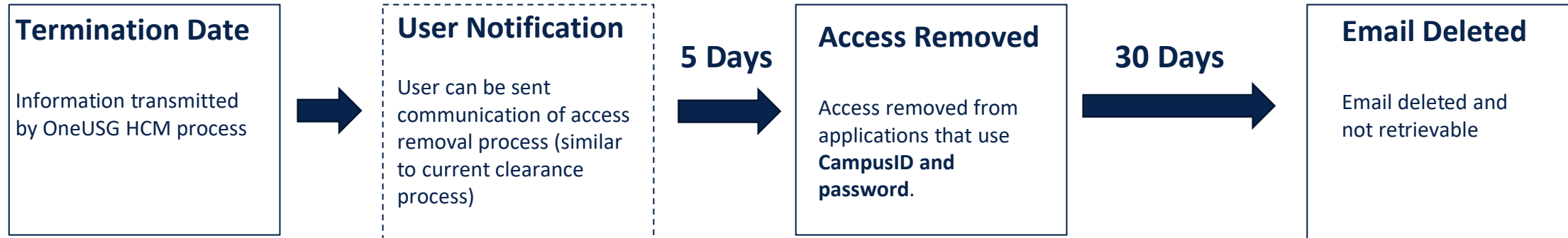
	Termination (within 5 days)	Employment Duties Change (within 30 days)	Employment Access Review (every 6 months)
Manager	<ul style="list-style-type: none"> ▶ Notifies HR 	<ul style="list-style-type: none"> ▶ Determines access needed to perform new duties 	<ul style="list-style-type: none"> ▶ Document validation process for use by management or outside auditors
HR	<ul style="list-style-type: none"> ▶ Notifies system owners and data stewards 	<ul style="list-style-type: none"> ▶ Notifies system owners and data stewards 	<ul style="list-style-type: none"> ▶ Document validation process for use by management or outside auditors
IIT	<ul style="list-style-type: none"> ▶ Communicate changes 	<ul style="list-style-type: none"> ▶ Communicate changes 	<ul style="list-style-type: none"> ▶ Facilitates any changes from Data Stewards/System owners
Data Stewards / System Owners	<ul style="list-style-type: none"> ▶ Terminates or updates access as appropriate 	<ul style="list-style-type: none"> ▶ Removes access no longer needed and adds access required by new responsibilities 	<ul style="list-style-type: none"> ▶ System owner provides list of user with system access and access details/roles to respective data stewards. ▶ Data stewards validate that access is appropriate



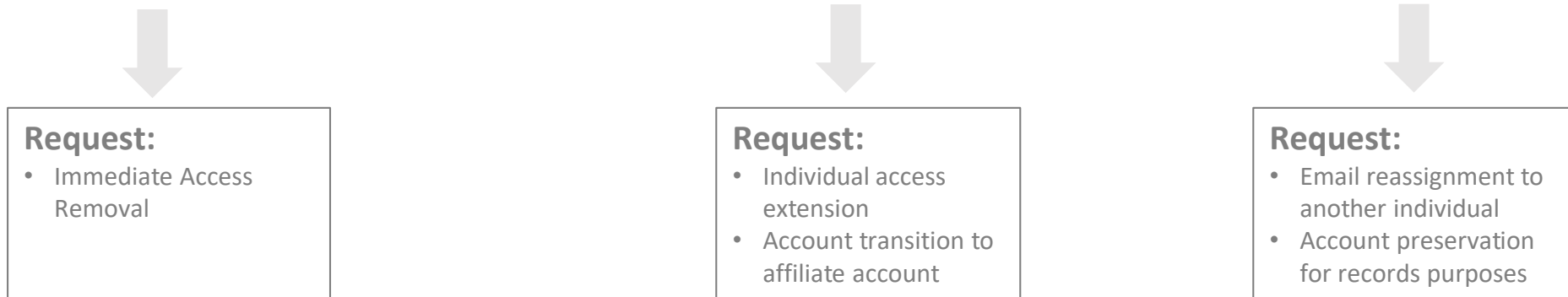
CampusID Access & Terminations

System owners will update information system access no more than **five business** days after terminations

AUTOMATED PROCESS



EXCEPTION REQUESTS



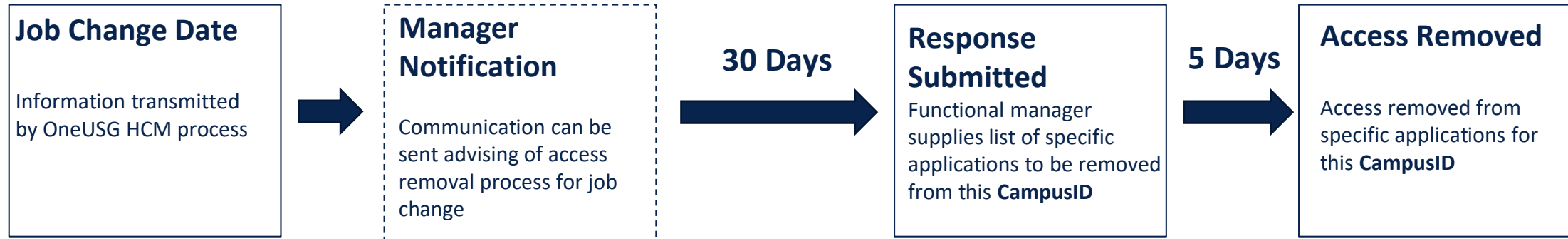
Exception requests require a sponsor and must be approved through central HR, IIT and Cybersecurity.



CampusID Access & Job Change

System owners will update information system access no more than **thirty business** days after job change

AUTOMATED PROCESS



EXCEPTION REQUESTS



Exception requests require a sponsor and must be approved through central HR, IIT and Cybersecurity.





Data Cookbook Overview



Compliance w/Georgia Data Guidelines

12.3.2 Data Elements and Data Definition Documentation

- For all data systems, there must be a mechanism to access documentation of the system's table structure and data elements. In addition, for systems that are part of routine data collection and reporting, data element dictionaries should be maintained that include:
 - Data definitions;
 - Metadata including data sources and security classifications;
 - Business practices where applicable;
 - Any validations or quality checks applied against the elements;
 - Change history; and,
 - Valid values.

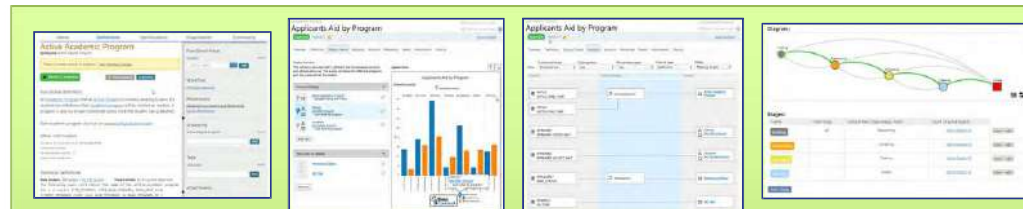
Taking a Pragmatic Approach

*Data Governance is about best-practices designed to **help people** access, understand, connect, protect, and effectively use your organization's data across all systems.*



Built to support the best practices of Pragmatic Data Governance

- Framework for Data Governance (Stewardship, knowledgebase, process)
- Best practices for managing each type of Data Governance content



- Robust data governance knowledge base
- Simple searches for data usage & meaning
- Built-in data governance workflows
- Unlimited users with single sign-on
- API integration to embed in other systems

Embedded in other tools

Not all users need to access the knowledge base directly

- Reporting tools
- Ticketing system
- Website/Portal



Connie Sumer

Data Cookbook

Request a New Report

Term Search

Search for:

Exact match?

Search Results

Full-Time Student
A Student currently enrolled in more than 12 hours of credit classes.

Part-Time Student
student with less than 12 hours credit

Active Student
A Student with at least one credit on the census date in a degree seeking program

Graduate student

General Ledger (DCB)

Chart of Account:
Fiscal Year:
Fiscal Period:

By Fiscal Year

FSYR	Fund	Debits	Credits	Balance
16	1010	\$150,000.00	\$150,000.00	\$0.00
16	1110	\$64,322.91	\$64,322.91	\$0.00
16	2012	\$45,200.00	\$45,200.00	\$0.00
16	2014	\$3,200.00	\$3,200.00	\$0.00
16	2110	\$427,235.50	\$427,235.50	\$0.00
16	2112B	\$724.00	\$724.00	\$0.00
16	2124A	43,374.68	43,374.68	\$0.00

Drill into Account Detail For Selected Fund

Fund	Account	Debits	Credits	Balance
1110	1090	\$4,048.48	\$816,329.83	(\$811,081.35)
1110	1210	\$1,174.00	\$0.00	\$1,174.00
1110	1600	\$201,255.05	\$0.00	\$201,255.05
1110	2101	\$1,100.00	\$41,100.00	(\$40,000.00)
1110	2108	\$122,571.86	\$301,255.05	(\$178,683.25)
1110	2110	\$0.00	\$298.00	(\$298.00)
1110	2122	\$0.00	\$82.53	(\$82.53)
1110	2305	\$1,520.11	\$0.00	\$1,520.11
1110	2350	\$0.00	\$1,520.11	(\$1,520.11)
1110	2500	\$0.00	\$198,427.43	(\$198,427.43)

Breakdown by Account Type

General Ledger

Purpose
Breakdown of Credits and Debits across Fiscal Year and Funds.

Description
This report allows user to see General Ledger information based on the Chart of Accounts, Fiscal Year and Fiscal Period. It will show all of the details of each fund and the outstanding amount.

Related Terms

- General Ledger Chart of Accounts**
A Chart of Accounts defines the nature of an accounting structure. Balance refers to the Chart of Accounts organization as a FISCAL. The term FISCAL is used to define the various elements of the accounting structure.
- General Ledger Fiscal Year**
Budget year starting July 1 and ending June 30 every year.
- General Ledger Fiscal Period**
Month with a fiscal year ID. Order = 01 September = 12 (12 digit number).
- General Ledger Fund**
Denotes the source of funds.



What information are you looking for?

Search the Data Cookbook

Go



**Search your entire
knowledge base and
request help**

What information are you looking for?

Search the Data Cookbook

Go



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**Business
Glossary**

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IDATA UNIVERSITY **Data Deliverables Catalog** [John Admin \(Log out\)](#) [Help](#) [★ Recent Updates](#) [Enable Admin](#)

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Data Request Process



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**Setup & Customization,
Functional Areas, Work flows,
User Groups, and Permissions**

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What information are you looking for?

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**Search-able Public Data
Standards, Data Submission
Agencies, and Shared Content**

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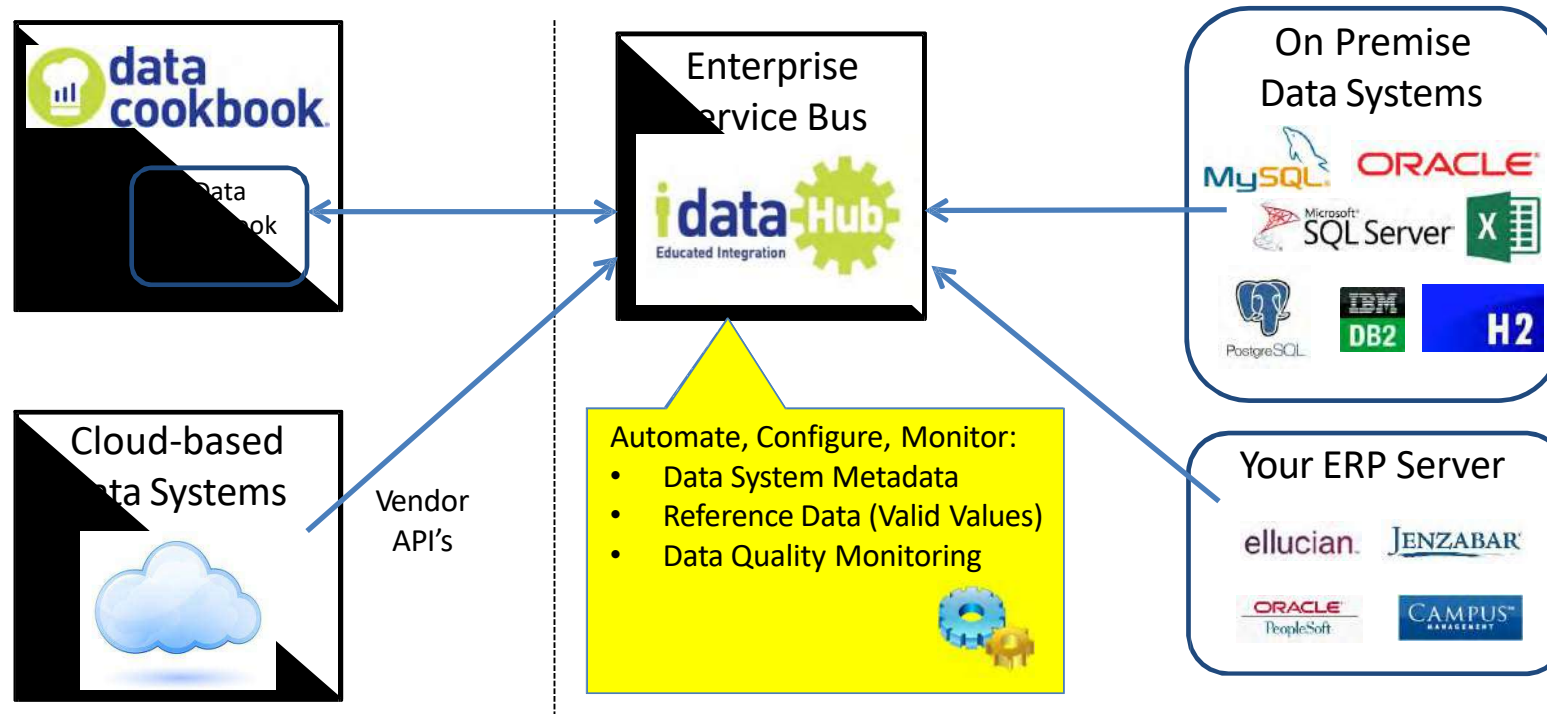
Data Governance Framework

- **Defining Your Organization**
 - Functional areas
- **Data Stewards and other User Groups**
- **The Shared Repository**
 - Approvals and Versioning
- **Understanding Workflows and Notifications**

Managing Data Governance Content

- **Data System Inventory**
- **Business Glossary**
- **Data Deliverables Catalog (Reports and ETLs)**
- **Data Requests**
- **Data Lineage**
- **Reference Data**
- **Data Quality**
- **External Data Standards / Community**
- **Integration Suite**

Secure Integration w/ IDataHub ESB



- Procedure Groups
- Data Cookbook Integration Suite
 - Data Cookbook Connector
 - Data Cookbook Scheduled Updates
 - Data Management Core
 - Data System Connectors
 - Data Systems Configuration
 - IDataHub
 - All Procedures and Extensions
- New Procedure
- New Group
- Upload Procedure

Data Systems Configuration



Select Data System: Banner ERP System

Type: Oracle

Description: This is the primary ERP system. We are in the process of migrating from one system to another. This one will still be in effect in production for at least another 2 years. Houses primary student, finance and human resources data.

Connection Data Models Quality Rules Reference Data Notification

Page size: 10

Showing 1 to 6 of 6 entries

Old Codes	manual
Fund Types	manual
My ERP System	manual
Citizenship Status Explanations	manual
Academic Years (Banner)	manual
Terms	manual



Data Cookbook License Options:

Knowledge Edition or Enterprise Plus Edition



Searchable Knowledgebase	Data Dictionary Business Glossary Functional & Technical Definitions	Data Deliverables Catalog Specifications and Collections	Data Request Process
Data Governance Workflows	Data Policies Data Access, Security, Sharing, and Privacy	Change Management Impact Analysis	User Roles and permissions
Community and Standards	Data System Inventory	Data Models Technical Metadata	Data Lineage
Data Quality Rules, assessments, monitoring, issue resolution	Reference Data Management	Customizable Spec Templates Reports, ETLs, Surveys, APIs, etc.	Integration with Data Systems & Reporting Tools



Project Timeline

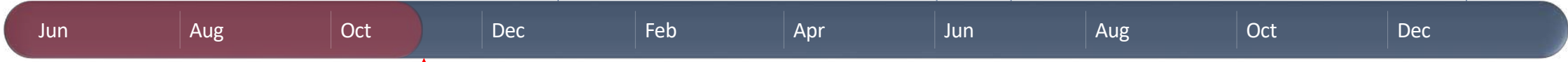
Data Governance & Stewardship Program In Place

6/1/2020

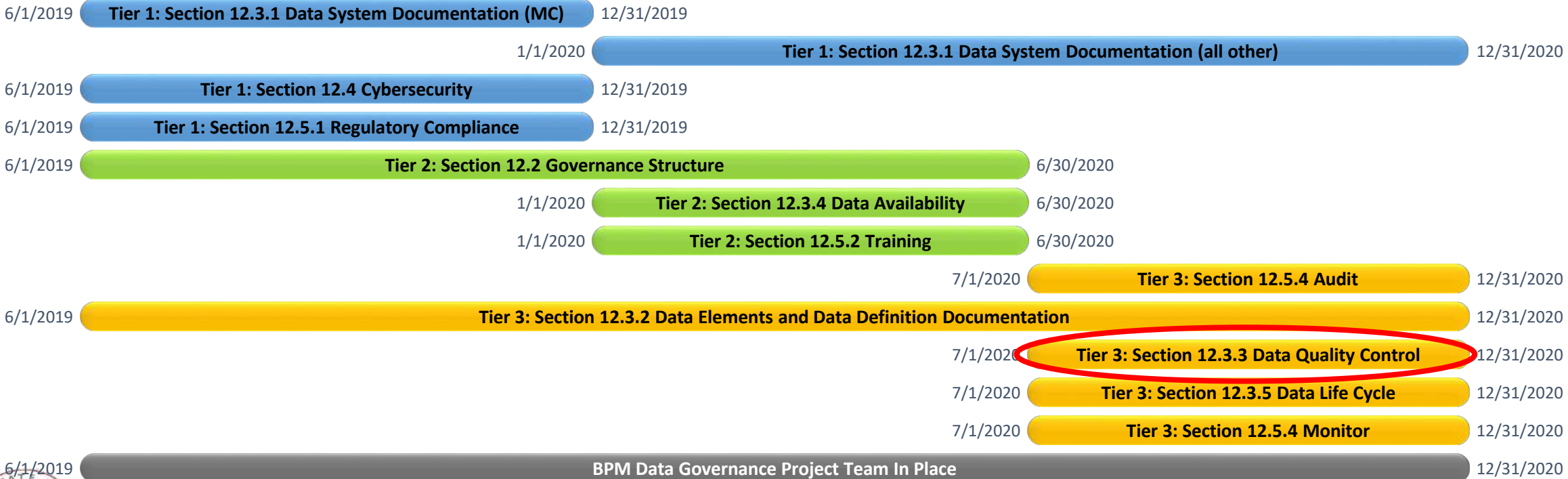
Tier 1 Sections Due
12/31/2019

Tier 2 Sections Due
6/30/2020

Tier 3 Sections Due
12/31/2020



2021



Next Steps for Data Stewards and Custodians

1. Review the iData Cookbook links provided on the Teams site
2. Consider how your area would utilize the iData Cookbook and provide any feedback





Questions?



Information for Data Stewards and Custodians

1. Where can you find additional information?

MS Teams Site: [Data Governance Working Group](#)

or <https://bit.ly/DGWorkingGroup>

2. Who do I contact if I have questions?

You can reach out to anyone on the Core Team for assistance:

Erik Lauffer – elauffer@gsu.edu Kim Foney – kfoney@gsu.edu

Susan Ridley – sridley@gsu.edu Mary McLaughlin – mmclaughlin@gsu.edu

Brandon Ferguson – bferguson@gsu.edu Ren Flot – rflot@gsu.edu

Whitfield Samuel – wsamuel@gsu.edu Keith Sumas – ksumas1@gsu.edu

Madison Burnett – madisonburnett@gsu.edu





Data Governance

Thank you for your time and attention!!

Data Stewards and Custodians Meeting

November 11, 2019